

4D Write® Version 6.5

User Reference
Mac OS and Windows Versions



4D Write
by ACI S.A.

4D Write® Reference

Version 6.5 for Mac™ OS and Windows®

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Contents

Contents.....	iii
Preface	vii
About this Manual.....	vii
Cross-Platform Considerations.....	vii
Hypertext Navigation.....	vii
Chapter Descriptions.....	viii
Conventions.....	viii
Chapter 1 Introduction.....	11
Overview.....	11
Integration with 4 th Dimension.....	12
4D Write with a 4 th Dimension Database.....	12
4D Write as an Independent Application.....	13
Chapter 2 Interface.....	15
Introduction.....	15
The 4D Write Window.....	16
The Menu Bar.....	17
The Toolbars.....	18
The ruler.....	19
The Status Bar.....	19
The 4D Write Menus.....	20
The File Menu.....	21
The Edit Menu.....	24
The View Menu.....	28
The Insert Menu.....	31
The Style Menu.....	33
The Colors Menu.....	35
The Paragraph Menu.....	37
The Format Menu.....	39
The Tools Menu.....	43

4D Write Toolbars	46
The Standard Toolbar	47
The Style Toolbar	50
The Format Toolbar	51
The Borders Toolbar	52

Chapter 3 Managing 4D Write Documents 55

Compatibility with 4th Dimension	55
Multi-platform Document Management	56
Format Management	56
File Equivalents on Mac OS and Windows	57
Opening 4D Write in an External Window	58
Creating a 4D Write Area in a Form	62
Saving Documents.	67
Creating a New Document.	68
Opening Documents in 4D Write	68
Saving 4D Write Documents.	69
Saving a Document with a Record	69
Saving a Document as a File.	69
Saving a Document as a Template	70
Setting Preferences	72
Selecting a spellchecker	74
Selecting a dictionary	75

Chapter 4 Entering and Editing Text 77

The 4D Write Window	78
Using 4D Write in an External Window	78
Using 4D Write in a Form.	80
Scrolling	82
Splitting the 4D Write window	82
Going to a Specified Page	85
Entering Text	86
Correcting Mistakes	86
Selecting Text	
to Edit	88
Removing Text	88
Replacing Text.	89
Moving or Copying Text	89
Inserting and Removing Hyphens	90
Inserting the Current Date and Time	90
Inserting the page number	91
Inserting a Special Character	92

Finding Text	92
Principle.	93
The Find dialog	93
Setting a Character Search	98
Finding and Replacing Text and formats	99
The Replace Dialog	100
Finding and replacing sequences of characters	105
Finding and Replacing Formats	106
Creating Headers and Footers	108
Resizing Headers and Footers.	109
Modifying Headers and Footers	109
Working with Pictures.	110
Picture Formats	110
The Paste Picture Dialog	111
Pasting a Picture in the Text Flow	112
Pasting a Picture in the Page.	112
Selecting a Picture	113
Scaling a Picture	113
Resizing a Picture	114
Moving a Picture	115
Hiding and Showing Pictures.	115
Removing a Picture	115
Using a Spelling Checker	116
Viewing Document Statistics	118

Chapter 5

Formatting Text	119
Formatting Paragraphs	120
The Ruler	120
Selecting Paragraphs	120
Setting the Margins and First Line indent	121
Aligning Text	122
Setting Line Spacing	123
Setting Tabs	124
Setting paragraph formats using the Paragraph dialog.	130
Setting colors	132
Setting a color for a character	133
Setting a color for style effect.	133
Showing Invisible Formatting Characters	135
Copying Paragraph Formatting.	135

- Changing Text Attributes 136
 - Changing the Font 137
 - Changing Text Size 137
 - Changing Text Style. 138
 - Changing Text Attributes at Once 138
- Managing Style Sheets 140
 - Defining a Custom Style Sheet 141
 - Modifying a Style Sheet 145
 - Saving and Loading Style Sheets 147
 - Applying Custom Style Sheets 148
 - Applying a Style Throughout a Document 149
 - Deleting a Style Sheet 149
- Setting Borders for a Paragraph 150
 - The Borders Dialog 150
- Managing Tables 154
 - The Table Wizard 154
 - Setting Predefined Values 162
- Managing Columns 169
 - The Columns Dialog 169
 - Setting columns for a document 171
 - Modifying the Column Width Using the Ruler. 171
 - Modifying the Columns Settings 172
 - Managing Column Breaks. 173
- Creating a Page Break 174

- Chapter 6** **Using Data 177**
 - Referencing Fields and Expressions 177
 - Inserting a 4th Dimension Field. 179
 - Inserting an Expression 182
 - Showing References or Values 185
 - Freezing References. 185
 - Computing References 186

- Chapter 7** **Printing 187**
 - Printing the Current Document 187
 - Printing a Merge Document 189
 - Previewing the Document 191
 - Printing a Document as Part of a Record 192
 - Previewing the Record. 194

- Index 195**

Preface

4D Write is a plug-in that extends word processing capabilities to your 4th Dimension databases. It is one of several plug-ins that, together with 4th Dimension, form the 4th Dimension environment.

About this Manual

This manual introduces 4D Write and describes how to create and use 4D Write documents in 4th Dimension. It explains how to use 4D Write to create letters, memos, and other documents. It explains how to enter and edit text in these documents and how to use these documents in conjunction with data in your database and in other plug-ins.


Cross-Platform Considerations

This manual introduces 4D Insider and explains how to use it on both the Windows[®] and Mac[™] OS (Macintosh and Power Macintosh) platforms. Although the concepts and functionality of both versions of 4D Write are nearly identical, the manual addresses any differences where necessary. Such differences may include the graphical user interface and keyboard commands.

The graphics in this manual illustrate 4D Write in the Windows 95 environment. The two versions of the same screen are only presented if there are any major differences between them.

Hypertext Navigation

If you are reading this manual in electronic format (Adobe[™] Acrobat PDF), you can take advantage of the hypertext links that it contains. Each word that appears in [blue](#) has a hypertext link. However, text in the “Table of Contents” and “Index” is not in blue, but each entry has a built-in hypertext link.

When you click a hypertext link, you immediately move to the page that contains more information. To return to your original page, click the Previous page button .

You can also navigate the document by clicking the bookmarks, which are located to the left of the window that displays the manual pages.

Chapter Descriptions

This manual is divided into the following chapters:

- Chapter 1, “[Introduction](#),” provides an overview of 4D Write.
- Chapter 2, “[Managing 4D Write Documents](#),” explains how to create and open 4D Write documents within your database and in external windows.
- Chapter 3, “[Entering and Editing Text](#),” describes how to perform basic text operations in 4D Write document windows.
- Chapter 4, “[Formatting Text](#),” shows how to customize the appearance of 4D Write documents.
- Chapter 5, “[Using Data](#),” explains how to use information from your 4th Dimension database in 4D Write documents.
- Chapter 6, “[Printing](#),” describes how to print 4D Write documents.

Conventions

This manual uses certain conventions to help you understand the material.

The following explanatory notes are used:

Note Text emphasized like this provides annotations and shortcuts that will help you use 4th Dimension more productively.

4D Server Throughout the manual, 4th Dimension and 4D Server/4D Client are referred to simply as 4th Dimension. Differences between the operation of the two products are explained in 4D Server notes, which provide information about using 4D Server/4D Client. This information is provided only when the operation of 4D Server/4D Client differs from that of 4th Dimension.

Notes like this alert you to important pieces of information and alert you to situations where data might be lost.

All 4D Write commands added to 4th Dimension are preceded by the letters WR. In this manual, 4D Write commands (which do not return values) are printed in all uppercase letters using a special font, for example: WR ON COMMAND. 4D Write functions (which return values) are shown with an initial capital letter: WR Get styled text.

In addition, all table names are shown in brackets in the text to help distinguish them from the names of fields, forms, and other items. For instance, the Companies table is written as the [Companies] table.

1

Introduction

This chapter provides basic information about 4D Write. It includes the following:

- An overview of 4D Write's capabilities
- Integration with 4th Dimension

Overview

The 4D Write plug-in extends word processing capabilities to your 4th Dimension databases. It is one of several plug-ins that, together with 4th Dimension, form the 4th Dimension environment. 4D Write allows you to include documents such as letters, reports, memos, and notes in your 4th Dimension forms. When used in a form, a 4D Write area appears as part of your data, just like a name or any other piece of information.

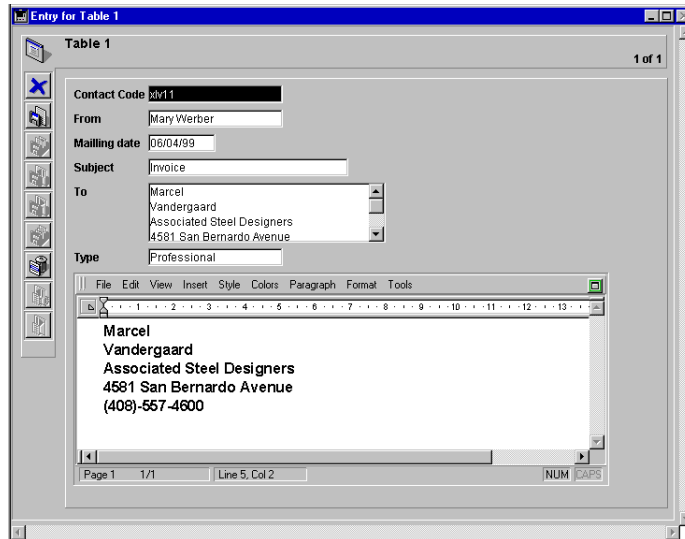
You can also treat 4D Write as a separate application by using it in external windows. Your work within these windows can be independent of your database or linked to information in your database or in other plug-ins.

Integration with 4th Dimension

4D Write with a 4th Dimension Database

4D Write offers more than the typical word processing features. As part of the 4th Dimension environment, 4D Write operates in conjunction with 4th Dimension databases.

4D Write enables you to attach word processing documents to each record in your database. The following figure shows a letter attached to a record in the Contacts database.



Text is typed directly in the document and is saved with the record, like any other field entry.

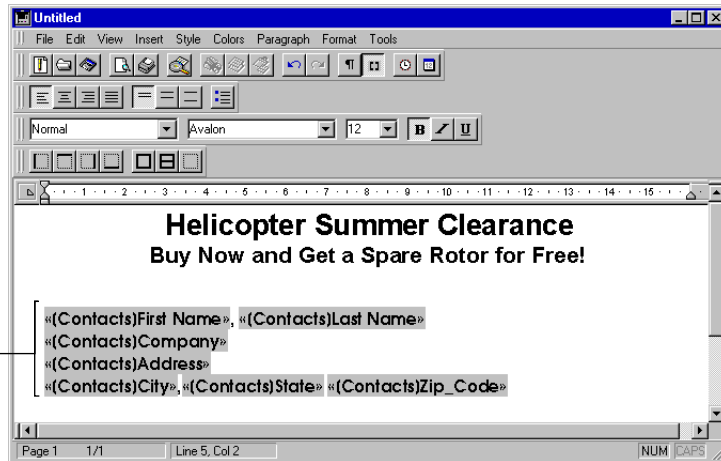
In addition, 4D Write documents can use data from 4th Dimension records. You can write reports and letters that automatically import or extract information from the database. For example, the letter shown in the figure draws the person's name and address from the record to which it is attached.

4D Write as an Independent Application

You can also use 4D Write in an external window as a stand-alone application with special access to the 4th Dimension database.

The following figure shows a promotional letter that includes fields from a 4th Dimension database.

Field references
in text



2

Interface

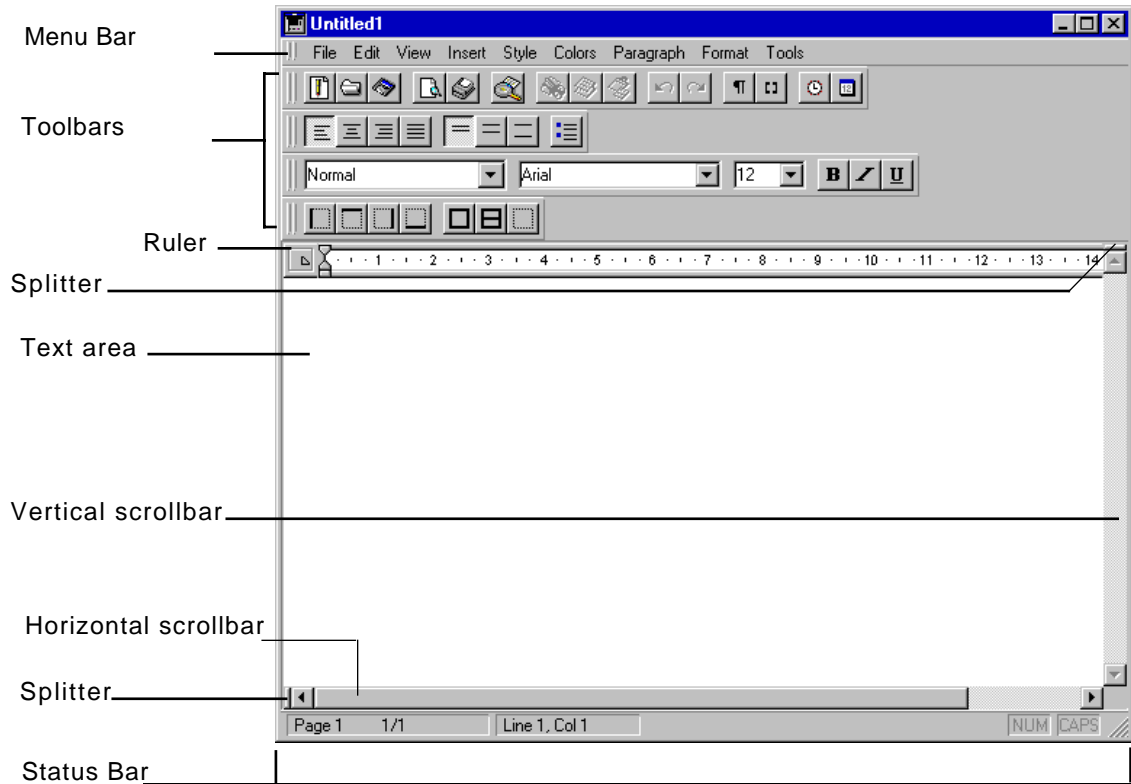
Introduction

4D Write can either be used in an included area or in an external window. Whichever you choose, the interface elements remain identical. The purpose of this chapter is to describe the 4D Write interface and to explain how it allows you to access the 4D Write features.

Note In this chapter, we will usually use the term window to designate either a 4D Write area or a 4D Write window. When necessary, the distinction will be made explicitly.

The 4D Write Window

The 4D Write window appears as follows:

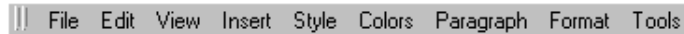


The 4D Write windows consists mainly of the following elements,

- A document area
- A menu bar, located at the top of the 4D Write window;
- Four toolbars, located above the menu bar;
- A horizontal ruler, located above the text area;
- A status bar, located at the bottom of the window; and
- Two scroll bars and two splitters.

The Menu Bar

The menu bar is displayed at the top of the 4D Write window:



Moving the Menu Bar

The 4D Write menu bar can be moved in the same way as the toolbars can. It can be moved to any side of the 4D Write window. It can also be displayed as a floating palette when located above the text area or outside the 4D Write Window.

► To move the 4D Write menu bar:

- 1 Place the mouse cursor above the grayed area located on the left of the menu bar.



- 2 Click and hold down the left mouse button.

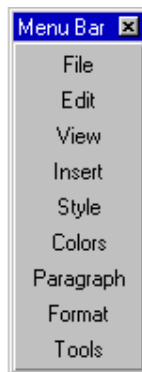
The cursor becomes a cross and you can drag the menu bar.

- 3 Drag the menu bar over the upper part of the window
OR

move the menu bar over the text area or outside the 4D Write window.

- 4 Release the mouse button.

If you have moved the menu bar to the upper part of the 4D Write window or to its sides, it appears attached to that side of the window. If you have moved the menu bar to the text area or outside the 4D Write window, it is then displayed as a palette:



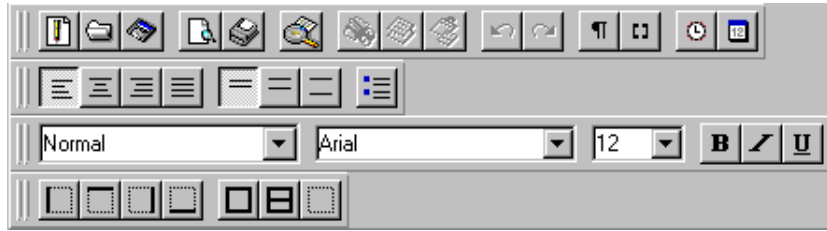
Note If you close the Menu bar palette, you will need to use the following key combination to display the menu bar again:

Ctrl+Shift+M on Windows

Cmd+Maj+M on Mac OS

The Toolbars

There are four toolbars in 4D Write:



They are designed to allow you to have a quick access to some features that would otherwise require the use of menu commands. For more information about the functions of each of those toolbars refer to [“4D Write Toolbars”, on page 46](#).

Moving a Toolbar

Menu bars can be moved to the four sides of the 4D Write window. They can also be displayed as a floating palettes when located above the text area or outside the 4D Write Window.

- 1 Place the mouse cursor above the grayed area located on the left of the toolbar.



- 2 Click and hold down the left mouse button.

The cursor becomes a cross and you can drag the toolbar.

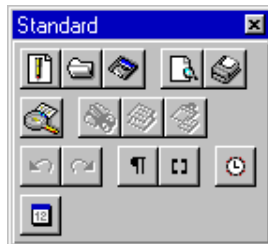
- 3 Drag the toolbar over the upper part of the window

OR

move the toolbar over the text area or outside the 4D Write window.

- 4 Release the mouse button.

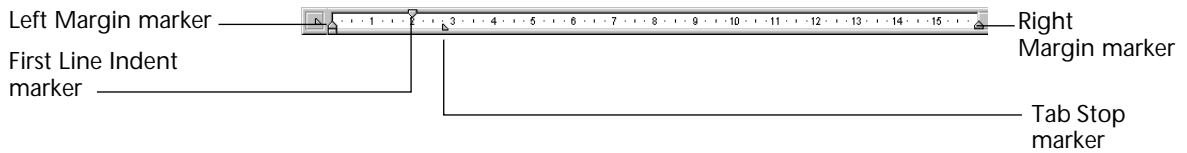
If you have moved the toolbar to the upper part of the 4D Write window or to its sides, it appears attached to that side of the window. If you have moved the toolbar to the text area or outside the 4D Write window, it is then displayed as a palette:



The ruler

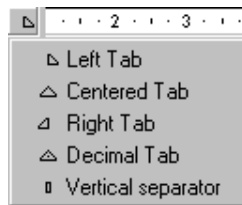
The ruler displays the position and type of tab stops, the position of margins and the position of the first line indent. The ruler consists of two main parts:

- The ruler itself:



This part displays the location and type of tab stops as well as the location of the margins.

- A pop-up menu is located at the left end of the ruler.



This menu allows you to select a type of tab to set when you click in the ruler.

For more information, about how to use the ruler, refer to [“Setting Tabs”, on page 124](#).

The Status Bar

The status bar is located at the bottom of the 4D Write window. It displays, from left to right: the current page number; the total number of pages in the document; the line and column number of the cursor location; and the status of the CAPS LOCK and NUM LOCK keys. It also displays a progress bar when a time consuming operation is being executed.



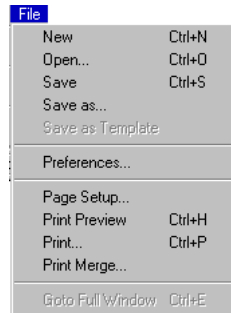
The 4D Write Menus

4D Write includes ten menus:

- **The File menu**
This menu is used for printing, for managing files and to access preferences.
- **The Edit menu**
This menu is used to access standard features such as Cut/Paste, undo or re-do operations and to access Find/Replace features. It also allows you to modify the character case and to select the whole document.
- **The View menu**
This menu is used to choose how the document is displayed.
- **The Insert menu**
This menu is used to insert variables (date and time, page number), pictures, page breaks, columns, tables and 4D expressions.
- **The Style menu**
This menu is used to define the style and case attributes of the selected text.
- **The Colors menu**
This menu is used to select a color for characters or style attributes.
- **The Paragraph menu**
This menu allows you to define the line spacing and the justification of the currently selected paragraph or paragraphs. It also allows you to select and insert bullets, and to copy/paste the ruler.
- **The Format menu**
This menu allows you to have access to the format dialogs for style sheets, characters, tab stops, borders and columns.
- **The Tools menu**
This menu allows you to select a spellchecker, to define a language for the document, to display and edit the properties of the document (title, subject, author and notes) and to display document statistics (word count, number of characters, paragraphs and so on). It also allows you to update or freeze the 4D references in the document.
- **The Help menu**
On Windows this menu allows you to open the on-line help.

The File Menu

The File menu allows you to access the standard file management features, the printing features as well as the preferences:



- **New**

Selecting this command displays a new empty document in the text area. If the document on which you are working is not saved, a dialog is presented to give you an option to save that document first.
- **Open**

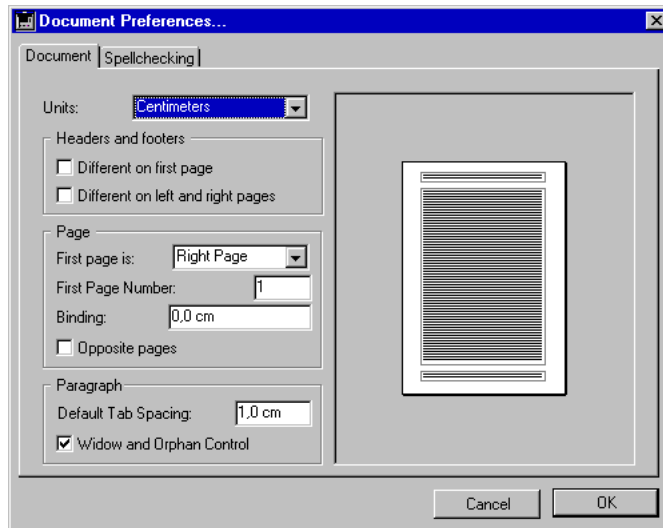
Selecting the **Open** menu command opens the standard Open file dialog box that corresponds to the platform you are working on.
- **Save**

Selecting the **Save** menu command saves the current document at its current location. If the current document is a document that was never saved the **Save** menu command is grayed.
- **Save as**

Selecting the **Save as** menu command displays the standard Save file dialog. If the document on which you are working is a new document, selecting the **Save as** menu command has the same effect as selecting the **Save** menu command.

■ **Preferences**

Selecting the **Preferences** menu command displays the Document Preferences dialog:



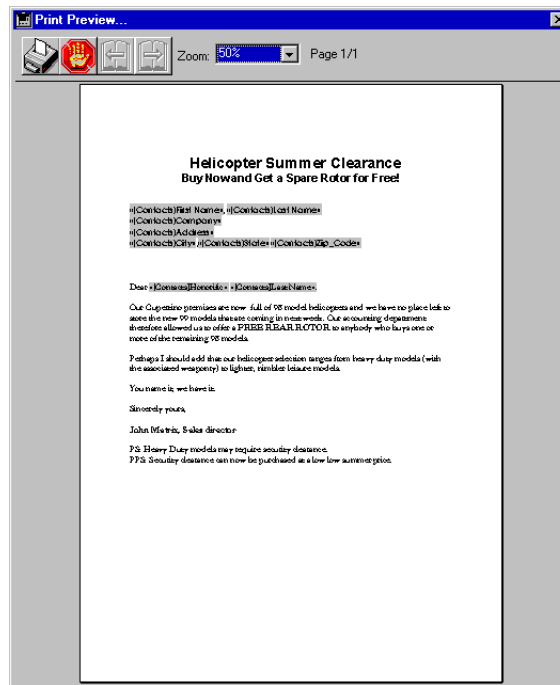
This dialog allows you to set the preferences of the document, such as ruler units, header and footer options, binding options, widow and orphan control and the selection of the spellchecker. For more information about how to use this dialog, refer to [“Setting Preferences”](#), on page 72.

■ **Page Setup**

Selecting the **Page Setup** menu command displays the Page Setup dialog of the current printer.

■ Print Preview

Selecting the **Print Preview** menu command displays the print preview window:



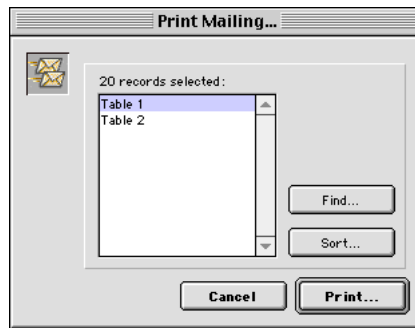
The Print Preview window displays the pages of the document as it will be printed. It also allows you to start or cancel the printing. For more information about this window, refer to [“Previewing the Document”](#), on page 191.

■ Print

Selecting the **Print** menu command displays the Print dialog for the current printer.

■ **Print merge**

Selecting the **Print merge** menu command displays the Print Mailing dialog:



This dialog allows you to choose a selection of records for each of which a version of the current document will be printed. For more information about how to use this dialog, refer to [“Printing a Merge Document”](#), on page 189.

■ **Go to full window**

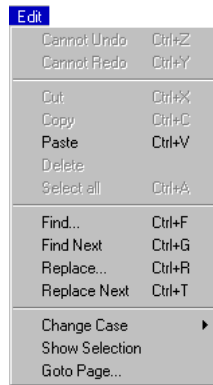
This command expands the 4D Write window to the screen size (on Mac OS) or to the size of the window of the application (Windows). The 4D Write menu bar temporarily replaces the 4th Dimension menu bar.

The Edit Menu

The **Edit** menu allows you to:

- Copy/Paste text and pictures;
- Cancel or repeat the last operation executed by the program;
- Find and replace formatting or text;
- Select all of the text (including the pictures that are in the text flow);
- Modify the character case for the current selection;
- Display the current selection; or
- Go to a specific page.

The **Edit** menu offers the following commands:



- **Undo Action**

Selecting the **Undo Action** menu command reverses the last action taken by the user. If the last action cannot be undone, the command menu is dimmed and its title becomes **Cannot Undo Action**.

- **Redo Action**

Selecting the **Redo Action** menu command re-does the last action taken by the user. If the last action cannot be repeated, the command menu is dimmed and its title becomes **Cannot Redo Action**.

- **Cut**

Selecting the **Cut** menu command deletes the current selection and places it in the clipboard.

- **Copy**

Selecting the **Copy** menu command copies the current selection and places it in the clipboard.

- **Paste**

Selecting the **Paste** menu command inserts a copy of the contents of the clipboard at the location of the insertion point, or replaces a selection with the contents of the clipboard if anything is selected.

Note If the contents of the clipboard is an image and Page View mode is selected, 4D displays the Paste Picture dialog. This dialog allows you to set where the picture will be pasted (floating or within the text, for example). For more information about this, refer to [“The Paste Picture Dialog”](#), on page 111.

- **Delete**

Selecting the **Delete** menu command deletes the current selection.

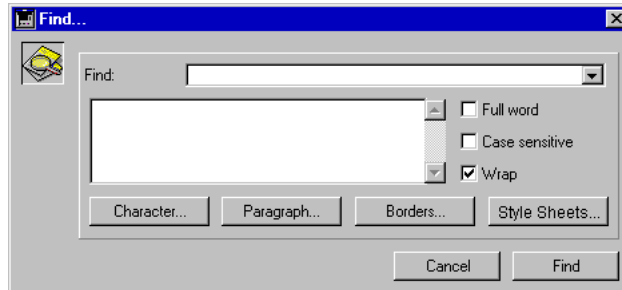
■ **Select all**

Selecting the **Select all** selects all the elements present in the area being edited (characters, tables and pictures).

Note If Page View mode is selected, and the cursor is located in either the header or footer area, only the contents of that area will be selected.

■ **Find**

Selecting the **Find** menu command Displays the Find dialog:



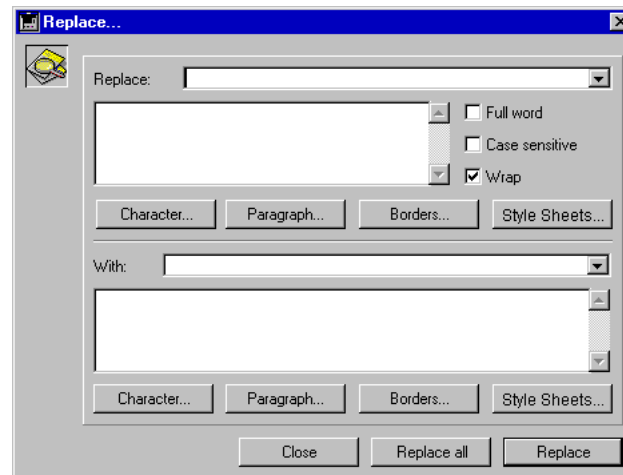
The Find dialog is used to define character, style, border or format searches. For more information about how to use this dialog, refer to [“Finding Text”, on page 92](#).

Find Next

Selecting the **Find Next** menu command triggers a search based on the last character or format search you performed.

■ **Replace**

Selecting the **Replace** displays the Replace dialog:



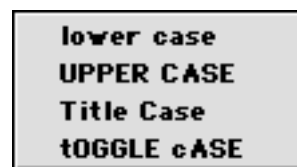
This dialog allows you to define searches in the same way the Find dialog does. It also allows you to define a character string that will replace that string you searched for. Replacements are not limited to characters and can be extended to character, paragraph, border and style formats. For more information about replacing characters, refer to [“Finding and replacing sequences of characters”](#), on page 105.

■ **Replace Next**

Selecting the **Replace Next** menu command triggers a search based on the last character or format search you performed, followed by a replacement identical to the last replacement executed.

■ **Change case**

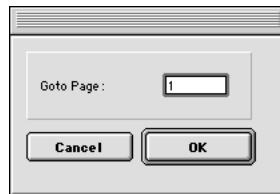
Selecting the **Change case** menu command displays a submenu:



This submenu allows you to modify that character case of the current selection.

- **lower case** converts the selected text to lower case.
- **UPPER CASE** converts the selected text to upper case.

- **Title Case** converts the first letter of each word in the selection to upper case.
- **tOGGLE CASE** converts all upper case letters in the selection to lower case and vice-versa.
- **Show selection**
Selecting the **Show selection** menu command scrolls the document in order to display either the insertion point or the current selection. If either is already displayed, this command has no effect.
- **Go to page**
Selecting the **Go to page** menu command displays the Go to Page dialog:



For more information about this dialog, refer to [“Going to a Specified Page”, on page 85](#)

Once you have entered a page number, clicking **OK** displays the corresponding page.

The View Menu

The **View** menu allows you to:

- Select Page View mode.
- Select the elements you want to display in the 4D Write window (toolbar, rulers, headers, footers, 4D references, pictures, invisible characters, frames, menu bar and status bar).

The menu commands of the **View** menu are the following:

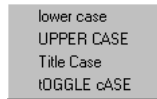
- **Normal**
Selecting the **Normal** menu command displays the document as an uninterrupted series of paragraphs without columns, headers or footers. When this mode is selected, a checkmark is displayed next to the **Normal** menu command. Selecting this option unchecks the **Page** menu command.

■ Page

Selecting the **Page** menu command displays the document as a succession of separate pages, and displays text columns. When this mode is selected, a checkmark is displayed next to the **Page** menu command. Selecting this option unchecks the Normal menu command.

■ Toolbars

Selecting the **Toolbars** menu command displays a submenu:



In this submenu, toolbars whose name is preceded by a checkmark are displayed. Selecting the name of a toolbar, when there is a checkmark next to it, hides the corresponding toolbar. Selecting the name of a toolbar, when there is no checkmark next to it, displays the corresponding toolbar.

■ Rulers

Selecting the **Rulers** can either hide or display the rulers. When rulers are displayed, a checkmark is displayed next to the **Rulers** menu command.

Note When the Page View mode is selected, both horizontal and vertical rulers are displayed. When the Normal view mode is selected, only the horizontal ruler is displayed. The **Rulers** menu command only affects the rulers that are displayed by the current view mode.

■ Header

When in Page view mode, selecting the **Header** menu command displays the document's header area. The header area is displayed in a separate area located at the top of the current page. When the Normal view mode is selected this command is disabled since that mode cannot display the header area.

■ Footer

When in Page view mode, selecting the **Footer** menu command displays the document's footer area. The footer area is displayed in a separate area located at the bottom of the current page. When the Normal view mode is selected this command is disabled since that mode cannot display the Footer area.

■ **References**

Selecting this command displays the values of the references. When a checkmark appears before the References menu command, references are displayed, otherwise the computed values of references are displayed. For more information about displaying values or references, refer to [“Showing References or Values”, on page 185](#).

■ **Pictures**

When a checkmark is displayed next to the **Pictures** menu command, 4D Write displays the picture. When no checkmark is displayed next to the **Pictures** menu command, 4D Write displays frames instead of pictures. This make the display faster.

Note This menu command also affect the printing of pictures.

■ **Invisible characters**

When a checkmark is displayed next to the **Invisible characters** menu command, 4D Write displays invisible characters. Selecting this menu item when it is checked unchecks it, and vice-versa.

■ **Margins**

This menu command is only accessible when Page view mode is selected. When Page view mode is selected, selecting the **Margins** menu command displays or hides the margins of the document. When margins are displayed, a checkmark is displayed next to the **Margins** menu command.

■ **Horizontal scrollbars**

Selecting **Horizontal scrollbars** displays or hides the horizontal scrollbar. When the horizontal scrollbar is displayed, a checkmark is displayed next to the **Horizontal scrollbars** menu command.

■ **Vertical scrollbars**

Selecting **Vertical scrollbars** displays or hide the horizontal scrollbar. When the horizontal scrollbar is displayed, a checkmark is displayed next to the **Vertical scrollbars** menu command.

■ **Menu bar**

Selecting **Menu bar** displays or hides the menu bar. When the menu bar is displayed, a checkmark is displayed next to the **Menu bar** menu command. When the menu bar is hidden, you can display it again by pressing the following combinations of keys: Ctrl + Shift + M on Windows and Command + Shift + M on Mac OS.

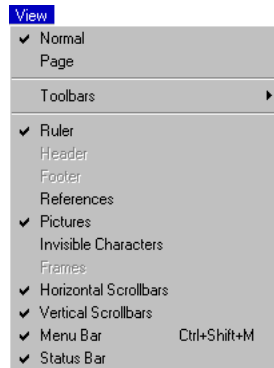
■ Status bar

Selecting the **Status bar** displays or hide the horizontal scrollbar. When the horizontal scrollbar is displayed, a checkmark is displayed next to the **Status bar** menu command.

The Insert Menu

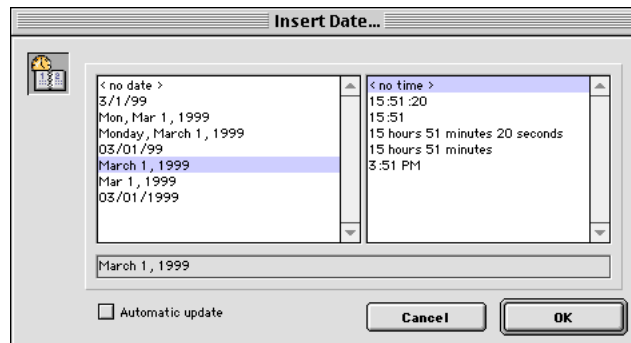
The **Insert** menu allows you to insert variables (date and time, page number), page breaks, column breaks, and 4D expressions. If the insertion point is located in the text, the element is inserted at the insertion point, otherwise it replaces the current selection.

The **Insert** menu includes the following menu commands:



■ Date and time

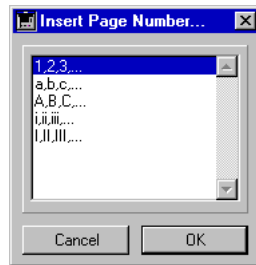
Selecting the **Date and time** menu command displays the Insert date dialog.



This dialog allows you to select the current date, the current time or both as well as their display formats. For more information about this, refer to [“Inserting the Current Date and Time”, on page 90](#).

