

This is a context-sensitive Help file that is called from an application.

Closes this dialog and saves any changes you have made.

Display another tip.

Display a tip every time Write is started.

Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

Available page background templates.

Preview the current settings.

The primary color used for the shade.

The second color used in a pattern shade.

Note that "Back Color" is only relevant if the Style is set to something other than "Clear" or "Solid".

Choose the pattern for the shade. Set to "Clear" to remove the shade and set to "Solid" for a simple color fill.

Note that "Back Color" is only relevant if the Style is set to something other than "Clear" or "Solid".

Distance between text and each edge of the border. By default the offset is 0.5 mm.

Borders always display in the left and right margin so that the text remains at the standard indent - increasing the offset pushes the border further into the margin.

Use the arrows to select your preferred value.

Previews the current settings.

Line thickness for the border. Also options for broken lines (dashes and dots).

The color the border line is drawn in.

The border can be drawn on all four sides of the selected text in a rectangle. Or you can choose to set only some of these (e.g. top and bottom but not left and right).

Choose the symbol you want for the paragraph bullet.

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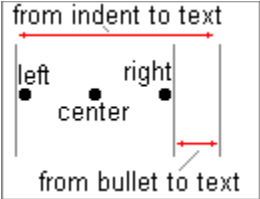
Choose the symbol you want for the paragraph bullet.

Clear bullet style.

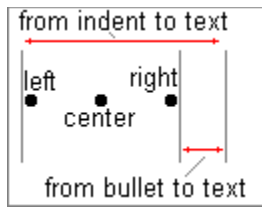
Font size used to display bullet symbol. Typically this should be approximately 3 x font size used for the text. You can set font size to Auto (which appears at top of list) to have Write display an appropriately sized symbol.

Use the arrows to select your preferred value.

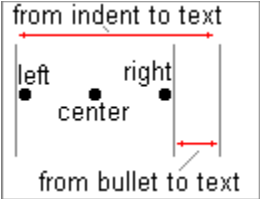
Left aligns the bullet between the text and margin, depending on the "from indent" and "from bullet" settings as follows:



Centers the bullet between the text and margin, depending on the "from indent" and "from bullet" settings as follows:

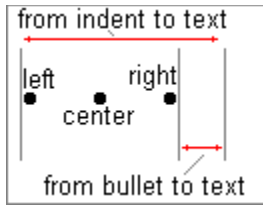


Right aligns the bullet between the text and margin, depending on the "from indent" and "from bullet" settings as follows:



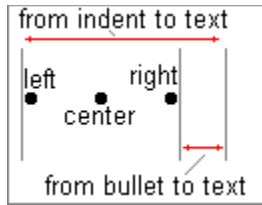
Choose a color for the bullet symbol.

Sets a gap between the area the bullet lies in and the text, according to the following:



Change the gap between the area in which the bullet lies and the text.

Sets the total distance between the text and the left margin (or indent level) within which the bullet lies, according to the following:



Change the gap between the left margin (or indent) and the text.

Change the bullet symbol for the current bullet style.

Choose arrowhead style for callout line.

Choose length of arrowhead for callout line.

Choose width of arrowhead for callout line.

Attach callout line to corner of callout frame.

Attach callout line to middle of callout frame.

Previews callout.

Select style of line for callout line.

Turn off the callout line.

This turns a callout into a standard frame.

The color the callout line is drawn in.

Choose the type of label from the list.

Select for continuous numbering of labels.

Select to start label numbering at specified number.

Enter the number at which you want label to start.

Select your preferred number format.

Select your preferred number format.

Select your preferred number format.

Select your preferred number format.

Check to enable Auto Caption.

Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

Click this button to add a new label to the list in Label.

Click this button to delete a label from the list in Label.

Click this button to set up an auto caption.

Ensures that all sentences begin with a capital letter. If a word is in uppercase mid-sentence, it is left unchanged.

Convert all characters to lowercase.

Convert all characters to uppercase.

Begin every word with a capital letter.

Convert all lowercase characters to uppercase and all uppercase to lower.

Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

Sets the number of columns for the selected text. The maximum number is 6.

To remove columns, set this value to 1.

Increase or decrease the number of columns.

Check this box to divide the page into columns of equal width.

Select the column number. Only applies when "Equal Columns" is cleared so that individual columns can be sized.

Increase or decrease the column number.

Sets the column width:

If "Equal Columns" is **checked**, set the width of all columns. Increasing the width will decrease the space between columns until the spacing is zero.

If "Equal Columns" is **clear**, set the current column width.

Increase or decrease the column width.

Sets the column spacing:

If "Equal Columns" is **checked**, set the spacing between all columns. Increasing the spacing will decrease the column widths.

If "Equal Columns" is **clear**, set space between the current column and the column to the right.

Increase or decrease the column spacing.

Check this box to display and print a vertical line between columns.

Note: the color of the line can be set in Tools/Options/Colors.

Preview the current settings.

Choose one of the date formats.

Add the day to the date display. Click the box to toggle between three options:

None (box cleared)

Include full day - Thursday for example - (box checked)

Include short day - Thu for example (box checked and grayed)

Insert date as part of a field. This will update so that the current date is always displayed.

If this box is clear, the date will be inserted as plain text (a date/time stamp).

Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

Choose one of the date formats.

Add the day to the date display. Click the box to toggle between three options:

None (box cleared)

Include full day - Thursday for example - (box checked)

Include short day - Thu for example (box checked and grayed)

Insert date and time as part of a field. This will update so that the current date and time is always displayed.

If this box is clear, the date and time will be inserted as plain text (a date/time stamp).

