

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

Fill selected cells with the contents of the cells from the bottom of the selection.

Fill selected cells with the contents of the cells from the right of the selection.

Fill selected cells with the contents of the cells from the left of the selection.

Fill selected cells with the contents of the cells from the top of the selection.

Fill the selection with a series. The series could be a number sequence or custom list.

Choose the start value for the series. By default, the current cell contents will be displayed here.

The starting value can be a number or a member of a custom list (e.g. "Jan") or text ending in a number (e.g. "Anytext3").

Increase and decrease the starting value. This will work for numbers, custom lists or text ending with a number.



The value to increment the series by.

Increase and decrease the step value.

Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

Erase all cell formatting (font, background color, number format) as well as the contents.

Erase the cell contents only if the cell contains a value (that is anything other than a formula). Any cell formatting is retained.

Remove all formulas but leave the result. This permanently "freezes" formulas. Other cells containing plain numbers or text are unchanged.

Erase cell contents (values or formulas) but leave cell format intact.



Erase all cell formatting (font, background color, number format) but leave the contents unchanged.

Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

Move cells from below the current selection upwards to fill the deleted area.

Move cells from the right of the current selection left to fill the deleted area

Available only on cell insert.

Available only on cell insert.

Closes this dialog and saves any changes you have made.



Closes this dialog without saving any changes you have made.

Set the width of the current column (or selected columns) in units of 1/96th of an inch.

Increase or decrease the width of the current column (or selected columns) in units of 1/96th of an inch.

Set the column width to the default value. The default value can be specified under Tools/Options.

Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

Increases or decreases the column width for snug fit of the widest cell in the column.

Enter a new range name here. Click the **Add** button to save it.



Displays the cell range for the current selection.

Displays all the named ranges in the current spreadsheet.

Add the new range name.

Delete the currently selected named range.

Deflate all the named ranges in the spreadsheet.

Click this button to close the dialog.

Left justify text within the cell. This is the default for text cells. If the content is wider than the cell, and the surrounding cells are blank, the text will extend beyond the right edge of the cell.

Center text within the cell. If the content is wider than the cell, and the surrounding cells are blank, the text will extend beyond the cell to the left and right.



Right justify text within the cell. This is the default for numeric cells. If the content is text, is wider than the cell, and the surrounding cells are blank, the text will extend beyond the left edge of the cell.

Cell contents will be aligned to the top of the cell. You will only notice this effect if your row height is substantially bigger than the font size.

Cell contents will be aligned to the middle of the cell. You will only notice this effect if your row height is substantially bigger than the font size.

Cell contents will be aligned to the bottom of the cell. You will only notice this effect if your row height is substantially bigger than the font size. This is the default vertical alignment.

Text will reformat to fit the cell width, occupying several lines if necessary.

Previews current settings.

Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.



Lock the cell. Prevents the cell contents from being changed once the spreadsheet is in protect mode (see **Tools/Protect**). In design mode, locked cells are shown with hatching and can be modified.

Hide the cell. Prevents the cell contents from being displayed once the spreadsheet is in protect mode (see **Tools/Protect**). In design mode, hidden cells are shown with hatching and the contents are visible. You will probably want to lock hidden cells as well - otherwise it is easy to overwrite hidden cells when the spreadsheet is protected.

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

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

Allow contents of cells or fields to be updated at either end. For example, if cell A1 contains "May" and A2 contains =A1 setting this option will allow you to enter "June" in either A1 or A2.

Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

Select sorting by rows or columns if the current selection covers more than one row *and* column. If there is just one column then you can only sort by rows and Rows appears automatically in the **Sort** box (and vice versa if there is only one row).



Choose the primary row or column to sort on. This row or column must lie within the current selection.

Sort ascending, that is A..Z or 1...9.

Sort descending, that is Z..A or 9..1.

Choose standard sort order (Normal) or order by custom list.

Choose to treat capital and lowercase letters the same.

Choose the secondary row or column to sort on. This row or column must lie within the current selection.

Sort ascending, that is A..Z or 1...9.

Sort descending, that is Z..A or 9..1.



Choose standard sort order (Normal) or order by custom list.

Choose to treat capital and lowercase letters the same.

Choose the third row or column to sort on. This row or column must lie within the current selection.

Sort ascending, that is A..Z or 1...9.

Sort descending, that is Z..A or 9..1.

Choose standard sort order (Normal) or order by custom list.

Choose to treat capital and lowercase letters the same.

Closes this dialog and saves any changes you have made.



Closes this dialog without saving any changes you have made.

Choose whether or not to paste cell formats (fonts, numeric formats, alignment, borders and background colors). If both Values and Formulas are clear, *only* cell formats are pasted.

Choose whether or not to paste values (that is cell contents other than formulas). If this is checked and Formulas is clear, all formulas will convert to values - only the results are pasted.

Choose whether or not to paste formulas. If this is clear and Values is checked, all formulas will convert to values - only the results are pasted.