■ Page number

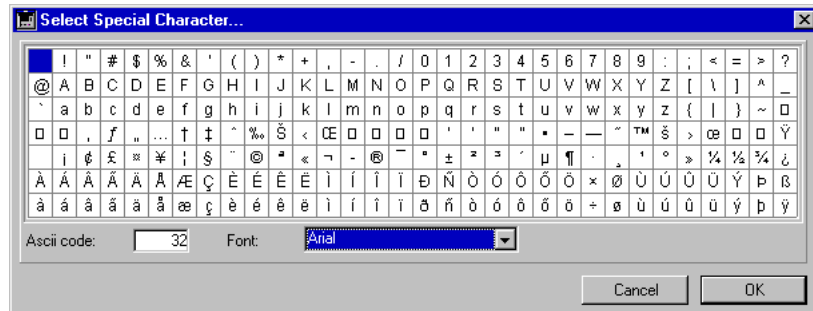
Selecting the **Page number** menu command displays the Insert page number dialog.



Once the format selected, clicking OK inserts the page number at the location of the insertion point. For more information, refer to [“Inserting the page number”, on page 91](#).

■ Special character

Selecting the **Special character** displays the Select Special character dialog:



This dialog allows you to pick a specific character by viewing it beforehand. For more information, refer to [“Inserting a Special Character”, on page 92](#).

■ Hyphen

Selecting the **Hyphen** menu command inserts a hyphen at the cursor location. For more information, refer to [“Inserting and Removing Hyphens”, on page 90](#).

■ Non Breaking space

Selecting the **Non Breaking space** menu command inserts a non breaking space at the insertion point.

- **Column break**

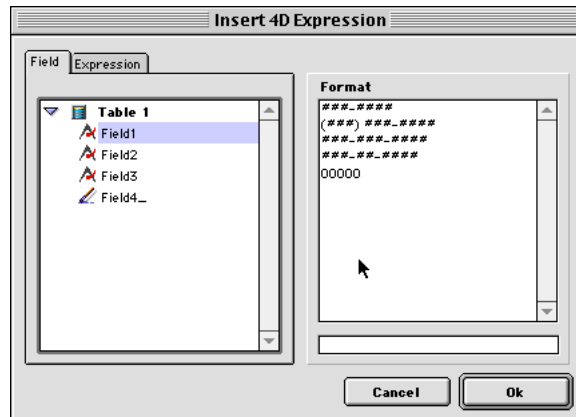
Selecting **Column break** menu command inserts a column break at the insertion point.

- **Page break**

Selecting **Page break** inserts a page break at the insertion point.

- **4D Expression**

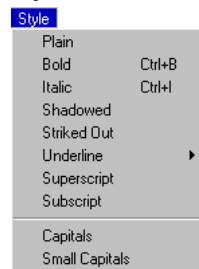
Selecting the **4D Expression** menu command displays the Insert 4D Expression dialog:



This dialog allows you to select a field or to define a 4D expression. For more information about this dialog, refer to [“Referencing Fields and Expressions”](#), on page 177.

The Style Menu

The **Style** menu allows you to modify style attributes for the current selection. Style attributes can be combined by sequentially selecting styles.



■ **Plain**

Selecting the **Plain** menu command allows you clear all style attributes that would be applied to the current selection. Case, font, size and color attributes are not affected by this function.

■ **Bold**

Selecting the **Bold** menu command applies the bold style to the current selection.

■ **Italic**

Selecting the **Italic** menu command applies the italic style to the current selection.

■ **Shadow**

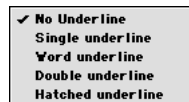
Selecting the **Shadow** menu command applies the shadowed style to the current selection. This style is not the standard Mac OS Shadow effect, but an attribute defined by 4D Write. This makes the attribute available on both Windows and Mac OS platforms.

■ **Strikethrough**

Selecting the **Strikethrough** menu command scores out the current selection.

■ **Underline**

Selecting the **Underline** command menu displays a submenu that allows you to choose a type of underline.



■ **No underline** selects no underline for the current selection.

■ **Single underline** underlines the selection with a single stroke.

■ **Word underline** underlines only the words of the selection with a single stroke.

■ **Double underline** underlines the current selection with a double line.

■ **Hatched underline** underlines the current selection with a dotted line.

■ **Superscript**

Selecting **Superscript** applies the superscript attribute to the current selection.

- **Subscript**

Selecting **Subscript** applies the subscript attribute to the current selection.

- **Capitals**

Selecting **Capitals** displays the characters in the current selection in upper case (the case in which the text is typed is still stored but not shown).

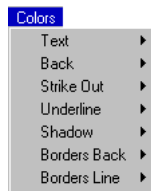
- **Small capitals**

Selecting **Small capitals** displays the current selection, using uppercase characters of the next lower size to display text entered in lower case.

Please note that, during a character search, a small capitals character is not considered as an uppercase character. In other words, an “a” character will be displayed as “A” if you select the small capitals style attribute. It will however be returned by a search on the “a” character.

The Colors Menu

The **Colors** menu will allow you to modify color attributes of the selected elements.



For a selected piece of text, the elements for which you can set the color are the following:

- the Characters;
- the Character background;
- the Stroke of the Strikethrough effect;
- the Line that underlines a piece of text;
- the shadow for the Shadowed effect;
- the Paragraph background; and
- the Text borders

The menu commands of the **Colors** menus and their effect are the following:

- **Text**
Selecting the **Text** menu command displays a color submenu. The color selected using this submenu will be applied to the current text selection.
- **Back**
Selecting the **Back** menu command displays a color submenu. The color selected using this submenu will be applied to the background of the current text selection.
- **Strikethrough**
Selecting the **Strikethrough** menu command displays a color submenu. If the **Strikethrough** style is selected for the current selection, the selected color will apply to the stroke of the Strikethrough effect. If the Strikethrough style is not selected for the current selection, the selected color will be stored and will appear if the Strikethrough style is selected at a later time.
- **Underline**
Selecting the **Underline** menu command displays a color submenu. If the **Underline** style is selected for the current selection, the selected color will apply to the line of the Underline effect. If the Underline style is not selected for the current selection, the selected color will be stored and will appear if the Underline style is selected at a later time.
- **Shadow**
Selecting the **Shadow** menu command displays a color submenu. If the **Shadow** style is selected for the current selection, the selected color will apply to the shadow of the Shadow effect. If the Shadow style is not selected for the current selection, the selected color will be stored and will appear if the Shadow style is selected at a later time.
- **Borders back**
Selecting the **Borders back** menu command displays a color submenu. The selected color will apply to the background of all the paragraphs of the current selection.
- **Borders line**
Selecting the **Borders line** menu command displays a color submenu. If borders are selected for the current selection, the selected color will apply to those borders. If no borders are selected for the current selection, the selected color will be stored and will appear if borders are selected at a later time.

The Paragraph Menu

The **Paragraph** menu allows you to set for the selected paragraphs:

- whether the paragraph has a bullet and the character used for the bullet;
- the alignment; and
- the line spacing.

It also allows you to copy the contents of the ruler for a paragraph and apply it to other paragraphs.

The menu commands of the **Paragraph** menu are the following:



■ Copy Ruler

Selecting the **Copy Ruler** menu command copies the current settings of the ruler. The copied settings are the following: tab type and location, first line indent, and margin settings as well as all the paragraph attributes.

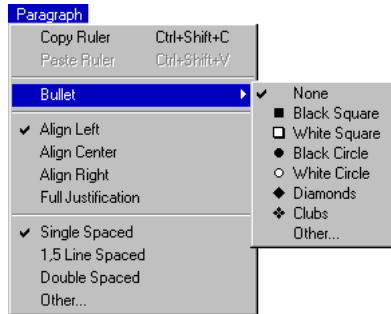
Note If you select several paragraphs, the ruler can only be copied if it is identically defined for each of those paragraphs.

■ Paste ruler

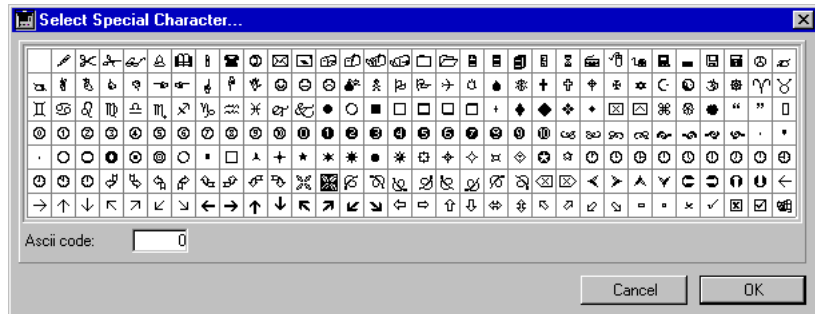
Selecting the **Paste ruler** pastes the ruler that was previously copied using the **Copy Ruler** menu command. For more information, refer to the previous paragraph.

■ **Bullets**

Selecting the **Bullets** menu command displays the following submenu:



This submenu allows you to select a specific type of bullet for the paragraphs of the current selection. The selected bullet will appear at the beginning of the first line of the paragraph. If you select the **Other** submenu command, the Select Special Character dialog is displayed.



For more information about the use of the Select Special character dialog refer to [“Setting bullets”, on page 129](#).

Note Only the default bullets share the same appearance on both Windows and Mac OS platforms.

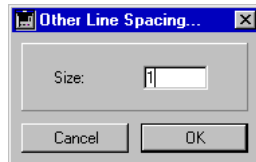
■ **Align left**

Selecting the **Align left** menu command applies a left alignment to all the paragraphs of the selection.

■ **Align center**

Selecting the **Align center** menu command centers all the paragraphs of the selection between their margins.

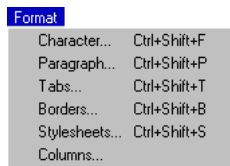
- **Align right**
Selecting the **Align right** menu command aligns the paragraphs in the selection with their right margins.
- **Full justification**
Selecting the **Full justification** menu command fully justifies all paragraphs of the selection between their margins.
- **Single spaced**
Selecting the **Single spaced** menu command applies the default line spacing to all the paragraphs of the selection.
- **1.5 Line spaced**
Selecting the **1.5 Line spaced** menu command applies a line spacing of one and a half line to all the paragraphs of the selection.
- **Double spaced**
Selecting the **Double spaced** menu command applies a line spacing of two lines to all the paragraphs of the selection.
- **Other**
Selecting the **Other** menu command displays the Other line spacing dialog:



The line spacing that is entered in this dialog will be applied to the selected paragraphs. For more information, refer to [“Setting Line Spacing”, on page 123](#).

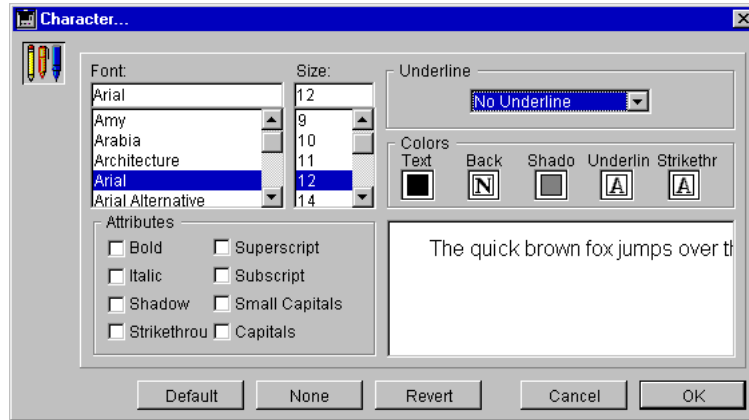
The Format Menu

The **Format** menu allows you to access the dialogs that set character, paragraph, tab, border and column formats. It also enables you to access the style sheet management dialog.



■ Character

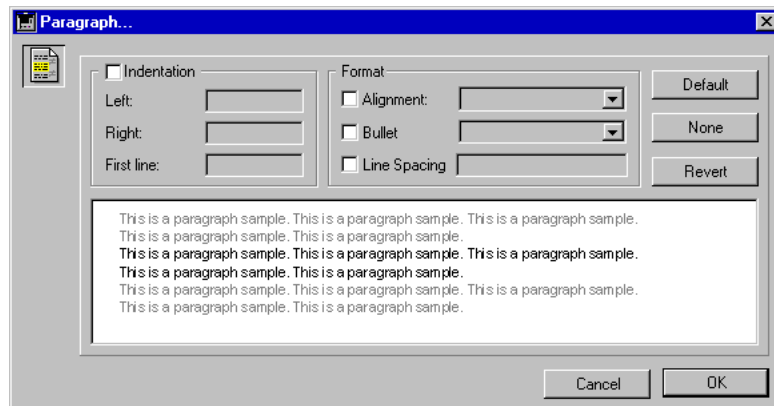
Selecting the **Character** menu command displays the Character dialog.



This dialog allows you to set several attributes of the characters of the selection at once. For more information about how to use this dialog, refer to [“Changing Text Attributes at Once”](#), on page 138.

■ Paragraph

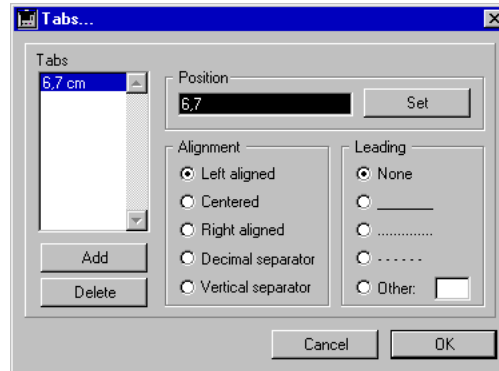
Selecting the **Paragraph** menu command displays the Paragraphs dialog.



This dialog allows you to set the paragraph properties for the selected paragraphs. For more information about how to use this dialog, refer to [“Formatting Paragraphs”](#), on page 120.

■ Tabs

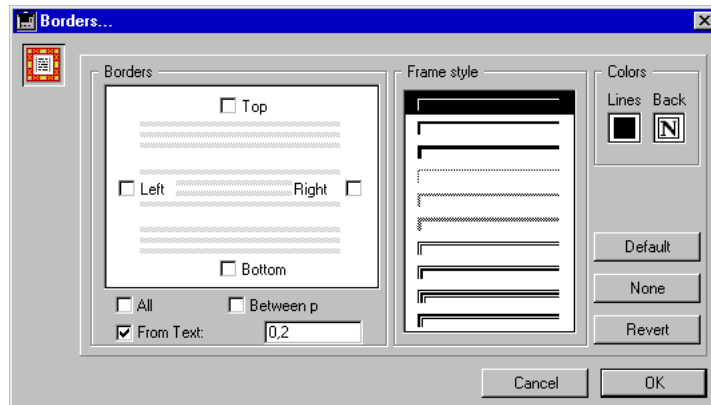
Selecting the **Tabs** menu command displays the tabs dialog.



This dialog allows you to define the location and type of the tab stops for the selected paragraphs. For more information about how to set tabs, refer to [“Setting Tabs”, on page 124](#).

■ Borders

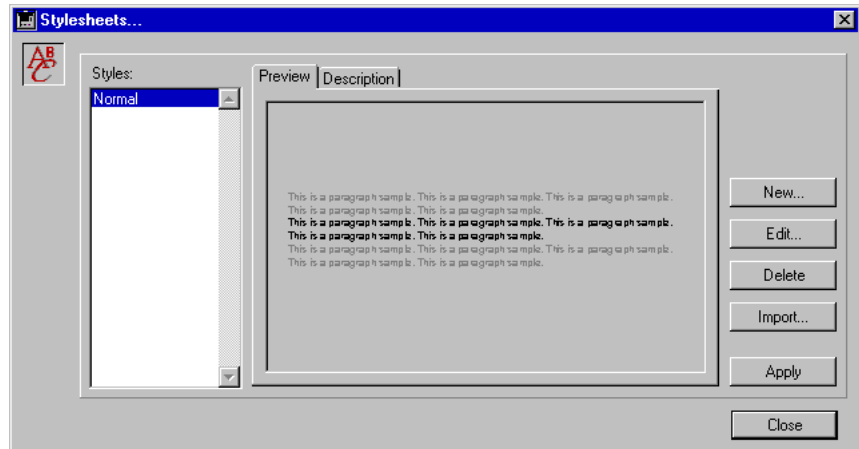
Selecting the **Borders** menu command displays the Borders dialog:



This dialog allows you to select the location and type of border you want to apply to the selected paragraphs. For more information about this point, refer to [“Setting Borders for a Paragraph”, on page 150](#).

■ **Style Sheets**

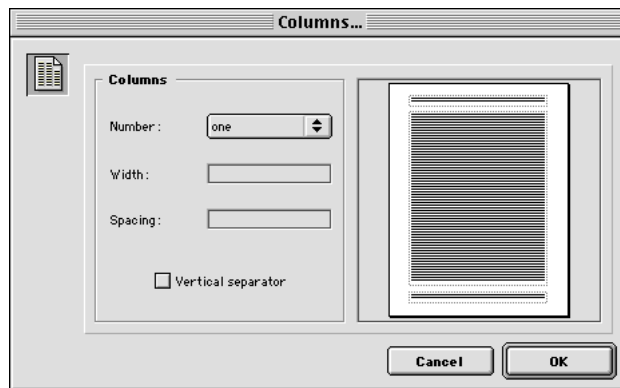
Selecting the **Style Sheets** menu command displays the Style Sheets dialog:



This dialog allows you to create, modify, import and apply style sheets. For more information about style sheets, refer to [“Managing Style Sheets”](#), on page 140.

■ **Columns**

Selecting **Columns** displays the Columns dialog.

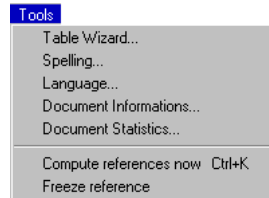


This dialog allows you to set the width, the spacing and the number of columns of the document. For more information about Columns in 4D Write, refer to [“Managing Columns”](#), on page 169.

The Tools Menu

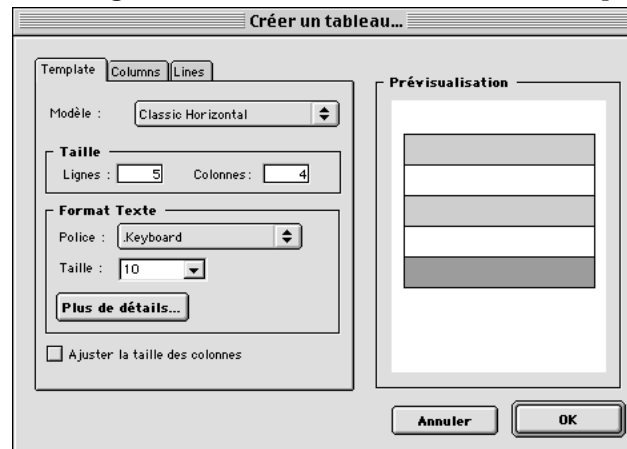
The **Tools** menu allows you to access several utility features such as spellchecking, statistics and document information and the language selection. Using the **Tools** menu also allows you to display either values or references and to force an update of the references.

The **Tools** menu contains the following menu commands:



■ Table Wizard

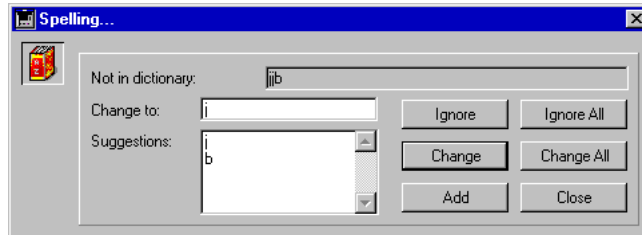
Selecting the **Table Wizard** menu command displays the table wizard:



The table wizard allows you to define the table settings when creating a table. For more information about creating tables, refer to [“Managing Tables”](#), on page 154.

■ Spelling

Selecting the **Spelling** menu command displays a spellchecker selection dialog, or, if any spellchecker is currently selected, it displays the Spelling dialog.



For more information about how to use the Spelling dialog, refer to [“Using a Spelling Checker”, on page 116](#).

■ Language

Selecting the **Language** menu command displays the language selection dialog.



For more information about the use of the language in your document. Please refer to [“Choosing the Language”, on page 117](#).

■ Document Information

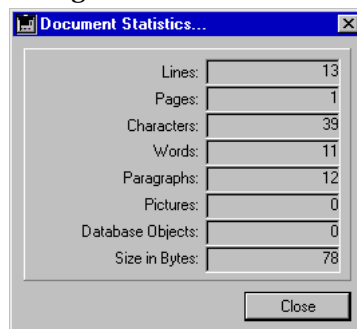
Selecting the **Document Information** menu command displays the Document Information dialog:



In this dialog, you can store useful extra information with your document. This includes a title, a subject, an author, a company and some note. Once you have entered this data, click OK to close the dialog and validate your entry or Cancel to ignore the changes.

■ Document Statistics

Selecting the **Document Statistics** displays the Document Statistics dialog:



This dialog displays statistics related to the current document. It includes the total number of lines, the total number of pages, the total number of characters, the total number of words, the total number of 4D objects and the size of the document file.

- **Compute references now**

Selecting the **Compute references now** menu command recomputes all references and expressions in the document based on the current values in the database.

- **Freeze references**

Selecting the **Freeze references** menu command replaces each reference by its current value and converts it into a character string. This action cannot be canceled.

4D Write Toolbars

4D Write toolbars are located in the upper part of the 4D Write window.

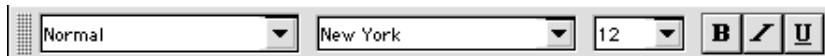


Toolbars are used to quickly access features that are often used. There are four toolbars in 4D Write:

- The Standard toolbar



- The Style toolbar



- The Borders toolbar,



- The Format toolbar



The Standard Toolbar

The Standard toolbar is organized into five groups of buttons:

- the file management buttons;
- the print management buttons;
- the character search buttons;
- the copy/paste buttons;
- the Undo and Redo buttons;
- the view management buttons; and
- the insertion icon

The File Management Icons

These are the file management buttons:



From left to right, these buttons are: the New Document button, the Open Document button and the Save Document button.



Clicking the New Document button displays a new empty document in the text area. If the document on which you are working is not saved, a dialog is displayed and asks you if you want to save the current file.



Clicking the Open Document button opens the standard Open file dialog box that corresponds to the platform you are working on. If the document on which you are working is not saved, a dialog is displayed asking if you want to save the current file before opening a new document.



Clicking the Save Document button saves the current document at its current location. If the current document is a document that was never saved a Save file dialog is displayed.

The Print Management buttons

The print management buttons consists of two buttons:



From left to right the two buttons are: the Print Preview button and the Print button.



Clicking the Print preview button has the same effect as selecting the **Print Preview** menu command in the **File** menu. For more information about the effect of this menu command, please refer to [“The File Menu”, on page 21.](#)



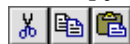
Clicking the Print button has the same effect as selecting the **Print** menu command in the **File** menu. For more information about the effect of this menu command, please refer to [“The File Menu”, on page 21.](#)

The Find button

Clicking the Find button has the same effect as selecting the **Find** menu command in the **Edit** menu. For more information about the effect of this menu command, please refer to [“The Edit Menu”, on page 24.](#)

The Copy/Paste Management buttons

The copy/paste buttons consists of three buttons:



From left to right the three buttons are: the Cut button, the Copy button and the Paste button.



Clicking the Cut button has the same effect as selecting the **Cut** menu command in the **Edit** menu. For more information about the effect of this menu command, please refer to [“The Edit Menu”, on page 24.](#)



Clicking the Copy button has the same effect as selecting the **Copy** menu command in the **Edit** menu. For more information about the effect of this menu command, please refer to [“The Edit Menu”, on page 24.](#)



Clicking the Paste button has the same effect as selecting the **Paste** menu command in the **Edit** menu. For more information about the effect of this menu command, please refer to [“The Edit Menu”, on page 24.](#)

The Undo and Redo buttons

The Undo and Redo buttons are displayed as follows:



Clicking the Undo button has the same effect as selecting the **Undo Action** menu command in the **Edit** menu. For more information about the effect of this menu command, please refer to [“The Edit Menu”, on page 24.](#)



Clicking the Redo button has the same effect as selecting the **Redo Action** menu command in the **Edit** menu. For more information about the effect of this menu command, please refer to [“The Edit Menu”, on page 24.](#)

The View Management buttons

There are two view management buttons:



From left to right these buttons are: the View Invisible button and the View References button.



Clicking the View invisible button has the same effect as selecting the **Invisible Characters** menu command in the **View** menu. For more information about the effect of this menu command, please refer to [“The View Menu”, on page 28.](#)



Clicking the View invisible button has the same effect as selecting the **References** menu command in the **View** menu. For more information about the effect of this menu command, please refer to [“The View Menu”, on page 28.](#)

The Insertion buttons

There are two insertion buttons:



From left to right these buttons are: the Insert Current Hour button and the Insert Current Date button.



Clicking the Insert Current Hour button inserts the current time at the insertion point. The time format is then “HH:MM”.



Clicking the Insert Current Date button inserts the current date at the insertion point. The time format is then “Day, Month Day of the month, YYYY” (Friday, March 5, 1999 for example).

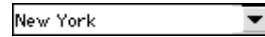
The Style Toolbar

The Style Toolbar consists of the following:

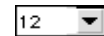
- the Style Sheet drop-down list;



- the Font drop-down list;



- the Font size drop-down list; and



- the Style buttons;



The Style Sheet Drop-down List

The style sheet drop-down list allows you to select a style sheet and apply it to the current selection. The style sheets that appear in that list are the style sheets that are available in the current document.

The Font Drop-down List

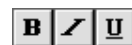
The Font drop-down list allows you to select a font and apply it to the current selection. The fonts that appear in that list are the fonts that are currently installed in your system. These fonts are the same as the fonts available in the Characters dialog.

The Font Size Drop-down List

The Font size drop-down list allows you to select a font size and apply it to the current selection.

The Style buttons

There are three style buttons:



From left to right these buttons are: the Bold button, the Italic button and the Single Underline button.



Clicking the Bold button applies the Bold style to the current selection or removes it if it was already selected. The effect of this button is identical to effect of the Bold menu command from the **Style** menu.



Clicking the Italic button applies the Italic style to the current selection or removes it if it was already selected. The effect of this button is identical to effect of the Italic menu command from the **Style** menu.



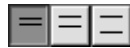
Clicking the Single Underline button applies the Single underline style attribute to the current selection or removes it if it was already selected.

The Format Toolbar The Format Toolbar consists of three button sets :

- the text alignment buttons;



- the line spacing buttons; and



- the bullet button.



The Text Alignment buttons

There are four text alignment buttons:



From left to right, the buttons are: the Left Aligned button, the Centered, the Right aligned button and the Full Justified button. This set of button allows you to set the text alignment of the current selection.



Clicking the Left aligned button aligns the paragraphs of the current selection to the left. The effect of this button is similar to the **Align Left** menu command from the **Paragraph** menu.



Clicking the Centered button centers the selected paragraphs between their margins. The effect of this button is similar to the **Align Center** menu command from the **Paragraph** menu.



Clicking the Right aligned button aligns the paragraphs of the current selection with their right margins. The effect of this button is similar to the **Align Right** menu command from the **Paragraph** menu.



Clicking the Full justified button fully justifies the current selection. The effect of this button is similar to the **Full Justification** menu command from the **Paragraph** menu.

The Line Spacing buttons

There are three line spacing buttons:



From left to right, these buttons are: the Single Spaced button, the 1.5 Line Spaced button and the double spaced button. Those buttons allow you to modify the line spacing for the current selection.



Clicking the Single Spaced button applies the default line spacing to the current selection. The effect of that button is similar to the **Single Spaced** menu command of the **Paragraph** menu.



Clicking the 1.5 Line Spaced button applies a line spacing of one and a half line to all the paragraphs of the selection. The effect of that button is similar to the **1.5 Line Spaced** menu command of the **Paragraph** menu.



Clicking the Double Spacing button applies a line spacing of two lines to the current selection. The effect of that button is similar to the **Double Spaced** menu command of the **Paragraph** menu.

The Bullet button

Clicking the Bullet button inserts a bullet at the beginning of the first line of each paragraph that belongs to the current selection. The style of bullet shown is determined by the bullet paragraph formatting option of each paragraph. Clicking once more on the Bullet button will remove the bullets.

The Borders Toolbar

The Borders Toolbar consists of two button sets:

- the individual border buttons,



- the frame buttons,



The Toolbars allows you to separately or globally define borders for the paragraphs of the current selection.

The Separate Borders buttons

There are four separate borders buttons :



From left to right these buttons are: the Left border button, the Top border button, the Right Border button and the Bottom border button. These buttons allow you to separately define the borders of the paragraphs of the current selection.



Clicking the Left Border button displays the left border of the paragraphs of the current selection.



Clicking the Top Border button displays the top border of the paragraphs of the current selection.



Clicking the Right Border button displays the Right border of the paragraphs of the current selection.



Clicking the Bottom Border button displays the bottom border of the paragraphs of the current selection.

The Frame buttons

There are three frame buttons:



From left to right these buttons are: the All Borders button, the Inside Borders buttons and the No Borders buttons. These buttons allow you to set several paragraph borders at once.



Clicking The All Borders button displays the external borders that outline the paragraphs of the current selection.



Clicking The Inside Borders button displays the external borders that outline the paragraphs of the current selection as well as the bottom and top borders of all the paragraphs of the selection.



Clicking the No Borders button remove any border present in the selection.

3

Managing 4D Write Documents

This chapter explains the basics of managing 4D Write documents:

- How to create, open, and save 4D Write documents in both database records and in external windows;
- Compatibility with 4th Dimension;
- Multi-platform document management;
- Opening a document in an external window;
- Creating a 4D Write area in a form;
- Creating a new document;
- Opening an existing document;
- Saving a document; and
- Setting preferences for document

Compatibility with 4th Dimension

The minimum requirements for 4D Write 6.5 with the current 4D environments on Mac OS and Windows are as follows:

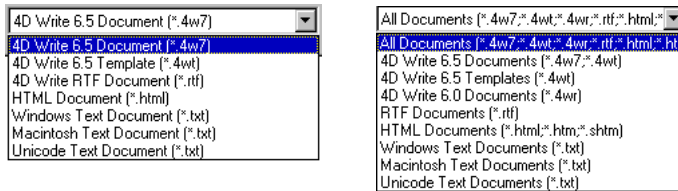
	Mac OS version	Windows version
4 th Dimension (single user)	6.5 PPC only	6.5
4D Server	6.5 Client PPC only	6.5

Multi-platform Document Management

4D Write, like 4th Dimension and 4D Server, is a multi-platform program. This means that, a database created under Mac OS that uses 4D Write can be opened and run under Windows with no modifications, and vice versa.

Format Management

4D Write allows you to use different file formats when opening or saving a file. Those formats appear in the drop down lists in the Open file and Save file dialogs.



The file formats available in 4D Write are the following :

- **4D Write 6.5 document**
This format is 4D Write 6.5 native format. A 4D Write 6.5 document saved using this format will keep all its features. This format is available for both opening and saving a document.
- **4D Write 6.5 templates**
This format is 4D Write 6.5 native format for templates, for more information about the templates in 4D Write and their use, please refer to "[Saving a Document as a Template](#)", on page 70. This format is available for both opening and saving a document.
- **4D Write 6.0 document**
This is the native format for the previous version of 4D Write. This format is available only when opening a document.
- **RTF document**
RTF stands for Rich Text Format. It allows file transfer between platforms while keeping basic formatting intact. This format is available for both opening and saving a document.

- **HTML document**
HTML stands for Hypertext Mark-up Language. This format is mainly used for serving pages on a web server. This format is available for both opening and saving a document.
- **Windows Text document**
This format is the basic windows text format, it does not embed any character formatting, and it uses the Windows extended ASCII table. This format is available for both opening and saving a document.
- **Macintosh Text document**
This format is the basic Mac OS text format, it does not embed any character formatting and uses the Mac OS extended ASCII table. This format is available for both opening and saving a document.
- **Unicode text document**
The unicode format is designed to avoid the character conversion that takes place when a document is opened on another platform, or on another system. It also allows the contents to be always retrieved independently of the script manager.

File Equivalents on Mac OS and Windows

The following table indicates the file equivalents of 4D Write documents on Mac OS and Windows.

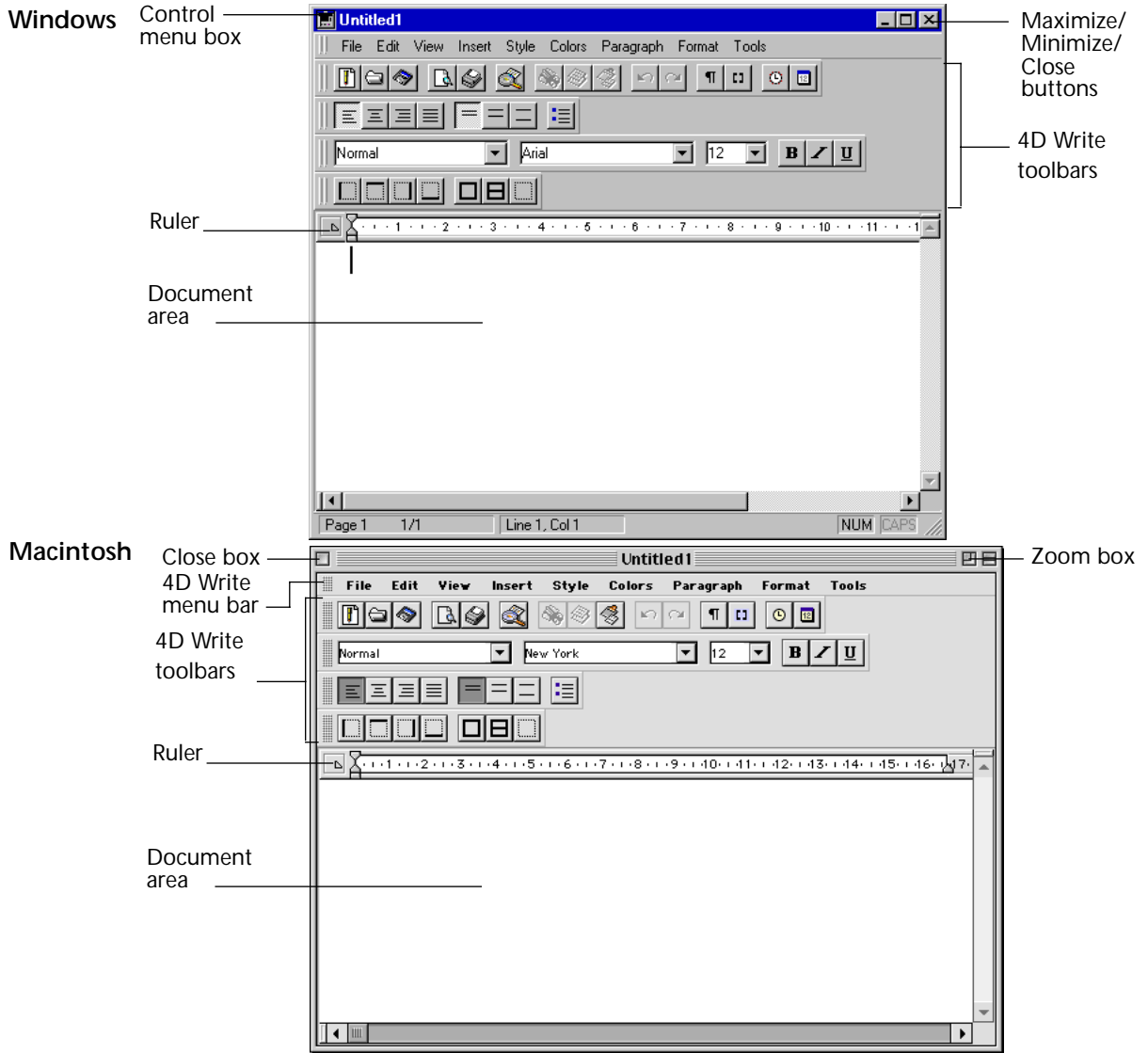
Document	Mac OS		Windows
	Type	Creator	Extension
4D Write 6.5 document	4WR7	4DW7	4W7
RTF	TEXT	4DW7	RTF
Windows Text only	TEXT	4DW7	TXT
Mac OS text only	TEXT	4DW7	TXT
Unicode text document	TEXT	4DW7	TXT
HTML document		4DW7	TXT

Opening 4D Write in an External Window


You can use 4D Write in its own window. When used in its own window, 4D Write operates as if it were a separate application.

- ▶ To open 4D Write in an external window:
 - 1 If you are not in the User environment, choose User in the Use menu.
The Plug-Ins menu is located in the User environment menu bar whenever any plug-ins are installed. If you have installed 4D Write, 4D Write appears as an item in the Windows menu. If you have installed additional plug-ins, they appear in the same menu.
 - 2 Choose 4D Write from the Plug-Ins menu.