Choose one of the time formats

Check this box to include a time with the date.

Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

Select a template. The new document will be based on this template.

Create a new document (rather than a template).

Create a new template (rather than a document).

When you create a new template, you can still choose to base it on an existing template from the Templates list.

Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

Enter the text you want to find.

Each time text is entered, it is stored for reuse later. Use the drop-down button to access previous search text. Whenever you restart Write, the search items are cleared.

Select a Style. This is optional - if you don't select a style, search will find the text regardless of what style it is in. If you select a style, search will only find those text items in the selected style.

You can choose to search for only styles (regardless of text) - leave the Find What box clear and just select a style.

For example, search for the text "the".

If this box is clear, search will find all occurrences of "the" and words like "antithesis".

If this box is checked, search will find only the word "the".

For example, search for the word "Ability".

If this box is clear, search will find all occurrences of "ability" and "Ability".

If this box is checked, search will find only the word "Ability".

Search from the beginning of the document so that every occurrence of the text will be found.

Search only the text above the current cursor position, going from the cursor to the top the document.

Search only the text below the current cursor position.

Search for the next occurrence of the text, according to direction.

Closes this dialog without saving any changes you have made.

Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

Choose a numbering style for the footnote.

Different number formats can be mixed on the page and are independent in numbering.

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Different number formats can be mixed on the page and are independent in numbering.

Footnote will be inserted, adding 1 to the previous footnote, regardless of what page it may be on.

For example, if page 1 of your document has three footnotes and page 2 has one, selecting this option would generate footnotes numbered 1 through 3 on the first page and 4 through 5 on the second page.

Footnote will be inserted, adding 1 to the previous footnote. If the footnote appears on a new page, the numbering will start at 1 again.

For example, if page 1 of your document has three footnotes and page 2 has one, selecting this option would generate footnotes numbered 1 through 3 on the first page and 1 through 2 on the second page.

Footnote will be inserted, starting at the number entered here, regardless of previous footnote numbers. All subsequent footnotes will be adjusted according to the new number base.

For example, if page 1 of your document has three footnotes and you insert a new footnote after the first footnote and use a start number of 4, the footnotes will be numbered as follows: 1, 4, 5, 6.

Footnote will be inserted, starting at the number entered here, regardless of previous footnote numbers. All subsequent footnotes will be adjusted according to the new number base.

For example, if page 1 of your document has three footnotes and you insert a new footnote after the first footnote and use a start number of 4, the footnotes will be numbered as follows: 1, 4, 5, 6

Specify exact horizontal location of the frame, according to the **Relative to** setting.

When **Relative to** is set to page, the horizontal position will be the gap between the left edge of the paper and the left edge of the frame.

When relative to is set to margin, the horizontal position will be the gap between the left margin and the left edge of the frame. If the margins are altered, the frame will move with the margin.

When relative to is set to columns, the horizontal position will be the gap between the start of the current column and the left edge of the frame. If the column is resized, the frame will move with the column.

Use the arrows to select your preferred value.

Frame will appear horizontally offset from the page (default), margin or column.

When page is selected, the horizontal position will be the gap between the left edge of the paper and the left edge of the frame.

When margin is selected, the horizontal position will be the gap between the left margin and the left edge of the frame. If the margins are altered, the frame will move with the margin.

When columns is selected, the horizontal position will be the gap between the start of the current column and the left edge of the frame. If the column is resized, the frame will move with the column.

Gap between the left and right edges of the frame border and the text.

Use the arrows to select your preferred value.

Specify exact vertical location of the frame, according to the **Relative to** setting.

When **Relative to** is set to page, the vertical position will be the gap between the top of the paper and the top edge of the frame.

When **Relative to** is set to margin, the vertical position will be the gap between the top margin and the top edge of the frame. If the margins are altered, the frame will move with the margin.

When **Relative to** is set to paragraph, the vertical position will be the gap between the start of the current paragraph and the top edge of the frame. As text is edited and the paragraph moves up or down, the frame will move with it.

Use the arrows to select your preferred value.

Frame will appear vertically offset from the page (default), margin or paragraph.

When **Relative to** is set to page, the vertical position will be the gap between the top of the paper and the top edge of the frame.

When **Relative to** is set to margin, the vertical position will be the gap between the top margin and the top edge of the frame. If the margins are altered, the frame will move with the margin.

When **Relative to** is set to paragraph, the vertical position will be the gap between the start of the current paragraph and the top edge of the frame. As text is edited and the paragraph moves up or down, the frame will move with it.

Gap between the top and bottom edges of the frame border and the text.

Use the arrows to select your preferred value.

Page text will not flow around the frame - the page area to the left and right of the frame will be blank.

Page text will flow around the frame.

Page text will flow underneath the frame and will show through where the frame is blank.

Width type of frame is **Exactly**, that is, it will retain the setting you give it in the Width box until you decide to change it.

Width of the frame.

Use the arrows to select your preferred value.

Choose between **Auto**, **Exactly** and **At Least**:

Auto adjusts the height of the frame for a snug fit around the text.

At Least expands the frame as you add text but doesn't reduce it if text is deleted.

Exactly leaves frame height unchanged if text is added or deleted.

Height of the frame.

Use the arrows to select your preferred value.

Remove the frame and delete its contents.

Move directly to the specified page.

Move directly to the specified field.

Move directly to the specified object.

Enter an absolute number: 2 will move to page two or the second field or object.

Enter a relative position: +2 will move two pages, fields or objects ahead.

Enter an absolute number: 2 will move to page two or the second field or object.

