

About ACT! Word Processor dialog box

This dialog box displays the copyright information and current version of the ACT! Word Processor.

ACT! Spell Check dialog box

Use the spell checker to search for misspelled words in the active document. The ACT! Spell Check dialog box is displayed when the spell checker finds a questionable word.

Dialog Box Options and Controls:

- **Word.** Displays the detected error, such as a misspelled word, duplicate word, or incorrect capitalization.
- **Replace with.** Type your correction or select a word in the Suggestions list to replace the current spelling error.
- **Suggestions.** Displays a list of possible replacement words found in the main dictionary and any open custom dictionaries.
- **Auto suggest.** Select this option to have ACT! automatically display a list of possible replacement words for found spelling errors.
- **Replace.** Click this button to replace the spelling error with the text entered in the text in the Replace With box. If the Replace With box is empty, the spelling error is deleted.
- **Skip.** Click this button to ignore the current possible spelling error and move to the next questionable item.
- **Suggest.** Click this button to display a list of possible alternative words for the current misspelling.
- **Add.** Click this button to add the word in the Replace With box to the dictionary.

Find and Replace dialog box

Use this dialog box to search for and replace specified text within the active document.

Dialog Box Options and Controls:

- **Find.** Type the text for which you want to search.
- **Replace with.** Type your correction or select a word from the Suggestions list to replace the current spelling error.
- **Match whole words.** Select this option to search for matching whole words rather than a part of another word.
- **Case sensitive.** Select this option to find words that use the same combination of uppercase and lowercase letters as the word specified in the Find box.
- **Find next.** Click this button to start finding all instances of the word in the Find field.
- **Replace.** Click this button to replace the spelling error with the text entered in the text in the Replace With box. If the Replace With box is empty, the spelling error is deleted.
- **Replace all.** Click this button to replace all occurrences of the text specified in the Find box. **Caution:** You cannot undo a Replace All operation.

Font dialog box

Use this dialog box to set font properties.

Dialog Box Options and Controls:

- **Font.** Choose one of the available fonts from the list.
- **Font style.** Choose one of the available styles from the list.
- **Size.** Choose one of the available font sizes from the list.
- **Sample.** Displays sample text that shows how your selections will appear with the current settings.
- **Script.** Lists the available language scripts for the specified font. Choose the one that is appropriate for the language for which your computer is set up to use.

Header and Footer dialog box

Use this dialog box to add text or graphics that will appear at the top or bottom of every page of a document.

Dialog Box Options and Controls:

- **Header.** Select this option to add a header to the top of every page of the document. You can also enter the header height.
- **Footer.** Select this option to add a footer to the bottom of every page of the document. You can also enter the footer height.
- **Exclude header and footer from first page.** Select this option to prevent the header and footer from being added to the first page of the document.

Insert Date dialog box

Use this dialog box to insert a the date in a document using the format you specify.

Dialog Box Options and Controls:

- **Short.** Select this option to insert the current date in short form, for example, 10/23/96, at the insertion point in the document.
- **Long.** Select this option to insert the current date in long form, for example, Wednesday, October 23, 1996, at the insertion point in the document.
- **Example.** Displays a preview of how the date will appear in the document.
- **Always update in document.** Select this option if you want the inserted date field updated each time the document is opened.
- **Never update in document (insert as text only).** Select this option to prevent the inserted date from being updated when the document is next opened. The date is entered as text instead of as a field.

Insert Time dialog box

Use the Insert Time dialog box to insert the current time in a document.

Dialog Box Options and Controls:

- **Always update in document.** Select this option if you want the time updated each time the document is opened or printed.
- **Never update in document (insert as text).** Select this option to prevent the time from being updated automatically. The time is entered as text instead of as a field.

Mail Merge Fields dialog box

Use this dialog box to insert fields into a template. You can add fields from a contact record or the My Record, or you can add field labels.

Dialog Box Options and Controls:

- **Contact field.** Select this option to add a field from a contact record.
- **My Record field.** Select this option to add a field from the My Record.
- **Field label.** Select this option to add a field label.
- **Field list.** Select which field you want to add to the template.
- **Insert.** Click this button to add the specified field to the template.

Add/Modify Word dialog box

Use this dialog box to add or modify entries stored in the user dictionary.

Dialog Box Options and Controls:

- **Word to add/modify.** Displays the word to be added or modified. Type any changes in this box.

New dialog box

Use this dialog box to select either a new word processor document or template when you want to create a new document or template within the ACT! word processor.