A 4D Write document opens in an external window.



The external window contains the 4D Write menu bar. The menus in this menu bar allow you to manage your document. For example, use the **Style** menu to apply a different style to selected text. The 4th Dimension menus remain available in the standard menu bar at the top of your screen.

The external window also contains four toolbars. The role of those toolbars is to make access to specific features easier and faster. For example, to apply the Bold character style you can either select **Bold** from the Style menu or click the  icon in the Character toolbar. Toolbars also increase your control over the 4D Write interface since they can be moved within the 4D Write window or be separately used as palettes.

The ruler below the 4D Write toolbars allows you to set the margins, first line indent, and tabs.

The Standard toolbar allows you to quickly access some of the features that are accessible through the **File**, **Display**, and **Insert** Menus.

The Style toolbar allows you to set the format of characters and to select a style.

The Format toolbar allows you to set paragraph alignment, line spacing and the presence of bullets at the beginning of paragraphs.

The borders toolbars allows you to set the features of the borders for a paragraph.

4D Write windows also integrate splitters that allow you to divide the document area and therefore display different areas of the same document at the same time. For more information about splitters, refer to [the section “Splitting the 4D Write window”](#), on page 82.

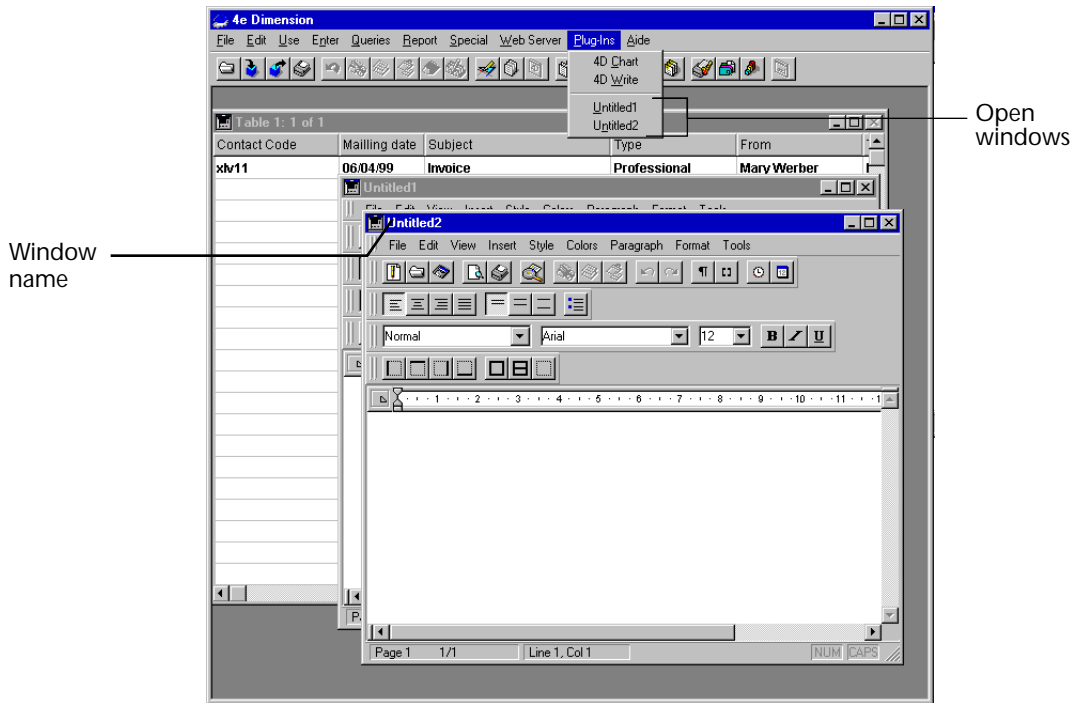
The document area below the ruler is where you edit your document.

- ▶ To view more of the document area by enlarging the window to full screen size:
- In Windows, click the Maximize button.
On the Macintosh, click the Zoom box.

Opening Multiple Documents

You can open additional 4D Write windows by choosing 4D Write from the Windows menu. Operating several 4D Write documents at the same time enables you to compare documents, copy and paste between documents, and move from one document to another simply by clicking in the appropriate window.

The titles of all 4D Write windows appear at the bottom of the Windows menu. You can bring any document to the front by choosing it from the Windows menu.



Saving Documents

When you save a document, its title bar changes to the file name it is saved under.

Closing Documents

To close an external window at any time:

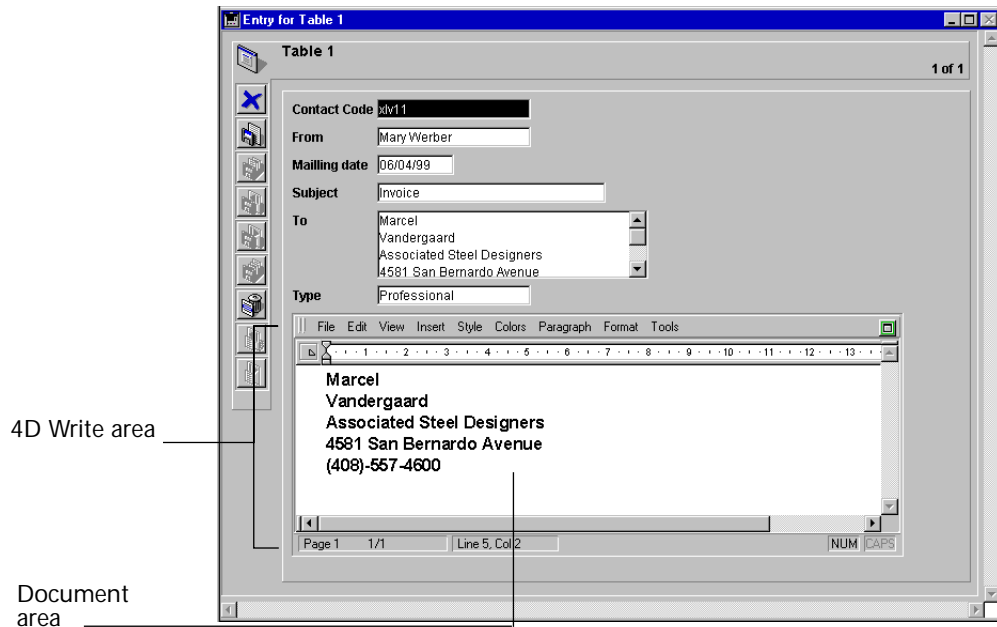
- In Windows, select Close from the Control menu.
On the Macintosh, click the Close box.

Creating a 4D Write Area in a Form

You can create 4D Write areas in any database form. You can use 4D Write in an input form, providing a document in each record for notes, reports, letters, or other information. You can also use a 4D Write area in an output form to display or print a document.

Note If you use 4D Write externals in output forms used with the 4D commands `MODIFY SELECTION` and `DISPLAY SELECTION`, the speed of the display will be slower.

The following figure shows a 4D Write area in an input form. A letter is being created for Marcel Vandergaard. The letter will be saved automatically with Molly's record when the record is accepted.

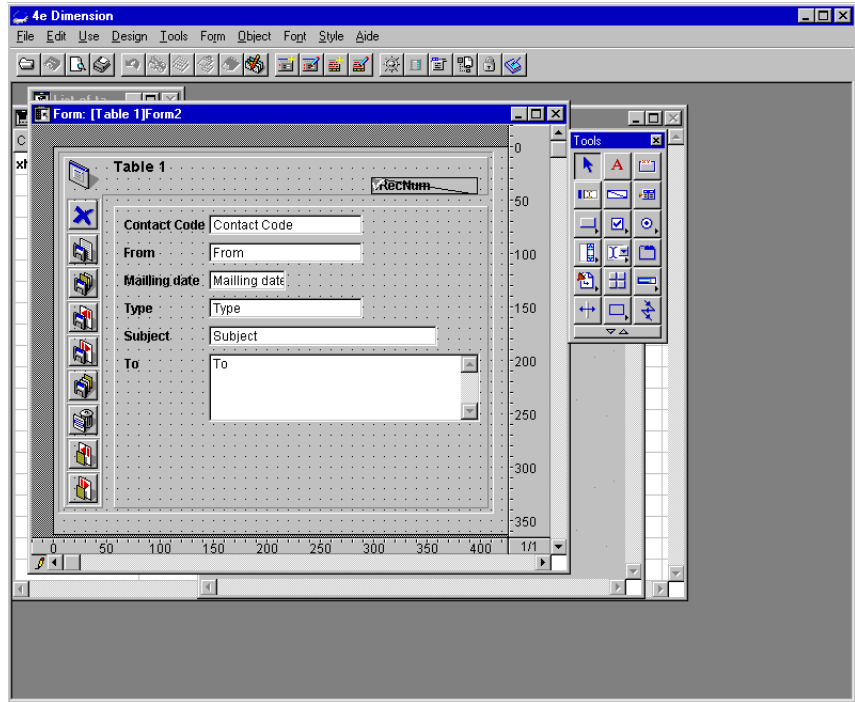


When used in a form, 4D Write areas have the same features as external windows, except that there is no Close box. By default, the four toolbars are opened (Standard, Style, Format and Borders).

- ▶ To view a 4D Write area at full screen size:
 - In Windows, click the Maximize button.
On the Macintosh, click the Zoom box.
OR
 - Choose Goto Full Window from the 4D Write File menu.
Note that the expanded area now has a Close box.
- ▶ To view the area in the form again:
 - Choose Return to Form from the 4D Write File menu.
OR
 - Click the Close box.
- ▶ To create a 4D Write area in a form:
 - 1 If you are not already in the Design environment, choose Design from the Use menu.
The Structure window appears, showing the database tables and fields.
To save the contents of the 4D Write area with each record in a table, you must create a Picture or BLOB field in a way that associates it with the area. As with all plug-ins, the contents of a 4D Write area can be stored in a Picture field. Starting with version 6.5, you can also store a 4D Write area in a BLOB field.

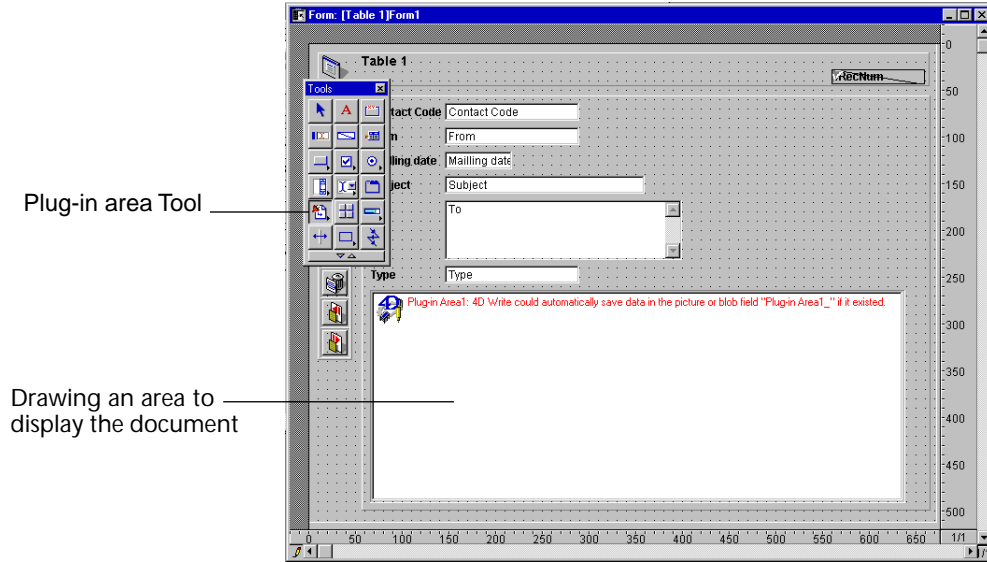
The remainder of the steps assume that you will save the contents of the area with each record.
 - 2 Add a Picture field to the table whose form will have the 4D Write area.
For information on creating a Picture or BLOB field, refer to the *4th Dimension Design Reference*.
 - 3 Give the Picture or BLOB field a name ending with an underscore (_).
For example, you can name the field Letter_.
 - 4 Choose Explorer from the Tools menu to open the Explorer window.
 - 5 In the Forms tab within the Explorer window, select the form to which you want to add the 4D Write area, and click Edit.

The Form Editor opens:

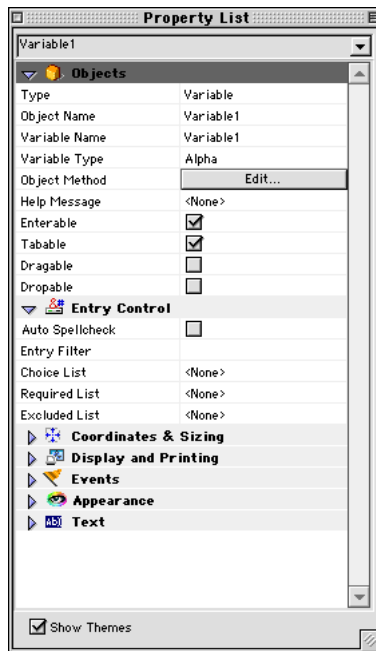


- 6 In the Form editor, use the Plug-in area Object tool to draw an area for 4D Write.

4D Write can use the entire form or it can share space with fields and other form elements.



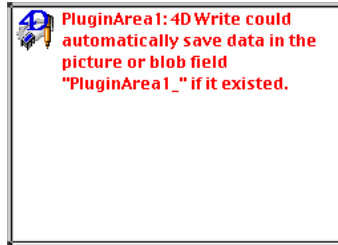
When you finish drawing the object, 4th Dimension displays the Property list window, with the Variable object type selected.



7 Click the Type drop-down list, and select 4D Write

The Type drop-down list lists the plug-ins you have installed. If 4D Write is not displayed here, it has not been installed. In this case, close the database and install 4D Write before continuing with this exercise.

In the form editor, the object now displays the following message :



8 In the Variable name box, name the 4D Write area by entering the name of the Picture field, minus the underscore.

For example, if you named the Picture or BLOB field Letter_, you would name the 4D Write area Letter.

Giving the 4D Write area this name associates it with the field, ensuring that its contents will be automatically saved with each record. If you do not automatically save the contents of the area, 4D Write will give you the opportunity to save the contents of the area on disk when you accept the record.

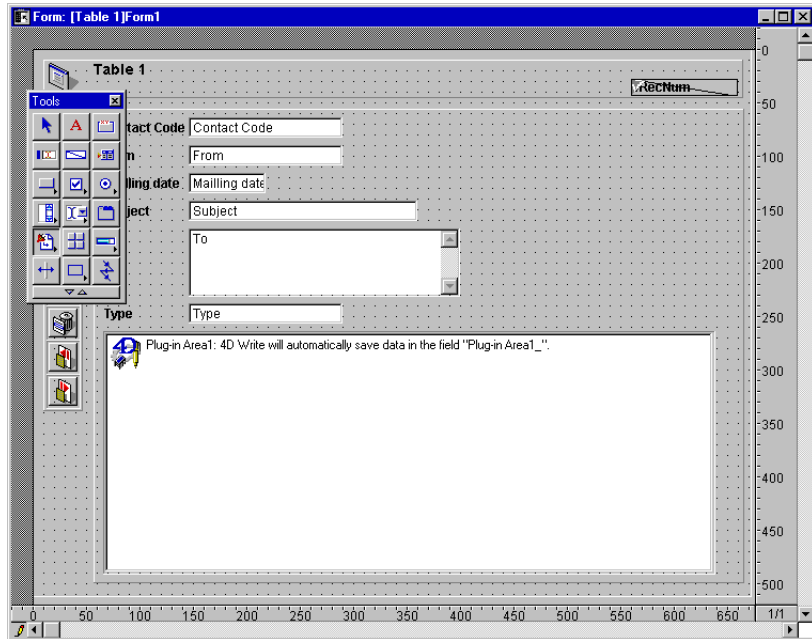
An external object is one of several types of active objects. For more information on external objects, refer to the *4th Dimension Design Reference* and the *4th Dimension Language Reference*.

9 Click the Close box

OR

Deselect the Variable Name box.

4th Dimension closes the dialog box and displays the form with the 4D Write area. The area displays the 4D Write icon, the area name, and the message that the document will be saved with the Picture or BLOB field.



Saving Documents

Proper Naming of 4D Write Areas

If the area name does not correspond with the Picture or BLOB field name or if the Picture field does not exist, 4D Write warns you that the document will not be saved with the record— the document *could* be saved *if* a Picture or BLOB field with the appropriate name existed.

Saving the 4D Write Document as a Separate File

In some cases, you may not want the document to automatically be saved with the record. For example, you might want to store your documents on disk and load them procedurally. In this, case, you would not want to create a Picture or BLOB field to store the documents.

Renaming the Area

If you later want to automatically save the document with the record, you can go back and rename the 4D Write area. If the area name does not correspond with the Picture or BLOB field name, you can correct the name by double-clicking on the 4D Write area in the form. This shows the property list for the 4D Write area, so you can type the correct name in the Variable name box.

If the Picture or BLOB Field Does Not Exist

If the Picture field or BLOB does not yet exist, you can create the Picture or BLOB field in the Structure window. In fact, it does not matter which you create first—the Picture field or the 4D Write area. If you wish, you can create the 4D Write area on the form first and then go back and create the corresponding Picture or BLOB field.

Creating a New Document

You can create a new, blank document in either an external window or a 4D Write area at any time. In either case, the new document replaces the current document. If you have made changes to the current document, you will be prompted to save the changes before 4D Write opens the new document.

- ▶ To create a new document:
 - Choose New from the 4D Write File menu.

Opening Documents in 4D Write

You can open documents in any 4D Write external window or 4D Write area. The file formats 4D Write can open are described in [the section “Format Management”, on page 56](#).

- ▶ To open a document in an external window or 4D Write area:
 - 1 Choose Open from the 4D Write File menu.
A standard Open File dialog box appears.
 - 2 Choose a file format from the Format pop-up menu in order to see only the corresponding files.
 - 3 Select a document.
 - 4 Click Open.
The newly opened document replaces the current document in the current 4D Write window.

Saving 4D Write Documents

You can save the text entered in a 4D Write document regardless of whether the document was created in an external window or in a form. 4D Write offers several ways to save documents.

- As part of a record
- As a Macintosh or Windows file
- As a template for a 4D Write area

Saving a Document with a Record

If you have created a 4D Write area on a form and have created a Picture or BLOB field to store the area's contents, any text entered in the area is automatically saved with each record when the record is accepted.

You can also save a document created in a 4D Write area as a separate file. For more information, refer to ["Saving a Document as a File", on page 69](#).

Saving a Document as a File

Any document that you create using 4D Write can be saved as a separate file. You use the familiar Save and Save As... menu items from the 4D Write File menu to save and update individual documents.

Documents you have saved can be opened by choosing Open from the 4D Write File menu. It makes no difference whether the document has been created in an external window or in a form; the document can be saved or opened in either place.

- ▶ To save a 4D Write document as a file:

- 1 Choose Save As... from the 4D Write File menu.

Note that you choose this menu item from the 4D Write File menu, rather than from the 4th Dimension File menu.

4D Write displays the Save the File as: dialog box.

- 2 If necessary, choose the file format in which you would like to save the document from the Save File as type: pop-up menu.

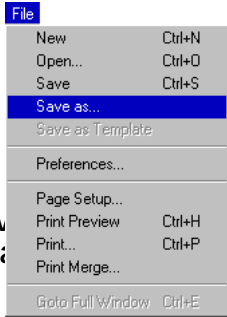
By default, 4D Write documents are saved in the standard 4D Write file format. You can also save the current document in other formats.

For more information about the file formats and their meanings, please refer to ["Format Management", on page 56](#).

Enter a unique filename for the document.

3 Click Save.

4D Write saves the document under the filename you entered.



Save as a document

► To update a document you have saved:

- Choose Save from the 4D Write File menu.

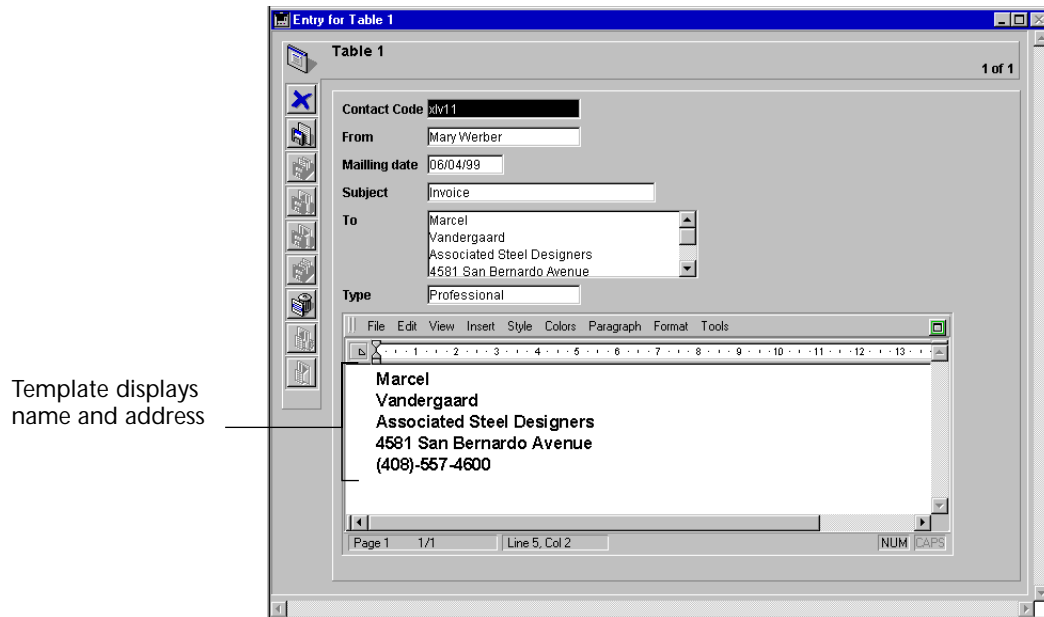
The original file is updated.

You may need to create a standard document containing elements that are the same for every document, such as a standard report format or letter heading. Instead of recreating the elements each time, you can save the document as a template used by every document displayed in a particular 4D Write area in a form.

Note You can create templates only for 4D Write areas on forms; they cannot be used for external windows. When you use 4D Write in an external window, the Save as Template menu item is dimmed.

The saved template is used by every document displayed in the 4D Write area. Each document starts with the same template, but any unique modifications you make to any document are saved with the record. There can be only one template for each 4D Write area on a form.

The 4D Write area in the following figure uses a template to display the name and address from the person's record. Each person's record displays the name and address in the same manner.



► To save a 4D Write document as a template:

- Choose Save as Template from the 4D Write File menu.

4D Write saves the document, giving it the same name as the 4D Write area on the form, plus an underscore. For example, the template file for the “WPArea” area is named “WPArea_”.

Note 4D Write assigns the filename and always saves the template in the database folder, so no Save File dialog box is displayed when you choose Save as Template.

In Windows, the name of your area can contain a maximum of seven characters.

You can also create a template by saving a 4D Write document and giving it same name as the 4D Write area, plus an underscore. The template file must be in the same folder as the database structure table. You can temporarily disable the use of a particular template file by changing the template filename.

- ▶ If you modify the template and want to incorporate the changes:
 - Choose Save as Template from the 4D Write File menu again.
4D Write asks you if you would like to replace the existing template file. Clicking the OK button updates the template.

Multi-Platform Templates

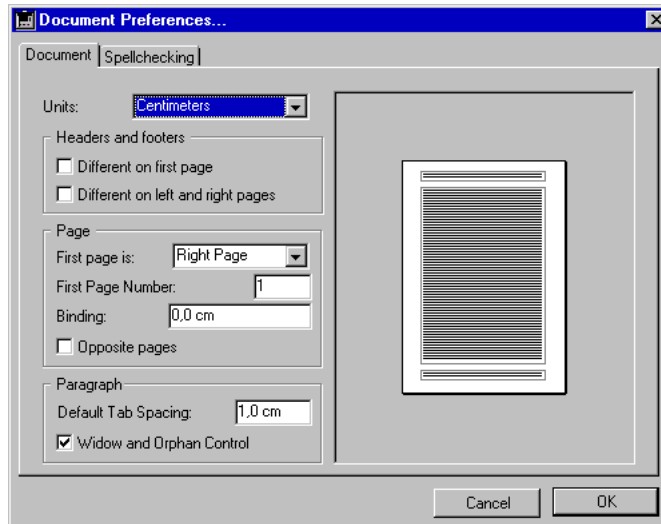
To share templates between Mac OS and Windows clients, regardless of the server platform, the procedure is as follows.

The process is transparent for users. If the server is a Windows machine, the name of the template file should be AreaName_.4WT and if the server is a Macintosh machine the name of the template file should be AreaName_.

Setting Preferences

4D Write lets you set preferences for a document. You can choose the ruler units and the document display mode. By choosing the document display mode, you determine the document's appearance, including whether headers and footers are displayed and whether a frame appears around the document's text area on screen.

- ▶ To set preferences for a document:
 - Choose Preferences from the 4D Write File menu.
The Document Preferences dialog box appears



The Document Preferences dialog box is divided into two different pages, each of which is accessible using a Tab control.

The Document page allows you to set the following options:

- **Units:** You can choose the units that will be displayed in the document's ruler. The ruler is used to set the margins, first line indent and tabs for the document.
- **Headers and footers**
 - **Different on first page:** checking this check box will allow you to define different headers and footers for the first page and for the remainder of the document.
 - **Different on left and right page:** checking the option will allow you to define different header and footers for the left and right pages. If this option is left unchecked, the headers and footers will be defined once for both types of pages.
- **First page is:**

This menu allows you to select the side of the first page. Selecting Right sets the side of the first page to Right. Selecting Left sets the side of the first page to Left.
- **First page Number:**

This box allows you to set the page number of the first page. Automatic page numbers will be updated accordingly.
- **Binding:**

This box allows you to set the value of the space left for the binding of your document. If the Opposite pages option is checked, the value entered will be applied to opposite pages as it is required when binding a book of double-sided pages. If the Opposite pages option is not checked, the value of the binding is always applied to the same side of the page, as required in binding a book of single-sided pages. The Binding value is expressed in the unit selected in the Unit drop-down list.
- **Opposite pages:**

When this option is checked the space allocated to the binding is set to manage double-sided pages. When this option is not selected the space allocated to the binding takes remains constant for left and right pages, as required for single-sided pages.

■ **Paragraph:**

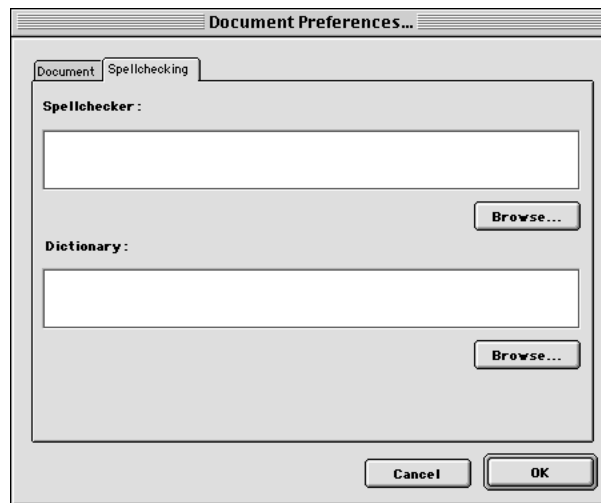
■ **Default Tab Spacing**

This box allows you to set the default value for tab spacing. This value will be applied to all the paragraphs that have no custom settings.

■ **Widow and Orphan control**

Checking this box will prevent the first line of a paragraph from being left at the end of a page, and it will also prevent the last line of a paragraph from being left at the beginning of a page.

The Spellchecking page allows you to select your current spellchecker and dictionary.



Selecting a spellchecker

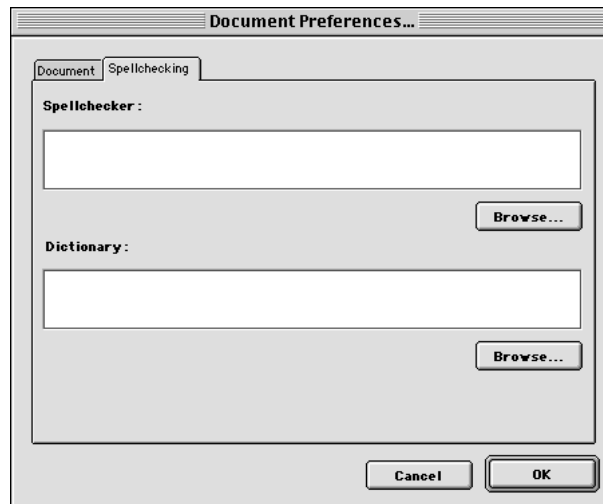
4D Write enables the use of a spellchecker that complies with the Common Speller Application Programming Interface (C.S.A.P.I). This standard is currently the one in use with Microsoft™ products. Licenses for such spellcheckers are available from spellchecker publishers.

► To select a spellchecker:

- 1 In the 4D Write window, choose Preferences from the File menu. The preference dialog is then displayed.

- 2 Click the Spellchecking Tab control.

The Spellchecking page is then displayed:



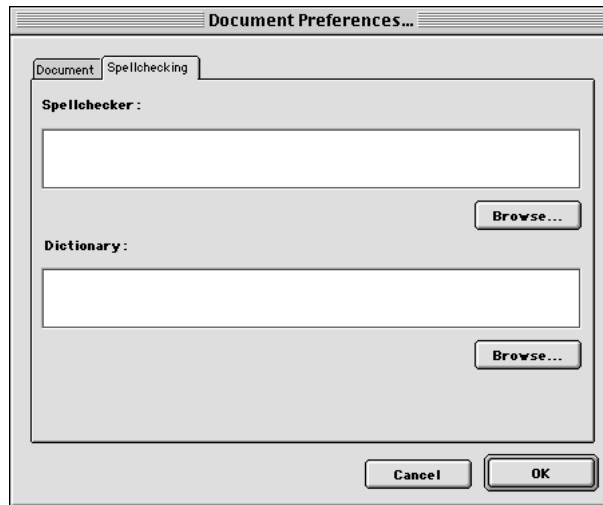
- 3 In the Spellchecker area, click the Browse button.
An Open file dialog is then displayed.
- 4 Make sure the Show drop down menu displays either All readable documents or CSAPI spellchecker.
- 5 Select the spellchecker.
- 6 Click OK.

Selecting a dictionary

4D Write enables the use of a dictionary that complies with the Common Speller Application Programming Interface (C.S.A.P.I). This standard is currently the one in use with Microsoft™ products. Licenses for such dictionaries are available from dictionary publishers.

- To select a dictionary :
 - 1 In the 4D Write window, choose Preferences from the File menu.
The preference dialog is then displayed.
 - 2 Click the Spellchecking Tab control.

The Spellchecking page is then displayed:



- 3 In the dictionary area, click the Browse button.
An Open file dialog is then displayed.
- 4 Make sure the Show drop down menu displays either All readable documents or CSAPI spellchecker.
- 5 Select the dictionary.
- 6 Click OK.

4

Entering and Editing Text

This chapter describes how you interact with the 4D Write windows in your database. It also explains how to perform basic text editing operations, such as entering text, deleting text, and copying and pasting text.

The chapter includes explanations of the following:

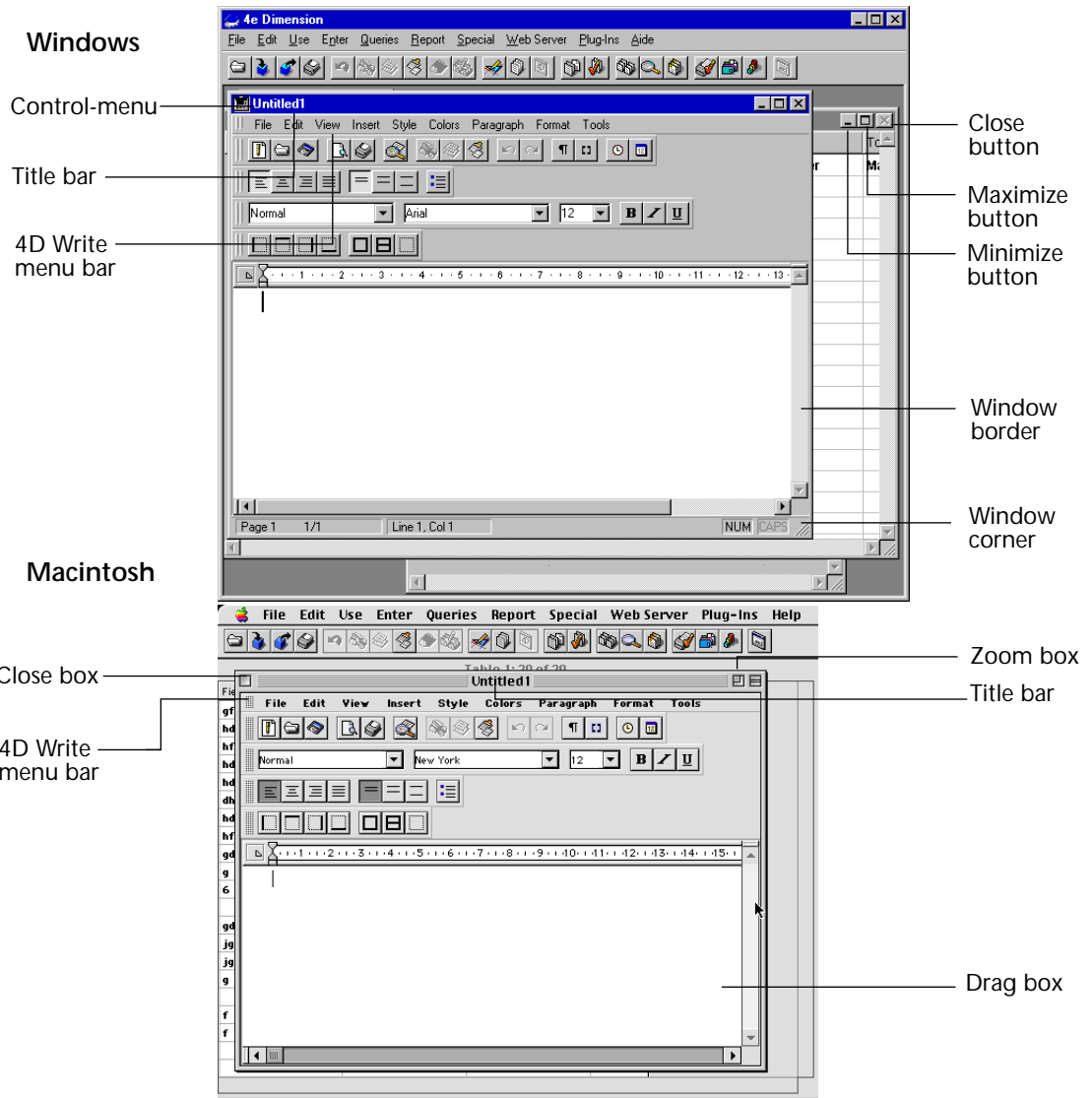
- Using 4D Write in an external window and in a form
- Entering and editing text
- Finding and replacing text
- Creating headers and footers
- Inserting pictures
- Viewing document statistics

The 4D Write Window

The 4D Write window contains a blank area in which you can type and display documents. You can display the 4D Write window as an external window or as part of a record.

Using 4D Write in an External Window

When you open 4D Write as an external window, the document has its own menu bar. 4th Dimension's menu bar stays at the top of the screen and all the toolbars are displayed below it.



Moving the Window

- ▶ To move the window, drag the Title bar.

Adjusting the Window Size and Proportions

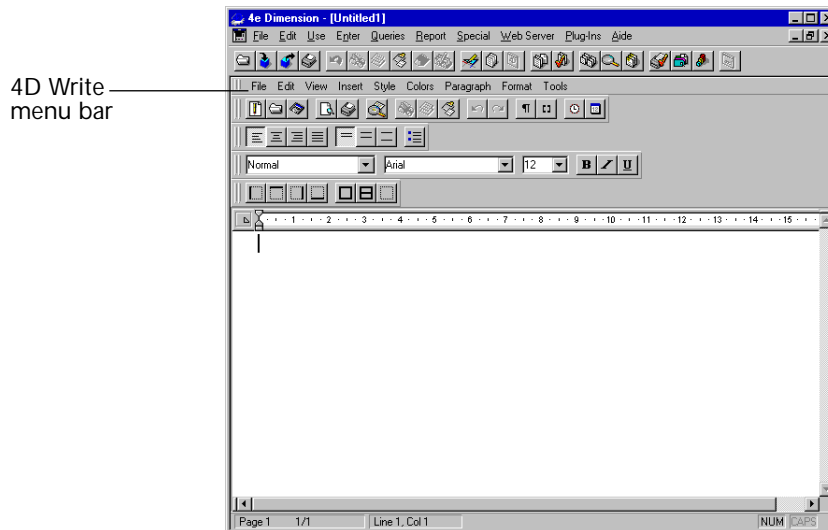
- ▶ To adjust the window in Windows:
 - 1 Point to a corner or a border of the window.
The pointer becomes a double-headed arrow.
 - 2 Drag the corner or border until the window is the desired size.
- ▶ To adjust the window on the Macintosh:
 - Drag the Size box in the bottom right-hand corner of the window.