Enter a relative position: +2 will move two pages, fields or objects ahead.

Increase or decrease the page, field or object number.

Go to the next page, field, or object.

Go to the previous page, field, or object.

Closes this dialog without saving any changes you have made.

Move to the specified page, field, or object.

Page one uses a different header and footer to the rest of the document.

You'll have to create two sets of headers and footers for the document, one set for page one and another for page two. If you select different odd/even header and footer as well, you'll need to create a different header and footer for pages 1, 2 and 3.

Odd and even pages use a different header and footer.

You'll have to create two sets of headers and footers for the document, one set for page one and another for page two. If you select different first page header and footer as well, you'll need to create a different header and footer for pages 1, 2 and 3.

Check your desired options.

Check your desired options.

Set the distance from the top of the page to the start of the header.

By default, the header sits within the top margin and directly over the body text. Decreasing the header setting will cause the header text to print nearer to the top of the page and will move the main body of text upwards. If you set this to be less than 1 cm, it is likely your text will be "clipped" by the printer as most page printers cannot print at the very edges of the paper.

Use the arrows to select your preferred value.

Set the distance from the bottom of the page to the bottom of the footer.

By default, the footer sits within the bottom margin, directly below the body text. Decreasing the footer setting will cause the footer text to print nearer to the bottom of the page. If you set this to be less than 1 cm, it is likely your text will be "clipped" by the printer as most page printers cannot print at the very edges of the paper.

Use the arrows to select your preferred value.

Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

Enter your input in this field.

Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

Enter the new label.

Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

Enter the name for the new style.

Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

Choose a number style from those listed. The style will be displayed in the Preview box.

Choose the level for which a particular number style is to be implemented.

The numbers in multi-leveled lists will show higher levels in the list when this is checked (the default).

Preview current number style and level settings.

Choose a number format.

Enter the text or symbol that you want to precede the number

Enter the text or symbol that you want to follow the number.

[Click here to set left alignment.](#)

[Click here to set center alignment.](#)

[Click here to set right alignment.](#)

Choose the start value for numbering.

Use the arrows to select your preferred value.

Choose the size of the increment for each numbering step from the start value.

Use the arrows to select your preferred value.

Choose the distance between the number and the text.

Use the arrows to select your preferred value.

Choose the distance between the indent and the text.

Use the arrows to select your preferred value.

Remove numbering from selected lines or paragraphs.

Rename the custom style to create your own named numbering styles. Note that you need to select the "Custom" style from the Numbering Style drop-down for this to be available.

Delete the current custom style. Note that this can only be used on your own named style (see the "Rename Style" button) and only if the style is no longer in use in the document.

Choose a page color. The default is white.

Choose a workspace color. The workspace is the area between the page and the rulers.

Set the color for the lines between columns.

Set a color fo page number fields.

Set a color for date and time fields.

Set a color for bullet and number fields.

Set a color for formula fields.

Set a color for mail merge fields.

Return color settings to Ability default settings.

Return color settings to Windows defaults.

Select this option if you would like the colors of fields to be printed. When this box is clear (the default setting), fields will print as plain text.

Set default units to inches.

Set default units to mm.

Set default units to cm.

Set default units to points (1/72 of an inch).

Create a copy of the Write document before saving.

For example, if this option is selected and you open a document, make some changes and save, you'll have two versions of the document: current, with an AWW extension, and previous, with a ABK extension, that contains a copy of the document before changes were made.

To open a backup file, select the **Open** button  and set the **Files of Type** to **Write Backup (*.abk)**.

The path to the location of the folder containing the templates. By default, this will be a folder named Template within the folder in which Write is installed. Note that by selecting default installation settings, Write is installed into the Program Files folder.

Select a new location for the template folder.

Ensures that spaces are intelligently managed when cutting, copying and moving text. A single space between words is always preserved.

Limit the number of times you can select undo (Edit/Undo).

Increase or decrease the undo levels.

Close blank address lines when performing mail merge. Note that you will only see the effect of this in print preview and when the document is printed.

Select the language for the spell checker and thesaurus.

This requires that there is more than one set of dictionaries installed.

Always show a list of alternatives when a misspelled word is found.

Include the user-defined dictionary in the spell check.

This displays the name of the file that contains the words added to the dictionary using the Add button during a spell check.

By default, this is **user.lex** but can be changed to select different custom dictionaries.

Scale the page so that the entire page width fits the window.

Scale the page so that the entire page fits the window.

Display several pages within the window.

Scale the page so that the text within the left and right margins fits the window.

Scale the page to 75% of the normal display.

Scale the page to a normal display.

Scale the page to 200% of the normal display.

Scale the page to custom % of the normal display.

Scale the page to custom % of the normal display.

Increase or decrease custom scaling.

Select the style of page number to be inserted.

Usually page 1 begins page numbering at 1. You can change the start number here.

Use the arrows to select your preferred value.

Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

Set the left margin for the paragraph - this is additional space between the text and the page margin.

This setting doesn't apply to the first line of the paragraph - use the **Indent** box below to set a first line indent.

Use the arrows to select your preferred value.

Set the right margin for the paragraph - this is additional space between the text and the right margin.

Use the arrows to select your preferred value.

Set the left margin for the first line of the paragraph - this is additional space between the text and the page margin.

This setting doesn't affect lines 2 and onward - use the **Left** box above to set these.

Use the arrows to select your preferred value.

Set the paragraph to be left, center or right aligned, or justified.

Select your preferred option.

Select your preferred option.

Select your preferred option.

