

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

Add, modify or delete fields for the current table.

**To add a new field:**

1. Go to a blank row.
2. Enter a new name in the Name column.
3. Click in the Type column and select from Character, Number etc. as the field type.
4. (Optional) select the Format button to set defaults for the field type.
5. (Optional) set Caption, Description, Initial Value columns.

**To delete a field:**

1. Select the row (click on the row bar to the left of the field name).
2. Press Delete key.

Brief description of the table (optional).

Set formatting options for the current field.

Includes: fields widths, formulas (for calculated fields), formatting (for numeric fields), justification, index information, and more.

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.

Allow the fields contents to be modified. Changes will be reflected in the underlying cell or table.



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

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.

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

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

Open a browse dialog so that you can browse and select a data source to select from.

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

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

Allow the fields contents to be modified. Changes will be reflected in the underlying cell or table.



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

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

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

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

Open a browse dialog so that you can browse and select a data source to select from.

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

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

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.

Enter your input in this field.

Select the application from which to import (the Data Source) or to which to export (the Data Destination).

Append the import table to the current database table.

Note that the table to which you are appending the imported table should be open.

Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

Count all records.



Count only records matching the current filter condition.

Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

Count only selected records.

Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

Delete the current record, permanently, from the database. Note that you will be asked to confirm this process.

Delete all selected records, permanently, from the database. Note that you will be asked to confirm this process.



Delete all records, permanently, from the database. Note that you will be asked to confirm this process.

Select your preferred option.

Click this button to make your choice.

Enter the new name here.

Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

Enter the text for the Label.

Labels are identifiers for fields. The default value comes from the **Description** column under the Format/Tables dialog. If no description is entered, the field name is used.

Database field to which label applies.



Display the label above the field.

Display the label underneath the field.

Display the label to the left of the field.

Display the label to the right of the field.

Horizontally align the label text with the left edge of the field contents box.

Only applies if the label is **Over** or **Under** the field.

Horizontally center the label text with the field contents box.

Only applies if the label is **Over** or **Under** the field.

Horizontally align the label text with the right edge of the field contents box.

Only applies if the label is **Over** or **Under** the field.

Vertically align the label text with the top of the field contents box.

Only applies if the label is **Before** or **After** the field.



Vertically align the baseline of the label text with that of the field.

Only applies if the label is **Before** or **After** the field.

Note: the baseline is dependent on the font and is the line the text "sits" on. The letter "a" would sit on the baseline and the tail of the letter "g" would extend beneath the baseline.

Vertically align the label text with the bottom of the field contents box.

Only applies if the label is **Before** or **After** the field.

Display label when checked.

Distance between the label and the field.

Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

Set the font for the label text.

Closes this dialog and saves any changes you have made.



Closes this dialog without saving any changes you have made.

Go to a specific (or relative) record number. Enter the record you want to move to in the box to the right.

Go to the first record of the data.

Go to the last record of the data.

Enter the record number to go to.

Note that 4 will go to the fourth record, +4 to the fourth record along from the present location, -4 to the fourth record back from the present location.

Use the arrows to select your preferred value.

Select from a field to include in the sorting and grouping for the report.

Add the field to the current group/sort



Currently selected items to sort/group by.

Deselect the field from the current group/sort

Sort in reverse order

Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

Enter the text for the Label.

Database field to which label applies.

Select a summary function for the field. Choose from **Sum**, **Count**, **Average**, **Maximum** and **Minimum**.



Display the label above the field.

Display the label underneath the field.

Display the label to the left of the field.

Display the label to the right of the field.

Horizontally align the label text with the left edge of the field contents box.

Only applies if the label is **Over** or **Under** the field.

Horizontally center the label text with the field contents box.

Only applies if the label is **Over** or **Under** the field.

Horizontally align the label text with the right edge of the field contents box.

Only applies if the label is **Over** or **Under** the field.

Vertically align the label text with the top of the field contents box.

Only applies if the label is **Before** or **After** the field.



Vertically align the label text with the top of the field contents box.

Only applies if the label is **Before** or **After** the field.

Vertically align the baseline of the label text with that of the field.