Maximizing the Window

- ▶ To expand a 4D Write window to take up the full screen:
 - In Windows, click the Maximize button, or choose Maximize in the Control menu.

On the Macintosh, click the Zoom box.

When you expand the window to full screen size, 4th Dimension's menu bar remains at the top of the screen and 4D Write's menu bar remains within the 4D Write window.

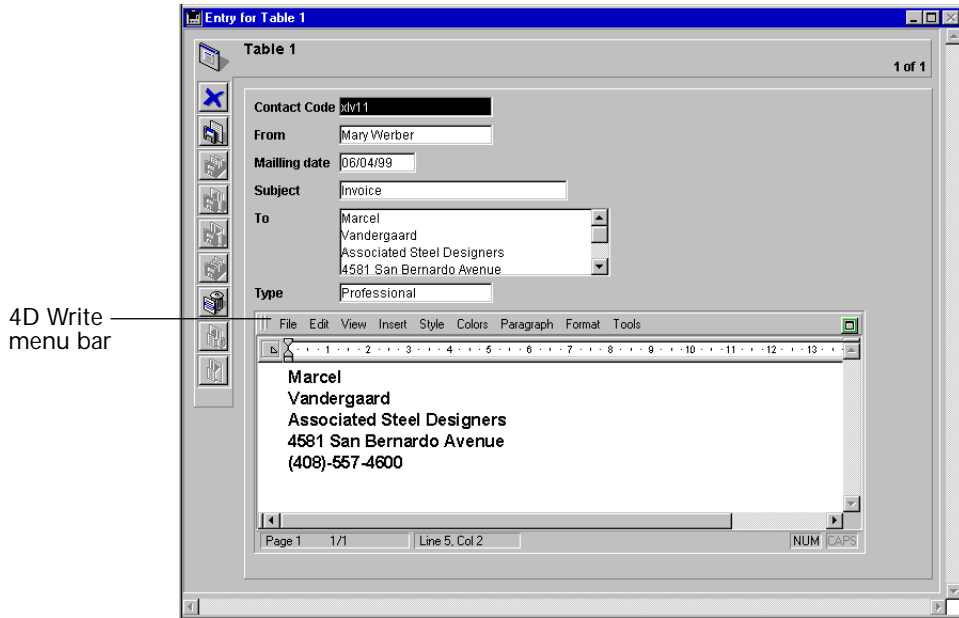


Closing the Window

- ▶ To close a 4D Write window:
 - On the Macintosh, click the Close box.
In Windows, select Close from the Control menu.

Using 4D Write in a Form

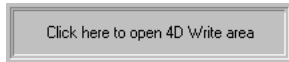
When 4D Write is used in a form, the 4D Write menu bar appears at the top of the 4D Write area. You can choose menu items from either the 4th Dimension menu bar or from the 4D Write menu bar.



Expanding a 4D Write Area to Full Screen

- ▶ To expand a 4D Write area:
 - Choose Goto Full Window from the File menu.
OR
In Windows, click the Maximize button or choose Maximize from the Control menu.
On the Macintosh, click the window's Zoom box.
- On both platforms, the document expands to fill the entire screen and 4D Write's menu bar temporarily replaces 4th Dimension's menu bar.

If the 4D Write area on the form is too small to be used without being expanded, it is displayed as a grey area:



When you click this area during data entry, the document area automatically expands to full screen size.

Note The size below which the 4D Write area is displayed as a button is 400 pixels wide and 550 pixels high. However, in the design environment, the area is always displayed as an area, whatever its size.

Adjusting the Window Size and Proportions of the Expanded Window

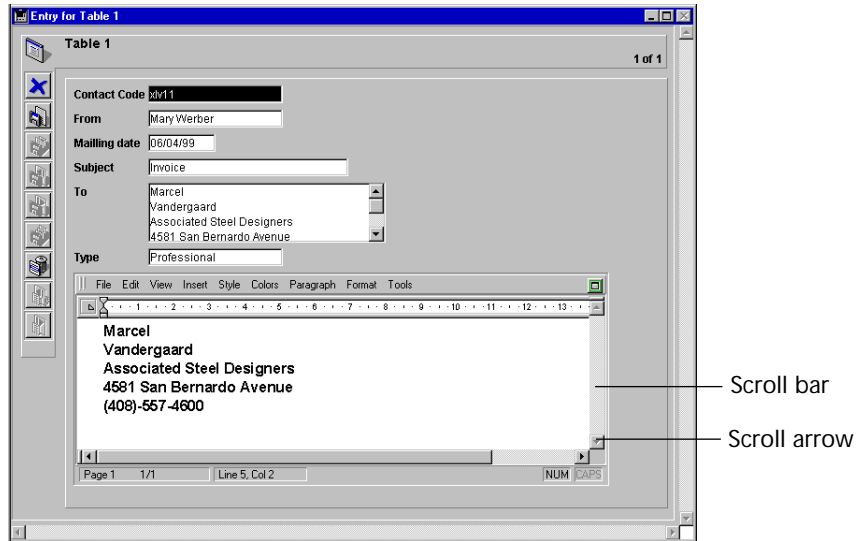
- ▶ To adjust the expanded window in Windows:
 - 1 Point to a corner or a border of the window.
The pointer becomes a double-headed arrow.
 - 2 Drag the corner or border until the window is the desired size.
- ▶ To adjust the expanded window on the Macintosh:
 - Drag the Resize box in the bottom right-hand corner of the window.

Returning to the Form When the document window is expanded, **Goto Full Window** in the **File** menu changes to Return to Form.

- ▶ To reduce the window and return to the form:
 - Choose Return to Form from the File menu,
OR
In Windows, select Close from the Control menu.
On the Macintosh, click the Close box.

Scrolling

The vertical and horizontal scroll bars work as in all Macintosh and Windows applications, regardless of whether you are using 4D Write in an external window or in a form. Use the scroll bars to move through the document and bring hidden areas into view.




Scrolling does not change the position of the insertion point (the flashing vertical bar which shows where your typing will appear) or the current selection. After scrolling to another part of the document, you can return to the location of the insertion point or the selection by choosing Show Selection from the **Edition** menu. If a large block of text is selected, Show Selection scrolls the document to the top of the selected text.

Splitting the 4D Write window

4D Write allows you to split the document area into several panes. Dividing the document area into panes enables separate scrolling of each part of the document. The document area can be divided both horizontally and vertically. Splitting the document area is useful when you want to simultaneously enter, modify or compare text located in different places in the document.

Splitting the document area vertically allows you to display several areas of the current document side by side.

- ▶ To split a window vertically:
 - 1 In the 4D Write window, move the cursor over the split box located on the left of the horizontal scroll bar.
The cursor becomes a split indicator.

 - 2 Drag the split indicator to where you want to position the border of the new pane.
- ▶ To split a window horizontally:
 - 1 In the 4D Write window, move the cursor over the split box located above the vertical scroll bar.
The cursor becomes a split indicator.
 - 2 Drag the split indicator to where you want to position the border of the new pane.
- ▶ To remove a pane:
 - 1 Move the cursor over the border of the pane you want to delete.
The cursor becomes a split indicator.
 - 2 Double-click on the border.
The pane disappears.
- ▶ To move the border between two panes:
 - 1 Move the cursor over the border that you want to move.
The cursor becomes a split indicator.
 - 2 Drag the border to its new location.
- ▶ To move insertion point into a particular pane:
 - 1 Click or drag in the pane to locate the insertion point or make a selection, just as you would normally.
Note that only one pane will show the current selection or insertion point at a time. Any keys which would normally scroll the window or change the insertion point or the selection will only affect the view or the selection in that pane, until you click or select in a different pane.

Special Keys

In addition to scrolling, some keyboards offer keys that allow you to quickly find locations in a document.

Key	Explanation
Home	Displays the beginning of the document
End	Displays the end of the document
Page Up	Scrolls one page up (does not modify the current selection)
Page Down	Scrolls one page down (does not modify the current selection)
Ctrl (or Command) + left arrow	Moves the insertion point to the beginning of the current word or to the beginning of the previous word if the insertion point was already at the beginning of the current word.
Ctrl (or Command) + right arrow	Moves the insertion point to the end of the current word or to the end of the following word if the insertion point was already at the end of the current word
Ctrl + Delete (Ctrl/Command + Forward Delete on Macintosh)	Deletes the next word located on the right of the cursor.
Ctrl + Backspace (Ctrl/Command + Forward Delete on Macintosh)	Deletes the next word located on the left of the cursor
Shift (in combination with any of the above keys to move the insertion point or view)	Extends the current selection

Click Combinations

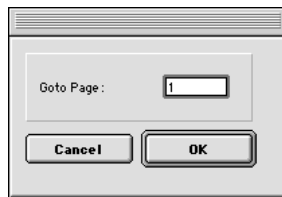
In addition to scrolling, 4D Write allows you to use the following click combination.

Combination	Explanation
Single click	Moves the insertion point, deselecting any text that was selected
Double-click	Selects the word that was double-clicked and the following space (if any)
Triple-click	Selects the paragraph
Click in left margin	Selects the line next to the click.
Double-click in left margin	Selects the paragraph next to the click.
Shift + Click	Extends the current selection to the location of the click.

Note that if you hold down the mouse button and drag on the last click, you can select more than one of the thing indicated. So if you double-click-and-drag, you will select whole words as you drag. If you drag in the left margin, you will select whole lines, and so on.

Going to a Specified Page

The Goto Page... command in 4D Write's Edit menu presents a dialog box where you enter the number of the page to which you want to go:



- To go to a specific page:
 - 1 Choose Goto page from the Edit menu.
The goto page dialog is then displayed.
 - 2 Enter the page number of the page to which you want to go.
 - 3 Click OK.

Note The page number you enter is the page number as the document will be printed, taking into account the page numbering as it is defined in the Preferences.

Entering Text

You enter text by typing on your keyboard. In a new document, you start on the first line. In a document already containing text, you can enter text on any existing line.

► To enter text:

1 Position the pointer where you want to enter text, then click.

A blinking insertion point appears where you clicked. When you start a new document, the insertion point automatically appears at the beginning of the first line.

2 Begin typing your document.

4D Write automatically wraps at the paragraph margin to create new lines as you type. This is commonly referred to as “word wrap.” Press Return (Macintosh) or Enter (Windows) only when you want to start a new paragraph.

You can also enter text copied into the Clipboard. Choose Paste from either the 4th Dimension or the 4D Write Edit menu to enter the contents of the Clipboard into your document at the insertion point, or to replace the current selection with the contents of the clipboard if you have part of the document selected.

Correcting Mistakes If you make a mistake, you can correct it using standard word processing techniques.

► To remove one or more characters to the left of the insertion point:

- In Windows, use the Backspace key.
On the Macintosh, use the Delete key.

► To remove the character to the right of the insertion point:

- In Windows, press the Delete key.
On the Macintosh, press Shift-Delete or the Del key (available on some keyboards).

► To type over text:

- Select the text and type the replacement text.

Undo/Redo

In order to provide you with more flexibility when editing your document, 4D Write manages a sequential queue of all the “Undoable” actions. If you have modified your document and do not like the result, you can undo, one at a time, all the actions you have performed on the text. You can undo many kinds of changes, including typing, text replacements, and formatting changes.

If, when canceling actions, you cancel some actions that you did not want to cancel, 4D Write allows you to “redo” those actions. Once you start canceling actions the **Redo Action** command becomes activated. This command operates in the same way as the **Undo Action** command does. It manages the same queue of actions as the **Undo** command does.

Note The only actions that cannot be undone are changes to the document settings (margins, tabulations, preferences and picture settings).

- ▶ To undo a change you made to your document:
 - Choose **Undo** from the 4D Write Edit menu.
Choosing this menu item will undo the *last* change you made. The type of change last made is reflected in the menu item itself. For example, if the last change you made was to paste text, the menu item would be listed as Undo Paste. If the last change you made involved typing, the menu item would be listed as Undo Typing.
- ▶ To redo an action that was just canceled:
 - Choose **Redo Action** from the 4D Write Edit menu.
Choosing this menu item will re-do the *last* change you undid. The type of change last action canceled is reflected in the menu item itself. For example, if the last action you canceled was pasting text, the menu item would be listed as Redo Paste. If the last change you made involved typing, the menu item would be listed as Redo Typing.

Selecting Text to Edit

After you've typed text, you can revise it. You revise text by selecting the text—anything from a single character to the entire document—and then applying a command or action to it.

- ▶ To select an area of text:
 - Click to set the insertion point and drag the cursor in either direction. To extend the selection after you have released the mouse button, hold down the Shift key while you click and drag some more.
- ▶ To select a single word and its following space (if any):
 - Double-click the word. To extend the selection by whole words, select a word by double-clicking it and then Shift-click in either direction, or hold down the mouse button on the second click and drag.
- ▶ To select all the text in the document:
 - Choose Select All from the 4D Write Edit menu.

Removing Text

You can discard text completely or keep a copy of it on the Clipboard. Text copied into the Clipboard can be pasted into another document or pasted into the Scrapbook (on the Macintosh) or ClipBook (in Windows).

- ▶ To remove text permanently:
 - 1 Select the text you want to remove.
 - 2 Choose Clear from the 4D Write Edit menu.OR
In Windows, press the Backspace or Delete key.
On the Macintosh, press the Delete key.
- ▶ To remove selected text while keeping a copy of it on the Clipboard:
 - 1 Select the text you want to remove.
 - 2 Choose Cut from the 4D Write Edit menu.

You usually cut text from your document when you want to move it to a new location.

Any text you remove can immediately be restored to its original position by choosing Undo from the 4D Write Edit menu.

Replacing Text

- ▶ To replace text:
 - 1 Select the text you want to replace
 - 2 Type the new text over the selectionOR
Choose Paste from the 4D Write Edit menu to replace the text with the contents of the Clipboard.
- ▶ To replace text with a blank line (carriage return):
 - 1 Select the text you want to replace.
 - 2 In Windows, press the Enter key.
On the Macintosh, press the Return key.

To restore any text that you have replaced, choose Undo from the 4D Write Edit menu.

Moving or Copying Text

Revisions often involve moving text from one place to another. You can cut a sentence from one paragraph and paste it into another. You can also copy a selection, leaving the original in place, and paste the copy onto another page.

- ▶ To move or copy text:
 - 1 Select the text you want to move or copy.
 - 2 Choose Cut or Copy from the 4D Write Edit menu.
Cut removes the selection. Copy leaves the original selection in place. Both commands store the selected material in the Clipboard, where it remains until it is replaced by the next selection you cut or copy.
 - 3 Click to set the insertion point where you want to place the material from the Clipboard.
You can insert the text in the original document or in another one.
 - 4 Choose Paste from the 4D Write Edit menu.
The cut or copied text appears at the insertion point.

Note When using two applications that both manage RTF format for the clipboard, you can copy/cut and paste to transfer text from one application to the other. In this case, the styles will be maintained.

Inserting and Removing Hyphens

After text is written, you can insert hyphens within words to enhance the page layout. You can manually insert “hard” hyphens into your 4D Write documents using the “-” key. You can also use 4D Write Edit menu commands to insert and remove hyphens automatically; these are “soft” hyphens. If a word with a soft hyphen is relocated to where it does not require the hyphen (for example, in the middle of a line), the hyphen does not appear. It will reappear if the word is later put in a position where it requires it again. You can insert any number of soft hyphens in a word to make it break at the proper place when it is at the end of a line.

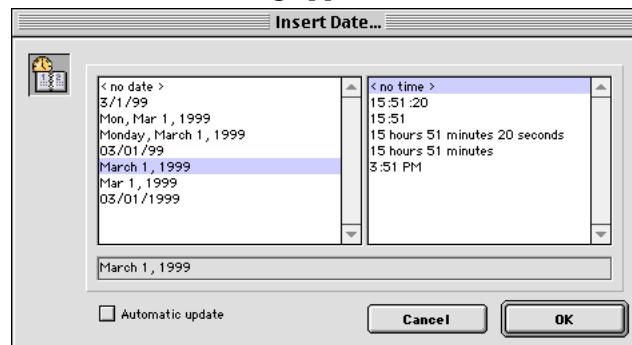
The Soft Hyphen command is disabled if the insertion point is next to a punctuation character, such as a period, comma, or parenthesis.

- ▶ To insert a soft hyphen:
 - 1 Place the cursor where the word is to be separated at the end of a line.
 - 2 Select the Soft Hyphen command in the 4D Write Insert menu.
The word is hyphenated.

Inserting the Current Date and Time

4D Write allows you to insert the current date and time in a document. The date and time can either be dynamically updated or can keep the value they had at the time of the insertion.

- ▶ To insert the current date or the current time or both:
 - 1 Click where you want to insert the date and time.
 - 2 Select Date and Time from the Insert menu.
The Insert Date dialog appears:



- 3 Select the date from the left scrollable list.
The date will appear in the preview area according to the format you entered.

- 4 Select the time from the right scrollable list.
The time will appear in the preview area according to the format you entered.
- 5 Select the Automatic update check box, if you want to be able to update the date and time values in the document at a later time.
- 6 Click the OK button.
The date or time (or both) you selected are then inserted in the 4D Write document.

Updating the Date and Time

Provided you selected the Automatic update check box when you inserted the date and time value, 4D Write can update them with the new current time and date values. 4D Write updates those values when:

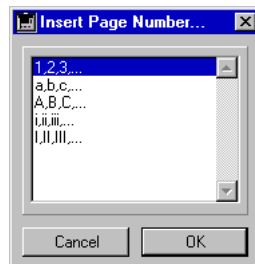
- the document is opened again
- you select the **Compute references now** menu commands from the **Tools** menu

Inserting the page number

4D Write allows you to insert the current page number as an automatic variable. Inserting the page number (for instance in footers) will display the page number of each page in the footers.

- ▶ To insert the page number:
 - 1 Click where you want to insert the page number.
 - 2 Select Page Number Insert menu.

The Insert Page Number dialog appears:



You can choose:

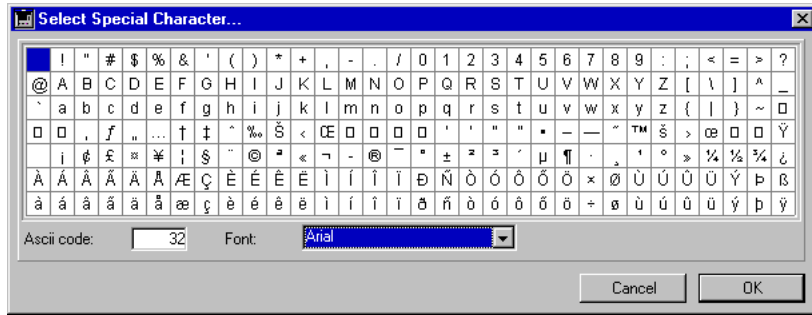
- 1,2, 3, for standard numbering,
- a, b, c or A, B, C for “alphabetical numbering”,
- i, ii, iii or I, II, III for roman numbering.

- 3 Choose the page number format you want to use.
- 4 Click OK.
The page number is then inserted at the insertion point.

Inserting a Special Character

4D Write can assist you to insert any character in the current font. This is particularly useful with foreign-language characters or symbols for which you can't remember the correct keystrokes.

- ▶ To Insert a special character:
 - 1 Choose Special character from the Insert menu.
The select special character dialog is then displayed:



- 2 Select the font in which the character is supposed to be displayed.
The characters available in that font are displayed.
- 3 Select the character you want to insert
OR
Enter its ASCII code in the text box.
- 4 Click OK.
The character is then inserted at the insertion point.

Finding Text

You can use 4D Write to locate occurrences of:

- a particular character sequence,
- particular character formatting
- particular paragraph formatting,
- particular border formatting,
- a paragraph or sequence of characters that uses a particular stylesheet,

- any combination of the conditions listed above.

To perform such a search, you will use the Find dialog, in which all the search criteria will be defined.


Principle

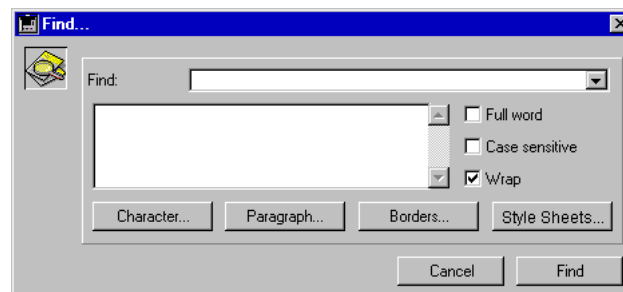
In 4D Write, a character search is based on two types of criteria:

- the actual sequence of characters,
- the character, paragraph and border formats as well as the stylesheet that are applied to the sequence of characters.

If more than one format is specified, text will only be located that matches all of the formats specified. For example, specifying both the sequence of characters and the format parameters focuses the search on that sequence of characters with that specific formatting. Specifying only a format will focus the search on all the sequences of characters to which this format was applied. For more information about setting a character search, refer to [the section “Setting a Character Search,” on page 98](#)


The Find dialog

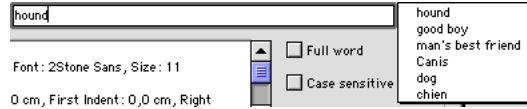
You can access the Find dialog by choosing **Find** from the **Edit** menu or by clicking on the  icon in the Standard toolbar.



The Find dialog includes one entry area, one display area, three check boxes and four format buttons. It also includes the standard Cancel and OK buttons that allow you to respectively cancel or trigger the search.

The Entry area

The Entry area is the area in which you will enter the actual sequence of characters you are looking for in your document. 4D Write records all the sequences of characters you have looked for since the opening of the current document. Clicking on the arrows  located next to the entry area displays a drop-down menu that includes all the sequences of characters you have been looking for in that document:




This feature allows you to select a sequence of characters you have already searched for, without having to re-enter it.

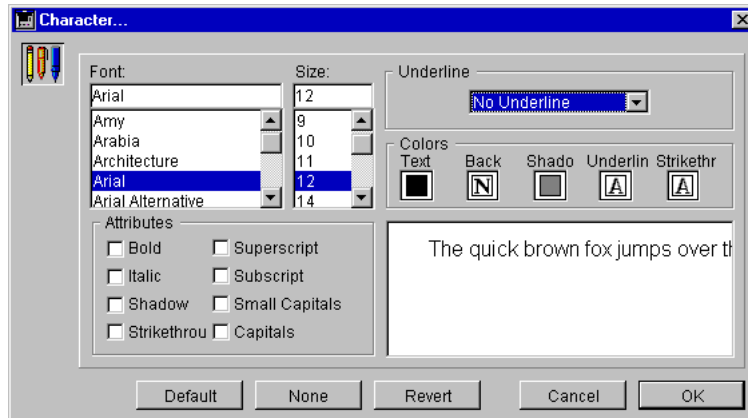
The format buttons

The format buttons give you access to specific settings you may search for. These settings are dealt with in four separate categories, each of which corresponds to a button: Character, Paragraph, Borders and StyleSheets. This allows you to extend the search to a sequence of characters with a specific character format or to, for instance, search for any paragraph that uses a specific stylesheet.

- ▶ To set a character format for a search:

- 1 Click on the Character button .

The following dialog is then displayed:



This dialog is identical to the Character format dialog.

- 2 Set the character format you want to search for by setting it as you would in the Character format dialog.

For more information about how to set a character format, refer to [the section “Changing Text Attributes at Once,” on page 138.](#)

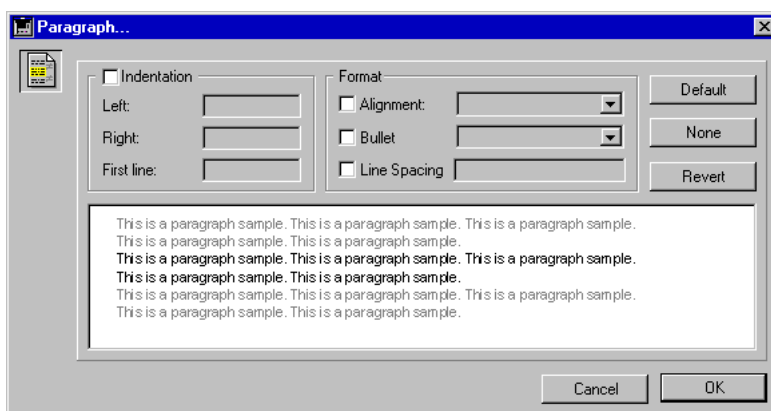
- 3 Click OK to confirm your settings.

The Find dialog is then displayed and the preview area displays the character settings you just entered.

- To set a paragraph format for a search:

- 1 Click on the Paragraph button  .

The following dialog is then displayed:



This dialog is identical to the Paragraph format dialog.

- 2 Set the paragraph format you want to search for by setting it as you would in the Paragraph format dialog.

For more information about how to set a paragraph format, refer to [the section “Setting paragraph formats using the Paragraph dialog,” on page 130.](#)

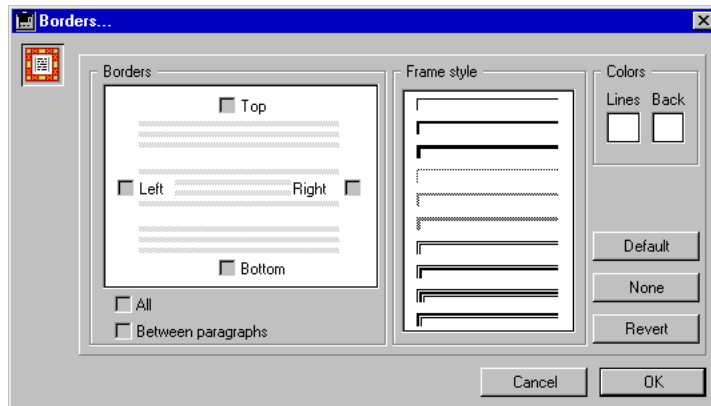
- 3 Click OK to confirm your settings.

The Find dialog is then displayed and the preview area displays the paragraph settings you just entered.

- ▶ To set a border format for a search:

1 Click on the Borders button  .

The following dialog is then displayed:



This dialog is identical to the border format dialog.

2 Set the border format you want to search for by setting it as you would in the border format dialog.

For more information about how to set a border format, refer to [the section “Setting Borders for a Paragraph,” on page 150.](#)

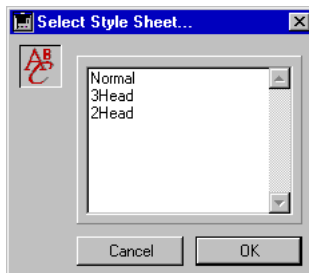
3 Click OK to confirm your settings.

The Find dialog is then displayed and the preview area displays the border settings you just entered.

- ▶ To select a stylesheet for a search:

1 Click on the StyleSheets button  .

The following dialog is then displayed:



This dialog displays the list of stylesheets available for the document.

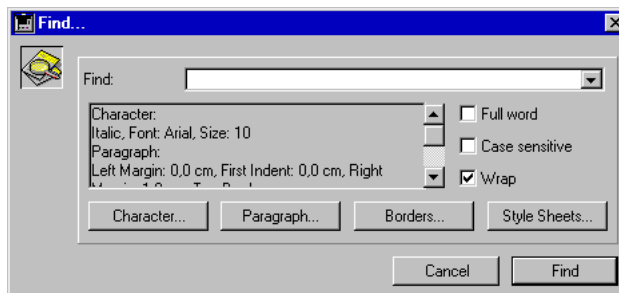
2 Click on the stylesheet on which you want to perform a search.

3 Click OK to confirm your settings.

The Find dialog is then displayed.

The preview area

The preview area displays the format criteria, other than the sequence of characters, that you have defined in your search. The following is an example of what the display area would display if you had set the options to find any sequence of character that uses the Arial font with a size of 10 located in a paragraph with a left indent of 1 cm as well as a top border.



The Search Options

There are three character options that can be set using the three checkboxes of the Find dialog:


- **Full word**

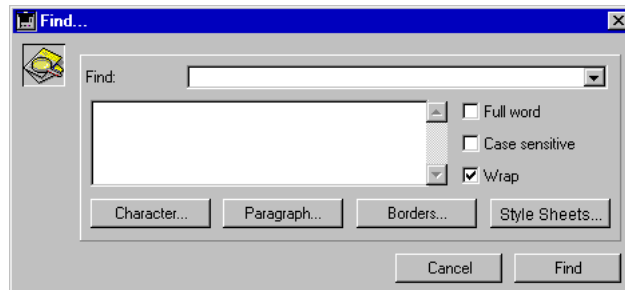
When this option is selected, 4D Write will look for the sequence of characters that was entered in the entry area, but will only select the occurrences where the sequence is a specific word. For example if the sequence of characters you are looking for is “part”, 4D write will select “part” as a whole word but would not select “part” in “partition”.
- **Case sensitive**

When this option is checked, 4D Write will only stop on the sequence of characters whose case match the one entered in the entry area.
- **Wrap**

When this option is selected the search will loop through the entire document. If this option is not selected, the search will go from the insertion point to the end of the document.

Setting a Character Search

- ▶ To define a character search:
 - 1 Choose Find from the Edit menu.
OR
Click the Find icon  .
 - 4D Write displays the Find dialog box.



- 2 Type the text you want to locate in the Find text box.
In addition to entering text, you can paste Tab or Return characters in the Find area to search those characters.
- 3 Select all options you want.
To find the text only when it appears as a whole word, click the Full Word check box.
To find the text only when it occurs with the capitalization as you typed it in the Find: text box, click the Case Sensitive check box.
To perform the character search in the whole document, click the Wrap check box. For more information about the Wrap option, refer to [the section “The Search Options,” on page 97](#)
You can add more specific search criteria by defining specific formats using the format buttons. For information about how to use those possibilities, refer to [the section “The format buttons,” on page 94](#).
- 4 Click the Find button.
4D Write closes the dialog box and locates and selects the first occurrence of text that matches the criteria you entered in the dialog box.

- 5 To locate and select the next occurrence of the text, choose Find Next from the 4D Write Find menu.

4D Write continues the search until it either encounters another occurrence of the sequence of characters or it reaches the end of the search.

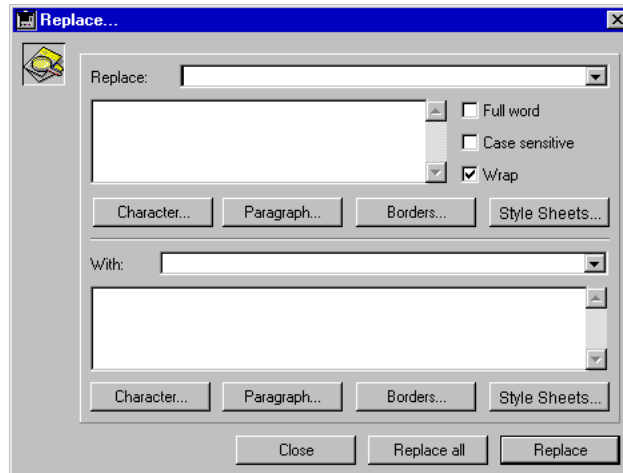
Finding and Replacing Text and formats

4D Write allows you to locate and replace the following:

- a particular character sequence,
- particular character formatting
- particular paragraph formatting,
- particular border formatting,
- a paragraph or sequence of characters that uses a particular stylesheet,
- any combination of the conditions listed above.

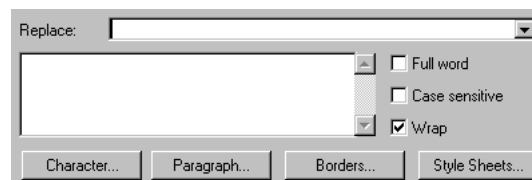
A “Find and Replace” operation can be of two types. You can locate and replace a sequence of characters and replace them with another sequence of characters. For more information about finding and replacing sequences of characters, refer to [the section “Finding and replacing sequences of characters,” on page 105](#). You can also locate and replace formats or stylesheets and replace them by other formats or stylesheets. For more information about finding and replacing formats, refer to [the section “Finding and Replacing Formats,” on page 106](#).

The Replace Dialog The Replace dialog is the dialog in which you define both the Find criteria and the Replace criteria.



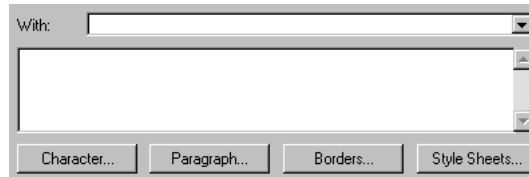
It consists of three main areas:

- The “Replace” area which is identical to the Find area in the Find dialog



This area is the area in which the sequence of characters or format you want to replace are defined. If you have already searched for a sequence of characters or a format in the current document, the replace area reflects the last search you have performed.

- The “With” area



This area is the area in which you define the sequence of character or format that is intended to replace the sequence of character or format 4D Write searches for.

- The dialog buttons



These buttons allow you to command the Replace actions or to close the Replace dialog.


The Replace area

This area is identical to the Find area in the Find Dialog. For more information about the Find dialog, refer to [the section “The Find dialog,” on page 93.](#)

The With area

This area is the area in which you define the sequence of characters that will replace the sequence you are searching for. In the case of a format replacement, it also is the area in which the new format to apply will be defined.

- The Entry area

The Entry area is the area in which you will enter the actual sequence of characters that will replace the sequence you are searching for. 4D Write records all the sequences of characters you have used in the Replace dialog since the opening of the current document. Clicking on the arrows  located next to the entry area displays a drop-down menu that includes all the sequences of characters you have used as replacement sequences:




This feature allows you to select a sequence of characters you used searched for, without having to re-enter it.

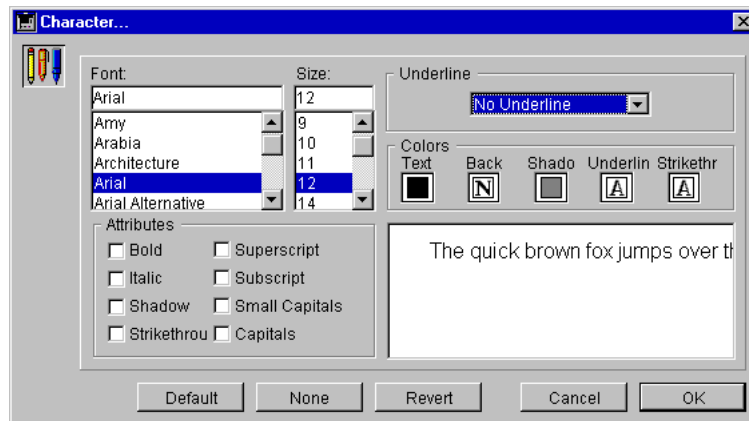
■ **The format buttons**

The format buttons give you access to specific settings you may want to set. These settings are dealt with in four separate categories, each of which corresponds to a button: Character, Paragraph, Borders and StyleSheets. This allows you to define replacement formats that will either be applied to the replacement sequence or to the sequence selected by the search.

► To set a replacement character format:

1 Click on the Character button .

The following dialog is then displayed:



This dialog is identical to the Character format dialog.

2 Set the character format you want to apply by setting it as you would in the Character format dialog.

For more information about how to set a character format, refer to [the section “Changing Text Attributes at Once,” on page 138.](#)

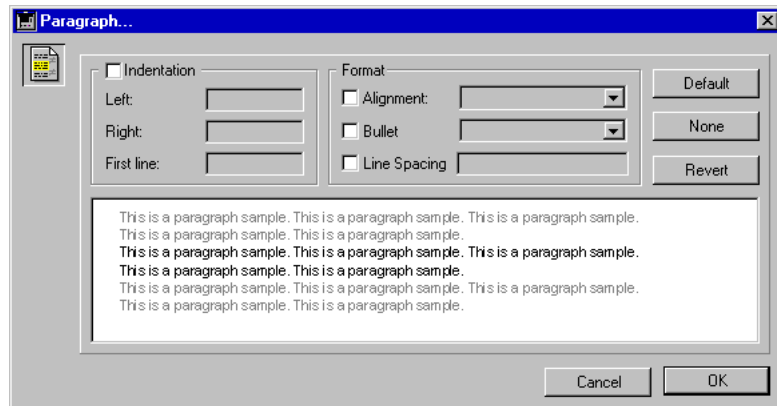
3 Click OK to confirm your settings.