Choose whether or not to paste formats. If this is checked and Formulas and Values are clear, the format will be pasted into a blank cell, ready for you to enter data.

Paste contents "as is".

Add values in the copied range to the values in the target range.

Subtract values in the copied range from the values in the target range.



Multiply values in the copied range by values in the target range.

Divide values in the target range by values in the copied range.

Transpose the range on paste. This means rows are turned into columns and vice versa. For example:

1	2		1	3
3	4	transposes to	2	4

Paste the contents as normal.

Paste a link back to the copied range. For example, if you select and copy A1 through A3, and Paste Link to D1 through D3 then D1 will contain the formula: =A1.

Paste a hot link back to the copied range. For example, if you select and copy A1 through A3, and Paste Hot Link to D1 through D3 then D1 will contain the formula: !A1. As well as displaying the contents of A1, it allows you to edit the contents at both ends.

Closes this dialog without saving any changes you have made.

Display page breaks, using a blue line, as they occur horizontally.

At print time, your spreadsheet will be divided up to fit the paper, starting at the top left and moving right before moving down. You can select Vertical/Column at the same time to show all page breaks.



Display page breaks, using a blue line, as they occur vertically.

At print time, your spreadsheet will be divided up to fit the paper, starting at the top left and moving right before moving down. You can select Horizontal/Row at the same time to show all page breaks.

Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

Set the outer edge of a range of cells to the current line style and color.

Set the left edge of a cell, or range of cells, to the current line style.

Set the right edge of a cell, or range of cells, to the current line style.

Set the top edge of a cell, or range of cells, to the current line style.

Set the bottom edge of a cell, or range of cells, to the current line style.



Sets the line style for current border.

Sets the line style for current border.

Sets the line style for current border.

Sets the line style for current border.

Sets the line style for current border.

Sets the line style for current border.

Sets the line style for current border.

Sets the line style for current border.



Sets the color for the current border.

Previews current settings.

Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

Only available when deleting cells.

Only available when deleting cells.

Move cells in the current selection to the right when the new cells are inserted.

Move cells in the current selection downwards when the new cells are inserted.



Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

Set the height of the current row (or selected rows) in units of 1/96th of an inch.

Increase or decrease the height of the current row (or selected rows) in units of 1/96th of an inch.

Set the row height to the default value. The default value can be specified under Tools/Options.

Increases or decreases the row height for snug fit of the tallest cell in the column.

Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.



Fix the object in an absolute location relative to the spreadsheet and fix the object size.

For example, if the object appeared 1 inch from the top and left of the spreadsheet, it would remain so, regardless of changes to column width and row height or insertion and deletion of cells.

Location of the object is set relative to the cell under the top left corner of the object. If columns are inserted to the left of the object, the object will move with this cell (to the right). Similarly, if the height of a row above the object is altered, the object will move accordingly.

The size of the object is fixed.

The size of the object increases or decreases with changes to the row height or column width of cells under the object.

For example, if you sized an object to exactly fill a cell, the object would change size to match any adjustments to the height or width of the cell.

Location of the object is set relative to the cell under the top left corner of the object. If columns are inserted to the left of the object, the object will move with this cell (to the right). Similarly, if the height of a row above the object is altered, the object will move accordingly.

Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

Draw a single, blank line around the object.

Enter your text for the left part of the header / footer here. You can have multiple lines - use Ctrl-Enter to start a new line.

Enter your text for the center part of the header / footer here. You can have multiple lines - use Ctrl-Enter to start a new line.



Enter your text for the right part of the header / footer here. You can have multiple lines - use Ctrl-Enter to start a new line.

Choose font for current header / footer section. You can have different fonts for the left, center and right sections of the header and footer but each section can only have a single font.

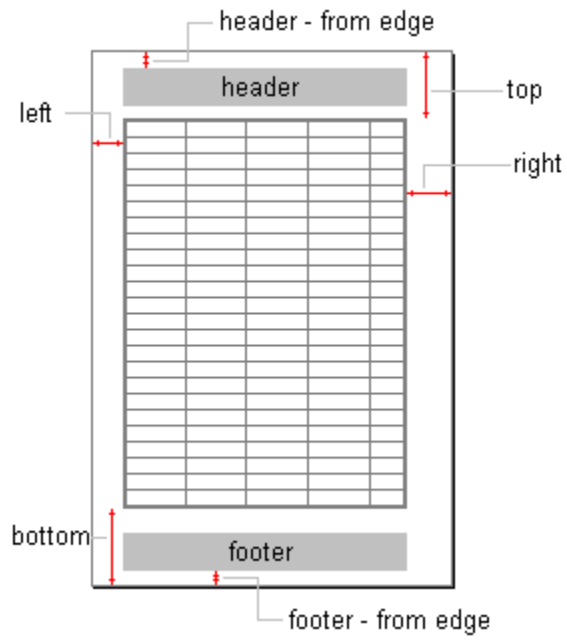
Insert filename. This appears as &F in your header or footer - at print or preview time, the filename will be shown. To remove the filename, simply delete the &F.