Only applies if the label is **Before** or **After** the field.

Note: the baseline is dependent on the font and is the line the text "sits" on. The letter "a" would sit on the baseline and the tail of the letter "g" would extend beneath the baseline.

Vertically align the label text with the bottom of the field contents box.

Only applies if the label is **Before** or **After** the field.

Display label or not.

Distance between the label and the field.

Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

Set the font for the label text.



Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

Add, modify or delete fields for the current table.

**To add a new field:**

1. Go to a blank row.
2. Enter a new name in the Name column.
3. Click in the Type column and select from Character, Number etc. as the field type.
4. (Optional) select the Format button to set defaults for the field type.
5. (Optional) set Description to be used in for column headings

**To delete a field:**

1. Select the row (click on the row bar to the left of the field name).
2. Press Delete key.

Add, delete or modify indexes for the table.

**To add an index:**

1. In a blank row, enter a new index name under the Index Name column.
2. Select the Field Name you want to include.
3. Decide whether it should be ascending or descending in the Sort Order column.
4. (Optional) go to the next row and repeat steps 2 and 3 for additional fields.

**To delete an index:**

1. Select the row (click on the row bar to the left of the index name).
2. Press the Delete key.

Make current index the primary index.

Any table has at most one primary key. The index itself can contain one or more fields that make up the key. The primary key is a unique identifier for any record in the table. Good examples would be a product code, a company id or an employee id.

Make the current index a unique index.

Unique indexes allow no duplications within a field (or fields) that form the index. The exception is that multiple occurrences of blanks are allowed and are not counted as duplicates.

Text that describes the field and is displayed as a label along with the field.

Name of the current database - this is for information only and cannot be changed.



Name of the current data source - this is for information only and cannot be changed.

Data source can be a table, relation or query.

Select a field from the data source.

Select a field from the current table that will be used to join to the target table.

Select the table to join to.

Select the table to join to.

Select the field from the table that you want to join to.

Display the label above the field.

Display the label underneath the field.



Display the label to the left of the field.

Display the label to the right of the field.

Horizontally align the label text with the left edge of the field contents box.

Only applies if the label is **Over** or **Under** the field.

Horizontally center the label text with the field contents box.

Only applies if the label is **Over** or **Under** the field.

Horizontally align the label text with the right edge of the field contents box.

Only applies if the label is **Over** or **Under** the field.

Vertically align the label text with the top of the field contents box.

Only applies if the label is **Before** or **After** the field.

Vertically align the baseline of the label text with that of the field.

Only applies if the label is **Before** or **After** the field.

Note: the baseline is dependent on the font and is the line the text "sits" on. The letter "a" would sit on the baseline and the tail of the letter "g" would extend beneath the baseline.

Vertically align the label text with the bottom of the field contents box.

Only applies if the label is **Before** or **After** the field.



Display label when checked.

Distance between the label and the field.

Set the font for the label text.

Text that describes the field and is displayed as a label along with the field.

The type of formula to be used.

Name of the current database - this is for information only and cannot be changed.

Name of the current data source - this is for information only and cannot be changed.

Data source can be a table, relation or query.

Select a field from the data source.



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

Go to the next page of the wizard.

Closes this wizard without saving any changes you have made.

Closes this dialog without saving any changes you have made.

Make a new table from scratch.

Make a new table using the table wizard.

Note: The tables the wizard is based on are stored in a system database - ABDATA.SDB. You can open this and add or modify the tables as you choose.

Allow the fields contents to be modified. Changes will be reflected in the underlying cell or table.

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



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.

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

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

Open a browse dialog so that you can browse and select a data source to select from.

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

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

Allow the fields contents to be modified. Changes will be reflected in the underlying cell or table.

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



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.

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

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

Open a browse dialog so that you can browse and select a data source to select from.

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

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

Select the checked style.

Select the unchecked style.



Allow the fields contents to be modified. Changes will be reflected in the underlying cell or table.

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 a field in a database table, selected below.

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

Open a browse dialog so that you can browse and select a data source to select from.

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

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

Go to the next page of the wizard.



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

Closes this wizard without saving any changes you have made.