Dialog Box Options and Controls:

- **File type.** Choose ACT! Word Processor Document if you are creating a new document or ACT! Word Processor Template if you are creating a new template.

Page Margins dialog box

Use this dialog box to define the margins for the active document.

Dialog Box Options and Controls:

- **Top.** Enter the distance you want between the top of the page and the first line of text.
- **Bottom.** Enter the distance you want between the bottom of the page and the last line of text on the page.
- **Left.** Enter the distance you want between the left edge of the page and the left edge of text on the page.
- **Right.** Enter the distance you want between the right edge of the page and the right edge of text on the page.

Page Setup dialog box

Use this dialog to determine how pages will be set up when printing from the ACT! word processor.

Dialog Box Options and Controls:

- **Size.** Choose a paper size from the drop-down list or enter a custom size.
- **Source.** Choose a paper source from the drop-down list.
- **Portrait.** Select this option to print the page oriented with the height greater than the width.
- **Landscape.** Select this option to print the page oriented with the width greater than the height.
- **Left.** Enter the left margin measurement.
- **Right.** Enter the right margin measurement.
- **Top.** Enter the top margin measurement.
- **Bottom.** Enter the bottom margin measurement.
- **Printer button.** Click this button to bring up a Windows dialog box that will allow you to change printers.

Paragraph dialog box

Use this dialog box to modify paragraph indentations, line spacing, and text alignment.

Dialog Box Options and Controls:

- **First line.** Specify the distance the first line of a paragraph is to be indented.
- **Left.** Specify the distance a paragraph is to be indented from the left margin.
- **Right.** Specify the distance a paragraph is to be indented from the right margin.
- **Single.** Select this option to set the line spacing according to the size of the largest font. Single line spacing is determined proportionally by the size of the characters within a line.
- **One and a half.** Select this option to set the line spacing to one-and-a-half times that of the single line spacing.
- **Double.** Select this option to set the line spacing to two-times that of single line spacing.
- **Every.** Select this option to specify a specific distance between lines.
- **Left.** Select this option to align selected text at the left margin.
- **Center.** Select this option to center the selected text between the left and right margins of the page.
- **Right.** Select this option to align selected text at the right margin.
- **Justified.** Select this option to align the text evenly between the left and right margins by expanding the spaces between the words.
- **Keep with next.** Select this option to prevent a paragraph from being split between two pages. If the paragraph does not fit on the page, the entire paragraph moves to the next page.

Preferences dialog box, General tab

Use this dialog box and tab to specify which measurement units to use in your word-processing documents and to enable or disable tooltips.

Dialog Box Options and Controls:

- **Measurement units.** Specify the units of measurement to be used in the word processor, such as inches, centimeters, or points, using the drop-down list.
- **Display tooltips.** Select this option if you want a description of a toolbar button displayed when your pointer is over one of the tool buttons.

Preferences dialog box, Spelling tab

Use this dialog box and tab to specify which main dictionary, dialect, and user dictionary will be used when spell-checking documents. You use this dialog box to enable the Auto Suggest Spelling Changes option.

Dialog Box Options and Controls:

- **Main dictionary.** Specify the primary dictionary to be used for spell-checking a document. You use the Browse ("...") button to locate the dictionary you want.
- **Dialect.** Choose American, Australian, or British English so that the appropriate dictionary is used when spell-checking a document.
- **User dictionary.** Choose the name of the user dictionary to which custom words are added. You use the Browse ("...") button to locate the dictionary you want.
- **Auto suggest spelling changes.** Select this option to have ACT! automatically display a list of possible replacement words for spelling errors that are found.

Send E-mail dialog box

Use this dialog box to choose the form in which your document will be sent as part of an e-mail message.

Dialog Box Options and Controls:

- **Entire document as file attachment.** Select this option to attach your entire document to an e-mail message.
- **Entire document in message body.** Select this option to send your entire document in the body of an e-mail message.
- **Selected text in message body.** Select this option to send the text you have selected in the body of an e-mail message.

Tabs dialog box

Use this dialog box to set the position and alignment of tab stops and to specify a type of leader character. You can change the alignment of a tab by simply clicking it in the ruler to select it, then click a different tab alignment button in the toolbar.