The Find dialog is then displayed and the preview area displays the character settings you just entered.

► To set a paragraph format to apply:

- 1 Click on the Paragraph button  .

The following dialog is then displayed:



This dialog is identical to the Paragraph format dialog.

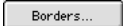
- 2 Set the paragraph format you want to apply by setting it as you would in the Paragraph format dialog.

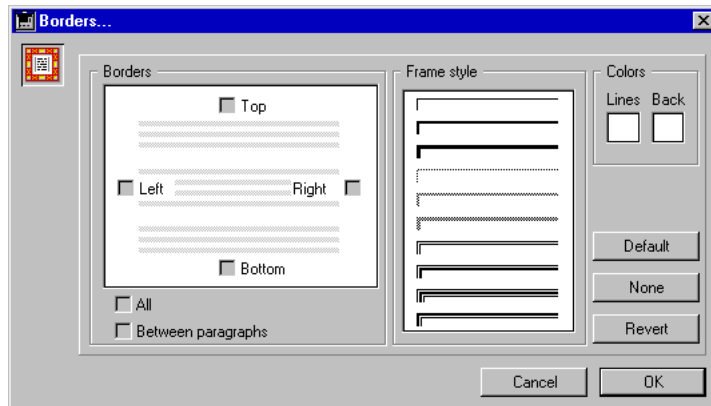
For more information about how to set a paragraph format, refer to [the section “Setting paragraph formats using the Paragraph dialog,” on page 130.](#)

- 3 Click OK to confirm your settings.

The Find dialog is then displayed and the preview area displays the paragraph settings you just entered.

- ▶ To set a border format to apply:

- 1 Click on the Borders button  .
The following dialog is then displayed:



This dialog is identical to the border format dialog.

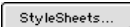
- 2 Set the border format you want to apply by setting it as you would in the border format dialog.

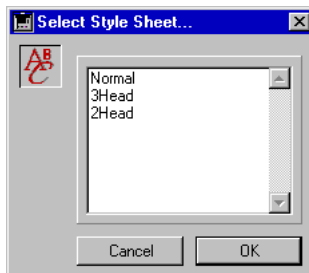
For more information about how to set a border format, refer to [the section “Setting Borders for a Paragraph,” on page 150.](#)

- 3 Click OK to confirm your settings.

The Find dialog is then displayed and the preview area displays the border settings you just entered.

- ▶ To select a stylesheet for a search:

- 1 Click on the StyleSheets button  .
The following dialog is then displayed:



This dialog displays the list of stylesheets available for the document.

- 2 Click on the stylesheet you want to apply.
- 3 Click OK to confirm your settings.

The Find dialog is then displayed.

- The preview area

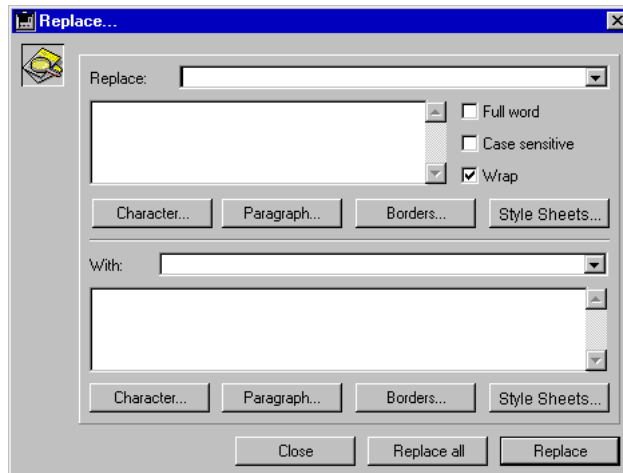
The preview area displays the format criteria as you defined them using the format buttons.

Finding and replacing sequences of characters

- ▶ To locate and replace a sequence of characters:

- 1 Choose Replace from the Edit menu.

4D Write displays the Replace dialog box.



- 2 Type the text you want to locate in the Replace text box.

- 3 Select all options you want, in the Replace area.

To find the text only when it appears as a whole word, click the Full Word check box.

To find the text only when it occurs with the capitalization as you typed it in the Find: text box, click the Case Sensitive check box.

To perform the character search the text throughout the whole document, click the Wrap check box. For more information about the Wrap option, refer to [the section “The Search Options,” on page 97](#)

You can add more specific search criteria by defining specific formats using the format buttons. For information about how to use those possibilities, refer to the [the section “The format buttons,” on page 94.](#)

- 4 Type the replacement text in the With text box.

In addition to entering text, you can paste Tab or Return characters in the With area to use them as replacement characters.

- 5 Select all options you want, in the Replace area.

You can add some specific formats to the replacement sequence. For information about how to use those possibilities, refer to [the section “The format buttons,” on page 94](#).

- 6 Click the Replace button

OR

Click the Replace all button

If you click on the Replace button, 4D Write closes the dialog box, locates and replaces the first occurrence of text that matches the criteria you entered in the dialog box.

If you click on the Replace all button, 4D Write closes the dialog box, locates and replaces all the occurrences of text that matches the criteria you entered in the dialog box.

- 7 To locate and replace the next occurrence of the text, choose Replace Next from the 4D Write Find menu.

4D Write continues the search until it either encounters another occurrence of the sequence of characters and replaces it or until it reaches the end of the search.

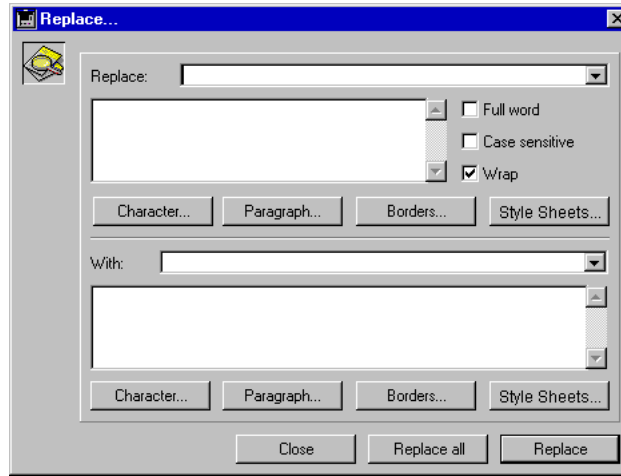
Note **Selecting Check Boxes in the Borders, Characters and Paragraph dialogs:**

You may need to click a check box twice to select it. When you first enter the expanded Find dialog box, the check boxes are greyed to indicate that the style attributes are not part of the search or replace criteria. When you click a greyed check box, with the exception of the Plain check box, it is deselected and becomes empty. When you click it again, the check box is selected.

Finding and Replacing Formats

- To locate and replace a format:
 - 1 Choose Replace from the Edit menu.

4D Write displays the Replace dialog box.



- 2 DO NOT type any text in the Replace text box and make sure this text box is empty.
- 3 Define the format or combination of formats you want to replace, using the four format buttons.

For information about how to use the format dialogs, refer to [the section “The format buttons,” on page 94.](#)

- 4 Define the replacement formats, using the four format buttons of the With area.

For information about how to use the format dialogs, refer to [the section “The format buttons,” on page 94.](#)

- 5 DO NOT type any text in the With text box and make sure this text box is empty.

- 6 Click the Replace button

OR

Click the Replace all button

If you click on the Replace button, 4D Write closes the dialog box, locates and replaces the first occurrence of characters whose formats match the formats you entered in the dialog box and replaces them by the replacement formats.

If you click on the Replace All button, 4D Write closes the dialog box, locates and replaces every occurrence of characters whose formats match the formats you entered in the dialog box and replaces them by the replacement formats.

- 7 To locate and replace the next occurrence of formats, choose Replace Next from the 4D Write Find menu.
4D Write continues the search until it either encounters another occurrence and replaces it or until it reaches the end of the search.

Creating Headers and Footers

Initially, a document consists of only the main body of text. In 4D Write, the main body of text is called the document portion of the text. A document first opens in the View Document mode. In this mode, you can modify anything in the main body of text.

Later, you may want to add headers and footers to your document. The header of a document contains material that appears at the top of each page, such as the name of the document or your company logo. The footer contains material that appears at the bottom of each page, such as the chapter name and/or the page number.

You can display headers and footers only if your document is in the Page View mode. 4D Write also allows you to differentiate headers and footers depending on which page type they are (first page, left page or right page). For more information on this feature, refer to [the section “Setting Preferences,” on page 72](#).

- To create a header or footer:
 - 1 Choose Page from the View menu.
4D Write displays both header and footer areas.
 - 2 Enter the text you want in the header or footer.
In addition to entering text, you can add pictures, references to data or the current date or page number. A current date reference automatically displays the current date. For more information about how to insert the current date or the current page number, refer respectively to [the section “Inserting the Current Date and Time,” on page 90](#) or to [the section “Inserting the page number,” on page 91](#). For information on referencing data, refer to [Chapter 5](#).
 - 3 To return to the main document, click in the main edition area.

Resizing Headers and Footers

- ▶ To resize a header or footer area:
 - 1 Choose **Page** from the **View** menu.
4D Write displays both header and footer areas and the vertical ruler is displayed.
 - 2 Click in the **Header** or **Footer** area.
The vertical limits of the area are displayed on the vertical ruler.
 - 3 Place the mouse cursor over the **upper** or **lower** limit of the area.
The cursor becomes a double-sided arrow.
 - 4 Drag the **upper** or **lower** limit of the area to its new location.



The footer or header area is then modified accordingly.

Modifying Headers and Footers

In the **Normal** view mode, you can modify only the main body of text. To modify the header or footer, you must first make sure that you are in the **Page** mode. You can then modify the definition of the header and footer by click in their respective area.

Note You must be in the **Page View** mode to modify a document's header or footer.

Working with Pictures

4D Write allows you to paste pictures into the header, footer, or main body of your document. You can use any picture that you can copy to the Clipboard.

After you paste a picture into a document, you can manipulate it in the following ways:

- Move
- Scale
- Resize
- Hide

The principle is to paste the picture in your 4D Write document. 4D Write allows you to choose between pasting the picture in the text flow and pasting it as a background picture. Pasting the picture into the text flow will manage the picture as a character of the paragraph in which it is pasted. Pasting the picture as a background picture will affect it a fixed position in the page and will allow you to manage it in a separate layer as the text.

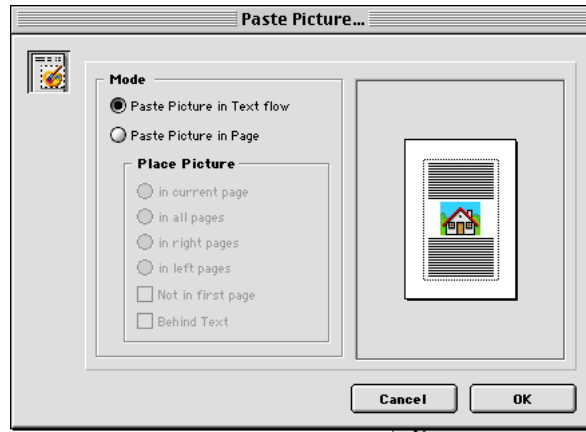
Picture Formats

4D Write handles the following picture formats:

- PICT
- Bitmap
- EMF (Windows only)

The Paste Picture Dialog

The Paste picture dialog is the dialog that appears each time you paste a picture in 4D Write while Page mode is selected:



A radio button allows you to select one of two different modes:

- **Paste picture in text flow**
Choosing this option will insert the picture in the text flow at the insertion point.
- **Paste picture in page**
Choosing that mode will paste the picture as a background graphics. It also gives you access to the following options and settings.
 - **In current page**
Choosing this option pastes the picture only in the current page.
 - **In all pages**
Choosing this option pastes the picture in each page of the document.
 - **In right pages**
Choosing this option pastes the picture only in each right page of the document.
 - **In left pages**
Choosing this option pastes the picture only in each left page of the document.
 - **Not in first page**
Choosing this option prevents the picture from appearing in the first page.

- Behind text

Choosing this option will place the picture behind the text.

The options In right pages, In left pages and Not in first page may be disabled depending on your preferences settings. For more information about setting preferences, refer to the [the section “Setting Preferences,” on page 72](#).

Pasting a Picture in the Text Flow

When you paste picture in the text flow, it is managed as a character in a paragraph.

- ▶ To place a picture in the text flow:
 - 1 Copy the picture to the Clipboard.
 - 2 In your 4D Write document, click where you want to insert the picture.
 - 3 Choose Paste from the Edit menu.

If the Page mode is selected 4D Write displays the Paste picture dialog. If the Normal mode is selected, the picture is directly pasted in the text flow.
 - 4 When in the Page view mode, select Paste picture in text flow.
 - 5 Click OK.

The picture is then pasted in the text flow.

Pasting a Picture in the Page

When you paste picture in the page, it keeps its position and appears in a different layer to the text.

- ▶ To paste a picture in a page:
 - 1 Copy the picture to the Clipboard.
 - 2 Choose Page from the View menu.
 - 3 Choose Paste from the Edit menu.

4D Write displays the Paste picture dialog.
 - 4 Select Paste picture in page.
 - 5 Select the paste options.

For more information about those options, refer to [the section “The Paste Picture Dialog,” on page 111](#).
 - 6 Click OK.

The picture is then pasted in the page and it is displayed according to your settings.

Selecting a Picture You select a picture to change its size or to copy, move, or delete it.

► To select a picture:

1 Position the pointer over the picture.

When over the picture, the pointer changes to a plus sign .

2 Click the picture.

A box with handles appears around the picture to indicate that it is selected.

Scaling a Picture

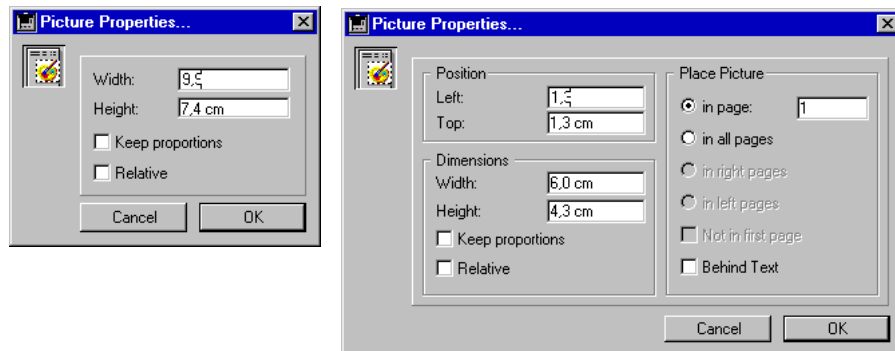
Scaling changes the size of a picture by increasing or decreasing its height and width by the same percentage, retaining the picture's proportions.

► To scale a picture:

1 Select the picture you want to scale.

2 Double-click on the picture.

The Picture Properties dialog box appears.



3 Check the Relative check box.

4 Check the Keep proportions box.

5 Type a percentage in either the Width or Height box.

6 Click the OK button.

4D Write scales the picture to the size you specified.

Resizing a Picture

You resize a picture by selecting the picture and dragging one of its handles.

- ▶ To adjust the width of a picture using the handles:
 - Drag the handle at the center of the right side.

- ▶ To adjust the width of a picture using the Picture Properties dialog:
 - 1 Select the picture you want to scale.
 - 2 Double-click on the picture.
The Picture Properties dialog box appears.
 - 3 Make sure the Relative check box is deselected.
 - 4 Check the Keep proportions box if you want the height to be modified according to the picture's current proportions.
 - 5 Type a value in the Width box.
 - 6 Click the OK button.
4D Write modifies the picture.

- ▶ To adjust the height of a picture using the handles:
 - Drag the handle at the center of the bottom edge.

- ▶ To adjust the height of a picture using the Picture Properties dialog:
 - 1 Select the picture you want to scale.
 - 2 Double-click on the picture.
The Picture Properties dialog box appears.
 - 3 Make sure the Relative check box is deselected.
 - 4 Check the Keep proportions box if you want the width to be modified according to the picture's current proportions.
 - 5 Type a value in the Height box.
 - 6 Click the OK button.
4D Write modifies the picture.

- ▶ To adjust the height and width of a picture:
 - Drag the handle at the lower right corner.

Note Dragging may change the picture's proportions.

- ▶ To return a picture to its original size:
 - Click the handle at the upper right corner.

Moving a Picture

When you paste a picture in the background of the page, it appears in the upper left corner of the page. You can move the picture to any location you wish on the page.

When moving a picture located in the text flow of the document, you can only set its horizontal position since it is managed as a character. To set its horizontal position, you need to set and enter a tab stop before it. For more information about setting tab stops, refer to [the section “Setting Tabs,” on page 124](#).

- ▶ To move a background picture:
 - Drag the picture to the location you want.
An outline of the picture moves as you drag, showing the picture’s current location.

Hiding and Showing Pictures

Hiding all of the pictures in a document lets you scroll more rapidly. 4D Write is preset to show pictures.

- ▶ To hide all pictures:
 - Choose **Pictures** from the 4D Write View menu.
4D Write replaces each picture with a box that has the same dimensions. When pictures are hidden, the check mark is removed from the **Pictures** command menu.
- ▶ To show all pictures:
 - Choose **Pictures** from the 4D Write View menu.

Removing a Picture

You can remove a picture from your document by deleting it, cutting it, or replacing it with text.

- ▶ To permanently delete the picture:
 - 1 Select the picture by clicking it.
 - 2 Choose **Clear** from the 4D Write Edit menu or press the **Delete** key.
- ▶ To remove the picture and copy it to the Clipboard:
 - 1 Select the picture by clicking it.

2 Choose Cut from the 4D Write Edit menu.

► To replace the picture with text:

1 Select the picture by clicking it.

2 Type the text.

Note You can replace a picture by text only when it was inserted in the text flow.

Using a Spelling Checker

To use a spelling checker, you should have already selected a spelling checker and a dictionary in the 4D Write Preferences dialog. For more information, refer to [the section “Setting Preferences,” on page 72](#).

► To automatically check the spelling in your document:

1 Place the insertion point in the document for which you want to perform the check.

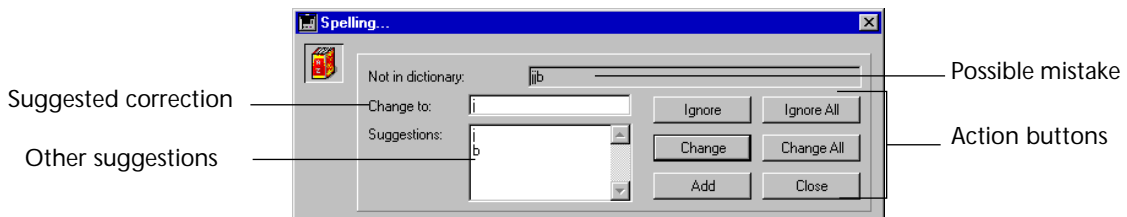
OR

If you want to check part of the document, select that part of the document.

2 Choose Spelling from the 4D Write Tools menu.

If a spelling checker is correctly set in the Preferences, the check begins. Otherwise, 4D Write displays a selection for you to select a spell checker. For more information, refer to [the section “Setting Preferences,” on page 72](#).

If the spell checker encounters a mistake, the following dialog is displayed:



The following options are available:

- **Ignore:** the possible mistake will not be corrected and the checking resumes.
- **Ignore all:** any occurrence of the current possible mistake will be ignored and the checking resumes.
- **Change:** the selected possible mistake is replaced by the suggested correction displayed in the Change to area, and the checking resumes.
- **Change all:** the selected possible mistake and all its other occurrences are replaced by the suggested correction displayed in the Change to area, and the checking resumes.
- **Add:** the possible mistake is left untouched and is added to the current user dictionary, then the checking resumes.

If the correction displayed in the Change to area does not suit your needs, you can either select another one from the Suggestions area by clicking it or manually enter a new correction in the Change to area.

Choosing the Language Selecting a language for the document allows you to make sure the current dictionary is compatible with the current language.

- To select a language:
 - 1 Choose language from the Tools menu.
- The Language dialog is then displayed:



- 2 Select a language from the list.
 - 3 Click OK.
- The new language is set.

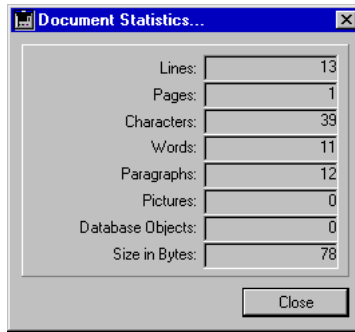
Viewing Document Statistics

You can display the number of lines, characters, words, paragraphs, pictures, database objects and pages in your document, as well as the size of your document and the number of database objects it includes.

► To view these statistics:

1 Choose Statistics from the 4D Write File menu.

4D Write displays a Document Statistics message box with information about the document.



2 Click the Close button to close the message box and return to your document.

5

Formatting Text

4D Write enables you to customize the appearance of documents. You can perform basic formatting changes to paragraphs by setting paragraph margins, first line indent, alignment, line spacing, and tabs. You can also modify selected text to display and print in a different font, font size, style, or color. For example, you can select the title of a book and make it italic.

You can use custom style sheets to apply several text attributes at once. For example, if you want document headings to appear in 14 point text and in the Avant Garde font, you can define a Heading style sheet with these attributes. Once a style sheet is defined, you can apply it to text anywhere in your document.

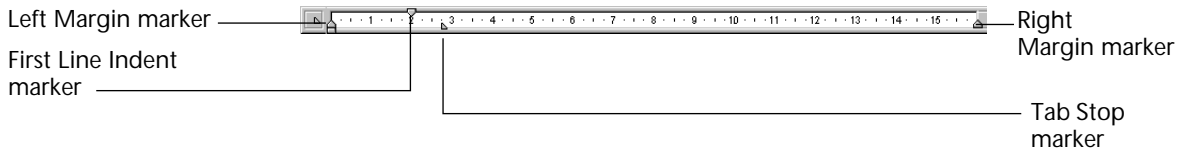
In this chapter, you will learn how to:

- Set the margins, first line indent, borders and tabs for a paragraph
- Set text alignment and line spacing
- Change the font, font size, style, and color attributes of text
- Manage character and paragraph style sheets
- Manage separately colors for the text and its style
- Insert page breaks
- Insert arrays
- Manage columns
- Insert column breaks

Formatting Paragraphs

The Ruler

The 4D Write ruler appears just below the toolbars. You can use the ruler to set margins, vertical separators and tab stops.



The ruler shows the settings for the paragraph in which you are working. The Left and Right Margin markers show the margin settings. The tab stop markers and the First Line Indent marker indicate where the tabs and first line indent are located.

After you press Return (on the Macintosh) or Enter (in Windows), 4D Write creates a new paragraph with the same ruler settings as the previous one. This lets you continue the document with the same formatting from one paragraph to the next. You can use the ruler to change some of the settings for the paragraph in which you are typing. When you select one or more paragraphs, you can change the settings for all of them at once. The ruler lets you change the position of:

- left and right margins;
- tab stops; and
- the first line indent.

Displaying and Hiding the Ruler

You can hide the ruler when you do not need it by choosing **Ruler** from the 4D Write **View** menu. To show the ruler again, choose **Ruler** from the 4D Write Format menu. When the ruler is displayed, a checkmark is displayed next to the **Ruler** menu command.

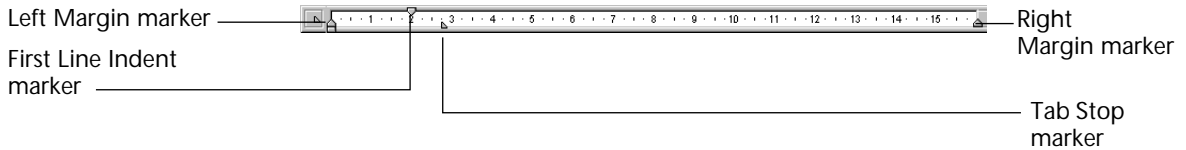
Selecting Paragraphs



- ▶ To select a single paragraph:
 - Click anywhere in the paragraph.
- ▶ To select several paragraphs:
 - Drag through the paragraphs to select them.

- ▶ To select every paragraph in the body of the document:
 - Choose Select All from the 4D Write Edit menu.



Setting the Margins and First Line indent

Using the ruler, you can position the left and right margin for the currently selected paragraphs.





On the ruler, grey triangles  mark the left and right margins. The First Line Indent marker  indicates where the first line of the paragraph begins.

When you open a new document, the margins are preset based on the width of a standard 8.5 inch page. The left and right margins are located 2.5 cm away from the paper borders. Using the ruler you can change those values as long as they remain smaller than the values set for the document margins. When moving the left paragraph margin, the first line indent is moved accordingly. You can change the location of the left margin, the right margin, and the first line indent by dragging their markers to the left or right. All three markers move independently and you can position the left and right margins to within an inch apart.

- ▶ To set the left or right margin using the ruler:
 - Drag the Left  or Right  Margin marker to the desired position. 4D Write displays dotted lines down the page as guides to help you align margins.

Note When dragging the markers, they snap to a grid set to 0.25 cm (or 1/8 of an inch or 10 pixels). To temporarily deactivate the grid, hold down the Command key (on Mac OS or the Ctrl key (on Windows) while dragging the marker.

- ▶ To set the left or right document margin using the ruler:
 - 1 Select the Page mode by choosing Page from the view menu.
 - 2 Drag the Left  or Right  Margin marker to the desired position.

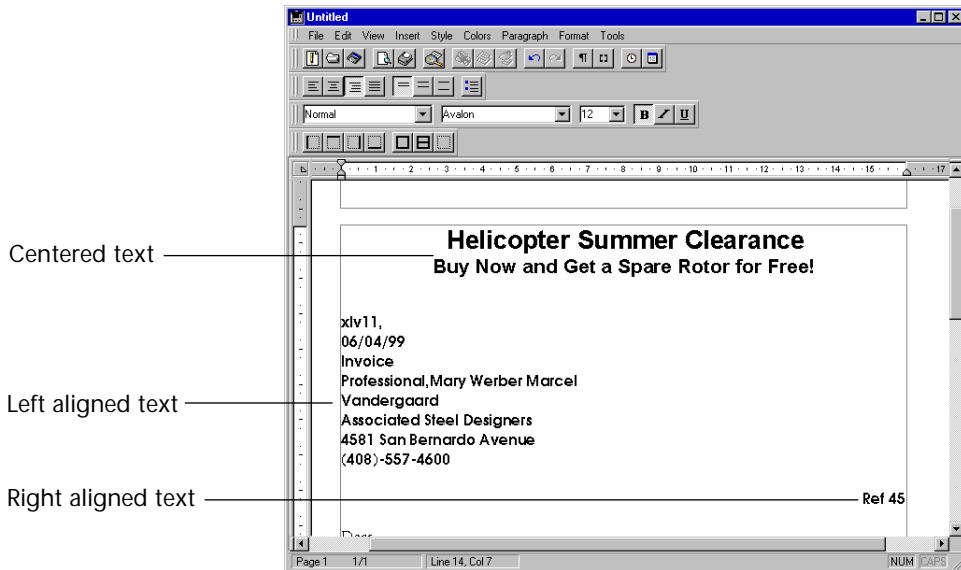
4D Write displays margin guides to help you align margins. Left and Right margin guides appear as dotted lines when you drag the margin markers.

To set the first line indent:

- Drag the First Line Indent marker .


Aligning Text




4D Write lets you align text with the left or right margin, center text between the margins, or fully justify text so it is aligned with both margins like text in newspaper columns.



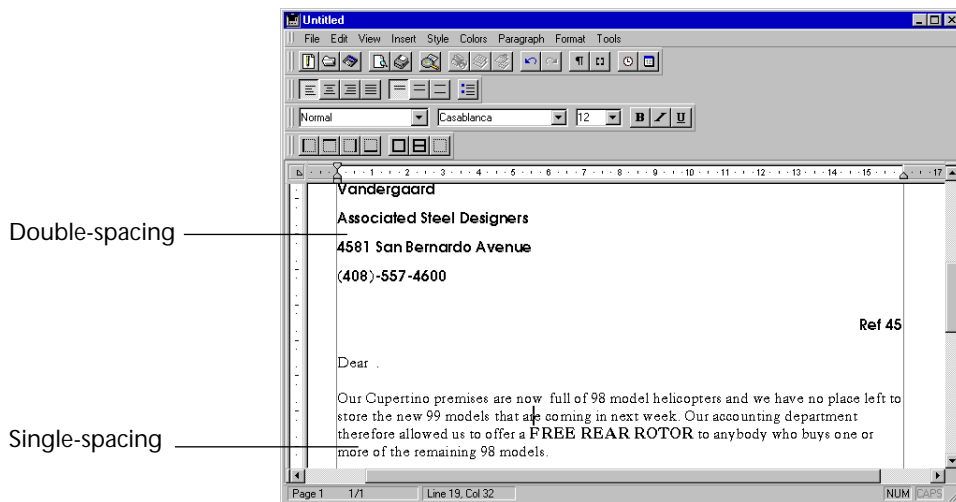
You can set text alignment using the text alignment icons on the Format toolbar or the menu items in the **Paragraph** menu.



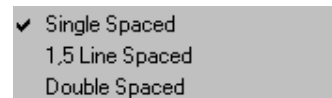
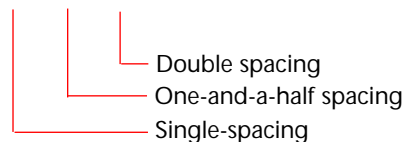
- ▶ To align text with the left margin using the ruler:
 - Click the Left Alignment icon  or choose Align left from the Paragraph menu.

- ▶ To align text with the right margin using the ruler:
 - Click the Right Alignment icon  or choose Align right from the Paragraph menu.
- ▶ To center text between the left and right margins using the ruler:
 - Click the Center Alignment icon  or choose Align center from the Paragraph menu.
- ▶ To align text to both the left and right margins using the ruler:
 - Click the Left and Right Alignment icon  or choose Full justification from the Paragraph menu.




Setting Line Spacing 4D Write lets you determine the spacing between lines in a paragraph. The following figure shows a paragraph with double-spacing and another paragraph with single-spacing.



To change line spacing, you can use either the Format toolbar or the 4D Write **Paragraph** menu. Both offer single, one-and-one half, and double-spacing.



You can also use the **Paragraph** menu to set the line spacing to a different value.

- ▶ To choose single-spacing:
 - Click the  icon or choose Single spaced from the Format menu.
- ▶ To choose one-and-one-half-spacing:
 - Click the  icon or choose 1.5 line spaced from the Format menu.
- ▶ To choose double-spacing:
 - Click the  icon or choose Double Spaced from the Format menu.
- ▶ To set a custom value for the line spacing:
 - 1 Select Other from the Paragraph menu.The line spacing dialog is then displayed:



- 2 Enter the number of lines that you want to set the new line spacing to.
- 3 Click OK.

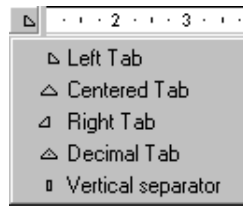
Setting Tabs

By default, documents are preset with tab stops every centimeter across the page. You can use these tab stops even though they do not appear on the ruler. Just press Tab to move the insertion point to the next tab stop. You can also set other tab stops anywhere along the ruler. The default spacing between tabs can be set in the Preferences dialog. For more information about this point, refer to [“Setting Preferences”, on page 72](#).

Note When you set a tab stop, any preset tab stops to the left of it are removed.

- ▶ To set a tab stop using the ruler:

- 1 Click on the drop-down menu located on the left of the ruler.



This menu allows you to select the type of tab stop that you want to insert.

- 2 Select the type of tab stop.
- 3 Click in the ruler to insert the tab stop.

The tab stop is inserted where you click. You can modify its location by dragging it in the ruler.

- ▶ To move a tab marker:

- Drag it to the right or left.

- ▶ To delete a tab marker:

- Drag it anywhere below the ruler.

Creating Tabs using the Tabs dialog

When you want to set one or more tabs at the same time for a paragraph, it is more convenient to use the Tabs dialog. Using that dialog you can define the type of a tab stop, its position and the fill character you want to use.

4D Write uses different tab markers to indicate tab alignment.

Tab Marker	Alignment
	Left-aligned
	Decimal
	Center-aligned
	Right-aligned
	Vertical separator

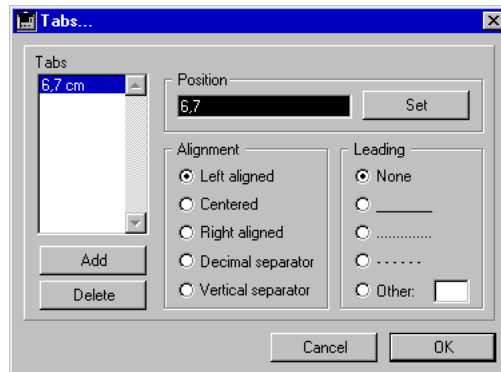
Note The vertical separator operates like a left-aligned tab but it also displays a vertical separator at its location. It is mainly used in tables.

The following table illustrates the use of tabs and fill characters.

Code	Item	Supplier	Price	Discount	Page
AR55566	Arbor Grape	Pearson	15.55	10	3
PB332	Potted Beach	Wrangler	45.67	None	79
LR3334	Lazy River Rush	Pearson	9.50	10	40
JM015	Japanese Maple	Smith	25.33	5	38
LC443	Lobe Cactus	Wrangler	11.50	None	43
WL004	Willow Tree	Handerson	22.55	20	105
MP3433	Monterey Pine	Wrangler	46.50	None	50
OL4422	Olive Tree	Smith	36.55	5	62
PP8797	Pepper Tree	Handerson	29.95	20	85
PL	Plum Tree	Handerson	37.50	20	66

► To create a tab setting, follow these steps:

- 1 Choose **Tabs** from the **Format** menu
The **Tab Options** dialog box appears.



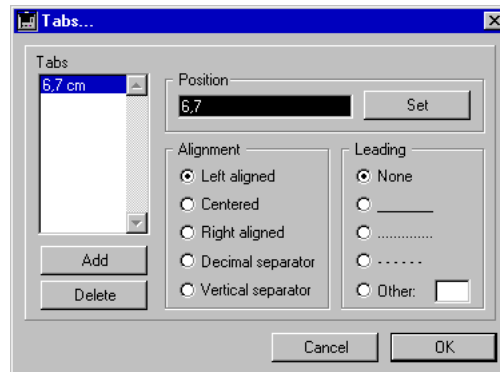
The tab markers defined for the current paragraph are listed in the **Tabs** area. The types of tab markers are listed on the left, in the **Alignment** area. The types of fill characters for leaders are listed on the right.

- 2 Click on the **Add** button to create a tab stop.
The **Add** button creates a new entry in the **Tabs** area.

- 3 Enter the new position value in the position area.
- 4 Click the Set button.
The new position value for the tab is then updated in the Tabs area.
- 5 Click the Alignment radio button for the type of tab you want.
- 6 Click the Leader radio button for the fill character you want.
4D Write lets you select dots, dashes or a solid line. You can also enter any character by clicking the Other radio button and by entering the fill character you want.
- 7 Click OK.
To close the dialog box without putting the changes you made into effect, click the Cancel button.

► To delete a tab setting, follow these steps:

- 1 Choose Tabs from the Format menu
The Tab Options dialog box appears.

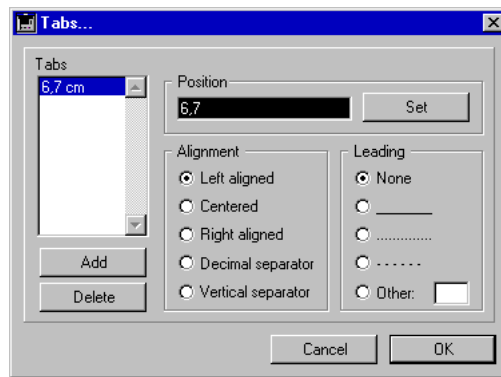


- 2 In the scrollable area, select the tab you want to delete.
- 3 Click the Delete button.
The tab stop is removed from the scrollable area.
- 4 Click the OK button.
The setting for this Tab is removed from the current paragraph.

Changing Tab Alignment and Fill Character

- ▶ To change the type, alignment or fill character of a tab, follow these steps:

- 1 On the ruler, double-click the tab marker
OR
Choose Tabs from the Format menu
The Tabs dialog box appears.



The tab markers defined for the current paragraph are listed in the Tabs area. The types of tab markers are listed on the left, in the Alignment area. The types of fill characters for leaders are listed on the right.