Finish the wizard and apply the current settings.

Select a field. You can select multiple fields using Ctrl-Click and a range of fields using Shift-Click.

List of selected fields.

Move current field, or fields, from the Available Fields list to the bottom of the Selected Fields list.

Move current field, or fields, from the Selected Fields list to the Available Fields list.

Move all fields from the Available Fields list to the Selected Fields list



Move all fields from the Selected Fields list to the Available Fields list.

Choose a table from the table list.

Choose the control type for a formula or database field.

Select a column (or field) from the list of hidden columns so that you can transfer it to the list of visible columns.

Show the currently selected field.

Show all fields.

Select a column (or field) from the list of visible columns so that you transfer it to the list of hidden columns.

Hide the field selected in the Visible column.



Hide all fields.

Lists all the fields in the source table i.e. the imported table which is to be appended to the destination or currently opened table.

Use the **Add** button to set up matches with fields in current or destination table:

1. Select a field from the source table.
2. Select matching field from the destination table.
3. Use the Add button to confirm the correspondence.

The added correspondence will be indicated by an arrow-join in the **Current correspondences** box.

Lists all the fields in the destination table i.e. the currently opened table to which the imported table is to be appended.

Use the **Add** button to set up matches with fields in source or imported table:

1. Select a field from the source table.
2. Select matching field from destination table.
3. Use the Add button to confirm the correspondence.

The added correspondence will be indicated by an arrow-join in the **Current correspondences** box.

Allows fields in the imported table (Source) to be matched with fields in the current table (Destination).

1. Select a field from the source table.
2. Select matching field from destination table.
3. Use the Add button to confirm the correspondence.

An error message will be displayed if the data types of the two fields are incompatible.

Delete the current correspondence. To make a correspondence current select it in the **Current correspondence** box.

Shows list of correspondences.

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.

Generate an automatic form from the fields in the current table.

You can restrict the fields to be included in the form by hiding some of them, using Format/Columns, either before or after selecting the Form command.

Choose a previously defined and saved form, rather than create a new auto form.

Select the form you want to use.

Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

For every occurrence of a spelling mistake, show a list of alternatives.



Do not include the user-definable dictionary in carrying out the spell check.

The name of the user-definable dictionary. By default this is USER.LEX.

If you have multiple languages for the dictionaries, specify the language you want to use.

Click this button to make your choice.

Select a field from the source table that will be used to find a match in the joined table.

For example, if the current data source was an employee table and you wanted to display a total number of holidays taken, from a holiday table, set the following:

**Data Field:** EmployeeID

**Join Source:** Holidays

**Lookup Field:** DaysTaken

**Lookup Formula:** Sum

This would summarize all the records from the holiday table and, for each employee, produce a total.

Select the type of summary information. Choose from **Sum**, **Count**, **Average**, **Minimize** and **Maximize**.

For example, if the current data source was an employee table and you wanted to display a total number of holidays taken, from a holiday table, set the following:

**Data Field:** EmployeeID

**Join Source:** Holidays

**Lookup Field:** DaysTaken

**Lookup Formula:** Sum

This would summarize all the records from the holiday table and, for each employee, produce a total.

Select a source table - the table to be linked to in order to calculate the summary information. Join source can be a table, relation or query.

For example, if the current data source was an employee table and you wanted to display a total number of holidays taken, from a holiday table, set the following:

**Data Field:** EmployeeID

**Join Source:** Holidays

**Lookup Field:** DaysTaken

**Lookup Formula:** Sum

This would summarize all the records from the holiday table and, for each employee, produce a total.

Choose a table, relation or query to join with.



Select the field from the **Join Source** that matches the **Data Field** in the current table. The **Join Field** will be relationally linked with the **Data Field**.

For example, if the current data source was an employee table and you wanted to display a total number of holidays taken, from a holiday table, set the following:

**Data Field:** EmployeeID

**Join Source:** Holidays

**Lookup Field:** DaysTaken

**Lookup Formula:** Sum

This would summarize all the records from the holiday table and, for each employee, produce a total.

Select the field from the joined table that contains the data you want to summarize.