Insert page number. This appears as &P in your header or footer - at print or preview time, the page number will be shown. You can add text to this, for example: " - &P - " or "Page &P". To remove the filename, simply delete the &P.

Insert date. This appears as &D in your header or footer - at print or preview time, the current date will be shown. To remove the date, simply delete the &D.

Insert time. This appears as &T in your header or footer - at print or preview time, the current time will be shown. To remove the time, simply delete the &T.

Specifies the distance from the edge of the paper to the header or footer. This setting should always be less than the top or bottom margin for header and footer respectively. If you set this to be bigger, the header or footer won't be shown.



Enter the start value for the page numbering sequence. The default is 1.



Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

Enter the desired destination. If the category is a named range or object, its name will be displayed in the drop-down menu.

Go To will move to a specific spreadsheet cell.

Go To will move to a specific range.

Go To will move to a specific page.

Go To will move to and select a specific column.

Go To will move to and select a specific row.



Go To will move to a specific object.

Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

Select chart to view.

View the chart.

Closes this dialog.

Enter your text for the left part of the header / footer here. You can have multiple lines - use Ctrl-Enter to start a new line.

Enter your text for the center part of the header / footer here. You can have multiple lines - use Ctrl-Enter to start a new line.



Enter your text for the right part of the header / footer here. You can have multiple lines - use Ctrl-Enter to start a new line.

Choose font for current header / footer section. You can have different fonts for the left, center and right sections of the header and footer but each section can only have a single font.

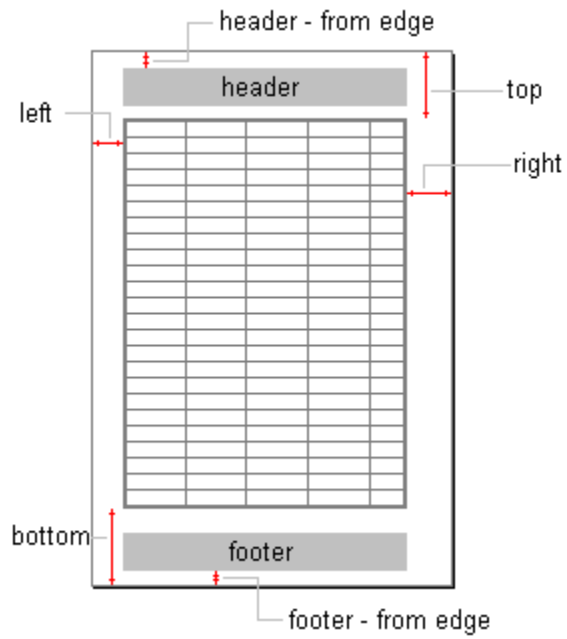
Insert filename. This appears as &F in your header or footer - at print or preview time, the filename will be shown. To remove the filename, simply delete the &F.

Insert page number. This appears as &P in your header or footer - at print or preview time, the page number will be shown. You can add text to this, for example: " - &P - " or "Page &P". To remove the filename, simply delete the &P.

Insert date. This appears as &D in your header or footer - at print or preview time, the current date will be shown. To remove the date, simply delete the &D.

Insert time. This appears as &T in your header or footer - at print or preview time, the current time will be shown. To remove the time, simply delete the &T.

Specifies the distance from the edge of the paper to the header or footer. This setting should always be less than the top or bottom margin for header and footer respectively. If you set this to be bigger, the header or footer won't be shown.



Set the number of columns for the current and subsequent spreadsheets. The default is 256, which is also the maximum.



Increase and decrease the number of columns.

Sets the number of rows for the current and subsequent spreadsheets. The default is 65536, which is also the maximum.

Increase and decrease the number of rows.

Set the default column width for the current and subsequent spreadsheets, in units of 1/96th of an inch. All columns that have not already been sized manually will be reset to the new default.

When you first install the Spreadsheet, this setting is 80.

Increase and decrease the column width.

Set the default row height for the current and subsequent spreadsheets, in units of 1/96th of an inch. All rows that have not already been sized manually will be reset to the new default.

When you first install the Spreadsheet, this setting is 16.

Increase and decrease the row height.

Set the default zoom factor for new spreadsheets. The default is 100.



Increase and decrease the default zoom.

Display grid lines for the current and subsequent spreadsheets.

Display page breaks for the current and subsequent spreadsheets.

Select the unit of measure for page margins and other settings.

Set the default autocalc mode for the current and subsequent spreadsheets. Normally this should be checked (set to on), otherwise you'll need to manually recalc (Shift-F9) to update formulas.

Record spreadsheet edits so they can be undone with the undo button:



Add, edit and delete leading and trailing strings. These are for numeric formatting available under Format/Number (for example, the number 12 could be formatted to display as 12oz).

Edit the text directly or use Ctrl-Enter to insert blank lines for new entries.

Path to the spreadsheet templates folder.