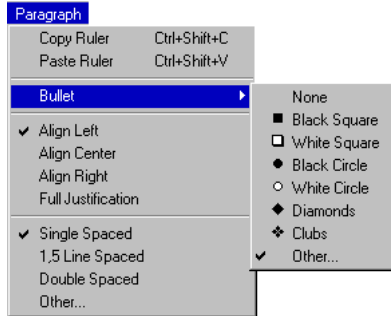
- 2 Click on the tab stop you want to modify.
- 3 Enter the new position value in the position area.
- 4 Click the Set button.
The new position value for the tab is then updated in the Tabs area.
- 5 Click the Alignment radio button for the type of tab you want.
- 6 Click the Leading radio button for the fill character you want.
4D Write lets you select dots, dashes or a solid line. You can also enter any character by clicking the Other radio button and by entering the fill character you want.
- 7 Click OK.
To close the dialog box without putting the changes you made into effect, click the Cancel button.

Setting bullets

4D Write allows you to set a bullet type for the paragraph currently selected. You can choose between six standard bullets (black square, white square, black circle, white circle, diamonds and clubs), or set your own character as a bullet.

- ▶ To select a standard bullet:

- 1 Choose Bullet from the paragraph menu.
A hierarchical menu is then displayed.



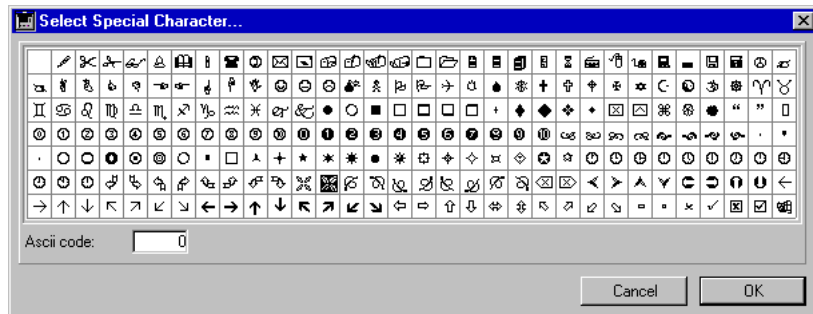
- 2 Select the standard bullet you want to display.

- ▶ To select a customized bullet:

- 1 Choose Bullet from the paragraph menu.
A hierarchical menu is then displayed.

- 2 Select Other.

The character selection dialog is then displayed:



- 3 Select the character you want to use as a bullet
OR
Enter its ASCII code in the text box.

4 Click OK.

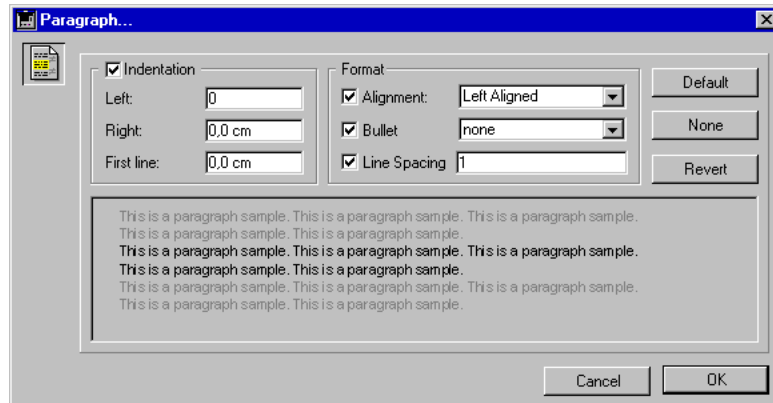
The bullet is then displayed at the beginning of the paragraph and will remain as a paragraph setting.

Setting paragraph formats using the Paragraph dialog

Using the Paragraph dialog you can define various formats for a paragraph:

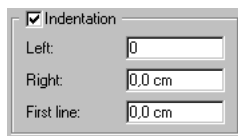
- The left and right margins;
- The first line indent;
- The bullet character;
- The line spacing; and
- The alignment.

The Paragraph dialog is displayed by selecting **Paragraph** from the **Format** menu.



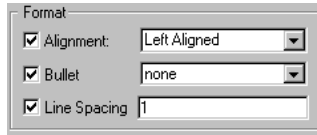
The Paragraph dialog is divided into three main areas.

- The indent area
This area is the area in which you can set the values for the margins and the first line indent.



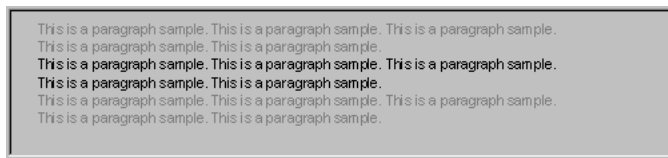
■ **The Format area**

This area is the area in which you can set the alignment, the bullets and the line spacing.



■ **The preview area**

This area is the area in which is displayed the preview of the current properties you selected. Each time you modify the settings of the dialog, the preview is updated.



The Paragraph dialog also includes five buttons:

- The Cancel button closes the paragraph dialog and cancels any modification that was done since it was last opened.
- The OK button applies the selected formatting to all paragraphs in the current selection.
- The Default button sets all the paragraph format back to the default values set for the current style sheet (if any).
- The None button removes any format applied to the paragraph.
- The Revert button reverts the format options to their initial values.

► **To set the margins in the Paragraph dialog:**

- 1 Check the indent check box.
This activates the spaces for entering values for the indents.
- 2 Enter the values to which you want to set the margins.
Left corresponds to the left margin, Right corresponds to the right margin and First line corresponds the first line indent.

► **To set the alignment:**

- 1 Check the Alignment check box.
When the check box is checked, it activates the drop-down menu.

- 2 Select the alignment setting you want to use from the Alignment drop-down menu.
- ▶ To select a bullet:
 - 1 Check the Bullet check box.
When the check box is checked, it activates the Bullet drop-down menu.
 - 2 Select the bullet setting you want to use from the Bullet drop-down menu.
If you choose the **Other** item, the custom bullet selection dialog is then displayed. For more information about how to use this dialog, refer to [“Setting bullets”, on page 129](#).
- ▶ To set the line spacing:
 - 1 Check the Line spacing check box.
When the check box is checked, it activates the entry area.
 - 2 Enter the line spacing value you want to use.
This number must be expressed in number of lines.

Setting colors

4D Write allows you to separately assign colors to the text and to its style attributes. You can, for instance, set a different color for a piece of text and for the line that underlines it. Different colors can be set for the following:

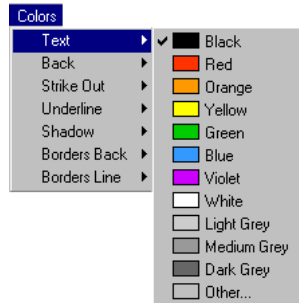
- the text characters;
- the background of the text;
- the strikethrough line;
- the underline line;
- the shadow effect;
- the border background; and
- the border line.

Setting a color for a character

- To set a color for the current selection of characters:

1 Select Text in the Colors menu.

A hierarchical menu is then displayed.



2 Select the color you want to apply to the selection.

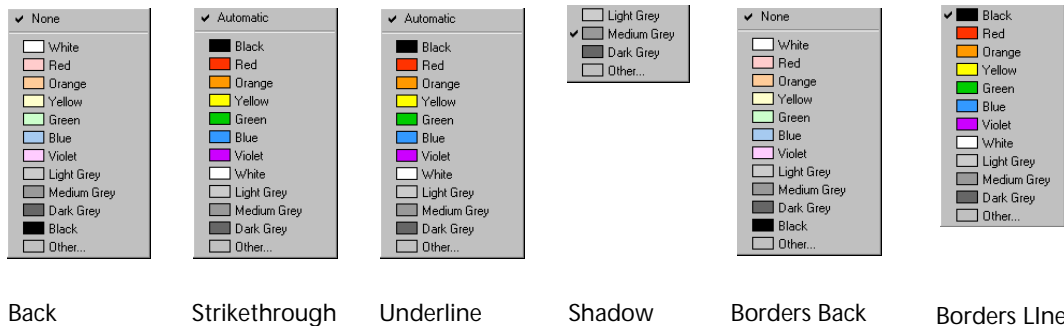
Once you have selected the color, it is applied to the characters of the current selection. If you choose to define a custom color, select **Other**. For more information about how to define a custom color, refer to [“Setting a Custom Color in Windows”](#), on page 134 or to [“Changing Text Attributes at Once”](#), on page 138, depending on the platform you are currently using.

Setting a color for style effect

To set a color for a style effect applied to the current selection of characters:

1 Select the style effect in the Colors menu.

The corresponding hierarchical menu is then displayed.



Back

Strikethrough

Underline

Shadow

Borders Back

Borders Line

Notes • For the **Strikethrough** and **Underline** menu commands, an “Automatic” item is displayed at the top of the hierarchical menu.

Selecting this Item will assign the color that is currently selected for the text.

- For the **Back** and **Borders Back** menu commands, a “None” command is displayed at the top of the hierarchical menu. Selecting this Item will assign no color to the corresponding style effect, making the background transparent.
-

2 Select the color you want to apply to the selection.

Once you have selected the color, it is applied to the style effect for the current selection. If you choose to define a custom color, select **Other**. For more information about how to define a custom color, refer to [“Setting a Custom Color in Windows”](#), on page 134 or to [“Setting a Custom Color on the Macintosh”](#), on page 134, depending on the platform you are currently using.

Setting a Custom Color on the Macintosh

After you choose Other... from the Colors submenu, the Apple Color Picker dialog box appears, enabling you to create a custom color. For more information about how to use the system colorpickers, please refer to the documentation that came with your system.

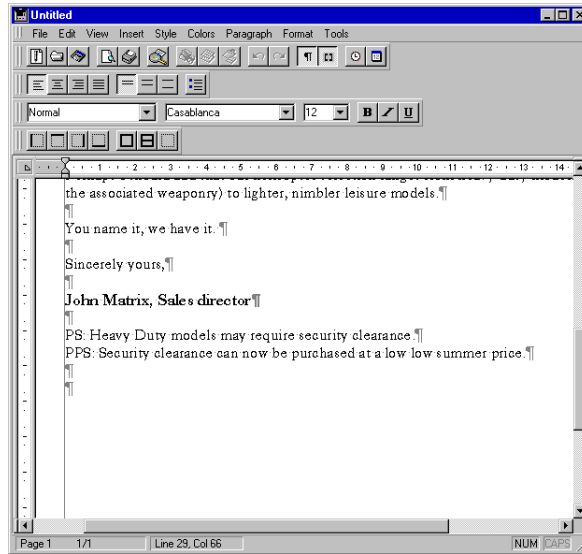
Setting a Custom Color in Windows

After you choose Other... from the Colors submenu, the expanded Color dialog box appears, enabling you to create a custom color. You can add the colors you create here to the Custom Colors palette. For more information about how to use the Color dialog box, please refer to the documentation that came with your system.

Showing Invisible Formatting Characters

You can display the characters that show where the Tab, Return (or Enter) and space characters are located. Ordinarily, these characters are invisible.

- ▶ To show invisible formatting characters:
 - Choose Invisibles Characters from the 4D Write View menu.
- The invisible characters appear.



The following table describes each formatting character.

Character	Description
→	Indicates a tab.
¶	Indicates a hard carriage return.
.	Indicates a space.

Copying Paragraph Formatting

You can copy paragraph settings and apply them to other paragraphs to ensure that all paragraphs to which you apply the settings have exactly the same formatting. Copying paragraph settings also lets you quickly change an element of a document. For example, after you change the formatting of a heading, you can easily apply the new formatting to headings throughout the document.

The following paragraph format settings are copied. These settings are shown in the 4D Write formatting Ruler.

- Margins and first line indent
 - Alignment
 - Line spacing
 - Tabs
- To copy paragraph formatting:
- 1 Click in the paragraph whose formatting you want to copy.
 - 2 Choose Copy Ruler from the 4D Write Paragraph menu.
4D Write stores the paragraph settings separately from the normal clipboard. The contents of the Clipboard are not affected.
 - 3 Click in the paragraph to which you want to apply the copied settings.
You can apply the paragraph settings to more than one paragraph by selecting them before the next step.
 - 4 Choose Paste Ruler from the 4D Write Format menu.
The formatting you copied is applied to the selected paragraphs.

Changing Text Attributes

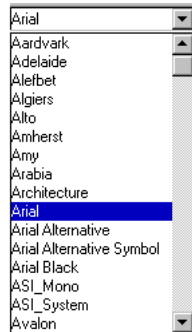
The font, type size, style, and color used for text are *text attributes*. When you create a new document, 4D Write automatically sets the font to Arial on Windows or New York on Mac OS, the size to 12 point, the style to plain, and the color to black. Any text that you type will have those attributes.

If you change any text attributes, 4D Write applies the new settings to text as you type. You can apply different attributes to text you have already typed by selecting the text and then changing the attributes. You can view the attributes of any text by clicking within the text and choosing Characters from the Format menu or using the Style Toolbar. Check marks appear in the menus next to the text attributes that are in effect.

Changing the Font All fonts installed in your system appear in the font drop-down list of the Style toolbar menu and are available for use in your documents.

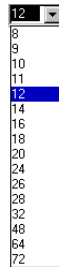
► To change the font:

- 1 Select the text you want to change or click where you want to type text using a new font.
- 2 Choose the font from the font drop-down list of the Style toolbar.



If you had selected text before this step, the font of the selection changes to the one chosen. If you type new text, it will appear in the chosen font.

Changing Text Size Text size is measured in points. A point is roughly equal to 1/72 inch. The font size drop-down list shows sizes ranging from 8 to 72 points.



► To change the text size:

- 1 Select the text you want to resize or click where you want to type using a different text size.
- 2 Choose the size from the font size drop-down menu.

When you choose a size, it is applied to your selection. 4D Write adjusts the line spacing, if necessary, to accommodate the new size.

Note You can directly enter a value into the value box if you want to assign a size that is not available in the list.

Changing Text Style Styles can help you emphasize text or enhance a document's appearance.

► To change the style of text:

1 Select the text you want in a different style or click where you want to type using a new style.

2 Choose a style from the 4D Write Style menu.

Styles include Plain, Bold, Italic, Underline, Strikethrough, Shadow, Superscript, and Subscript. You can apply more than one style to selected text. If you want to modify the case of the selection you can also select Capitals or Small capitals.

After you choose a style, your selection changes to the new style and a check mark appears next to the style in the **Style** menu. If a style is in effect for only part of your selection, a dash is displayed to the left of the style name.

Note If you want to select the Bold, Italic or Underline style you can respectively use the icons    , located in the Style Toolbar.

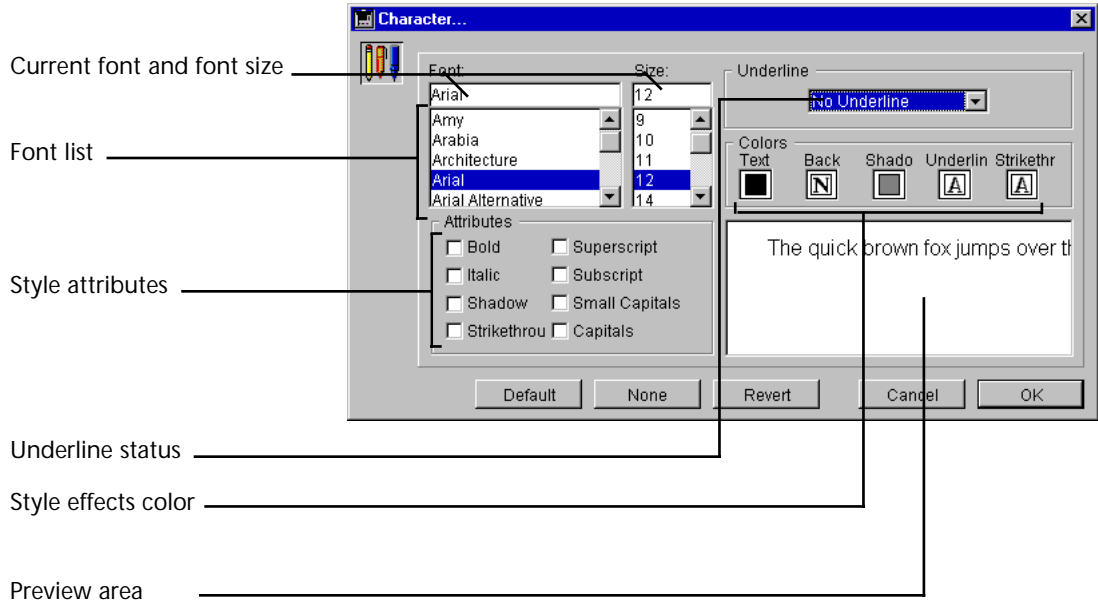
Changing Text Attributes at Once

You can easily change several text attributes at once. Using the Character dialog box, you can change the font, size, color, and style of text. You can also set the color for the style effects. These attributes are applied to the currently selected text or, if no text is selected, to the text that you type.

If you want to use the same combination of attributes many times, you can create a custom style sheet. A style sheet specifies a collection of attributes. You apply a style sheet to text by selecting the text and choosing the style sheet name from the Style Sheet drop-down list in the Style toolbar.

Using the Character Dialog Box

- ▶ To change several text attributes in the Character dialog box:
 - 1 Select Character from the 4D Write Format menu.
The Character dialog box appears.



The dialog box shows the font, font size, color, and styles currently in effect and provides sample text with those attributes.

- 2 To change the font, choose the font from the Font scrollable list
OR
Enter its name in the font box.
- 3 To change the color for either the text or the style effects selected, choose the color from the Color picture menus.
You can choose any of the basic colors available in the picture menu or create a custom color by selecting Other.... For information on creating a custom color, refer to the "Setting a Custom Color" sections in this chapter.
- 4 To change the text size, enter the size in the Size box or select a size in the Size list.

5 Select the check boxes for the style attributes you want.

Styles include Plain, Bold, Italic, Strikethrough, Shadow, Superscript, and Subscript. You can also select the character case using the Capitals and Small Capitals radio button.

Clicking once on a check box will select it. Clicking twice will “gray” it, which means that this attribute will be left unchanged in your selection. If, for instance, the Bold attribute is set only for some character in your selection, the Bold check box will appear in grey. Leaving that check box in gray will leave the Bold attribute untouched.

6 Select the underline attribute you want in the Underline drop-down list.

You can choose Single underline to display only one line under the selection, Word underline to underline only words, Double underline to display two lines under the selection or Hatched underline to display a dotted underline.

7 To accept the attributes you set, click OK.

To return to the original text attributes and start over, click the Revert button. To close the dialog box without applying any changes, click the Cancel button. To go back to the default settings (if any) that apply to the current selection, click the Default button. To set no attributes for the current character selection, click the None button.

Managing Style Sheets

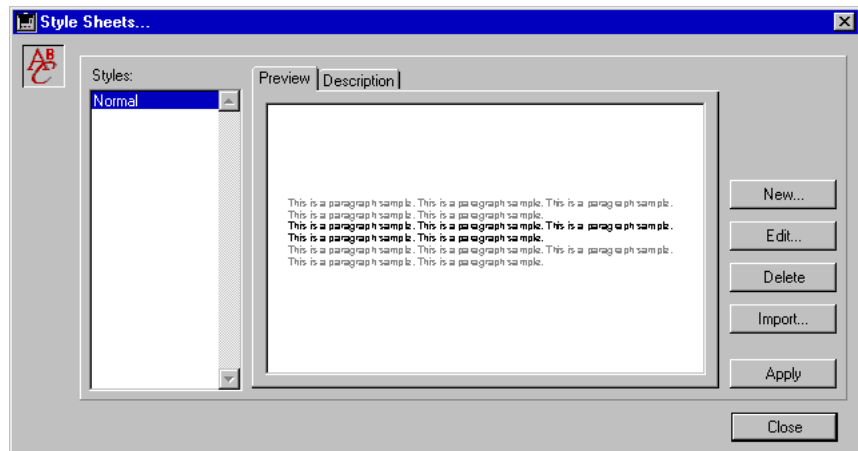
4D Write manages two types of style sheets. Style sheets that apply only to characters and style sheets that apply to paragraphs. You can create your own style sheets in a document. Each character style sheet specifies a combination of attributes that can be applied to text. For example, you might specify a Header style sheet that creates text in 18 point, Bold style, in the Avant Garde font. A paragraph style sheet allows you to set attributes for a paragraph, which includes the character formats, border settings, tab settings and paragraph settings.

The Style Sheet pop-up menu lists a documents style sheets. You use this menu to apply existing style sheets to the text in your document.

Style sheets apply only to the current document. They do not apply to all documents, even if the documents are in a 4D Write area. You can save style sheets and load them into other documents. You can also use documents containing style sheets as templates for 4D Write areas. For more information on templates, refer to [“Saving a Document as a Template”](#) in Chapter 2.

Defining a Custom Style Sheet

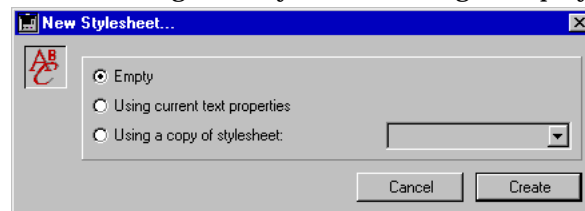
- To define a new custom style sheet:
 - 1 Choose Style sheets from the Format menu.



The Style sheets dialog box appears. It displays the list of style sheets for the current document. In the center, the preview area can either display the definition or a sample of the style sheet currently highlighted in the style sheet list.

- 2 Click the New button on the right of the dialog to create a new style sheet.

The following New style sheet dialog is displayed.



This dialog allows you to specify which properties you want to use as a starting point:

- the current text properties,
- the properties of an existing style sheet,
- no text properties at all.

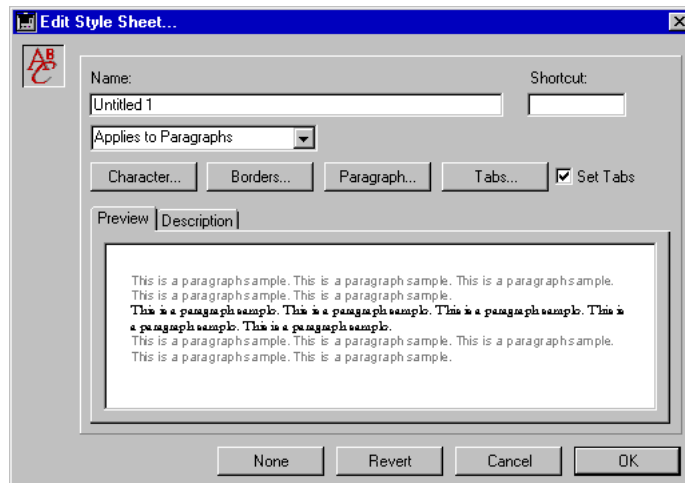
3 Choose the option you want to start with.

Selecting Empty will define no properties for the new style sheet.

Selecting Using current text properties will assign the properties of the current selected text to the new style sheet. Selecting Using a copy of style sheet will assign the properties of that style sheet to the new style sheet. If you choose this option, you need to select a style sheet from the drop-down list located on the right of the radio buttons.

4 Click the Create button.

The following dialog is then displayed:



If you chose a starting point that uses preset properties this dialog displays them accordingly. In this dialog you can: Define a shortcut that will trigger the application of the style sheet, edit the name of the style sheet and define the settings of the style sheet.

5 Click in the Name text box and edit the name of the style sheet.



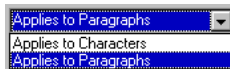
- 6 Click in the **Shortcut** text box and enter the character you want to use as a shortcut.



This character will have to be used with the combination of the Command and Shift keys on Mac OS and Ctrl and Shift on Windows.

Note It is recommended that you use numbers as shortcuts in order to avoid potential conflicts with normal 4D Write shortcuts.

- 7 Using the drop-down list, select whether the style sheet will apply to a paragraph or to character.



If you choose Applies to characters, the Borders, Paragraph and Tabs buttons become disabled.

- 8 Click the **Character** button to set the character properties.

For more information about how to set character attributes, please refer to [“Changing Text Attributes at Once”](#), on page 138.

If you selected Applies to characters as the scope of this style sheet, you will not need to set any parameters for borders, tabs and paragraphs, therefore you can directly go to step 12.

- 9 Click the **Borders** button to set the borders properties of the style sheet.

For more information about how to set border attributes, please refer to [“Setting Borders for a Paragraph”](#), on page 150.

- 10 Click the **Paragraph** button to set the paragraph properties of the style sheet.

For more information about how to set paragraph attributes, please refer to [“Setting paragraph formats using the Paragraph dialog”](#), on page 130.

- 11 Click the **Tabs** button to set the tab properties of the style sheet
OR

Deselect the **Set tabs** if you do not want to set tabs properties.

For more information about how to set tabs properties, please refer to [“Setting Tabs”](#), on page 124.

You can now make sure the properties you have defined are correct by checking the preview area. If you want to check the style sheet definition, click the **Description** tab control. The preview area will then display the settings defined for that style sheet.

12 Click the OK button to create the style sheet

OR

Click the None button to reset all the settings and start over

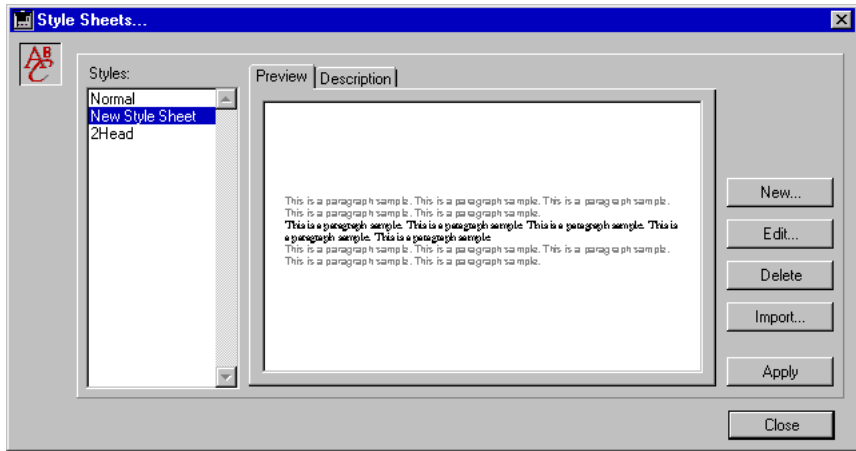
OR

Click the Revert button to get back to the original settings

OR

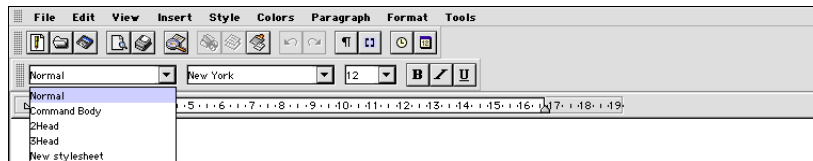
Click the Cancel button to cancel all the settings and go back to the Style sheet dialog.

Once you click OK, the style sheet is automatically saved and the Style sheets dialog is displayed again.



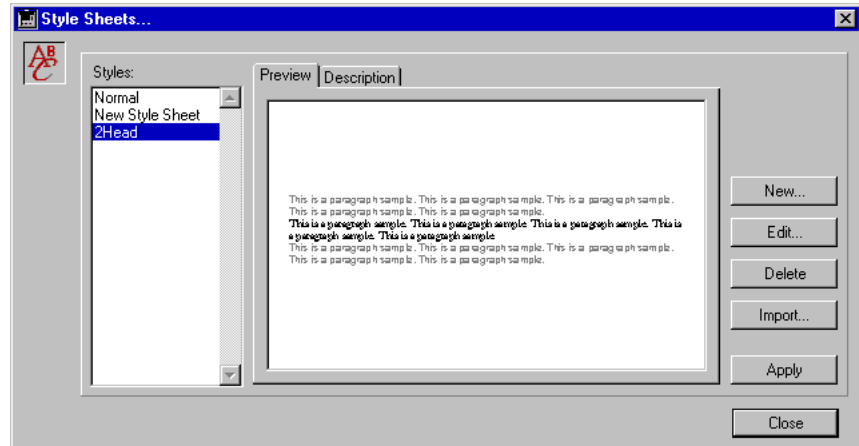
13 Click the Close button.

This style sheet can then be selected from the Style sheet drop-down list.



Modifying a Style Sheet

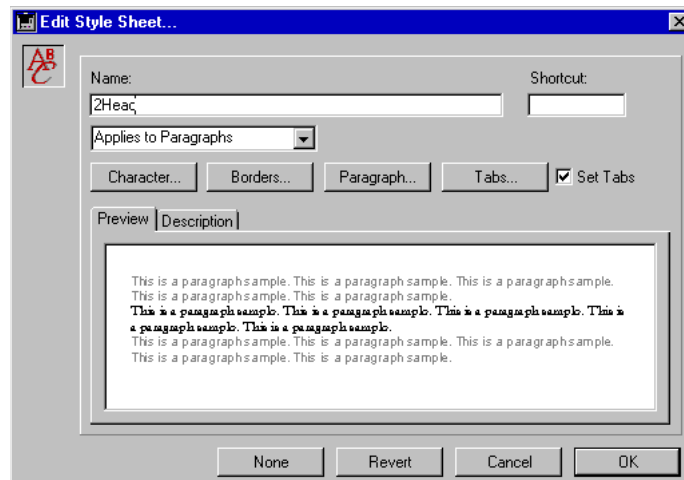
- To modify an existing style sheet:
 - 1 Choose Style sheets from the Format menu.



The Style sheets dialog box appears. It displays the list of style sheets for the current document.

- 2 In the Styles list, click on the style sheet you want to edit.
- 3 Click the Edit button.
- 4 The Edit Style sheet dialog is then displayed.

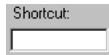
The preview area as well as the style sheet settings reflect the current settings of the selected style sheet.



- 5 Click in the Name text box if you want to edit the name of the style sheet.

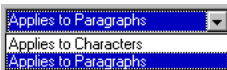


- 6 Click in the Shortcut text box to modify the character you want to use as a shortcut.



This character will have to be used with the combination of the Command and Shift keys on Mac OS and Ctrl and Shift on Windows.

- 7 Using the drop-down list, select whether the style sheet will apply to a paragraph or to character.



If you selected Applies to character, the Borders, Paragraph and Tabs buttons become disabled.

- 8 Click the Character button to set the character properties.

For more information about how to set character attributes, please refer to [“Changing Text Attributes at Once”](#), on page 138.

If you selected Applies to characters as the scope of this style sheet, you will not need to set any parameters for borders, tabs and paragraphs, therefore you can directly go to step 12.

- 9 Click the Borders button to modify the border properties of the style sheet.

For more information about how to set border attributes, please refer to [“Setting Borders for a Paragraph”](#), on page 150.

- 10 Click the Paragraph button to modify the paragraph properties of the style sheet.

For more information about how to set paragraph attributes, please refer to [“Setting paragraph formats using the Paragraph dialog”](#), on page 130.

- 11 Click the Tabs button to modify the tab properties of the style sheet OR

Deselect the Set tabs if you do not want to set tabs properties.

For more information about how to set tabs properties, please refer to [“Setting Tabs”](#), on page 124.

You can now make sure the properties you have defined are correct by checking the preview area. If you want to check the style sheet

definition, click the Description tab control, the preview area will then display the settings defined for that style sheet.

- 12 Click the OK button to validate the modifications of the style sheet
OR

Click the None button to reset all the settings and start over

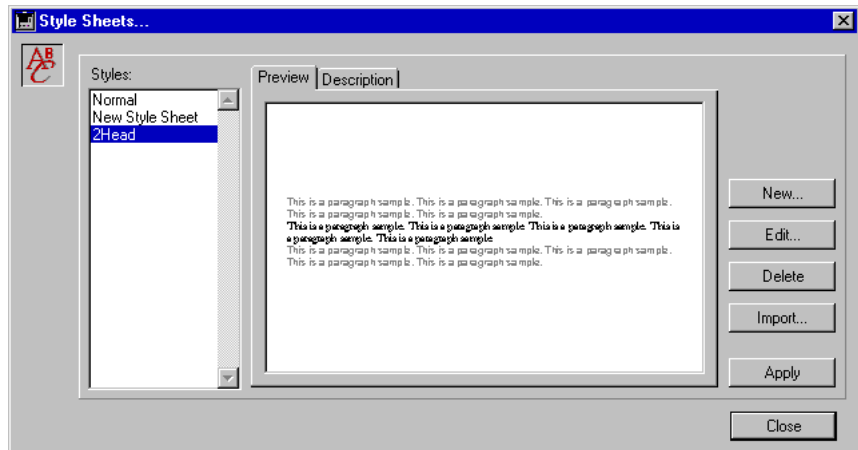
OR

Click the Revert button to get back to the original settings

OR

Click the Cancel button to cancel all the settings and go back to the Style sheet dialog.

Once you click OK, the style sheet is automatically modified and the Style sheet dialog is displayed again.



- 13 Click the Close button.

Saving and Loading Style Sheets

Style sheets created in the Style Sheet dialog are saved in the document file. You can then import the style sheets into any other 4D Write document.

- To import style sheets from another document:

- 1 Select Style sheets from the Format menu.

The Style sheets dialog appears.

- 2 Click the Import button.

An Open File dialog box appears.

- 3 Select the document from which you want to import the style sheets file and click the Open button.

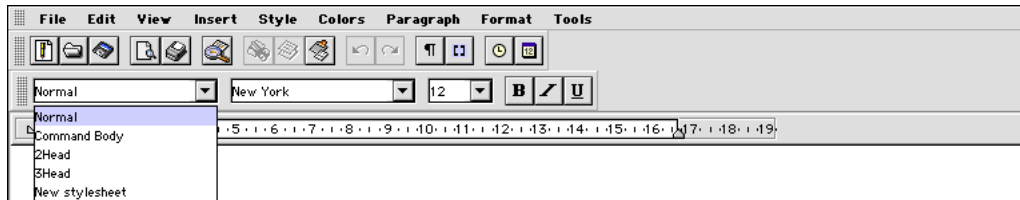
The style sheets are loaded into the document. After the style sheets are loaded, they immediately become available to the document.

- 4 Click the Close button.
The Style sheets closes.

Applying Custom Style Sheets

Applying a Character Style Sheet

- ▶ To apply a character style sheet to text:
 - 1 Select the text to which you want to apply the style sheet.
 - 2 Choose the character style sheet from the Style Sheet drop-down list in the Style toolbar.

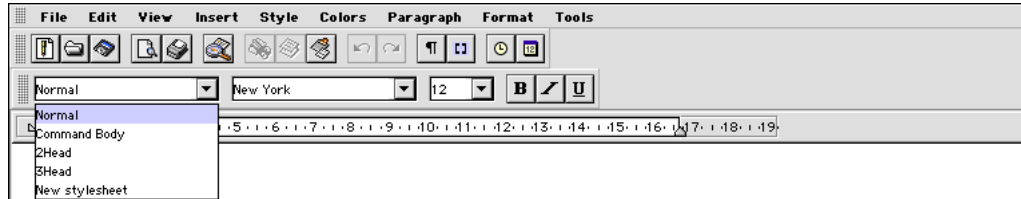


The text is given the attributes of the selected style sheet.

Applying a Paragraph Style Sheet

- ▶ To apply a paragraph style sheet to a paragraph or a selection of paragraphs:
 - 1 Place the cursor in the paragraph to which you want to apply the paragraph style sheet,
OR
Select some text in the paragraph to which you want to apply the paragraph style sheet,
OR
Select text that overlaps all the paragraphs to which you want to apply the paragraph style sheet.

- 2 Choose the paragraph style sheet from the Style Sheet drop-down list in the Style toolbar.



The paragraph is then given the attributes of the selected paragraph style sheet.

Applying a Style Throughout a Document

4D Write allows you to update the formatting of all the text in the document that uses a particular style sheet. This feature is useful when you want to make sure that all the occurrences of text that use that style sheet accurately respect the style sheet attributes.

- To update a style sheet throughout the document:
 - 1 Select **Style sheets** from the **Format** menu.
The **Style Sheets** dialog is displayed.
 - 2 In the **Styles** list, select the style sheet you want to update throughout the document.
 - 3 Click the **Apply** button.
All the attributes of that style sheet are applied to each occurrence of text that uses it.

Deleting a Style Sheet

You can delete a style sheet at any time. Text that uses that style sheet will remain unchanged but they will cease to be defined as using that style sheet.