For example, if the current data source was an employee table and you wanted to display a total number of holidays taken, from a holiday table, set the following:

**Data Field:** EmployeeID

**Join Source:** Holidays

**Lookup Field:** DaysTaken

**Lookup Formula:** Sum

This would summarize all the records from the holiday table and, for each employee, produce a total.

Return to the previous page of the wizard.

Go to the next page of the wizard.

Closes this wizard without saving any changes you have made.

Check your desired options.

Check your desired options.

Check your desired options.



Check your desired options.

Check your desired options.

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.

Generate an automatic report from fields in the current table.

You can restrict the fields to be included in the report by hiding the fields, using Format/Columns, either before or after selecting the Report command.

Choose a previously defined and saved report, rather than create a new auto report.

Select the report you want to use.



Set the properties for each section of the report. Sections are the banded parts of the report - for example, the header section appears at the top of each page and the detail section is repeated for every record in the source data.

For each band, you can set the background color and the height, choose whether to start a new page after each occurrence (applies to group headers/footers and detail sections) and even decide whether to print the section at all (its visibility).

Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

Set the properties for each section of the report. Sections are the banded parts of the report - for example, the header section appears at the top of each page and the detail section is repeated for every record in the source data.

For each band, you can set the background color and the height, choose whether to start a new page after each occurrence (applies to group headers/footers and detail sections), and even decide whether to print the section at all (its visibility).

The data for this field comes directly from the database.

Create a formula, including plain text or numbers, formulas or functions.

Summarise a field, that is combine all data in a column to produce for example, a column count or a column total.

Select your preferred option.



Select your preferred option.

Name of the field.

Formula to be used.

Insert a built-in function.

Turn on/off formula display. When off, the result of the formula is displayed. When on, the actual formula is displayed.

Choose a numeric format from the list.

Previews current settings.

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

For example, =A1 in cell A2 will normally display whatever is in A1. With Edit Source selected, you can enter data into either A1 or A2 and have both cells updated. This is a "Two-way or Hot 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.



Display control when the control field is not the current field.

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

If the result of a formula is an error message (e.g. #REF, #DIV0), don't display it.  
This only applies to formula fields.

Not applicable to database.

Not applicable to database.

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

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.

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



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 that you can browse and select a data source to select from.

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

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

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

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

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.

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



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 data source to select from.

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

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

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

Select the checked style.

Select the unchecked style.

Not available for checkboxes.



Not available for checkboxes.

Not available for checkboxes.

Not available for checkboxes.

Not available for checkboxes.

Not available for checkboxes.

Not available for checkboxes.

Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.



Choose printer settings.

Define headers and footers.

Page margins

Page margin

Page margins

Page margins

Include row number when printing from Table View.

Include field names in the column headings when printing from Table View.



Print a frame around the table.

Include vertical lines as column separators when printing from Table View.

Include horizontal lines as row separators when printing from Table View.

Force color to black and white only.

Preview of current settings.

Split the output top to bottom and then left to right.

Split the output left to right and then top to bottom.

Center the output to give even margins.



Center the output to give even margins.

Preserve current settings.

Create a new picture using the Windows Paint program.

Insert an existing picture from a bitmap file.

Cancel the insert.

Choose the category for which you want to set the default font: Table, Form, or Report.

Click this button to go to the Font dialog, where you can set the font, style and size.

International sort orders - different alphabets have their own specific rules on sort orders. If you just want to obey the rules of the current locale, select **General**. To force Database to use a particular language to base the sort rules on, choose it from the list.

Note that this option can only be selected before creating a database - existing databases cannot be changed (although you can create a new database and import the tables from an existing database).



Select the default unit of measure.

Choose an item from the list.

Choose an item from the list.

Check your desired options.

Check your desired options.

Select your preferred option.

Select your preferred option.

Click this button to make your choice.



Click this button to make your choice.

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 a 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 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.

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

For example, =A1 in cell A2 normally reflects whatever A1 reads. With Edit Source selected, you can enter data into either A1 or A2 and have both cells updated. This is a "Hot 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.

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

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

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



Check your desired options.

Check your desired options.