Browse to set the location of the spreadsheet template folder.

Set the default number of sheets for new workbooks. The maximum is 255.

Use the arrows to select your preferred value.

Enter your input in this field.

Use the arrows to select your preferred value.

Set the left margin for the current and subsequent spreadsheets.

You can also set margins for the current spreadsheet using File/Page Setup.

Set the right margin for the current and subsequent spreadsheets.

You can also set margins for the current spreadsheet using File/Page Setup.

Set the top margin for the current and subsequent spreadsheets.

You can also set margins for the current spreadsheet using File/Page Setup.



Set the bottom margin for the current and subsequent spreadsheets.

You can also set margins for the current spreadsheet using File/Page Setup.

The spell checker will always generate a list of suggestions for each misspelt word.

Choose whether or not to include your own custom list of words in the spell check.

Locate the personalized dictionary. By default, this is USER.LEX and is where words that are "added" to the dictionary during the spell check are stored.

Click this button to make your choice.

If you have a dictionary for more than one language, select it here.

Show all spelling errors, in the color below, as soon as they are entered in the spreadsheet.

Select a color to display all spelling errors (only works when **Auto recognize** is checked).



Select an ordered list for editing or removal.

Select NEW LIST to create a new custom list (in the **List Entries** box). Typical ordered lists are lists such as the days of the week or the months. They are used in conjunction with drag-fill to automatically fill in a group of adjacent cells when the drag cell contains a member of a custom list. For example, enter "Jan" in cell A1 and use drag-copy to fill A2 to A12 with the remaining months.

Displays individual items from the current ordered list. You can edit the items in this list, or add new ones (use Ctrl-Enter to create new line). To save the modifications, click the **Modify** button.

To create a new list, make sure NEW LIST is selected in custom lists, add some items in **List Entries** and click the **Add** button.

Add the current set of List Entries as a new custom list.

Remove the current custom list.

Update the current custom list with any changes made in the **List Entries** box.

Closes this dialog and saves any changes you have made.

Choose an sheet from the list.

Closes this dialog.



Select the sheet from the current workbook that you want to copy or move.

Choose the sheet in the target workbook where you'd like to insert the sheet. The copied or moved sheet will be positioned before the selected one in this list.

Copy the sheet from the current workbook to the one specified in the "To workbook" box.

Notes:

1. The target workbook must be currently opened by the Spreadsheet application.
2. The target workbook must not contain a worksheet of the same name. If necessary first rename the source worksheet you want to copy.

Move the sheet from the current workbook to the one specified in the "To workbook" box. The sheet will be deleted from the current workbook once the move is complete.

**Notes:**

1. The target workbook must be currently opened by the Spreadsheet application.
2. The target workbook must not contain a worksheet of the same name. If necessary first rename the source worksheet you want to move.

Select the target workbook to copy or move the sheet to. The workbook must be currently opened by the Spreadsheet application before a sheet can be copied or moved to it. A sheet cannot be moved or copied to the source workbook (i.e. itself).

The sheet name appears on the bottom of the spreadsheet window. The default sheet names are "Sheet1", "Sheet2" etc.

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.

Choose a template from the list.

Create a new spreadsheet document based on the selected template. Note that the New button on the toolbar is equivalent of selecting the Normal template.

Create a new template.

Choose the data range to display as a chart. Include the row and column titles (if any) in order to have these displayed as labels.

A data range consists of a single one-dimensional (e.g. A1..A10) or two dimensional (e.g. A1..E5) array. When creating a chart, it is best if you first select the data range in the spreadsheet and thereby avoid having to fill in this box.

To create a chart based on discontinuous data ranges, enter the ranges separated by commas. Here are some examples:

A1..G1, A3..G3, A4..G4	plots A1..G4 missing out row 2.
A1, B10, E3, F14	plots single data points from around the sheet.

Treat each data column as a series of values of a variable. The number of series displayed will match the number of columns in the data. The number of points for each series will match the number of rows in the data.

Treat each data row as a series of values of a variable. The number of series displayed will match the number of rows in the data. The number of points for each series will match the number of columns in the data.



Treat the values in the first column as labels. For example, you may have the following data:

1	5
2	2
3	7
4	9

To display a single series, with labels, select **Labels** in the **First Column** box. To display two series (and no labels), select **Data** in the **First Column** box.

Treat the values in the first column as a series of data. For example, you may have the following data:

1	5
2	2
3	7
4	9

To display a single series, with labels, select **Labels** in the **First Column** box. To display two series (and no labels), select **Data** in the **First Column** box.

Treat the values in the first row as labels. For example, you may have the following data:

1	5	2	2
3	7	4	9

To display a single series, with labels, select **Labels** in the **First Row** box. To display two series (and no labels), select **Data** in the **First Row** box.

Treat the values in the first row as series of data. For example, you may have the following data:

1	5	2	2
3	7	4	9

To display a single series, with labels, select **Labels** in the **First Row** box. To display two series (and no labels), select **Data** in the **First Row** box.