Set the paragraph line spacing. By default this is set to Single - the spacing adjusts to fit the fonts used within the paragraph. You can use 1.5, 2, 2.5 multiples of this spacing or define your own absolute spacing in **Custom**.

Enter a custom line spacing setting. This represents extra space between each line after single spacing has been applied.

Use the arrows to select your preferred value.

Vertical space before the paragraph.

Use the arrows to select your preferred value.

Vertical space after the paragraph.

Use the arrows to select your preferred value.

Preview the current settings.

Previews the settings from **Margins, Alignment** and **Spacing**.

Enter the text which is to be found and replaced.

Each time text is entered, it is stored for re-use later. Use the drop-down button to access previously entered search text. Whenever you restart Write, the search items are cleared.

Enter the text that is to replace the found text.

Leave this blank to delete the found text.

Search for the next occurrence of the text, according to direction.

Search and replace the next occurrence, according to direction.

Click on **Find Next** if you don't want to replace a particular occurrence.

Search and replace all occurrences of the find text, according to direction.

Closes this dialog without saving any changes you have made.

Select a style. This is optional - if you don't select a style, search will find the text regardless of what style it is in. If you select a style, search will only find those text items in the selected style.

You can choose to search and replace a style with another style - leave both **Find What** and **Replace With** blank and select the style in **Styles** that is to be replaced.

Style to replace found text (and or style) with.

Leave this blank if you don't want search and replace to change the style.

For example, search for the text "the".

If this box is clear, search will find all occurrences of "the" and words like "antithesis".

If this box is checked, search will find only the word "the".

For example, search for the word "Ability".

If this box is clear, search will find all occurrences of "ability" and "Ability".

If this box is checked, search will find only the word "Ability".

Search from the beginning of the document so that every occurrence of the text will be found.

Search only the text above the current cursor position, going from the cursor to the top of the document.

Search only the text below the current cursor position.

Select an existing style for modification.

Rename the currently selected style.

Create a new style based on the current paragraph settings. Alternatively, select an existing style in this dialog and create a new one based on it.

You need to enter a new name in the **Style Name** box before you can use this button.

Select the paragraph and font characteristics of the current style.

Delete the current style.

Use the Alt key as part of the style shortcut.

You can select any or all of the Alt, Ctrl and Shift keys when defining shortcuts.

When editing text, use the shortcut to apply the particular style.

Use the Ctrl key as part of the style shortcut.

You can select any or all of the Alt, Ctrl and Shift keys when defining shortcuts.

When editing text, use the shortcut to apply the particular style.

Use the Shift key as part of the style shortcut.

You can select any or all of the Alt, Ctrl and Shift keys when defining shortcuts.

When editing text, use the shortcut to apply the particular style.

Select the keyboard character to use as part of the shortcut.

When editing text, use the shortcut to apply the particular style.

Show current style settings.

Apply the current style to the selected paragraph(s).

Close the style dialog.

Make the current style a *character* style rather than a *paragraph* style.

Character styles contain only font information and can be applied within paragraphs.

Paragraph styles contain font and paragraph information and apply to whole paragraphs.

Enter a new style name here. Click the **New** button to create it.

Enter a new tab stop here. Use the **Set** button to insert it into tab stop list and then select the alignment you want.

Use the arrows to select your preferred value.

Shows all current tab stops. Select any of these to set a new alignment (or to remove it).

Set a left aligned tab stop - the tab stop is positioned to the left of text added at this position.

This a "normal" tab.

Set a center aligned tab stop - text added at this tab stop will be centered around it.

Set a right aligned tab stop - the tab stop is positioned to the right of text added at this position.

If you add a right aligned tab at the right margin, text will be shunted back into the page (until another tab stop is reached).

Set a decimal aligned tab stop - numbers (or text) added at this tab stop will be shunted to the left until a full stop is encountered, then text will be shunted to the right.

Use this to align a column of numbers where the number of decimal places varies.

Set the interval - the gap between each tab stop - for new tab orders.

Increase or decrease current step setting.

Create new tab stop.

The new tab stop must be entered in the tab stop entry box first.

Clear current tab stop.

Clear all current tabs stops.

Create a new set of tab positions, starting at the top of the current list, with an interval given by **Step**.

Include the time using a field - the field will update whenever the text is reformatted or the document printed.

Clear this box to insert the time as text - a time stamp.

Select the display style of the inserted time.

Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

Choose an item from the list.

Click this button to make your choice.

Click this button to make your choice.

Statistics concerning the current document.

Type the text you want to search for.

Choose an item from the list.

Exactly match the word you entered in the "Find what" box.

For example, searching for "what" with "Match whole word only" clear will find "what" and "whatever". Selecting this checkbox will mean that only "what" will be found.

Clear this checkbox to ignore the letter case when searching.

Search the selected area only.

Search the whole document.

Find the next match.

Close the dialog.

Click this button to make your choice.

Select your preferred option.

Select your preferred option.

Select your preferred option.

Choose an item from the list.

Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

Closes this dialog and saves any changes you have made.

Indicates whether the field control is based on a listbox (choose from a list of values) or a combo box (choose from a list of values or enter a new one).

Check this option to enable selection of a series of values to fill the listbox or combo box.

Fill the listbox or combo box with values from field in a database table, selected below.

Type in a series of values to fill the listbox or combo box. For example, the contents of Choices could be:

Spring
Summer
Autumn
Winter

Check **Use Choices** to enable this box.

Select a database name. If you cannot remember the name (and the path) use the browse button [...] to the right.

Open a browse dialog so you can browse and select a database to merge with.

Select a data source from the drop-down list. This can be a table, relation or query.