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 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 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 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).

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 a 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 content is too long to fit on one line.

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

Preview 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 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 of "Negatives in Brackets" and "Negatives in Red".

Display all negative numbers in a red font.

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

Check your desired options.

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 - Jan, Feb, Mar, Apr....

Display full month - January, February, March...

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 2010
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 you can set both of "Negatives in Brackets" and "Negatives in Red".

Display all negative numbers in a red font.

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

Display all negative numbers in a red font.

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

Remove any trailing or leading text from the number.

Display numbers using the below as preceding text.

Display numbers with the below text following the number.

Select the text string to display with the numbers.

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



Check your desired options.

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 of "Negatives in Brackets" and "Negatives in Red".

Display all negative numbers in a red font.

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

Check your desired options.

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



Increase or decrease the number of decimal places.

Check your desired options.

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.



Display the fields left to right across the page.

Display the fields for each record one underneath the other.

Choose the type of summary values to be calculated for the respective summary fields.

Close the dialog.

Copy current results to the clipboard.

Tip: you can paste the results into Spreadsheet or Write for further editing and formatting.

Print the current results.

Select a field to base the formula on. For example, to build a formula to divide by 100, follow these steps:

1. Select a field in the in Field drop down list. The field name will be inserted into the Formula line.
2. Click on the / button.
3. Type in 100 to finish the formula.
4. Click Add.
5. [optional] Click Test to check the syntax.
6. Click OK to view the results in a Summary Results dialog.

The formula to be used.



Insert '+' operator into the formula line.

Insert '-' operator into the formula line.

Insert **\*\*** operator into the formula line.

Insert '/' operator into the formula line.

Insert a start bracket. Use this when building complex calculations where order matters. Brackets are always calculated first. For example, you'll need brackets to distinguish between the following formula:

=Field1 \* (Field2 - 100)  
=Field1 \* Field2 - 100

Insert an end bracket. Use this when building complex calculations where order matters. Brackets are always calculated first. For example, you'll need brackets to distinguish between the following formula:

=Field1 \* (Field2 - 100)  
=Field1 \* Field2 - 100

Displays list of current formulas.

Add current formula. You can perform several calculation at once - just use the Add button for extra formula entries.



Remove the currently selected formula.

Erase all current formulas.

Check formula syntax.

Select the fields to use in calculating the average. Multiple fields may be chosen.

Note that only numeric fields are offered in this list.

Add the current field to the end of the selected field list.

Add the current field to the selected field list. You'll need to select a field in both available and selected lists. The field is inserted before the selected field in the selected field list.

Add all fields from the available to the selected list.

Remove current field from the selected list.



Remove all the fields from the selected field list.

Displays list of fields selected for averaging.

Create, modify or apply a named *sort order*.

- Enter a new name to save the currently selected sort order as a new query component.
- Modify or apply an existing sort order by selecting it from the drop-down list.

List of available fields to sort on.

A sort order can be comprised of several fields. For example, you can sort on a company department first and then on surname of employee. In this case, add the department field first and then add the surname field.

List of fields that will be used for the sort.

A sort order can be comprised of several fields. For example, you can sort on a company department first and then on surname of employee. In this case, add the department field first and then add the surname field.

Add current field to selected list.

Add all the fields from the available list to the selected list.

Remove the current field from the selected list.



Remove all the fields from the selected list.

Make the currently selected field sort descending (rather than the default ascending).

Check your desired options.

Select a field to compare. Define a condition as follows:

1. Select a **field** to compare. For example, Age.
2. Select an **operator** - for example, = for exact match or > to set a minimum value.
3. Select the **value** to compare with, enter a number, say 20 in this case.
4. Select the **Insert** button.

Select an operator. Define a condition as follows:

1. Select a **field** to compare. For example, Age.
2. Select an **operator** - for example, = for exact match or > to set a minimum value.
3. Select the **value** to compare with, enter a number, say 20 in this case.
4. Select the **Insert** button.

Enter a value or select another field to compare to. Define a condition as follows:

1. Select a **field** to compare. For example, Age.
2. Select an **operator** - for example, = for exact match or > to set a minimum value.
3. Select the **value** to compare with, enter a number, say 20 in this case.
4. Select the **Insert** button.