Enter your input in this field.

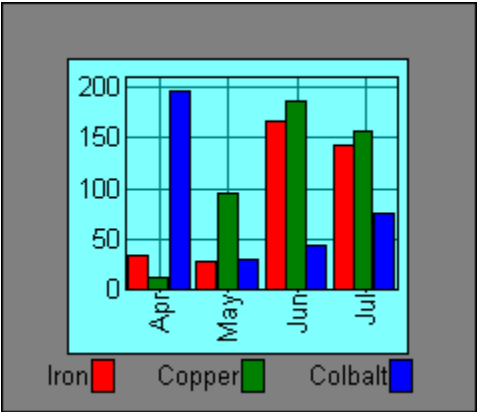
Select style based on the current chart category.

Choose an item from the list.

Draw a border around the chart area (where the chart is actually plotted) in the selected border style.

Note the chart area falls within the chart as whole (background).

For example, in the following chart, Border is set to a thin line for both the Chart area (surrounding the cyan) and also for the Background (surrounding the gray).





Select a shadow style to draw around the chart.

Click this button to make your choice.

Font used for the text on the chart.

Select the type of chart to draw - Pie, Bar chart etc.

Select the tile position to work on. Individual titles can be defined for the top, left, right and bottom parts of the chart.

Clear the **Disabled** checkbox to activate the currently selected title.

Turn on/off the currently selected title

The text to be used to draw the title.

Draw a border around the title area in the selected border style.



Draw a shadow around the title area in the selected shadow style.

Click this button to make your choice.

Click this button to make your choice.

Use WriteFX to create special effects for the text - rotations, gradient fills, shaped text, borders and textures.

Draw the legend on the top, bottom, left or right of the chart.

To make the legend active, clear the **Disabled** checkbox.

Turn on/off the selected legend.

Draw a border around the legend descriptions.

Draw a shadow effect around the legend descriptions.



Set a gradient fill or solid color for the legend area.

Change the font for legends.

Enter your input in this field.

Set a gradient fill with the gradient running at the specified angle in degrees.

Use the Start Color and End Color buttons to set the two colors to be blended in the fill.

Use an image to fill the background.

Select the image file with the File Name button and decide whether to tile the image or stretch it so that a single copy of the image fills the area.

Use an image to fill the background.

Select the image file with the File Name button and decide whether to tile the image or stretch it so that a single copy of the image fills the area.

Set the color to None (i.e. transparent). When an element is fill style = None, any background will show through.

Use a solid, continuous color - pick the color using the Start Color button.



Set a gradient fill with the gradient running at the specified angle in degrees.

Use the Start Color and End Color buttons to set the two colors to be blended in the fill.

Set a gradient fill with the gradient running from top to bottom.

Use the Start Color and End Color buttons to set the two colors to be blended in the fill.

Set a gradient fill with the gradient running from left to right.

Use the Start Color and End Color buttons to set the two colors to be blended in the fill.

Use an image to fill the background.

Select the image file with the File Name button and decide whether to tile the image or stretch it so that a single copy of the image fills the area.

Start color for a gradient fill or the only color for a solid fill.

Start color for a gradient fill or the only color for a solid fill.

Second color in the gradient fill. If a solid fill is selected, End Color has no effect.

Second color in the gradient fill. If a solid fill is selected, End Color has no effect.



Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

Use an image to fill the background.

Select the image file with the File Name button and decide whether to tile the image or stretch it so that a single copy of the image fills the area.

Use an image to fill the background.

Select the image file with the File Name button and decide whether to tile the image or stretch it so that a single copy of the image fills the area.

Choose an item from the list.

Choose an item from the list.

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.

Click this button to make your choice.

Click this button to make your choice.

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.

Pick a series to work on.

Choose an item from the list.

Set the color to None (i.e. transparent). When an element is fill style = None, any background will show through.

Use build in defaults for series color.

Use a solid, continuous color - pick the color using the Start Color button.

Set a gradient fill with the gradient running from left to right.

Use the Start Color and End Color buttons to set the two colors to be blended in the fill.



Set a gradient fill with the gradient running from top to bottom.

Use the Start Color and End Color buttons to set the two colors to be blended in the fill.

Set a gradient fill with the gradient running at the specified angle in degrees.

Use the Start Color and End Color buttons to set the two colors to be blended in the fill.

Start color for a gradient fill or the only color for a solid fill.

Start color for a gradient fill or the only color for a solid fill.

Second color in the gradient fill. If a solid fill is selected, End Color has no effect.

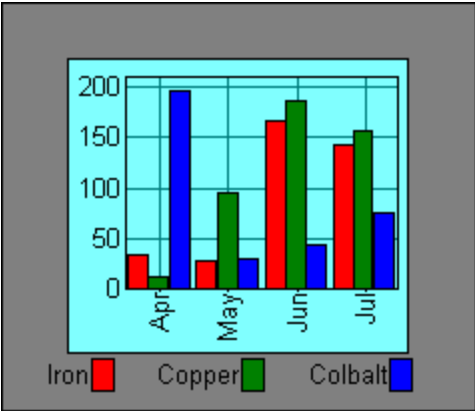
Second color in the gradient fill. If a solid fill is selected, End Color has no effect.