You must select a database before you can select a data source.

Select a field from the drop-down list to act as a search on list (the lookup).

You must select a database and data source before you can select a data item.

Select the field to display as a result of the lookup.

Select from:

Edit - plain edit control for text, numbers or formula.

Checkbox - has two values 0 and 1, which can be displayed as True/False, On/Off etc.

Listbox - choose from a list of values, can be a series of fixed values or could be filled from a database.

Combo - same as a list box but combo allows new values to be entered.

Continue on to the next page of the wizard.

[Go to previous page of the wizard.](#)

Apply current settings to finish the wizard.

Closes the wizard without saving any changes you have made.

Select a name for the field. The name can be used in formulas in other cells to reference the contents of this field.

Make the field a standard formula field. This has the same properties as a spreadsheet cell.

The field will be a database field. A database field can be browsed, mail merged and its contents can be edited.

Check your desired options.

Check your desired options.

Allow the linked cell to be changed at the same time as current cell.

For example, the formula =A1 in cell A2 will normally cause A2 to reflect whatever you enter into A1, but you cannot alter the contents of A1 by altering the contents of A2. With **Edit Source** selected, you can enter data into either A1 or A2 and have both cells updated. This is a "Hot - or Two-Way - Link".

Edit Source is particularly useful when linking to Database from Write or Spreadsheet. It allows you to change the contents of the database field while browsing the data in Write or Spreadsheet.

Show control only if cell is inactive. This will mask the data.

If the result of a formula is zero, don't display it. Applies to manually entered 0's as well as formulae.

Don't display error messages (like #REF, #DIV0). Only applies to formula fields.

Select a database name. If you cannot remember the name (and the path) use the browse button [...] to the right.

Open a browse dialog so you can browse and select a database to merge with.

Select a data source from the drop-down list. This can be a table, relation or query.

You must select a database before you can select a data source.

Select a field from the drop-down list.

You must select a database and a data source before you can select a data item.

Select this if you want to be able to browse through the database records.

Enter a formula. The same rules apply as for formulas in Spreadsheet - they must start with an = sign (or other mathematical operator) and can use any of the built-in functions.

Plain text or numbers can also be entered - again, just like in a spreadsheet.

Choose from the list of built-in functions.

Show the formula instead of the result of the formula.

Select the checked style.

Select the unchecked style.

Display this value if control is checked.

Display this value if control is unchecked.

Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

Turn off the border.

Use the settings defined in Pen Style. By default, this will be a thin, plain, single line.

Creates a raised 3D effect. To see this effect properly you need to set the text box back-color to be the same as the page background (and this should not be white).

Creates a 3D sunken effect. To see this effect properly you need to set the text box back-color to be the same as the page background (and this should not be white).

Puts a dropped shadow around the text box

Use the settings defined in Pen Style and draw the border as a double line. By default, this will be a thin, plain, double line.

Sets the fill pattern of the interior of the object. If you want a simple color (the default) select **Solid**. If you want the shape to be transparent, select **None**.

Sets the pen style for the outline of the shape. If you don't want an outline to appear around a shape, select **None**.

Make the field a standard formula field. This is has the same properties as a spreadsheet cell.

The field will be a database field. A database field can be browsed, mail merged and its contents can be edited.

Select a name for the field. The name can be used in formulas in other cells to reference the contents of this field.

Enter a formula. The same rules apply as for formulas in spreadsheet - they must start with an = sign (or other mathematical operator) and can use any of the built-in functions.

Plain text or numbers can also be entered - again, just like a spreadsheet.

Choose from the list of built-in functions.

Show the formula instead of the result of the formula.

Select a database name. If you cannot remember the name (and the path) use the browse button [...] to the right.

Open a browse dialog so you can browse and select a database to merge with.

Select a data source from the drop-down list. This can be a table, relation or query.

You must select a database before you can select a data source.

Select a field from the drop-down list.

You must select a database and a data source before you can select a data item.

Select this if you want to be able to browse through the database records.

Indicates whether the field control is based on a listbox (choose from a list of values) or a combo box (choose from a list of values or enter a new one).

Select from:

Edit - plain edit control for text, numbers or formula.

Checkbox - has two values 0 and 1, which can be displayed as True/False, On/Off etc.

Listbox - choose from a list of values, can be a series of fixed values or could be filled from a database.

Combo - same as a list box but combo allows new values to be entered

Check this option to enable selection of a series of values to fill the list box or combo box.

Fill the listbox or combo box with values from field in a database table, selected below.

Type in a series of values to fill the list box or combo box. For example, the contents of **Choices** could be:

Spring
Summer
Autumn
Winter

Check **Use Choices** to enable this box.

Select a database name. If you cannot remember the name (and the path) use the browse button [...] to the right.

Open a browse dialog so you can browse and select a database to merge with.

Select a data source from the drop-down list. This can be a table, relation or query.

You must select a database before you can select a data source.

Select a field from the drop-down list to act as a search on list (the lookup).

You must select a database and data source before you can select a data item.

Select the field to display as a result of the lookup.

Left align cell contents within the cell.

Center the cell contents across the cell.

Right align cell contents within the cell.

Align the cell contents to the top of the cell.

Center the cell contents vertically within the cell.

Align the cell contents to the bottom of the cell.

Wrap the text to make two or more lines if the cell contents are too long to fit on one line.

When editing the text, Ctrl-Enter starts a new line.

Preview current settings.

Choose a numeric format from the list.

Previews current settings.

Select a data source to merge with.

Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

Click this button to make your choice.