Displays the current filter condition.

You can modify conditions directly in this box.

Closes this dialog and saves any changes you have made.



Closes this dialog without saving any changes you have made.

Insert the current settings into the condition box.

Enter a start bracket. Use this when building multiple conditions where order matters.

For example, this logical condition would execute differently if the brackets where dropped:

Field1 > x OR (Field2 = y AND Field3 < z)

Insert the AND keyword to link two conditions where the logical result is true only if both conditions are also true.

Insert the OR keyword to link two conditions where the logical result is true if either condition is true.

Enter an end bracket. Use this when building multiple conditions where order matters.

For example, this logical condition would execute differently if the brackets were dropped:

Field1 > x OR (Field2 = y AND Field3 < z)

Erase current condition settings.

Test to see if the current settings are logically correct.



Select a field to compare. Define a condition as follows:

1. Select a **field** to compare. For example, Age.
2. Select an **operator** - for example, = for exact match or > to set a minimum value.
3. Select the **value** to compare with, enter a number, say 20 in this case.
4. Select the **Insert** button.

Select an operator. Define a condition as follows:

1. Select a **field** to compare. For example, Age.
2. Select an **operator** - for example, = for exact match or > to set a minimum value.
3. Select the **value** to compare with, enter a number, say 20 in this case.
4. Select the **Insert** button.

Enter a value or select another field to compare to. Define a condition as follows:

1. Select a **field** to compare. For example, Age.
2. Select an **operator** - for example, = for exact match or > to set a minimum value.
3. Select the **value** to compare with, enter a number, say 20 in this case.
4. Select the **Insert** button.

Displays the current filter condition.

You can modify conditions directly in this box.

Enter a start bracket. Use this when building multiple conditions where order matters.

For example, this logical condition would execute differently if the brackets where dropped:

Field1 > x OR (Field2 = y AND Field3 < z)

Insert the AND keyword to link two conditions where the logical result is true only if both conditions are also true.

Insert the OR keyword to link two conditions where the logical result is true if either condition is true.

Enter an end bracket. Use this when building multiple conditions where order matters.

For example, this logical condition would execute differently if the brackets where dropped:

Field1 > x OR (Field2 = y AND Field3 < z)



Erase current condition settings.

Test to see if the current settings are logically correct.

Insert the current settings into the condition box.

Select or create a named filter.

- Enter a new name to save the current filter settings as a new named filter.
- Select an existing named query to modify or apply it.

Choose from:

**REPLACE** - current filter condition is replaced by selecting a named filter.

**AND** - selecting a named filter will cause its filter condition to be joined by AND to the current condition settings i.e. logical conjunction

**OR** - selecting a named filter will cause its filter condition to be joined by OR to the current condition settings i.e. logical disjunction

For example, if you have current filter condition settings of Age > 10 and a named query called "Under 65", setting the Filter Action to **AND** will cause a new condition to be built where Age > 10 AND Age < 65.

Select a field to compare. Define a condition as follows:

1. Select a **field** to compare. For example, Age.
2. Select an **operator** - for example, = for exact match or > to set a minimum value.
3. Select the **value** to compare with, enter a number, say 20 in this case.
4. Select the **Insert** button.

Select an operator. Define a condition as follows:

1. Select a **field** to compare. For example, Age.
2. Select an **operator** - for example, = for exact match or > to set a minimum value.
3. Select the **value** to compare with, enter a number, say 20 in this case.
4. Select the **Insert** button.

Enter a value or select another field to compare to. Define a condition as follows:

1. Select a **field** to compare. For example, Age.
2. Select an **operator** - for example, = for exact match or > to set a minimum value.
3. Select the **value** to compare with, enter a number, say 20 in this case.
4. Select the **Insert** button.



Insert the current settings into the condition box.

Update selected condition in the condition box with current settings.

Displays the current filter condition.

You can modify conditions directly in this box.

Erase current condition settings.

Test to see if the current settings are logically correct.

Enter a start bracket. Use this when building multiple conditions where order matters.