Set a gradient fill with the gradient running at the specified angle in degrees.

Use the Start Color and End Color buttons to set the two colors to be blended in the fill.

Border width in pixels (1 = thinnest line that can be drawn on the screen).

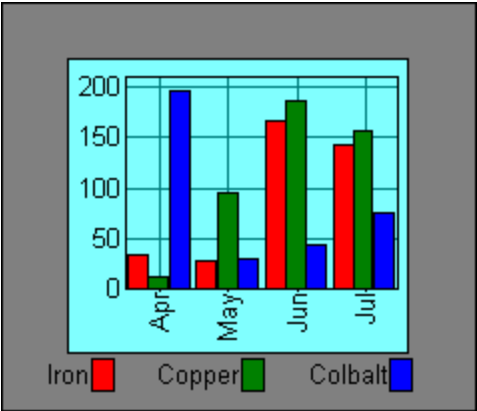
For example, in the following chart, each bar in the chart is drawn with a single pixel border in black.





Border color for the selected series.

For example, in the following chart, each bar in the chart is drawn with a single pixel border in black.



Set a gradient fill with the gradient running at the specified angle in degrees.

Use the Start Color and End Color buttons to set the two colors to be blended in the fill.

Use an image to fill the background.

Select the image file with the File Name button and decide whether to tile the image or stretch it so that a single copy of the image fills the area.

Use an image to fill the background.

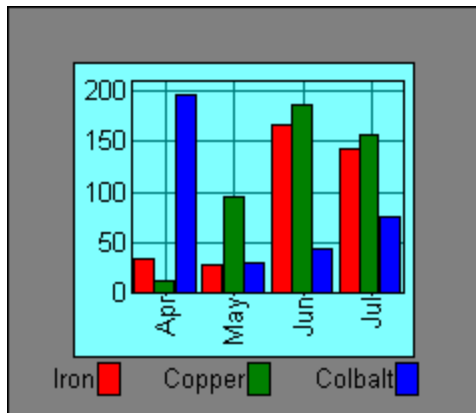
Select the image file with the File Name button and decide whether to tile the image or stretch it so that a single copy of the image fills the area.

Set the color to None (i.e. transparent). When an element is fill style = None, any background will show through.

For example, to set an entire chart to have green background (i.e. all the elements of the chart - Titles, Legends and the chart area itself are green) you could individually set each element to have a green color fill or set the Background to green and all other elements to None. This way the green will display through the other elements.

Use a solid, continuous color - pick the color using the Start Color button.

For example, in the chart below, the Background is set to Solid gray and the Chart set to solid cyan.



Set a gradient fill with the gradient running at the specified angle in degrees.

Use the Start Color and End Color buttons to set the two colors to be blended in the fill.

Set a gradient fill with the gradient running from top to bottom.

Use the Start Color and End Color buttons to set the two colors to be blended in the fill.



Set a gradient fill with the gradient running from left to right.

Use the Start Color and End Color buttons to set the two colors to be blended in the fill.

Use an image to fill the background.

Select the image file with the File Name button and decide whether to tile the image or stretch it so that a single copy of the image fills the area.

Start color for a gradient fill or the only color for a solid fill.

Start color for a gradient fill or the only color for a solid fill.

Second color in the gradient fill. If a solid fill is selected, End Color has no effect.

Second color in the gradient fill. If a solid fill is selected, End Color has no effect.

Use an image to fill the background.

Select the image file with the File Name button and decide whether to tile the image or stretch it so that a single copy of the image fills the area.

Use an image to fill the background.

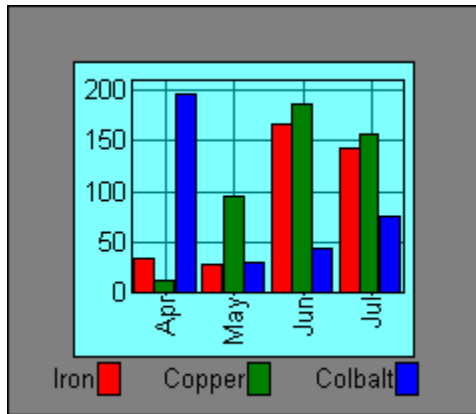
Select the image file with the File Name button and decide whether to tile the image or stretch it so that a single copy of the image fills the area.



Border style for the entire chart.

Note that border can be applied to different elements of the chart: Background, Chart, Legends and Titles.

In the example below, Border is set to **Line Border** for both the Background and the Chart.



Override the automatic setting. Your chart axis will be drawn starting at this value.

Use the arrows to select your preferred value.