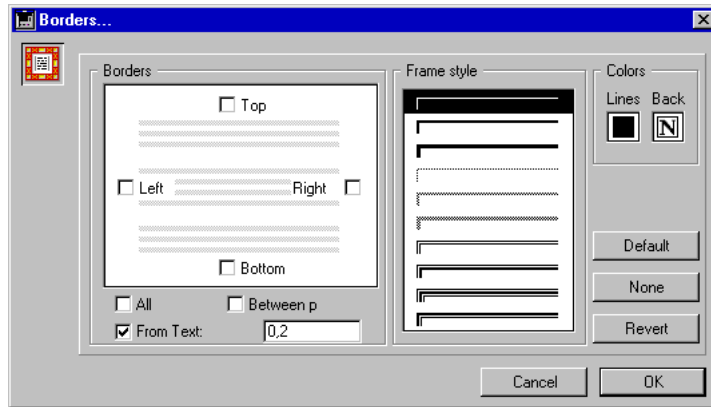
- To delete a style sheet:
 - 1 Select **Style sheets** from the **Format** menu.
The **Style Sheets** dialog is displayed.
 - 2 In the **Styles** list, select the style sheet you want to delete.
 - 3 Click the **Delete** button.
The style sheet is deleted as well as any reference to it.

Setting Borders for a Paragraph

4D Write allows you to define borders for a paragraph. A border setting can be defined for either a separate paragraph or a paragraph style sheet.

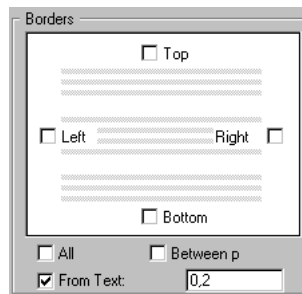
The Borders Dialog The Borders dialog is the dialog in which borders are set. This dialog is used when you design a style sheet that uses border formats or when you want to set borders for a paragraph or a set of paragraphs.

When you click the Borders button in the Edit Style sheet dialog, or when you select Borders from the format dialog, the Borders dialog is displayed:



This dialog consists of three main area:

- **The Borders area:**

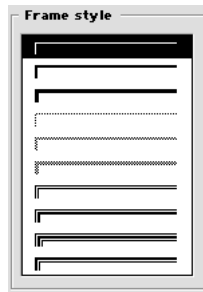


This area is the area in which borders can be selected. It consists of

seven check boxes and a preview area. The preview area displays the border according to the check boxes you selected.

- **The Left, Top, Right and Bottom check boxes**
When those check boxes are selected, the corresponding border is set for the paragraph. When those are grayed, it means that the corresponding border is not selected for each paragraph that belong to the current selection. In this case, leaving the check box untouched will leave the setting for that border untouched.
- **The All check box**
When this check box is selected, it selects the Left, Top, Right and Bottom check boxes and the corresponding borders.
- **The Between paragraphs check box**
When this check box is selected, a border is displayed between the paragraphs of the selection (if there is more than one).
- **The From text check box**
When this check box is selected, the entry area located next to it allows you to set the distance between the upper, lower, right and left limits of the characters and the border lines.

- **The Frame area:**



This area is the area in which the frame of the borders can be selected. Clicking on the frame type will assign it to the borders.

- **The Frame area:**



This area is the area in which the colors for the border lines and the border background will be selected.

- The Lines picture menu



The color selected in this picture menu will apply to the line of the borders.

- The Back picture menu



The color selected in this picture menu will apply to the background of the borders.

The Borders dialog also includes five buttons:

- The Cancel button

This button closes the Borders dialog. If the Borders dialog was called from another dialog (Edit style sheet, Find or Replace), clicking on the Cancel button calls back the dialog from which it was called.

- The OK button

This button closes the Borders dialog and validates its contents. If the Borders dialog was called from another dialog (Edit style sheet, Find or Replace), clicking on the OK button calls back the dialog from which it was called.

- The Default button

This button assigns the default settings back in the Borders dialog. Default settings are typically style sheet settings that were altered for the selected paragraph before the Borders dialog was opened.

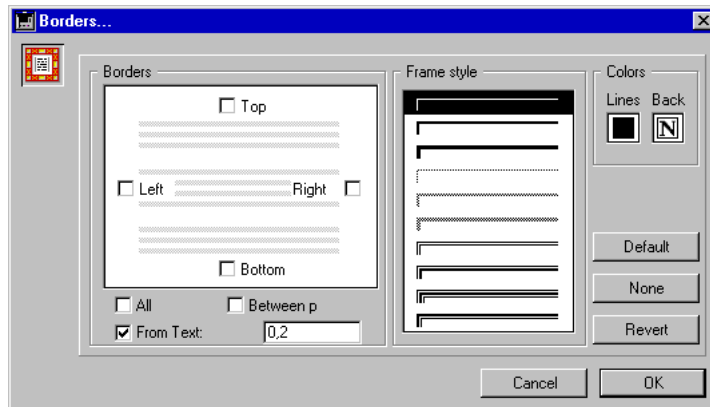
- The Revert button

This button assigns the original settings back in the Borders dialog. The original settings are the settings that were first displayed when you opened the Borders dialog.

- The None button

This button resets all the settings back in the Borders dialog. Clicking on the None button deselects any border, frame or color.

- ▶ To define and apply a border setting to a paragraph or a selection of paragraphs:
 - 1 Place the cursor in the paragraph to which you want to apply the border settings,
OR
Select some text in the paragraph to which you want to apply the border settings,
OR
Select text that overlaps all the paragraphs to which you want to apply the border settings.
 - 2 Select Borders from the Format menu.
The Borders dialog is then displayed



- 3 Select the borders you want to select by clicking on the corresponding check box.
For more information about the meaning of those check boxes, refer to [“The Borders Dialog”, on page 150.](#)
- 4 Select the frame type you want to select by clicking on the frame in the Frame style area.

- 5 Click OK to validate the modifications you just made
OR
Click the None button to reset all the settings and start over
OR
Click the Revert button to get back to the original settings
OR
Click the Default button to get back to the default style sheet settings
OR
Click the Cancel button to cancel all the settings and go back to the Style sheet dialog.

Managing Tables

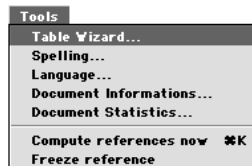
4D Write manages graphical tables, although they are actually stored as formatted paragraphs. This means that if a table needs significant modification, it is often easier to re-create it.

4D Write allows you to insert and define graphical tables in your documents. For each table you can:

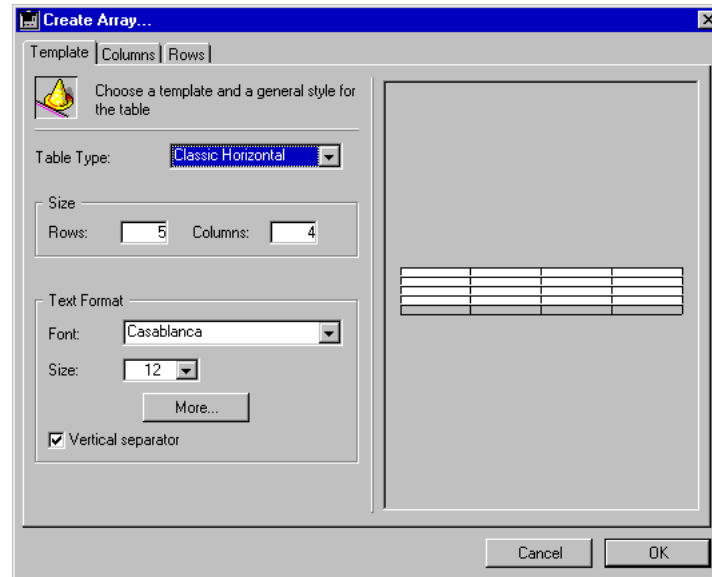
- select predefined table templates,
- define the number of rows and columns,
- set an automatic text format,
- set different automatic values and styles for each column,
- set different automatic values, colors and styles for specific rows.

The Table Wizard

In 4D Write, tables are created and modified using 4D Write's Table Wizard. The Wizard Table is displayed by selecting **Table Wizard** in the **Tools** menu.



The table wizard appears as follows:

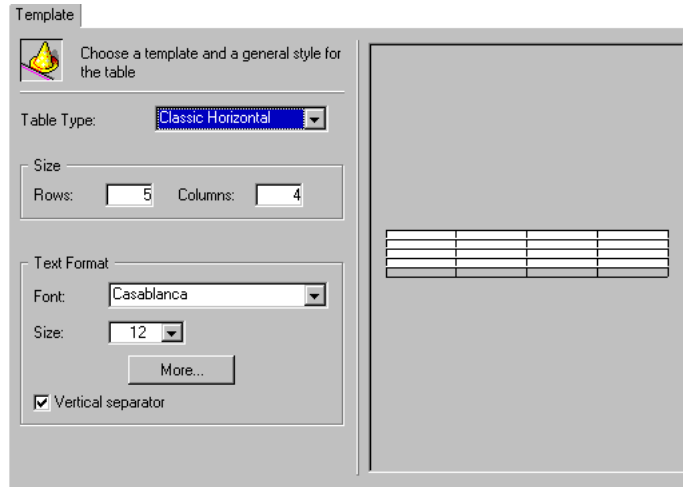


The table wizard mainly consist of three pages and a preview area:

- **The Template page**
This page is the page in which you can select a template for the table, define the table size and set the global text format.
- **The Columns page**
The Column page is the page in which you can define column widths, and assign automatic values as well as custom text format.
- **The Rows page**
The Rows page is the page in which you can select the line spacing between rows, select predefined values for the first and last rows, set a color and a text format for specific rows.
- **The preview area**
The preview area displays a preview of the table as you set it, modifications are displayed on the fly.

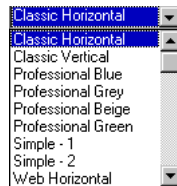
The Template Page

The template page is the default page on which the table wizard opens:



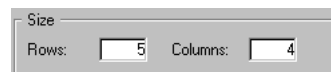
This page consists of three element:

- The Table type drop-down list:



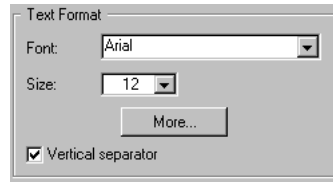
Selecting an Item from this list will apply the corresponding template to the table you are creating.

- The Size area:



This is the area in which you set the number of rows and columns for the table you are creating, by respectively entering those numbers in the Rows and Columns boxes.

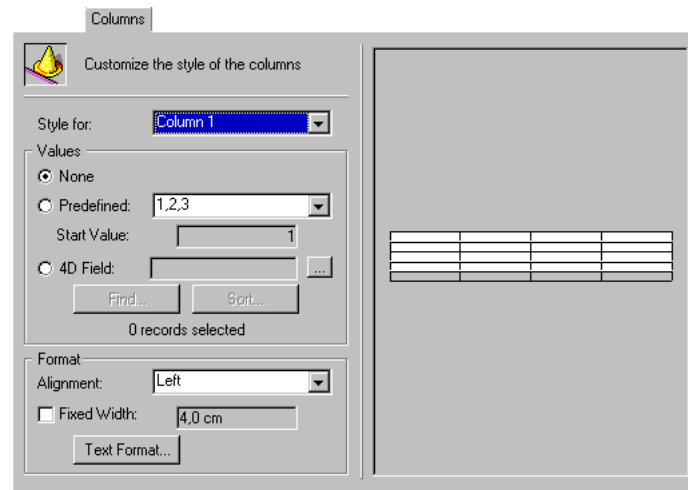
■ The Text format area



This area is the area in which you select the format of the text that will be entered in the table. The Font drop-down list lets you select the font that will be applied to the text. The Size drop-down list lets you select the size of the font that will be applied to the text. The Vertical separator check box lets you choose whether you want to display separators between columns. When you click the More button, the Character dialog is displayed. For more information about how to use this dialog, refer to [“Using the Character Dialog Box”, on page 139](#).

The Columns Page

The Column page is the page in which you define the format and automatic contents for columns:



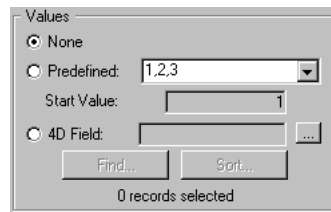
This page consists of three main interface elements:

■ **The Style for drop-down list:**



This list allows you to select the column to which the settings in the Columns page will apply. For example, if you select **Column 1**, the settings that will be defined in the Values and Format areas will only apply to the first column. If you want to set the format of several columns, you will need to select one column at a time and define their formats separately.

■ **The Values area:**



The value area is the area in which you select predefined values for the current column. A radio button offers you three choices:

■ **None**

If you select this choice, no predefined value will be used for the current column.

■ **Predefined**

If you select this choice, the Start value area is activated. This allows you to select a type of predefined value from the drop-down list and to define which value to start with. The values you can select are:

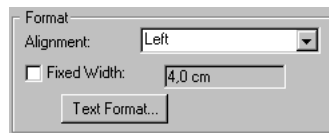
- 1,2, 3, for standard numbering,
- a, b, c or A, B, C for “alphabetical numbering”,
- i, ii, iii or I, II, III for roman numbering,
- Monday, Tuesday for days,
- January, February for months.

For more information about selecting a predefined value, refer to [“Inserting a predefined value as an Automatic Column Value”](#), on page 165.

■ 4D Field

If you select this choice, the field value is then inserted in each row and the number of rows will depend on the number of selected records. Since you then benefit from the Order by and Query features of 4D, you can narrow your record selection and rearrange it. For more information about selecting a field as a column value, refer to [“Inserting a 4D Field as an Automatic Column Value”](#), on page 162.

■ The Format area:



This is the area in which you select the format and alignment of the text that will be entered in the column. When selected, it overrides the format defined in the Template page. It also allows you to define the alignment for the text and the Column width. This area consists of the following elements:

■ The alignment drop-down list

This list lets you choose the alignment between Left, Centered, Right and Decimal.

■ The Fixed Width check box

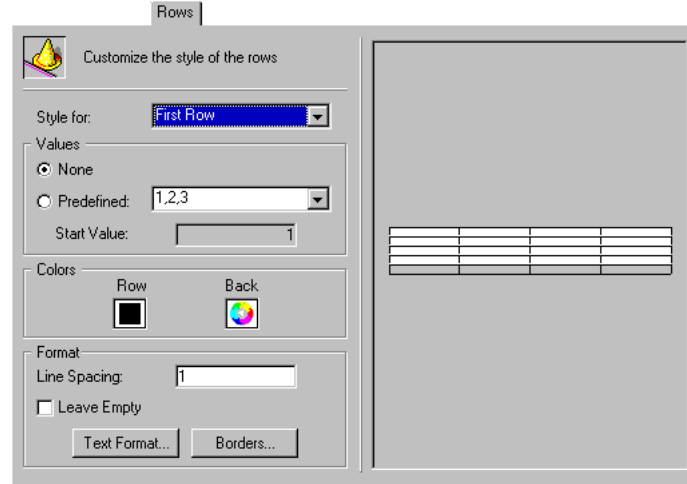
When this option is selected, it activates the value box located next to the check box. You can then enter a fixed value for the width of the current column.

■ The Text Format button

Clicking on this button opens the normal Character formatting dialog, so that you can choose character formatting for the contents of the column. For more information about how to use the Character formatting dialog, refer to [“Using the Character Dialog Box”](#), on page 139.

The Rows Page

The Rows page is the page in which you define the style, the color and the automatic contents for rows:



This page consists of three main interface elements:

- The **Style for** drop-down list:



This list allows you to select the row to which the settings that are currently set in the Columns page will apply. For example, if you select **Odd rows**, the settings that will be defined in the Values and Format areas will only apply to the odd rows of the table. If you want to set the format for several types of rows, you will need to select one type of row at a time and define their formats separately. The types of rows available are:

- **First Row**

The chosen settings will only apply to the first row.

- **Odd Rows**

The chosen settings will only apply to odd rows, excluding the first and last rows.

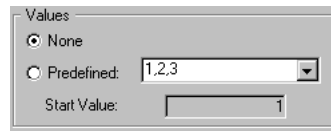
- **Even Rows**

The chosen settings will only apply to even rows, excluding the last row.

- **Last Row**

The chosen settings will only apply to the last row.

■ The Values area:



The value area is the area in which you select predefined values for the current type of rows. A radio button offers you two choices:

■ **None**

If you select this choice, no predefined value will be used for the current column.

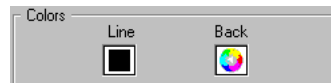
■ **Predefined**

If you select this choice, the Start value box is activated. This allows you to select a type of predefined value from the drop-down list and to define which value to start with. The values you can select are:

- 1,2, 3, for standard numbering,
- a, b, c or A, B, C for “alphabetical numbering”,
- i, ii, iii or I, II, III for roman numbering,
- Monday, Tuesday for days,
- January, February for months.

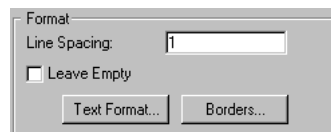
For more information about selecting a predefined value, refer to [“Inserting a predefined value as an Automatic Row Value”](#), on page 166.

■ The Colors area:



The Colors area is the area in which you can separately select a color for the lines and background of the current type of rows.

■ The Format area:



This area is the area in which you select the format of the text that will be entered in the row and its alignment. When selected, it overrides

the format defined in the Template page. It also allows you to define the border formats. This area consists of the following elements:

- **The Line spacing value box**
This box is the box in which you enter the line spacing value for the current type of rows.
- **The Leave empty check box**
When this option is selected, the row will remain empty even in columns for which you have selected automatic values.
- **The Text Format button**
Clicking on this button calls the Character dialog. For more information about how to use the Character dialog, refer to [“Using the Character Dialog Box”](#), on page 139.
- **The Borders button**
Clicking on this button calls the Borders dialog. For more information about how to use the Borders dialog, refer to [“The Borders Dialog”](#), on page 150.


Setting Predefined Values

4D Write allows you to set automatic values in your tables. There are two types of automatic values:

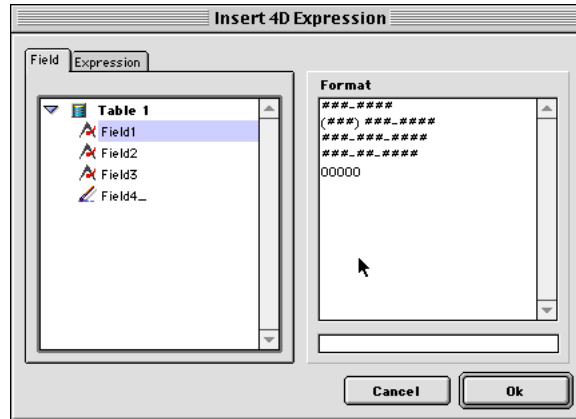
- 4D Fields, and
- predefined values such as automatic numbering, months, days.

4D Write allows you to insert 4D fields or Formulas in columns and also manages predefined values in both rows and columns.

Inserting a 4D Field as an Automatic Column Value

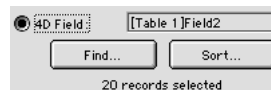
- ▶ To insert a 4D Field as an automatic column value:
 - 1 Select **Table Wizard** from the **Tools** menu.
The Table wizard is then displayed.
 - 2 Click on the **Columns** tab control.
The Column page is displayed.
 - 3 In the **Style** for drop-down list, select the column in which you want the 4D Field to appear.
 - 4 Choose **4D Field:** in the **Value** area.
 - 5 Click the **Field selection** button  .

The Insert 4D expression dialog is then displayed:



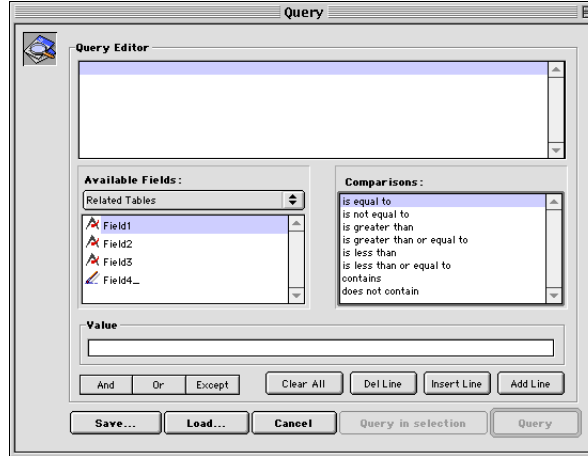
In the Field page, you can select the field that will be inserted. In the Format area, you can select one of the predefined display format or define a specific display format. For more information, about display format, please refer to the 4th Dimension User Reference manual. For more information about how to use the Insert 4D Expression dialog, refer to [“Referencing Fields and Expressions”](#), on page 177.

- 6 Expand the hierarchical list of the table that contains the field you want to insert.
- 7 Double-click on the Field that you want to insert as a value.
It is then displayed in the area next to the 4D Field button.



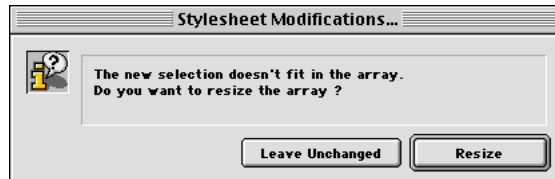
The numbers of selected records for that table is displayed at the bottom of the Values area. For each record, the value of the record will be displayed in a row.

- 8 If you want to select some specific records, click the Find button. The Query editor is then displayed:



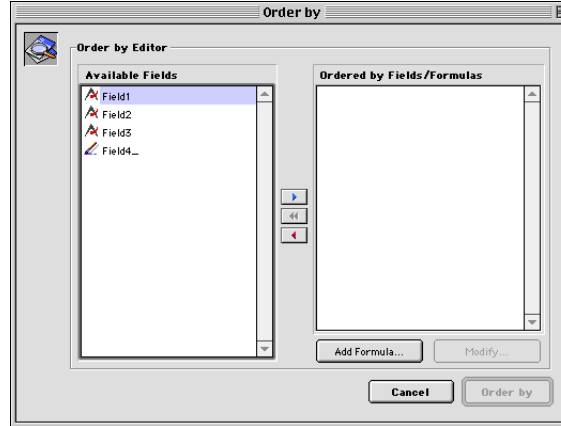
Edit the query as you would in 4D. For more information about queries, please refer to the 4D User Reference manual.

Once you are done executing your query and if the number of records matches the size of the table, the Column page is displayed again and the number of records is modified accordingly. If the number does not match the array, the following dialog is then displayed:



If you click on the Leave unchanged button, the Column page is displayed again and the size of the table remains unchanged. If you click on the Resize button, the Column page is displayed again and the number of rows was modified to match the number of records.

- 9 If you want to modify the sort order, click the Order button.
The 4D Order by dialog is then displayed:



You can then define the sort order. For more information about defining the sort order, please refer to the 4th Dimension User Reference manual. Once the Order by is defined, it is used to define the sequence of values in the table.

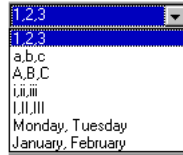
- 10 Once you are done defining your selection and sorting it, you are done with the insertion of 4D Fields as values.

You can then resume the remainder of the creation of the table.

Inserting a predefined value as an Automatic Column Value

- ▶ To insert a predefined value as an automatic column value:
 - 1 Select Table Wizard from the Tools menu.
The Table wizard is then displayed.
 - 2 Click on the Columns tab control.
The Columns page is displayed.
 - 3 In the Style for drop-down list, select the column in which you want the predefined values to appear.
 - 4 Choose Predefined in the Value area.

- 5 Select the type of predefined value from the value drop-down list.



For more information about the options you can select, please refer to [“The Columns Page”](#), on page 157.

- 6 Select the starting value.

The starting value is always a number but it will apply to any kind of selected value. For example, if you enter 2 as a starting value and select the month value, the first value will be February.

- 7 Once you are done with the Predefined value settings, proceed with the remainder of the table configuration.

Inserting a predefined value as an Automatic Row Value

- To insert a predefined value as an automatic row value:

- 1 Select Table Wizard from the Tools menu.

The Table wizard is then displayed.

- 2 Click on the Rows tab control.

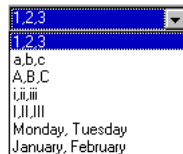
The Rows page is displayed.

- 3 In the Style for drop-down list, select the row type in which you want the predefined values to appear.

For more information about the Style drop-down list, refer to [“The Rows Page”](#), on page 160.

- 4 Choose Predefined: in the Value area.

- 5 Select the type of predefined value from the value drop-down list.



For more information about the options you can select, please refer to [“The Rows Page”](#), on page 160.

6 Select the starting value.

The starting value is always entered as a number but this allows you to select any kind value. For example, if you enter 2 as a starting value and select the month value, the first value display will be February.

7 Once you are done with the Predefined value settings, proceed with the remainder of the table configuration.

Creating a Table

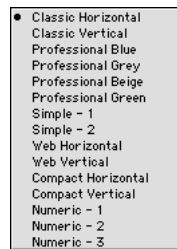
Before creating a table, you should make sure the element that will be entered in the table will fit in the columns. Since 4D Write does not manage the concept of cells, reaching the limit of a column or entering a Carriage Return does extend the height of the “cell”.

► To create a table:

1 Select Table Wizard from the Tools menu.

The Table wizard is then displayed.

2 In the Template page, select the template by selecting it from the Table Type drop-down menu:



3 Enter the number of rows and columns in the Rows and Columns boxes.

4 If you want, define a global character format for the table in the Text format area.

For more information about the effect of the character options, refer to [“The Template Page”](#), on page 156.

5 Click on the Column Tab control to set the column options.

The Columns page is then displayed.

6 Using the Style for drop-down list, select the Column you want to modify.

- 7 For the current column, you can either set predefined values or a 4D Field as automatic values.
For more information about inserting a 4D Field as an automatic column value, refer to [“Inserting a 4D Field as an Automatic Column Value”](#), on page 162. For more information about inserting a predefined value as an automatic column value, refer to [“Inserting a predefined value as an Automatic Column Value”](#), on page 165.
- 8 In the Format area, set the alignment, format and width of the current column.
For more information about the options of the Format area, refer to [“The Columns Page”](#), on page 157.
- 9 Restart step 6 through 8 for each column you want to set.
- 10 Click on the Rows tab control to set the rows options.
The Rows page is then displayed.
- 11 Using the Style for drop-down list, select the type of row you want to modify.
For more information about the types of row you can select, refer to [“The Rows Page”](#), on page 160.
- 12 For the current type of row, you can set predefined values as automatic values.
For more information about inserting a predefined value as an automatic row value, refer to [“Inserting a predefined value as an Automatic Row Value”](#), on page 166.
- 13 In the Format area, set the border, formats and line spacing of the current row.
For more information about the options of the Format area, refer to [“The Rows Page”](#), on page 160.
- 14 Using the Back and Line picture menus, select a color for the line and for the background of the selected type of rows.
- 15 Restart step 11 through 14 for each type of row you want to set.
- 16 Click OK to create the table.

Note Since 4D Write does not manage cells in tables as rows and columns, once a table is created it is usually easier to create it again than to modify it.

Managing Columns

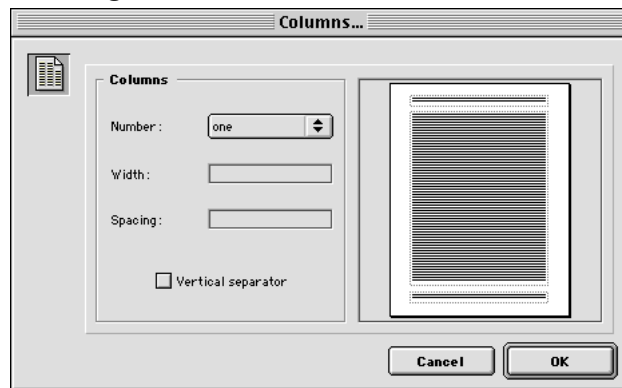
4D Write allows you to manage text columns in your documents. When you set columns in a 4D Write document, they apply to the whole document. In 4D Write, columns are chained from the leftmost column to the rightmost column. In other words, when entering text, the text flow will start filling the left column and continue with the column directly to the right until it reaches the end of the page. Once the end of the page is reached, the text flow cycles through the next page. In order to be able to balance the page settings, 4D Write also allows you to insert column breaks.

Note For a proper display of columns, you should always select the Page viewing mode.

The current section will describe how to :

- set columns in a document,
- modify columns in a document,
- insert and remove a column break in a column.

The Columns Dialog The Columns dialog is the dialog in which you define the column settings for the current document. The Columns dialog displayed by selecting Columns from the Format menu:



The Column dialog consists of two main areas:

- **The Columns area**
This area is the area in which you can define the number of columns, their width and the space between them.

The Column area includes the following interface elements:

- **The Number drop-down list:**
This list allows you to select the number of columns that will appear in the document. No more than ten columns can be created.
- **The Width box**
This box is used to set the width of the columns. The value entered is applied to each columns and has no influence on the number of columns. If there is not enough room to accommodate the value entered, 4D Write will select the highest possible value and reduce the Spacing value accordingly.
- **Spacing**
This box is used to set the space between columns. If there is not enough room to accommodate the value entered, 4D Write will select the highest possible value and reduce the Width value accordingly. 4D Write will always maintain a minimum value for the column width.
- **The Vertical Separator check box**
When this check box is selected, a vertical separator is displayed between the columns.
- **The preview area**
This area displays in real-time the effect of the value you are entering in the Columns area.

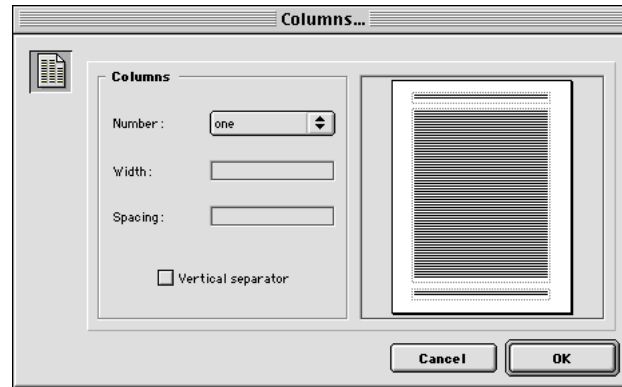
When you work with columns, it is required to be in Page view mode. If Normal view mode is selected, only one column is displayed, which is often easier for editing.

Setting columns for a document

- ▶ To define columns in a 4D Write document:

- 1 Select Columns from the Format menu.

The Columns dialog box is then displayed:



- 2 Choose the number of columns from the Column drop-down list.

The preview area is modified accordingly.

- 3 Enter the value for the column width in the Width area.

OR

Enter the value for the space between columns in the Spacing box.

Setting only one of those two values lets 4D Write assign a complementary value to the other one.

- 4 Click the OK button.

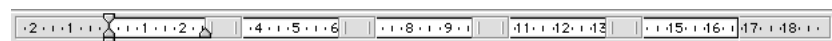
The 4D Write document is modified according to the column settings.

Modifying the Column Width Using the Ruler

- ▶ To resize a column:

- 1 Choose Page from the View menu.

The 4D Write ruler displays the column limits.



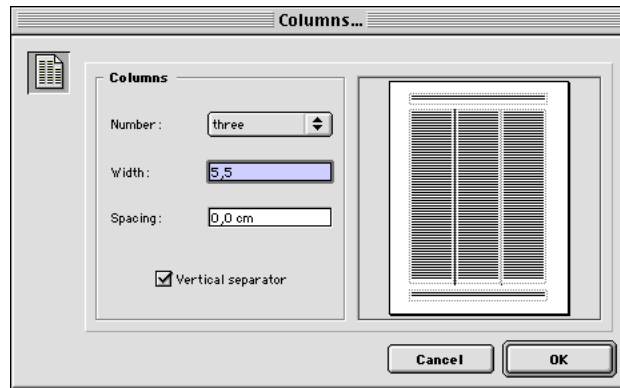
- 2 Place the mouse cursor over the column limit.

The cursor becomes a double-sided arrow.

- 3 Drag the limit of the column to its new location.
The column is then modified accordingly.

Modifying the Columns Settings

- ▶ To modify the column settings of a 4D Write document:
 - 1 Select Columns from the Format menu.
The Columns dialog box is then displayed:



Its contents reflects the current settings.

- 2 Choose the settings you want to modify.
You can modify any parameter from the number of columns to their size. For more information about the options you can set, refer to [“The Columns Dialog”](#), on page 169.
- 3 Enter the value for the column width in the Width area.
OR
Enter the value for the space between columns in the Spacing box.
Setting only one of those two values lets 4D Write assign a complementary value to the other one.
- 4 Once you have defined the new settings, click the OK button.
The 4D Write document is modified according to the new column settings.

Note When modifying the column settings you may want to check the position of column and page breaks, since they may need to be moved to match the new settings.

Managing Column Breaks

Inserting a column break moves characters or paragraphs located after the insertion point to the top of the next column. You can use column breaks to balance your columns. When inserted, a column break appears as follows:

.....column break.....

Column breaks are automatically displayed when the invisible characters are displayed. When in Normal view mode, column breaks are always displayed. When in Page view mode, they are displayed only when the invisible characters are displayed.

► To insert a column break:

- 1 Select **Page** from the **View** menu, if you are in the **Normal View** mode. The **Page** viewing mode is selected and the borders of the columns are properly displayed.

Note To work with columns, you must be in **Page** view mode.

- 2 Place the cursor where you want to insert the column break in the column.

This action establishes the insertion point.

- 3 Select **Column Break** from the **Insert** menu.

The column break is then inserted and any paragraph that was located after the insertion point is moved to the next column.

► To remove a column break:

- 1 Click just after the column break.
- 2 On the Macintosh, press **Backspace**. In Windows, press **Backspace** or **Delete**.

The column break is deleted.

Creating a Page Break

Specifying where a page break occurs can improve the appearance of a document. You can use page breaks to start a section at the top of a new page or to eliminate lines of text at the top of an otherwise blank page.

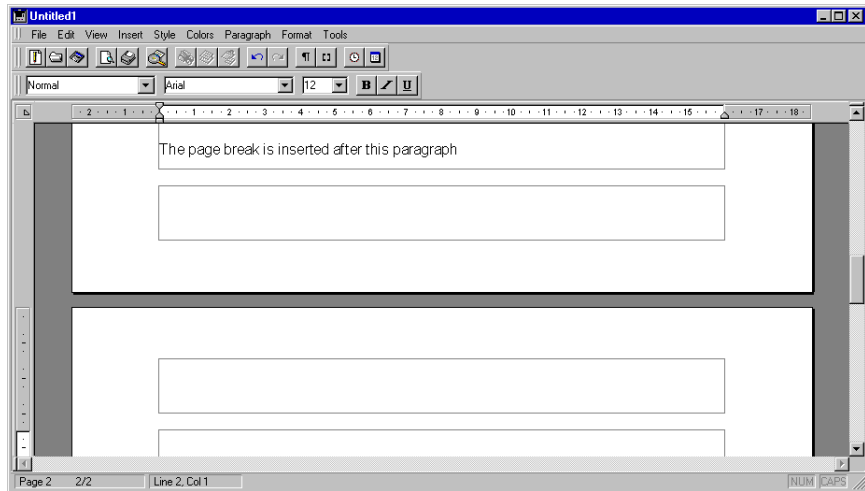
- ▶ To create a page break:
 - 1 Click at the location where you want the page break to occur. This action establishes the insertion point.
 - 2 Choose Page Break from the 4D Write Insert menu.

In the Normal mode (selected using the **Page** Command from the **View** menu), a dotted horizontal gray line marks the page break.

.....page break.....

Page breaks are automatically displayed when the invisible characters are displayed. When in Normal view mode, page breaks are always displayed. When in Page view mode, they are displayed only when the invisible characters are displayed.

In the Page View mode, a new page is created as shown.



All text to the right of and below the insertion point moves to the top of the next page.

- ▶ To remove a page break:
 - 1 Drag to select the blank space preceding the page break.
 - 2 On the Macintosh, press Delete.
In Windows, press Backspace or Delete.
The page break is deleted.

6

Using Data

4D Write enables you to use information from your database in a document. For example, you might create a form letter that you want to customize for each person in your database.

To facilitate this, 4D Write 6.5 allows you to embed 4D fields or expressions in your documents. For example, an expression could determine an employee's monthly salary or the amount of an employee's profit sharing check.