For example, this logical condition would execute differently if the brackets where dropped:

Field1 > x OR (Field2 = y AND Field3 < z)

Insert the AND keyword to link two conditions where the logical result is true only if both conditions are also true.

Insert the OR keyword to link two conditions where the logical result is true if either condition is true.



Enter an end bracket. Use this when building multiple conditions where order matters.

For example, this logical condition would execute differently if the brackets were dropped:

Field1 > x OR (Field2 = y AND Field3 < z)

Create, modify or apply a named *column view*.

- Enter a new name to save the current column selection as a new query component.
- Modify or apply an existing, named column view by selecting it from the drop-down list.

List of available fields to select.

The column selection governs which fields are actually displayed in the grid view, form or report.

List of selected fields.

The column selection governs which fields are actually displayed in the grid view, form or report.

Add current field to selected list.

Add all the fields from the available list to the selected list.

Remove the current field from the selected list.

Remove all the fields from the selected list.



List of available fields. The fields must be numeric to appear in this list.

Add current field to selected list.

Insert current field into selected list. Since the Add button always places a field at the end of the list of selected fields, you should use Insert if you wish to place the field somewhere within the list. To do this make sure the field to be inserted is selected in Available Fields and that the field *before* which you want the inserted field to appear is also selected. Then click on **Insert**.

Add all the fields from the available list to the selected list.

Remove the current field from the selected list.

Remove all the fields from the selected list.

List of selected fields. These fields will all be summed.

Enter a new name for the query here.



Base the new query on a table.

Base the new query on a relation.

Choose the table or relation upon which to base the new query.

Select a named column selection.

Select a named sort order.

Select a named filter.

View the current query settings as an SQL statement (structured query language). Changes can be made to the SQL statement.

Rebuild the SQL statement according to the current query settings. Changes made under **View SQL** are lost.

Use this button if you've made changes to the SQL statement and don't want to keep the result.



Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

Apply the current query settings.

Enter the new name here.

Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

When defining new relations, enter a name here.

If formatting existing relations, the name is displayed here and cannot be changed (use the Database Manager to change names).

Define table joins. To create a relation, follow these steps:

1. Pick a table to join from in the **Left Table** column. Ideally this table should contain a primary key.
2. Pick a field to relate to in the **Join Field** column, preferably the primary key field.
3. Pick a table to join to in the **Right Table** column.
4. Pick a field to relate to in the **Join Field** column, preferably an indexed field.
5. (Optional) choose a join type. The most useful is **Inner**.
6. Repeat steps 2 to 5 for additional tables to join.



Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

Displays field list in the *joined from* table.

Displays field list in the *joined to* table.

Choose the database object to use for the source data.

Show a list of all tables in the current database.

Show a list of all queries in the current database.

Show a list of all relations in the current database.



Go to the next page of the wizard.

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

Closes this dialog without saving any changes you have made.

Finish the wizard with the current settings.

Select fields by which to group.

Fields selected for grouping. Grouping will be applied in the order of the fields listed here.

Note that a maximum of three fields can be used for grouping.

Add the selected field to Selected Fields box for grouping.

Remove the selected field from Selected Fields back to Available Fields.



Add all of the fields in Available Fields to Selected Fields.

Remove all of the fields in Selected Fields back to Available Fields.

Select fields for the report.

Use Ctrl-Click to select multiple fields and Shift-Click to select a range of fields.

Selected field list for the report.

Add the current field to the selected field list.

Remove the currently selected field from the selected field list.

Add all the fields.

Remove all the fields.



Each field appears below the previous field in a vertical list.

Generally, this type of report takes more paper than a tabular style.

Each field appears to the right of the previous field to form a column style output. If there are too many fields to fit across the page, the next line will be used.

Create mailing labels report.

Edit the SQL in this box.

Test the current SQL statement for syntax errors.

Save the current SQL settings.

Cancel any changes and close this dialog.

Choose the database object to use for the source data.



Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

Show a list of all tables in the current database.

Show a list of all queries in the current database.

Show a list of all relations in the current database.

Show a list of all forms in the current database.