Override the automatic setting. Your chart axis will be drawn ending at this value

Use the arrows to select your preferred value.

Display values on the vertical axis.

Display gridlines on the vertical axis, i.e. horizontal gridlines.

Display tickmarks at each interval on the vertical axis.



Display values on the horizontal axis.

Display gridlines on the horizontal axis, i.e. vertical gridlines.

Display tickmarks at each interval on the horizontal axis.

Select your preferred option.

Draw the vertical axis in a logarithmic scale. An example of a logarithmic scale is the Richter scale of earthquakes.

Display values on the z-axis (depth in a 3D chart).

Display gridlines running in the direction of "depth" in a 3D chart.

Display tickmarks at each interval on the z-axis (depth in a 3D chart).



Let Chart decide the start and end values. This is the default setting.

Style the axis or axes are drawn in.

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).

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.

Choose an item from the list.

Choose an item from the list.

Choose an item from the list.

Choose an item from the list.

Choose an item from the list.



Color of the background - the area outside the chart.

Apply "depth" to a chart - as though it were a solid 3D object. Set the amount of depth in the 3D Depth box.

The depth of the chart is % of X-axis.

Setting the depth to 100% will make the chart as deep as it is tall. 3D Depth can be more than 100%.

Use the arrows to select your preferred value.

As well as depth, allow the view point to be rotated left to right (X angle) and top to bottom (Y angle).

"3D Chart" must be selected before "Full 3D View" can be selected.

Y-angle affects the left to right perspective the chart is viewed in.

Setting this to 0 will be as though you were viewing the chart from the front and 90 will be as though you were viewing the right edge of the chart.

Use the arrows to select your preferred value.

X-angle affects the top to bottom perspective the chart is viewed in.

Setting this to 0 will be as though you were viewing the chart from floor level and 90 will be as though you were suspended directly above the chart.



Use the arrows to select your preferred value.

The color for the area within the chart and underneath the actual bars, points etc.

Check your desired options.

Let Chart decide on start, end and increment for the Y-axis values.

Start the Y-axis (vertical axis) at the entered value.

Data points falling below this value will not be displayed.

Use the arrows to select your preferred value.

End the Y-axis at the entered value.

The tops of data points falling above this value will not be displayed.

Use the arrows to select your preferred value.



Choose the interval for Y-axis labeling.

For example, entering 1 will cause the chart to display 0, 1, 2, 3, 4 and so on. Entering 5 will cause it to display 0, 5, 10, 15 and so on.

If the increment is too small (chart would have to fit too many numbers on the display), the increment is automatically increased.

Use the arrows to select your preferred value.

Standard scaling for Y-axis labels: 0, 1, 2, 3, 4 and so on are evenly spaced.

Log scaling for Y-axis labels: 1, 2, 3, 4 and so on are scaled according to the log of the number.

Start the X-axis (the horizontal axis) at the entered value.

Data points falling below this value will not be displayed.

Note that you can only set a start, end and increment for a Scatter chart.

Use the arrows to select your preferred value.

End the X-axis at the entered value.

Data points falling above this value will not be displayed.

Use the arrows to select your preferred value.



Choose the interval for X-axis labeling.

For example, entering 1 will cause the chart to display 0, 1, 2, 3, 4 and so on. Entering 5 will cause it to display 0, 5, 10, 15 and so on.

If the increment is too small (chart would have to fit too many numbers on the display), the increment is automatically increased.

The number of decimal places used to display the values marking the Y-axis.

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.

Preview of the current settings.

Display a value alongside each data point in every series.

Depth of the line plotted when drawing a chart in 3D style.

The value entered can be anywhere between 0 (the thinnest rendering) and 24 (the thickest).



Choose a marker type for the current series. This only applies to charts displaying data points.

Rename the current series (the name is used in legend display).

Select a series.

You can rename and set colors and patterns for each individual series in the chart.

Choose a color for the current series.

Display points for every point in the data range. This only applies to charts displaying a line connecting each data point.

Choose a display pattern for the current series.

Select a font for the current title.

Font, size, style, color and effects must be set individually for the Top, Bottom, Left and Right titles.

Select a font style for the current title.

Font, size, style, color and effects must be set individually for the Top, Bottom, Left and Right titles.



Select a font size for the current title.

Font, size, style, color and effects must be set individually for the Top, Bottom, Left and Right titles.

Select a font color for the current title.

Font, size, style, color and effects must be set individually for the Top, Bottom, Left and Right titles.

Apply a strikethrough font effect to the current title.

Font, size, style, color and effects must be set individually for the Top, Bottom, Left and Right titles.

Apply an underline font effect to the current title.

Font, size, style, color and effects must be set individually for the Top, Bottom, Left and Right titles.

Choose an item from the list.

Turn on the legends display.

Check your desired options.

Check your desired options.



Check your desired options.

Enter a title to display to the right of the chart.

Enter a title to display at the top of the chart.

Enter a title to display at the bottom of the chart.

Enter a title to display to the left of the chart.