Select a database name. If you cannot remember the name (and the path) use the browse button [...] to the right.

Open a browse dialog so you can browse and select a database to merge with.

Select a data source from the drop-down list. This can be a table, relation or query.

You must select a database before you can select a data source.

Select a field from the drop-down list.

You must select a database and a data source before you can select a data item.

Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

Select a control from the list.

Display the control as an icon only.

Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

Enter a password to protect the spreadsheet (turn on protection for hidden and locked cells).

You can choose not to enter a password - leave this blank. The spreadsheet will still be protected.

Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

Select a function from the list. Use the tabs to select particular types of functions or use the All tab to display all the functions in one go.

You can click on the function list and use "first letter selection" - select the functions beginning with "R" by typing R.

Include a text version of the parameters required in this function. These will need editing and turning into values or cell references, as appropriate.

Displays the current function with its arguments.

A brief description of the current function.

Set the number of digits that will be displayed after the decimal point.

Increase or decrease the number of decimal places.

Separate thousands with a comma (or period depending on digit grouping symbol in the Windows Regional Settings of Control Panel).

Display all negative numbers in brackets.

Note you can set both "Negatives in Brackets" and "Negatives in Red".

Display all negative numbers in a red font.

Note you can set both "Negatives in Red" and "Negatives in Brackets".

Removes trailing zeros (if present).

Display month before day (US-style date format).

Display day before month (Non US-style date format).

Display month as digits, for example 12 for December.

Display abbreviated month - e.g. Jan, Feb, Mar, Apr, and so on.

Display full month - e.g. January, February, March, and so on.

Display date without year.

Double digit year display. The year 2000 switch over is achieved by using 1930 as a base point as follows:

30 for 1930	98 for 1998
00 for 2000	20 for 2020
29 for 2029	

Display year with 4 digits.

Set the date separator. Choose from none (blank), "-", "\" or type in your own character.

Separator applies to both long and short date formats.

Include a time display with the date.

Display time with seconds.

Display as 0-12 with AM and PM indicators. Clear this box to use 24-hour notation.

Separate thousands with a comma (or period, depending on digit grouping symbol in the Windows Regional Settings of Control Panel).

Display all negative numbers in brackets.

Note that you can set both "Negatives in Brackets" and "Negatives in Red".

Display all negative numbers in a red font.

Note that you can set both "Negatives in Red" and "Negatives in Brackets".

Choose between Auto (the nearest representation of the number as a fraction) or round the fraction to the nearest 100th, 10th, 16th, 8th or quarter.

Set the number of digits that will be displayed after the decimal point.

Increase or decrease the number of decimal places.

Separate thousands with a comma (or period depending on digit grouping symbol in the Windows Regional Settings of Control Panel).

Display all negative numbers in brackets.

Note that you can set both "Negatives in Brackets" and "Negatives in Red".

Display all negative numbers in a red font.

Note that you can set both "Negatives in Red" and "Negatives in Brackets".

Remove any trailing or leading text from the number.

Display numbers with preceding text, as below.

Display numbers with following text, as below.

Select the text string to display with the numbers.

Choose from the drop-down list or enter your own text.

Removes trailing zeros (if present).

Set the number of digits to be displayed after the decimal point.

Increase or decrease the number of decimal places.

Separate thousands with a comma (or period, depending on digit grouping symbol in the Windows Regional Settings of Control Panel).

Display all negative numbers in brackets.

Note that you can set both "Negatives in Brackets" and "Negatives in Red".

Display all negative numbers in a red font.

Note that you can set both "Negatives in Red" and "Negatives in Brackets".

Removes trailing zeros (if present).

Set the number of digits to be displayed after the decimal point.

Increase or decrease the number of decimal places.

Removes trailing zeros (if present).

Display time with seconds.

Display as 0-12 with AM and PM indicators. Clear this box to use 24-hour notation.

Choose a numeric format from the list.

Previews current settings.

Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

List of available fonts on system.

List of font styles for current font.

List of font sizes for the current font and font style.

Draw a line through the text.

Draw a line underneath the text.

Select a color for the text.

Preview current settings.

Choose a script.

Check your desired options.

Check your desired options.

Check your desired options.

List of available fonts on system.

List of font styles for current font.

List of font sizes for the current font and font style.

Draw a line through the text.

Draw a line underneath the text.

Changes will also apply to any fields within the selected text.

Raise the selected text in a reduced font.

Lower the selected text in a reduced font.

Select a color for the text.

Preview current settings.

Choose a script.

Select from a list of date and time formats.

Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

Scale the page so that the entire page width fits the window.

Scale the page so that the entire page fits the window.

Display several pages within the window.

Scale the page so that the text within the left and right margins fits the window.

Scale the page to custom % of the normal display.

Scale the page to custom % of the normal display. You can enter the % value directly or use the arrows.

Use the arrows to select your preferred custom % value for scaling.

Drag the slider to select your preferred zoom value.

Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

Closes this dialog.

Copyright and licensing messages.

Copyright and licensing messages.

Copyright and licensing messages.

Register the software.

Copy current license to the clipboard ready for pasting into a document or email. Use this for identifying yourself when requesting support.

The text to search for.

Each time text is entered, it is stored for reuse later. Use the drop-down button to access previous search text. Whenever you restart Write, the search items are cleared.

Apply extra conditions (if applicable).

For example, search for the text "the".

If this box is clear, search will find all occurrences of "the" and words like "antithesis".

If this box is checked, search will find only the word "the".

For example, search for the word "Ability".

If this box is clear, search will find all occurrences of "ability" and "Ability".

If this box is checked, search will find only the word "Ability".