This chapter explains how to do the following:

- Reference and modify fields and expressions in a document;
- Show the current values of fields and expression;
- Freeze the values of fields and expressions;
- Insert data using the Table Wizard

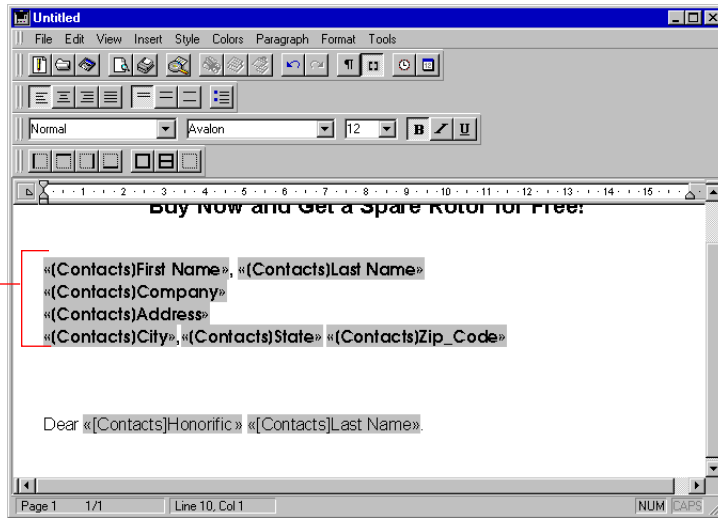
Referencing Fields and Expressions

You can 4D fields and expressions into a 4D Write document. You can display the referenced data as references or as their immediately calculated values based on data from your 4th Dimension database.

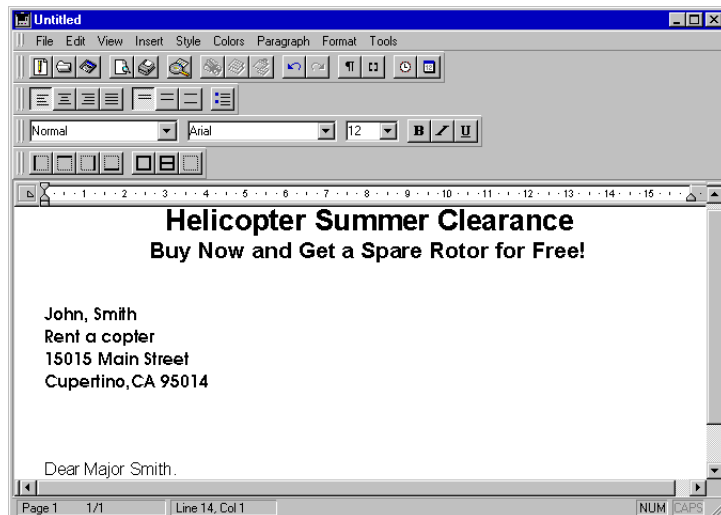
When fields and expressions are shown as references, they are surrounded by reference (« ») symbols. 4D Write inserts these symbols when you insert the field in the document.

The following figure shows the use of references in a form letter. The letter uses field references for the person's name and address and an expression for the letter's date.

Field references for name and address



When the references are converted to values, the values are displayed as regular text.



The values from field references and expressions always refer to the current record. They are updated whenever the current record changes.

Inserting a 4th Dimension Field

You can insert the contents of a field in a 4D Write document. The field information displayed is dynamic. If you change the information in the current record, you will need to update it by selecting **Compute references now** from the Tools menu.

4D Write also allows you to insert data into a table in your document using the table wizard. For more information, refer to [“Managing Tables”, page 154](#)

You can display and print data from the current record. When the document is displayed in a form, the current record is the record being displayed. When the document is displayed in an external window, the current record is the record currently open on the screen.

You can print merge data from a selection of records to create form letters and reports that draw information from each record in the selection. For information on printing merge documents, refer to [“Printing a Merge Document”, page 189](#).

There are two ways to insert a 4th Dimension database field—using the **Insert** menu or using keyboard commands and the mouse.

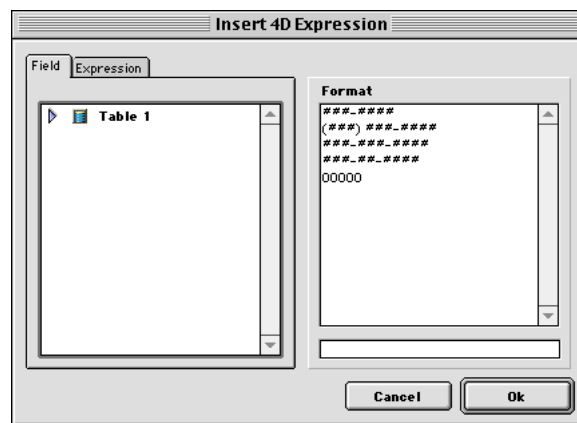
- ▶ To insert a 4th Dimension database field using the Insert menu:

- 1 Click where you want the field to be located.

The insertion point should be blinking at this location.

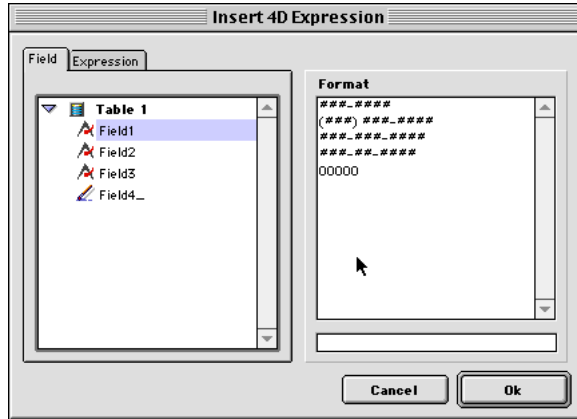
- 2 Choose 4D Expression from the Insert menu.

The following dialog box is displayed.



The hierarchical list displays the names of your database tables.

3 Expand the table in which the field is located.



4 Select the field by clicking it in the Field list.

The display formats that match the type of field you just selected are displayed in the Format list.

5 If you want to apply a display format to that field, select one from the Format area.

OR

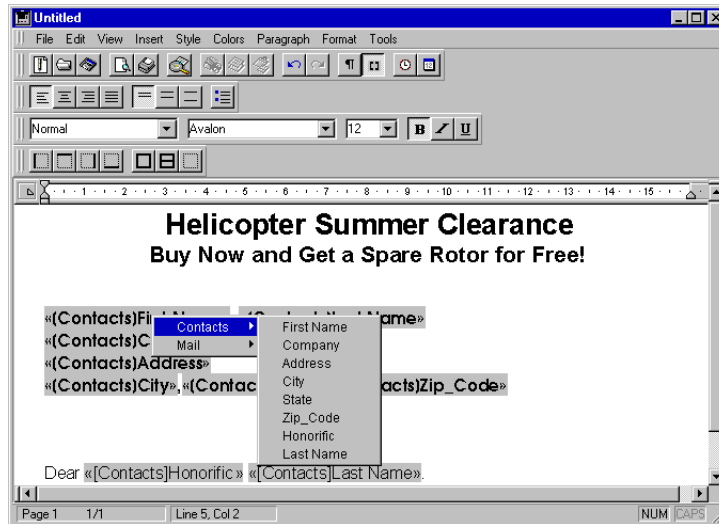
Enter a new display format in the edition area located above the Cancel button.

For more information about display formats, refer to the 4th Dimension Design Reference manual.

6 Click OK.

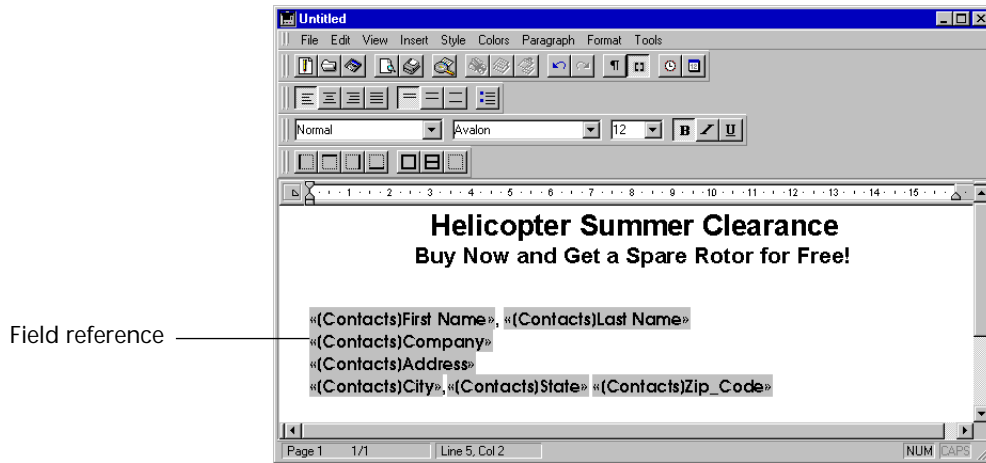
The field is added to your document.

- ▶ To insert a 4th Dimension database field using keyboard commands:
 - 1 Click where you want the field to be located.
The insertion point should be blinking at this location.
 - 2 In Windows, press the right mouse button to display a pop-up menu of database tables.
On the Macintosh, press Ctrl and the mouse button to display a pop-up menu of database tables.



- 3 Choose the table from the popup menu and then field from the submenu beside the table.

When you release the mouse button, the field reference is displayed in the document.



Viewing Field Values

To view the field values, you must show the values for the referenced data. For more information, refer to [“Showing References or Values”](#), page 185.

Modifying Field References

- ▶ To change the field reference:
 - Double-click the field reference.
The Insert 4D Expression dialog box is displayed, enabling you to change the field reference.

Inserting an Expression

You can insert any valid expression in a document. The expression can be any of the following:

- A 4th Dimension variable;
- A 4th Dimension function;
- A plug-in function, such as a 4D Write function;
- A project method that returns a value; or
- Any valid 4th Dimension expression

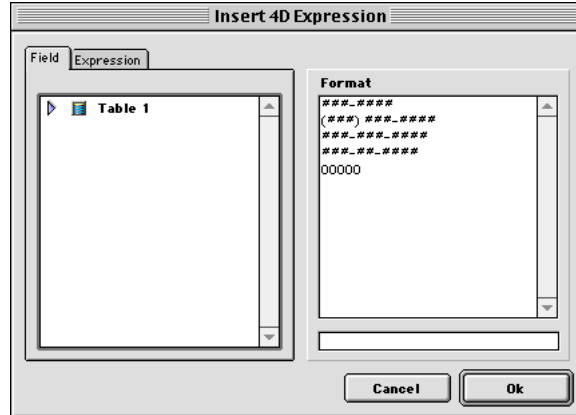
Inserting expressions enables you to use the power of 4D's procedural language within 4D Write documents. You can perform calculations, concatenate information from several fields, and so forth.

The following are examples of expressions:

Expression	Comment
Current time	A 4 th Dimension function
Current date-vDate	A statement that performs a calculation
<i>Salute</i>	A project method that returns a value
<i>WR Count</i>	A 4D Write function

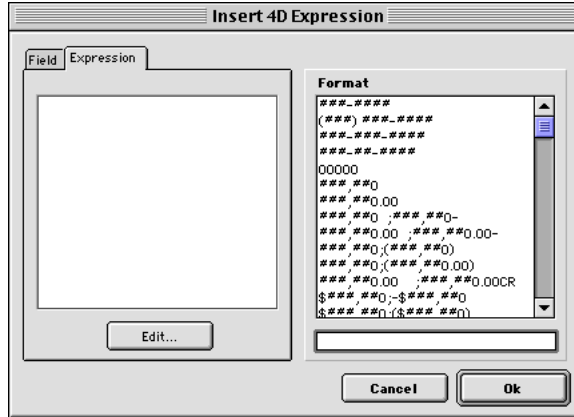
If an expression returns text that includes carriage returns and tabs, 4D Write formats the text according to the settings of the paragraph in which the expression is inserted.

- To insert an expression:
 - 1 Click where you want the expression to be located.
The insertion point should now be blinking.
 - 2 Choose 4D Expression from the Insert menu.
The following dialog box is displayed.



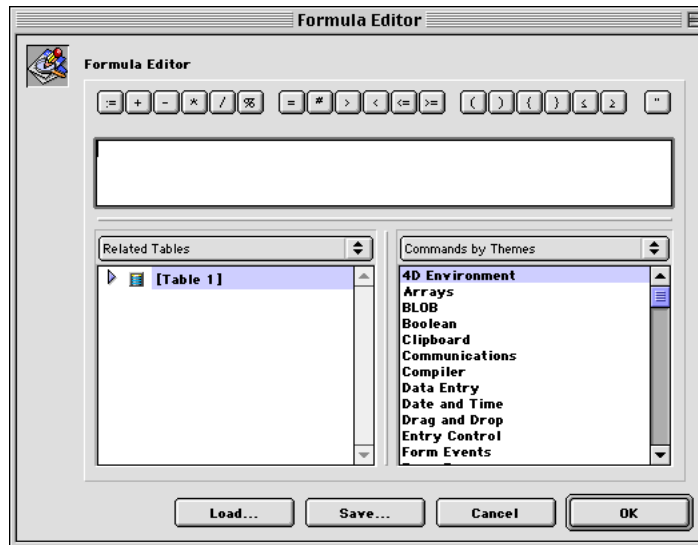
3 Click the Expression tab control.

The Expression page is then displayed.



4 Click the Edit button.

The Formula Editor is then displayed.



5 Edit your 4D Expression.

For more information about the use of formula editor, refer to the 4th Dimension User Reference Manual.

- 6 Click OK to validate your expression.
The Insert 4D Expression dialog is displayed again. This time the contents of the Expression page reflect the 4D Expression you just edited.
- 7 If you want to apply a display format to that expression, select one from the Format area.
OR
Enter a new display format in the edition area located above the Cancel button.
For more information about display formats, refer to the 4th Dimension Design Reference manual.
- 8 Click OK to insert your 4D Expression in the document.

Viewing Expression Values

To view the value of the expressions, refer to [“Showing References or Values”, page 185](#).

Modifying Expressions

- ▶ To modify an expression:
 - Double-click the expression.
The Insert 4D Expression appears, allowing you to change the expression.

Showing References or Values

- ▶ To show the references or the values in a document:
 - Choose References from the View menu.
When references are shown, a check mark must be displayed next to the Reference menu command. When values are displayed, the check mark is not displayed.

Freezing References

Once the values are displayed, you may wish to “freeze” them. Freezing references converts their currently displayed values to regular text and removes the associated references. This enables you to keep a permanent record of a document or portion of a document you created. For example, you can freeze a report containing financial data so that any further modifications to the data do not impact the report.

- ▶ To freeze the references:
 - Choose Freeze Reference from the Tools menu.

Note The Freeze Reference operation cannot be undone.

Computing References

You must force the computation of references each time you need to update them. References are only computed when you request it.

To force the computation of the references:

- Choose Compute References Now from the Tools menu.
The values of the references are instantaneously updated.

7

Printing

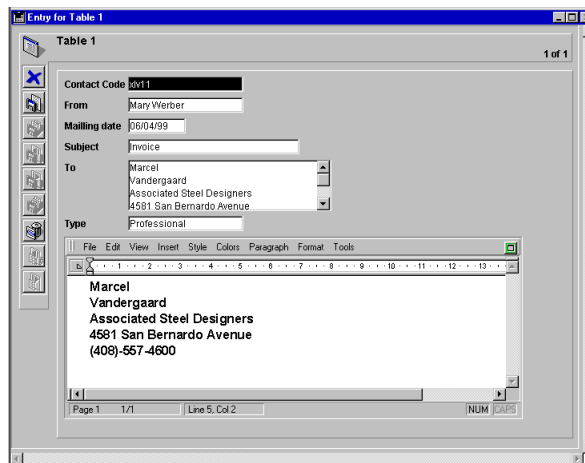
You can print any 4D Write document in a variety of ways. For example, a form letter that includes fields from a 4th Dimension database can be print merged to provide a copy for each person in a group, or a single letter can be printed for a specific person.

This chapter describes how to:

- Print only the current document
- Print merge a document once for each record in a selection
- Print a document as part of a record

Printing the Current Document

4D Write can create stand-alone documents such as memos, letters, and notes in either external windows or in 4D Write areas in forms. The following figure shows a letter in a 4D Write area.



To print only the letter shown, choose **Print...** from the 4D Write **File** menu. Margin settings, page breaks, and any other paragraph format features incorporated in the document are used during printing.

As a general rule, when the references are displayed, they will be printed as shown. On the other hand, if the references are being displayed as values, these values will be re-computed before the document is printed, using the values of fields in current records. This applies both to direct printing and to print previews. For more information about displaying references or value, refer to [“Showing References or Values”](#), page 185.

The contents of the header and footer are printed, even if the document is in Normal view mode, in which headers and footers are not displayed on the screen.

► To print a document:

- 1 If necessary, choose Page Setup from the 4D Write File menu to modify the page setup.

The Page Setup dialog box presents different choices depending on the printer driver that you have selected. The 4D Write page setup is independent from that of 4th Dimension.

- 2 Choose Print from the 4D Write File menu.

4D Write displays the standard Print File dialog box.

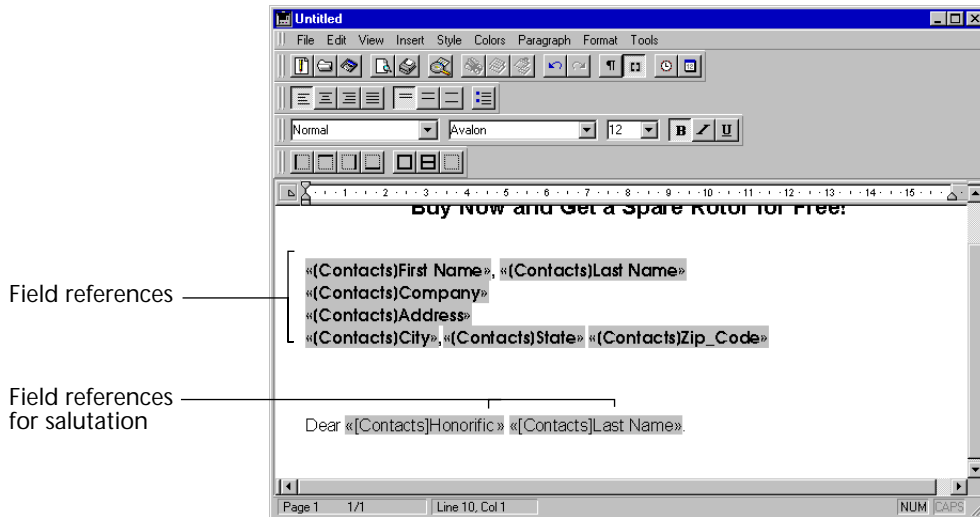
- 3 On the Macintosh, click the Print button (or it may be an OK button). In Windows, click the OK button.

The document is printed.

Printing a Merge Document

You may often use 4D Write to create documents, such as form letters and reports, that draw information from records. You can print such a document once for each record in the current selection.

The following figure shows a form letter that will be printed for a group of people listed in the Contacts database.



In the letter, field references are inserted for the name and address fields. When the letter is print merged, the data from the fields is inserted so the correct name and address are printed for each person.

To print such a document, choose Print Merge from the 4D Write File menu. This command prints the document once for each record in the current selection. Margin settings, page breaks, and any other formatting features are included.

► To print merge a document:

- 1 If necessary, choose Page Setup from the 4D Write File menu to modify the page setup.

The Page Setup dialog box presents different choices depending on the printer driver that you have selected. The 4D Write page setup is independent from that of 4th Dimension.

- 2 Choose Print Merge from the 4D Write File menu.

4D Write displays the Create Merge Selection dialog box.

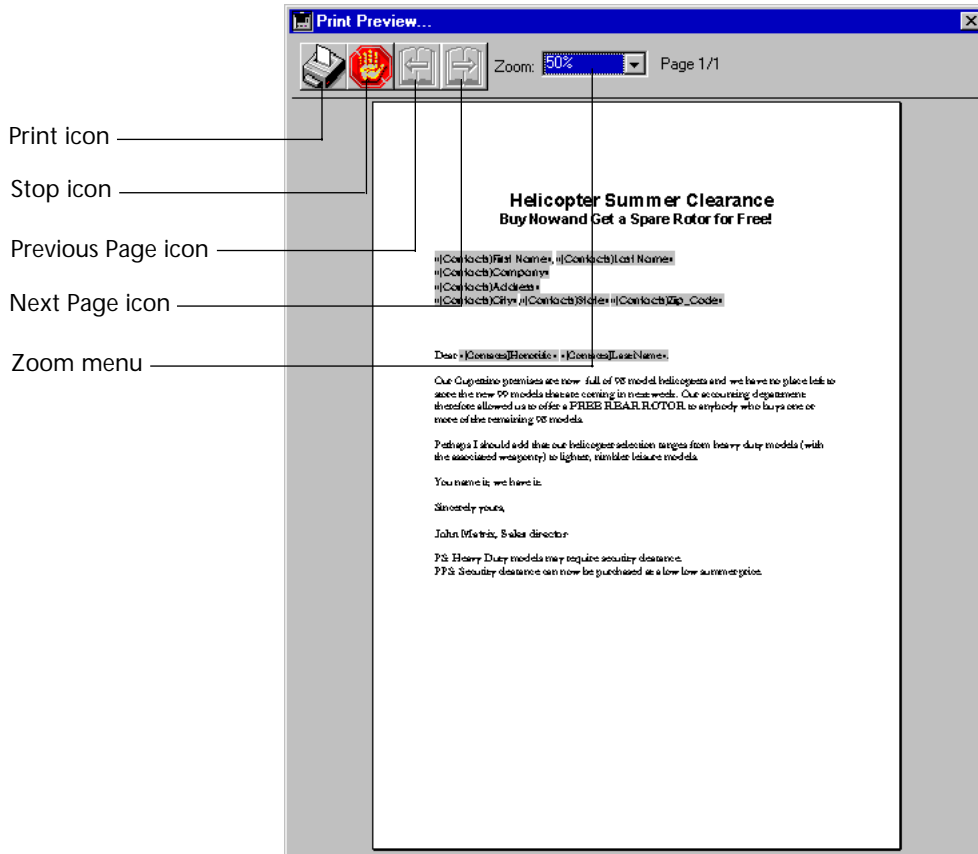


- 3 Click the table you want to use as the master table for this document. The document will be printed once for each record in the master table. The dialog box indicates the number of selected records in the master table.
- 4 To change the selection of records, click the Find button. 4D Write displays the 4th Dimension Query editor, which you can use to search for a specific group of records. For information on using the Search editor, refer to the *4th Dimension User Reference* manual. If no records are selected, the Print button is disabled.
- 5 To sort the records from the master file, click the Sort button. 4D Write displays the 4th Dimension Order by editor, which you can use to sort the records in the selection. For information about using the Sort editor, refer to the *4th Dimension User Reference* manual.
- 6 Click the Print button. 4D Write displays the standard Print File dialog box.
- 7 On Mac OS, click the Print button (or it may be an OK button). In Windows, click the OK button. The document is printed once for each record in the selection.

Previewing the Document

You can preview a document by choosing **Print Preview** from the 4D Write **File** menu. The data for the referenced fields is drawn from the first record in the selection.

The following figure shows the letter being previewed on screen.



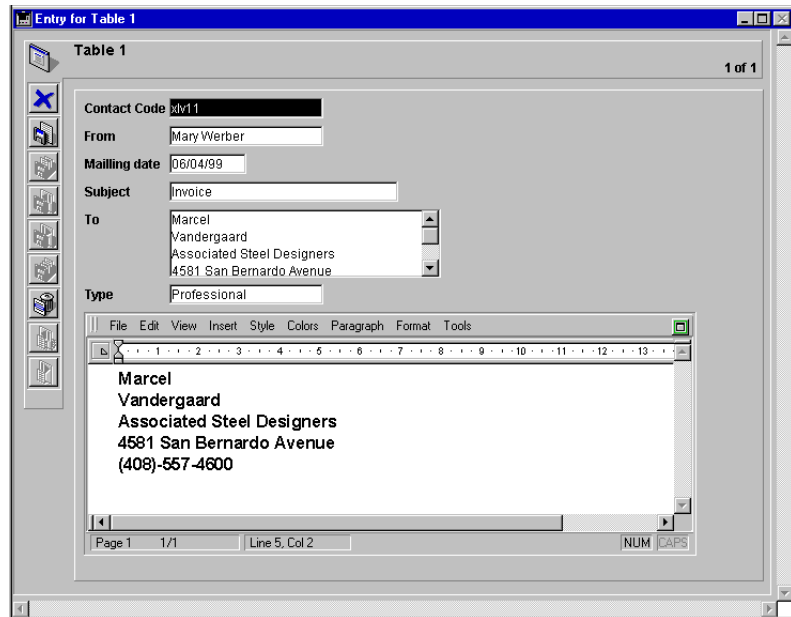
A set of icons appear to the left of the previewed document.

- **Print icon:** Clicking this prints the document. The Page Setup dialog box is not presented before printing.
- **Stop icon:** Clicking this quits the print preview and returns you to the original document.
- **Next Page icon:** Clicking this displays the next page of the document. If the last page is already displayed, the icon appears dimmed.

- **Previous Page icon:** Clicking this displays the previous page of the document. If there are no previous pages, the icon appears dimmed.
- **Zoom drop-down list:** Clicking this displays a list of zoom ratios. Selecting one of those ratios will apply it to the print preview.

Printing a Document as Part of a Record

You may want to print a 4D Write document as part of a record. The information on the document appears together with each record just as it does on the screen, except that the 4D Write area on the printout will expand to print the entire document.

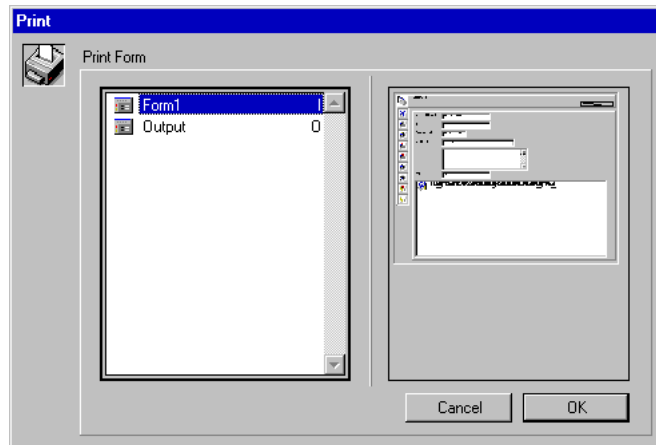


When you print a record, you follow 4th Dimension printing instructions. The 4D Write instructions for page setup, headers and footers, page breaks, column breaks and so on, do not apply.

- ▶ To print a record or group of records:
 - 1 Select the record or records you want to print.
For information on selecting records, refer to the *4th Dimension User Reference* manual.

2 Choose Print from the 4th Dimension File menu.

The Print Form dialog box appears. You use this dialog box to select the form you want to use to print the records.



3 Select the form and click OK.

The Page Setup dialog box appears.

4 Make any necessary modifications to the Page Setup dialog box and click OK.

The standard Print File dialog box appears

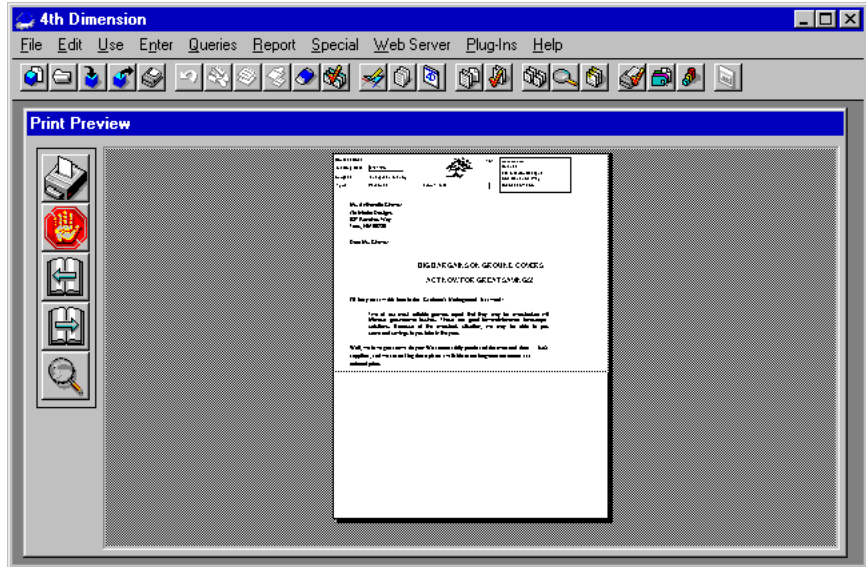
5 Make any necessary modifications to the Print File dialog box.

On the Macintosh, click the Print button (or it may be an OK button). In Windows, click the OK button.

The records are printed. The 4D Write area behaves like a variable frame Text field. The 4D Write area expands vertically to print all the information on the document.

Previewing the Record

The following figure shows a record being previewed on the screen. You can preview a record before printing by selecting the Preview on Screen (Macintosh) or Print Preview (Windows) check box in the Print File dialog box.



For more information on variable frame printing, refer to the *4th Dimension Design Reference*.

Index

Symbols

- > reference symbols. 177
- _ (underscore character). 63

Numerics

- 4D Field
 - as a column value. 162
- 4D Write
 - documents. *See* documents
 - entering text 86
 - integration with other products 12
 - menu bar in 59
 - overview 11
 - saving documents in 69
 - using in external windows 78–80
 - using in forms 80–81
 - window 78
- 4D Write areas
 - creating in a form. 63
 - creating in forms 62–67
 - creating new documents in 68
 - enlarging. 63
 - naming 66, 67
 - opening documents in 68
 - renaming. 68
 - saving documents 67–68
- 4th Dimension
 - compatibility. 55
 - inserting expressions 182–185
 - inserting fields 179–182

A

- area
 - minimum size 81
- areas
 - creating 4D Write. 62–68

B

- Binding 73

- BLOB fields
 - 4D Write areas in 63
 - naming. 63, 67
- body, main 108
- Bullets
 - setting 129

C

- Case 27
- Case Sensitive check box. 98, 105
- Character
 - color 133
 - Dialog 139
 - fill character 128
 - special 129
- Characters
 - invisible 135
- Clipboard
 - copying pictures to 110
 - copying text to 88
 - using text from 86
- Close box 80
- Color
 - custom 134
- Colors
 - setting 132
- Column
 - predefined value 165
- column
 - value 162
- Column Breaks. 173
- Columns
 - managing 169
 - page 157
- compatibility with 4D. 55
- Copy. 25
- Copy menu item 89
- Copying
 - Paragraph Formatting. 135
- Create Merge Selection dialog box. 190
- Creating
 - tables. 167
 - tabs 125

- creating
- 4D Write areas 62–68
 - BLOB fields 63
 - footer 108
 - header 108
 - new documents 68
 - Picture fields 63
- Custom Color 134
- Cut 25
- Cut menu item 89
- D**
- data
- inserting in 4D Write 179–182
 - referencing in documents 177–185
- database information
- using 177–186
- Delete 25
- Delete key 86
- Dialog
- Borders 150
 - Character 139
 - column 169
 - paragraph 130
- Displaying
- ruler 120
- Document Information 45
- Document Statistics 45
- document statistics 118
- document view 108, 109
- documents
- creating 68
 - enlarging 60, 63
 - managing 55–72
 - opening 68
 - printing current 187–188
 - printing merge 189–191
 - printing with records 192–194
 - saving as files 69–70
 - saving as templates 70
 - saving with a record 69
 - setting preferences 72–76
 - updating saved 70
 - viewing statistics for 118
- E**
- entering and editing text 77–118
- expressions
- inserting 182–185
 - referencing 177
- external windows
- creating new documents in 68
 - expanding to full screen size 79, 81
 - moving 79, 81
 - opening documents in 68
 - resizing 79, 81
 - using 4D Write in 78–80
- F**
- Field
- as a column value 162
- fields 177
- inserting 179–182
 - referencing 177–182
- files
- saving documents as 69–70
- Fill Character 128
- Find dialog box
- finding text 98
- Finding
- formats 106
 - finding and replacing text 99–106
 - finding text 92–106
 - First line indent 121
- Font
- changing 137
- Footer 73
- footer
- creating 108–109
 - modifying 109
- Footers 108
- Resizing 109
- form letters. *See* merge documents
- Format
- searching 106
- forms
- 4D Write areas in 62–68
 - using 4D Write in 80–81

- G**
 Goto Full Window menu item 63, 80
- H**
 Header 73
 header
 creating 108–109
 modifying 109
 Headers 108
 Resizing 109
 Hiding
 ruler 120
 hyphens 90
- I**
 Indent 121
 Inserting
 4D Expression 33
 Column break 33
 Date and time 31
 Hyphen 32
 Non Breaking space 32
 Page break 33
 Page number 32
 Special character 32
 integration with other products 12
- L**
 Language 44
 choosing 117
 Line spacing
 setting 123
- M**
 main body 108
 manual
 conventions viii
 hypertext navigation vii
 using vii–ix
 Margins
 setting 121
 Maximize 79
 Maximize button 60, 63, 79
- Menu**
 Colors 35
 Edit 24
 File 21
 Format 39
 Insert 31
 Paragraph 37
 Style 33
 Tools 43
 View 28
 Menu Bar 17
 moving 17
 menu bar
 4D Write 59
 4th Dimension 59
 menus 20
 merge documents
 defined 189
 printing 189–191
 Modifying
 Columns 171
 footers 109
 headers 109
- N**
 naming
 4D Write areas 66
 BLOB fields 63
 Picture fields 63
 Numbering
 First page 73
- O**
 opening
 document types 68
 documents in external windows 58
- P**
 Page
 Columns 157
 Go to page 28
 rows 160
 Setup 22
 Template 156
 Page Break 174
 Page Setup dialog box 188, 189, 193

- Paragraph
 borders 150
 dialog. 130
 formatting 120
 Style Sheet 148
- Paragraphs
 selecting 120
- Paste menu item 89
- Pasting
 pictures 111
- Picture
 Formats 110
 in page 112
 in text flow 112
 moving 115
 selecting 113
- Picture fields
 4D Write areas in 63
 naming 63, 67
- Pictures 110
 Hiding 115
 pasting 111
 Showing 115
- pictures
 copying from the Clipboard 112
 deleting 115
 removing 115
 resizing 114
 scaling 113
 selecting 113
- Plug-Ins menu 58
- Preferences 22
- preferences
 setting 72–76
 setting ruler units 73
- Preferences menu item 72
- Preview on Screen check box 194
- Print File dialog box 188, 190, 193
- Print merge 24
- Print Preview 23
- print preview 194
- Print Preview check box 194
- Print Preview menu item 191
- printing
 current document 187–188
 documents with records 192–194
 merge documents 189–191
 previewing documents. 194
- Property list window 65
- ## R
- records
 printing documents in. 192–194
 saving documents with 69
- Redo. 25
- reference (>) symbols. 177
- References 46
- referencing fields and expressions. 177–185
- Replace. 27
 Next 27
- Replacing
 formats 106
- replacing text
 by copying Clipboard contents. 89
 by typing 89
- Return to Form menu item. 63, 81
- Row
 predefined value. 166
- Rows
 even 160
 odd 160
 page 160
- Ruler 120
 displaying. 120
 hiding 120
- ruler. 19
 setting units for 73
- ## S
- Save as Template menu item 71
- Save File as type
 pop-up menu 69
- saving
 documents 69–72
 documents as files 69–70
 documents as templates 70
 documents with records 69
- scroll bars 82
- Select all. 26
- selecting text. 88
- Setting
 bullets 129
 colors 132
 line spacing 123
 tabs. 124
- Size
 text 137

- Size box 79
soft hyphens. 90
Spacing
 line 123
Spelling 44
Spelling Checker. 116
 language 116
Status Bar 19
Style Sheet
 Custom 141
 loading. 147
 modifying 145
 saving 147
Style Sheets
 applying 148
 management 140
- T**
- Tab
 alignment 128
Tab Spacing
 Default. 74
Table
 creating 167
Table Wizard 154
Tables
 managing 154
Tabs
 creating 125
 dialog 125
 setting 124
Template
 page 156
templates
 creating 70
 multi-platform 72
Text
 alignment 122
 Attributes 138
 Size 137
 Style 138
text
 copying 89
 correcting mistakes in. 86
 entering 86
 entering and editing 77–118
 finding. 92–99
 finding and replacing. 99–106
 hyphens in 90
 moving. 89
 removing. 88
 replacing 89
 selecting 88
This. 77
Title bar. 61, 79
Toolbar 18, 46
 Borders. 52
 Format 51
 moving. 18
 Standard 47
 Style 50
- U**
- underscore () character 63
Undo. 25
Undo menu item 87
- V**
- Value
 predefined 162
Values. 158
values
 showing 185
View
 Normal mode. 28
 Page mode 29
View Document mode 108
- W**
- Widow and Orphan 74
Window
 external 16
 Go to full window 24
 opening 4D Write in external 58
windows
 enlarging. 63
 opening additional 4D Write 60
 title bars of 4D Write 61
- Z**
- Zoom box 60, 63, 79