Select the Top title and enter the title text in the box. You can choose the font, size, style, color and effects for the title text.

Select the Left title and enter the title text in the box. You can choose the font, size, style, color and effects for the title text.

Select the Bottom title and enter the title text in the box. You can choose the font, size, style, color and effects for the title text.



Select the Right title and enter the title text in the box. You can choose the font, size, style, color and effects for the title text.

Closes this dialog and saves any changes you have made.

Closes this dialog without saving any changes you have made.

Enter a new name for the current series. This can only be done if legends are displayed (**Legend** should be checked).

Treat each data column as a series of values of a variable. The number of series displayed will match the number of columns in the data. The number of points for each series will match the number of rows in the data.

Treat each data row as a series of values of a variable. The number of series displayed will match the number of rows in the data. The number of points for each series will match the number of columns in the data.

Treat the values in the first column as labels. For example, you may have the following data:

1	5
2	2
3	7
4	9

To display a single series, with labels, select **Labels** in the **First Column** box. To display two series (and no labels), select **Data** in the **First Column** box.

Treat the values in the first column as a series of data. For example, you may have the following data:

1	5
2	2
3	7
4	9

To display a single series, with labels, select **Labels** in the **First Column** box. To display two series (and no labels), select **Data** in the **First Column** box.



Treat the values in the first row as labels. For example, you may have the following data:

1	5	2	2
3	7	4	9

To display a single series, with labels, select **Labels** in the **First Row** box. To display two series (and no labels), select **Data** in the **First Row** box.

Treat the values in the first row as series of data. For example, you may have the following data:

1	5	2	2
3	7	4	9

To display a single series, with labels, select **Labels** in the **First Row** box. To display two series (and no labels), select **Data** in the **First Row** box.

Go to the next page of the wizard.

Return to the previous page of the wizard.

Finish the chart with the chosen settings.

Cancel the chart.

Preview of the current settings.

Enter your input in this field.



Choose the data range to display as a chart. Include the row and column titles (if any) in order to have these displayed as labels.

A data range consists of a single one-dimensional (e.g. A1..A10) or two dimensional (e.g. A1..E5) array.

Note that when creating a chart, it is best to select the data range in the spreadsheet first, thereby avoiding having to fill in this box.

Enter your input in this field.

Enter your input in this field.

Use the arrows to select your preferred value.

Select the style of chart to be used.

There are pie charts, histograms, X-Y scattergrams, surface plots, and many others.

Display grid lines or not. Choose from **None**, **Horizontal**, **Vertical** or **Both**.

Chose a color scheme: set this to **Solid, Black and White patterns**, or **Color patterns**.

Select **Stack** to add the values of the data points together for each series and plot one bar per series; select **Stack 100%** to display the stack as a percentage bar. This can only be used with **Columns** and **Horizontal Bars**.



Choose the point type for each series - this can be changed later for each individual series (see the Series command from the Chart menu).

Turn on the legends display.

Enter a title to display to the right of the chart.

Enter a title to display at the top of the chart.

Enter a title to display at the bottom of the chart.

Enter a title to display to the left of the chart.

Treat each data column as a series of values of a variable. The number of series displayed will match the number of columns in the data. The number of points for each series will match the number of rows in the data.

Treat each data row as a series of values of a variable. The number of series displayed will match the number of rows in the data. The number of points for each series will match the number of columns in the data.



Treat the values in the first column as labels. For example, you may have the following data:

1	5
2	2
3	7
4	9

To display a single series, with labels, select **Labels** in the **First Column** box. To display two series (and no labels), select **Data** in the **First Column** box.

Treat the values in the first column as a series of data. For example, you may have the following data:

1	5
2	2
3	7
4	9

To display a single series, with labels, select **Labels** in the **First Column** box. To display two series (and no labels), select **Data** in the **First Column** box.

Treat the values in the first row as labels. For example, you may have the following data:

1	5	2	2
3	7	4	9

To display a single series, with labels, select **Labels** in the **First Row** box. To display two series (and no labels), select **Data** in the **First Row** box.

Treat the values in the first row as series of data. For example, you may have the following data:

1	5	2	2
3	7	4	9

To display a single series, with labels, select **Labels** in the **First Row** box. To display two series (and no labels), select **Data** in the **First Row** box.

Choose the data range to display as a chart. Include the row and column titles (if any) in order to have these displayed as labels.

A data range consists of a single one-dimensional (e.g. A1..A10) or two dimensional (e.g. A1..E5) array. When creating a chart, it is best if you first select the data range in the spreadsheet and thereby avoid having to fill in this box.

To create a chart based on discontinuous data ranges, enter the ranges separated by commas. Here are some examples:

A1..G1, A3..G3, A4..G4	plots A1..G4 missing out row 2.
A1, B10, E3, F14	plots single data points from around the sheet.

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.

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.



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.

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.

Save the changes into the document.

Cancel the current changes.



**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.

**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.

**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.



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.