Search from the beginning of the document (or selection) so that every occurrence of the text will be found.

Search only the text above the current cursor position, going from the cursor to the top of the document (or selection).

Search only the text below the current cursor position.

Search within the selected text only.

Search entire document.

Find the next occurrence of the text entered in **Find what**, according to direction, scope, and other options.

Closes this dialog without saving any changes you have made.

Click this button to make your choice.

The text to search for.

Each time text is entered, it is stored for reuse later. Use the drop-down button to access previous search text. Whenever you restart Write, the search items are cleared.

Text to replace the found text with.

Leave this blank to delete the found text.

Apply extra conditions (if applicable).

For example, search for the text "the".

If this box is clear, search will find all occurrences of "the" and words like "antithesis".

If this box is checked, search will find only the word "the".

For example, search for the word "Ability".

If this box is clear, search will find all occurrences of "ability" and "Ability".

If this box is checked, search will find only the word "Ability".

Search from the beginning of the document (or selection) so that every occurrence of the text will be found.

Search only the text above the current cursor position, going from the cursor to the top the document (or selection).

Search only the text below the current cursor position.

Search within the selected text only.

Search entire document.

Find the next occurrence of the text in **Find what**, according to direction, scope, and other options.

Search and replace the next occurrence.

Search and replace every occurrence.

Closes this dialog without saving any changes you have made.

Click this button to make your choice.

Click this button to make your choice.

Click this button to make your choice.

Closes this dialog without saving any changes you have made.

Select your preferred option.

Select your preferred option.

Select your preferred option.

Select your preferred option.

Select your preferred option.

Select your preferred option.

Enter your input in this field.

Use the arrows to select your preferred value.

Choose a font from the list.

Currently selected characters.

List of characters in the current font. Click to select and double-click to insert into the **Characters to copy** box.

Insert current character into "Characters to copy:" box.

Insert all the characters in the **Characters to copy** box into the document and close the dialog.

Close the dialog without inserting any symbols.

Select a toolbar category.

Shows all the buttons available within the current toolbar category.

Describes current button.

Check toolbar options on or off to display or hide particular toolbars.

Close the dialog.

Customize the toolbars. You can choose which buttons are displayed in every toolbar.

Rename the current toolbar.

Delete the current toolbar.

Display tooltips - the brief description of toolbar buttons in a yellow box. Activated when you run the mouse pointer over the toolbar button.

Turn Status bar on/off.

Coolbar Mode shows buttons on a flat toolbar. Turn this off to get standard Windows 95 raised buttons.

Display large buttons with short description.

Enter a new name for the toolbar.

Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

Application used to create the document.

Enter a name here.

Enter keywords here. Keywords can be used with Comments to describe document contents.

Enter comments here. Comments can be used with Keywords to describe document contents.

Enter a title for the document.

Document subject matter.

Template used to create document.

Displays who last saved the document. The name is taken from the Author field from the Summary page.

The total time the document has been worked on.

Date of the last occasion the document was printed.

Date of document creation.

Date of the last occasion the document was saved.

Total number of pages in the document.

Total number of words in the document, including a single count of header and footer text.

Total number of characters in the document, including a single count of header and footer text.

Note that spaces are included in the count.

The number of times the document has been saved.

Preview the current settings.

Select from a color scheme set at the operating system level.

Set the mix of red for a custom color (0 = no red component, 255 means as much red as possible).

Increase or decrease the mix of red for a custom color (0 = no red component, 255 means as much red as possible).

Set the mix of green for a custom color (0 = no green component, 255 means as much green as possible).

Increase or decrease the mix of green for a custom color (0 = no green component, 255 means as much green as possible).

Set the mix of blue for a custom color (0 = no blue component, 255 means as much blue as possible).

Increase or decrease the mix of blue for a custom color (0 = no blue component, 255 means as much blue as possible).

Pick a color.

Pick a color.

Pick a color.

Pick a color.

Pick a color.

Pick a color.

Pick a color.

Pick a color.

Pick a color.

Pick a color.

Pick a color.

Pick a color.

Pick a color.

Pick a color.

Pick a color.

Pick a color.

Product name

Copyright details.

Current registration status. Shows how many days left if the product is on trial.

Detailed help on purchasing

Trial Key - this is a read-only field and cannot be overtyped.

Name - this is case sensitive. If you are entering the registration details after purchase, make sure the case and punctuation are reproduced exactly.

Organization - this is case sensitive. If you are entering the registration details after purchase, make sure the case and punctuation are reproduced exactly.

Product Key - the unique identifier that unlocks the software and turns it into a fully registered version.

Closes this dialog and saves any changes you have made.

Close the register dialog.

Copy the license details to the clipboard. Paste this into a document or email when requesting support.

Displays current spelling error.

Type of spelling error found - could be a word misspelled or a repeated word.

Current "best guess" at the spelling error - use the **Change** button to replace the current spelling error, in the **Suggestions For** box, with the contents of this box. Use the **Change All** button if you want to automatically replace all occurrences of this spelling error with the contents of the **Change To** box.

Suggestions for the current spelling error, ranked from most likely to least likely.

Ignore this occurrence of the spelling error.

Swap the current spelling error, in the **Suggestion For** box, with the word(s) in the **Change To** box.

Suggest some alternatives for the current spelling error.

Use this button if **Always Suggest** is turned off under **Tools/Options**.

You can also pick a suggestion from the current list and request more suggestions.

Cancel the spell check.

Ignore all occurrences of the spelling error in the document.