Dialog Box Options and Controls:

- **Tab stop position.** Enter a measurement in inches to set a tab stop for the selected paragraphs.
- **Tab stop list.** Lists all tab stops set in the selected paragraphs.
- **Left.** Select this option to align the text flush left with the tab position.
- **Center.** Select this option to center the text around the tab position.
- **Right.** Select this option to align the text flush right with the tab position.
- **Align on.** Select this option and type a character, such as a decimal point, to align the text around the specified character.
- **None.** Select this option to leave the space to the left of the tab stop blank.
- **Solid line.** Select this option to fill the space to the left of the tab stop with a solid line.
- **Dashed line.** Select this option to fill the space to the left of the tab stop with a dashed line.
- **Other.** Select this option to fill the space to the left of the tab stop with a character that you can type into the box.
- **Add.** Click this button to add the tab stop specified in the Tab Stop Position box to the list of tab stops for the selected paragraphs.
- **Clear.** Click this button to remove the selected tab stop from the list of tab stops.
- **Modify.** Click this button to set new options for the selected tab stop.

User Dictionary dialog box

This dialog box displays custom words added to the current user dictionary box. Use this dialog box to add, remove, or modify words in your custom dictionary.

Dialog Box Options and Controls:

- **Current user dictionary.** Displays the name of the current dictionary.
- **Dictionary entries.** Lists words in the user dictionary.
- **Add.** Click this button to add a word to a user dictionary.
- **Remove.** Click this button to remove the selected word from the user dictionary.
- **Modify.** Click this button to modify the selected word in the user dictionary.

New

Choose New to create a new document or template.

Open

Choose Open to open an existing file or template.

Close

Choose Close to close the active document.

Save

Choose Save to save the active document.

Save As

Choose Save As to copy the active document and save it with a name, location, and file format you specify.

Save Selection As

Choose Save Selection As to save the selected text as a separate file with a name, location, and file format you specify.

Mail Merge

Choose Mail Merge to fill in the fields in the current template with the appropriate contact data.

Page Setup

Choose Page Setup to define paper, page orientation, and margin settings.

Print

Choose Print to choose a printer, define a print range, and specify the number of copies you would like to print.

Recent File 1

Choose this item to open the file listed.

Exit

Choose Exit to close all open documents and exit the application.

E-Mail

Choose E-mail to send the active document as an e-mail message.

Fax

Choose Fax to send your document as a fax.

Undo

Choose Undo to undo the most recent changes made to a document, such as editing or formatting.

Cut

Choose Cut to remove the selected text from the document and place it on the clipboard.

Copy

Choose Copy to copy the selected text and place it on the clipboard.

Paste

Choose Paste to paste the clipboard contents into a document where the cursor is currently located.

Select All

Choose Select All to select the whole document.

Copy Ruler

Choose Copy Ruler to copy the ruler format of the paragraph where the cursor is currently located.

Apply Ruler

Choose Apply Ruler to apply a copied ruler format to a paragraph where the cursor is currently located.

Find and Replace

Choose Find and Replace to search for and replace specified text within a document.

Preferences

Choose Preferences to specify General and Spelling settings.

File

Choose File to insert a specified file into the active document.

Date

Choose Date to insert the current date at the cursor location in the active document.

Time

Choose Time to insert the current time at the cursor location in the active document.

Page Number

Choose Page Number to insert a page number at the cursor location in the active document.

Page Break

Choose Page Break to place a page break at the cursor location in the active document.

Mail Merge Fields

Choose Mail Merge Fields to choose which fields to insert into the active template.

Page Margins

Choose Page Margins to define where the text is placed on the page.

Tabs

Choose Tabs to define the position and alignment of tabs and specify the type of leader used.

Paragraph

Choose Paragraph to specify indentation, line spacing, and alignment settings.

Font

Choose Font to specify character attributes such as type of font, point size, and font color.

Header and Footer

Choose Header and Footer to add headers and footers to documents and specify header and footer sizes.

Plain

Choose Plain to remove all character formatting from the selected text.

Bold

Choose Bold to make the selected text boldface.

Italic

Choose Italic to italicize the selected text.

Underline

Choose Underline to underline the selected text.

Word Underline

Choose Word Underline to underline the selected text, leaving the spaces between the words blank.

Strikeout

Choose Strikeout to place a line through the selected text.

Superscript

Choose Superscript to reduce the font size and raise the selected text.

Subscript

Choose Subscript to reduce the font size and lower the selected text.

Uppercase

Choose Uppercase to change the selected text to uppercase.

Lowercase

Choose Lowercase to change the selected text to lowercase.

Black

Choose Black to change the color of the selected text to black.

White

Choose White to change the color of the selected text to white.

Red

Choose Red to change the color of the selected text to red.

Green

Choose Green to change the color of the selected text to green.

Blue

Choose Blue to change the color of the selected text to blue.