Show a list of all reports in the current database.

Check your desired options.



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.

Force the characters to be upper or lower case. Or allow mixed upper and lower.

Choose from a list of default masks or create your own. A mask limits what the user can enter into a field and allows you (the database designer) to add extra characters to the display.

Select your preferred option.

Select your preferred option.



Check your desired options.

Check your desired options.

Enter your input in this field.

Choose an item from the list.

Enter your input in this field.

Click this button to make your choice.

Left align cell contents within the cell.

Center the cell contents across the cell.



Right align cell contents within 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.

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.

Forecolor is the color of the lines making up a shape. Lines have a forecolor only.

Use this button to specify custom colors.

BackColor is the color of the inside area of the shape.

Use this button to specify custom colors.

Note: Setting the backcolor as white is not the same as having a transparent object. To do this, set the fill style to **None** instead.

Previews the current color settings.

Click on a color to display a list of options.

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**.

Enter the number of horizontal grid points you want per unit of measurement.

Increase or decrease the number of horizontal grid points you want per unit of measurement.



Enter the number of vertical grid lines you want per unit of measurement.

Increase or decrease the number of vertical grid lines you want per unit of measurement.

Turn grid snap on/off.

When snap control is turned on, any objects you create, resize or move will jump or 'snap' to align themselves with the grid divisions. This is usually the best way of working with Draw as it is easy to create and align objects manually.

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 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.

Use the arrows to select your preferred value.

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.



Copyright and licensing messages.

Copyright and licensing messages.

Copyright and licensing messages.

Closes this dialog.

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 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.



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 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.

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 to the document and closes 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.

Display or remove toolbar.

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.

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.

A document title.

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.

How many 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.



Detailed help on purchasing

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

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

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

Type of spell error found - could be a word miss-spelled or a repeated word.

Current "best guess" at the spell error - use the Change or Change To buttons to replace the current spell error with the contents of this box.

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

Ignore this occurrence of the spell error.

Swap the current spell error with the word(s) in the Change To box.

Suggest some alternatives for the current spell 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 spell error in the document.

Swap all occurrences of the current spell error with the word(s) in the Change To box.

Add the current "spell 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.

This starts of as the 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 would be listed here, together with their parts of speech.

The synonym that matches most closely the current word. Use the Replace button to insert this word into your document.

A list of synonyms for the current word.

Click on one of these synonyms to place it in the Replace With box.

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

Replaces the selected word in the document with the word in the "Replace with Synonym" box.



Place the current synonym in the Looked Up box.

Closes this dialog without saving any 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 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.



Click this button to make your choice.

Check your desired options.

Click this button to make your choice.

Choose an item from the list.

Choose an item from the list.

Choose an item from the list.

Check your desired options.

Check your desired options.



Choose an item from the list.

Choose an item from the list.

Select your preferred option.

Select your preferred option.

Select your preferred option.

Select your preferred option.

Choose an item from the list.

Check your desired options.



Check your desired options.

Check your desired options.

Check your desired options.

Check your desired options.

Choose an item from the list.

Check your desired options.

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.

Enter your input in this field.

Enter your input in this field.

Enter your input in this field.

Check your desired options.

Check your desired options.

Check your desired options.

Check your desired options.



Check your desired options.

Check your desired options.

Select your preferred option.

Select your preferred option.

Check your desired options.

Check your desired options.

Check your desired options.

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.

Enter your input in this field.

Enter your input in this field.

Enter your input in this field.

Check your desired options.

Closes this dialog and saves any changes you have made.

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.

Check your desired options.

Check your desired options.

Select your preferred option.

Select your preferred option.



Select your preferred option.

Select your preferred option.

Check your desired options.

Choose an item from the list.

Check your desired options.

Check your desired options.

Enter your input in this field.

Enter your input in this field.



Enter your input in this field.

Check your desired options.

Check your desired options.

Choose an item from the list.

Select your preferred option.

Select your preferred option.

Select your preferred option.

Select your preferred option.



Select your preferred option.

Select your preferred option.

Check your desired options.

Check your desired options.

Choose an item from the list.

Enter your input in this field.