Swap all occurrences of the current spelling error, in the **Suggestion For** box, with the word(s) in the **Change To** box.

Add the current "spelling error" to the personalized dictionary. Use this for commonly appearing proper nouns.

By default the personal dictionary is stored in USER.LEX.

Current word to find suggestions for. The meaning(s) of this word are displayed in the box below. If no meaning(s) can be found the title of the box is changed from **Looked Up** to **Not Found**.

The current word is initially a selected word from the document. You can ask for further suggestions based on the found words.

Shows a broad meaning for the current word. A word might have several meanings, in which case they will be listed here, together with their parts of speech.

The synonym that matches most closely the current word in the **Looked Up** box. Use the **Replace** button to insert this word into your document.

A list of synonyms for the current word in the **Looked Up** box.

Click on one of these synonyms to place it in the **Replace with Synonym** box.

Double-click on a synonym to place it in the Looked Up box.

Replaces the selected word in the document, the contents of the **Looked Up** box, with the word in the **Replace with Synonym** box.

Place the current synonym, in the **Replace with Synonym** box, in the **Looked Up** box.

Closes this dialog without saving any of the changes you have made.

Step back through the contents of the **Looked Up** box.

Closes this dialog and saves any changes you have made.

Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

Include the selected background pattern when printing. You should really have a color printer to make use of this setting.

Use the width control to set how heavy a border you want. Set it to zero to turn off the border effect.

Use the arrows to select your preferred value.

Pick the color for your border. Select "More" to mix your own color.

Note: if the border color is set the same as the text color, you will see no effect if the border is positioned inside the text.

Draw the border **inside** the text.

The text can be drawn plain (no border) or with a border. If you imagine a giant, red, letter M on a piece of paper, you could trace an outline in blank ink on the **inside** of the letter, on the outside of the letter or actually on the letter edge.

Draw the border centered on the text outline.

The text can be drawn plain (no border) or with a border. If you imagine a giant, red, letter M on a piece of paper, you could trace an outline in blank ink on the inside of the letter, on the outside of the letter or actually on the letter edge (i.e. centered).

Draw the border **outside** the text outline.

The text can be drawn plain (no border) or with a border. If you imagine a giant, red, letter M on a piece of paper, you could trace an outline in blank ink on the inside of the letter, on the **outside** of the letter or actually on the letter edge.

Blends the border into the background (slider to the right) or draws a sharp border (slider to the left).

Blends the border into the background (slider to the right) or draws a sharp border (slider to the left).

The actual text to display in the finished WriteFX object.

Bold text.

Italic text.

Degrees to rotate the text. Set to zero for plain horizontal text. Other common settings are 90°, 180° and 270° for vertical and upside down text and 45° and 315° for inclined text.

Use the arrows to select your preferred value.

Font family.

Character set to use.

Click this button to make your choice.

Preview the current settings.

Save the changes into the document.

Cancel the current changes.

Start Color – either the solid color or, if using a gradient fill, the first color used for the gradient.

Gradient Direction – set to **None** for a plain, solid, single color fill. Use any other setting for a gradient fill. When a gradient fill is selected, the **End Color** button becomes active.

In addition when **Angle** is selected, a checkbox to allow the angle to be specified becomes available.

Angle – (only available when **Gradient Direction** is set to **Angle**). A gradient fill blends two colors in a particular direction. Set the direction in degrees.

End Color – (not available if **Gradient Direction** is set to **None**). The second color to be used in the gradient fill.

Start Color – either the solid color or, if using a gradient fill, the first color used for the gradient.

Gradient Direction – set to **None** for a plain, solid, single color fill. Use any other setting for a gradient fill. When a gradient fill is selected, the **End Color** button becomes active.

In addition when **Angle** is selected, a checkbox to allow the angle to be specified becomes available.

Angle – (only available when **Gradient Direction** is set to **Angle**). A gradient fill blends two colors in a particular direction. Set the direction in degrees.

End Color – (not available if **Gradient Direction** is set to **None**). The second color to be used in the gradient fill.

X Offset – use the slider controls to change the gap, measured vertically, between the text and its shadow. A setting of 0, 0 means the shadow falls directly behind the text.

Y Offset – use the slider controls to change the gap, measured horizontally, between the text and its shadow. A setting of 0, 0 means the shadow falls directly behind the text.

Darkness of the shadow – use the slider to set the intensity of the shadow. Slide to the top for no shadow (i.e. turn the shadow off) and slide to the bottom for maximum intensity.

Blur – shadows tend to be less well defined around the edges. Slide the blur control to the top for a "perfect" shadow, not normally seen in nature. Slide it to the bottom for maximum blur.

Color of the shadow – pick from the color palette or select "More" to mix your own color.

Drag the slider to select your preferred value.

Y Offset – use the slider controls to change the gap, measured horizontally, between the text and its shadow. A setting of 0, 0 means the shadow falls directly behind the text.

Drag the slider to select your preferred value.

X Offset – use the slider controls to change the gap, measured vertically, between the text and its shadow. A setting of 0, 0 means the shadow falls directly behind the text.

Drag the slider to select your preferred value.

Darkness of the shadow – use the slider to set the intensity of the shadow. Slide to the top for no shadow (i.e. turn the shadow off) and slide to the bottom for maximum intensity.

Drag the slider to select your preferred value.

Blur – shadows tend to be less well defined around the edges. Slide the blur control to the top for a "perfect" shadow, not normally seen in nature. Slide it to the bottom for maximum blur.

Select this so that modifications affect the background to the text rather than the text itself.

Select this so that modifications affect the text rather than the background.

Choose an item from the list.