Cyan

Choose Cyan to change the color of the selected text to cyan.

Magenta

Choose Magenta to change the color of the selected text to magenta.

Yellow

Choose Yellow to change the color of the selected text to yellow.

Check Selection

Choose Check Selection to spell check the selected text.

Check Document

Choose Check Document to check the spelling of the active document.

Select Dictionaries

Choose Select Dictionaries to specify which main and user dictionaries will be used by the spell checking utility.

Create User Dictionary

Choose Create User Dictionary to specify a name and location for a new user dictionary.

Modify User Dictionary

Choose Modify User Dictionary to add, remove, or modify words stored in a user dictionary.

Ruler

Choose Ruler to display or remove the ruler from the document window.

Page Guides

Choose Page Guides to display or remove page guides from the document window.

Toolbar

Choose Toolbar to display or remove the toolbar from the document window.

Cascade

Choose Cascade to display all open documents in an overlapping format.

Tile Horizontally

Choose Tile Horizontally to arrange all open documents horizontally within the document window.

Tile Vertically

Choose Tile Vertically to arrange all open documents vertically within the document window.

Help Topics

Choose Help Topics to view the ACT! Help table of contents.

How to Use Help

Choose How to Use Help to get information on how to use the ACT! Help system.

Quick Tour

Choose Quick Tour to open the ACT! Quick Tour which introduces ACT! features and gives a brief walkthrough of ACT!.

About ACT! Word Processor

Choose About ACT! Word Processor to view the current version and copyright information.

Recent File 2

Choose this item to open the file listed.

Recent File 3

Choose this item to open the file listed.

Recent File 4

Choose this item to open the file listed.

Recent File 5

Choose this item to open the file listed.

Recent File 6

Choose this item to open the file listed.

Recent File 7

Choose this item to open the file listed.

Recent File 8

Choose this item to open the file listed.

Recent File 9

Choose this item to open the file listed.

Recent File 10

Choose this item to open the file listed.

Recent File 11

Choose this item to open the file listed.

Recent File 12

Choose this item to open the file listed.

Recent File 13

Choose this item to open the file listed.

Recent File 14

Choose this item to open the file listed.

Recent File 15

Choose this item to open the file listed.

Recent File 16

Choose this item to open the file listed.

Status Bar

Choose Status Bar to display or remove the status bar from the bottom of the document window.

Open File List

Lists the currently open files. To activate a file, select its name from the list.

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Open File List

Lists the currently open files. To activate a file, select its name from the list.

Click this button to add the word in the Replace With box to the dictionary.

Select this option to have ACT! automatically display a list of possible replacement words for found spelling errors.

Displays the detected error, such as a misspelled word, duplicate word, or incorrect capitalization.

Click this button to replace the spelling error with the text entered in the text in the Replace With box. If the Replace With box is empty, the spelling error is deleted.

Type your correction or select a word in the Suggestions list to replace the current spelling error.

Click this button to ignore the current possible spelling error and move to the next questionable item.

Click this button to display a list of possible alternative words for the current misspelling.

Displays a list of possible replacement words found in the main dictionary and any open custom dictionaries.

Displays the word to be added or modified. Type any changes in this box.

Displays the word to be added or modified. Type any changes in this box.

Select this option to find words that use the same combination of uppercase and lowercase letters as the word specified in the Find box.

Type the text for which you want to search.

Click this button to start finding all instances of the word in the Find field.

Select this option to search for matching whole words rather than a part of another word.

Click this button to replace the spelling error with the text entered in the text in the Replace With box. If the Replace With box is empty, the spelling error is deleted.

Click this button to replace all occurrences of the text specified in the Find box. **Caution:** You cannot undo a Replace All operation.

Type your correction or select a word from the Suggestions list to replace the current spelling error.

Choose one of the available fonts, styles, and sizes from the list.

Choose one of the available styles from the list.

Lists the available language scripts for the specified font. Choose the one that is appropriate for the language which your computer is set up to use.

Select this option to prevent the header and footer from being added to the first page of the document.

Select this option to add a footer to the bottom of every page of the document. You can also enter the footer height.

Select this option to add a header to the top of every page of the document. You can also enter the header height.

Enter the header height.

Enter the footer height.

Enter the header height.

Enter the footer height.

Enter the header height.

Enter the footer height.

Select this option if you want the inserted date field updated each time the document is opened.

Previews how the date will appear in the document.

Select this option to insert the current date in long form, for example, Wednesday, October 23, 1996, at the insertion point in the document.

Select this option to prevent the inserted date from being updated when the document is next opened. The date is entered as text instead of as a field.

Select this option to insert the current date in short form, for example, 10/23/96, at the insertion point in the document.

Select this option if you want the time updated each time the document is opened or printed.

Select this option to prevent the time from being updated automatically. The time is entered as text instead of as a field.

Select this option to add a field from a contact record.

Select this option to add a field label.

Select which field you want to add to the template.

Click this button to add the specified field to the template.

Select this option to add a field from the My Record.

Enter the distance you want between the bottom of the page and the last line of text on the page.

Enter the distance you want between the left edge of the page and the left edge of text on the page.

Enter the distance you want between the right edge of the page and the right edge of text on the page.

Enter the distance you want between the top of the page and the first line of text.

Enter the distance you want between the bottom of the page and the last line of text on the page.

Enter the distance you want between the left edge of the page and the left edge of text on the page.

Enter the distance you want between the right edge of the page and the right edge of text on the page.

Enter the distance you want between the top of the page and the first line of text.

Enter the distance you want between the top of the page and the first line of text.

Enter the distance you want between the bottom of the page and the last line of text on the page.

Enter the distance you want between the left edge of the page and the left edge of text on the page.

Enter the distance you want between the right edge of the page and the right edge of text on the page.

Select this option to print the page oriented with the width greater than the height.

Enter the left margin measurement.

Shows a preview of what the page will look like using the current settings.

Shows a preview of what the page will look like using the current settings.

Select this option to print the page oriented with the height greater than the width.

Click this button to bring up a Windows dialog box that will allow you to change printers.

Enter the right margin measurement.

Choose a paper size from the drop-down list or enter a custom size.

Choose a paper source from the drop-down list.

Enter the top margin measurement.

Select this option to center the selected text between the left and right margins of the page.

Select this option to set the line spacing to two-times that of single line spacing.

Select this option to specify a specific distance between lines.

Specify the distance the first line of a paragraph is to be indented.

Select this option to align the text evenly between the left and right margins by expanding the spaces between the words.

Select this option to prevent a paragraph from being split between two pages. If the paragraph does not fit on the page, the entire paragraph moves to the next page.

Specify the distance a paragraph is to be indented from the left margin.

Select this option to align selected text at the left margin.

Select this option to set the line spacing to one-and-a-half times that of the single line spacing.

Specify the distance a paragraph is to be indented from the right margin.

Select this option to align selected text at the right margin.

Select this option to set the line spacing according to the size of the largest font. Single line spacing is determined proportionally by the size of the characters within a line.

Enter the amount of space that you want placed between lines of text.

Specify the distance the first line of a paragraph is to be indented.

Specify the distance a paragraph is to be indented from the left margin.

Specify the distance a paragraph is to be indented from the right margin.

Enter the amount of space that you want placed between lines of text.

Specify the distance the first line of a paragraph is to be indented.

Specify the distance a paragraph is to be indented from the left margin.

Specify the distance a paragraph is to be indented from the right margin.

Enter the amount of space that you want placed between lines of text.

Select this option if you want a description of a toolbar button displayed when your pointer is over one of the tool buttons.

Specify the units of measurement to be used in the word processor, such as inches, centimeters, or points, using the drop-down list.

Specify the primary dictionary to be used for spell-checking a document. You use the Browse ("...") button to locate the dictionary you want.

Choose the name of the user dictionary to which custom words are added. You use the Browse ("...") button to locate the dictionary you want.

Select this option to have ACT! automatically display a list of possible replacement words for spelling errors that are found.

Choose American, Australian, or British English so that the appropriate dictionary is used when spell-checking a document.

Specify the primary dictionary to be used for spell-checking a document. You use the Browse ("...") button to locate the dictionary you want.

Choose the name of the user dictionary to which custom words are added. You use the Browse ("...") button to locate the dictionary you want.

Select this option to attach your entire document to an e-mail message.

Select this option to send your entire document in the body of an e-mail message.

Select this option to send the selected text in the body of an e-mail message.

Click this button to add the tab stop specified in the Tab Stop Position box to the list of tab stops for the selected paragraphs.

Select this option and type a character, such as a decimal point, to align the text around the specified character.

Select this option and type a character, such as a decimal point, to align the text around the specified character.

Select this option to center the text around the tab position.

Click this button to remove the selected tab stop from the list of tab stops.

Select this option to fill the space to the left of the tab stop with a dashed line.

Select this option to align the text flush left with the tab position.

Click this button to set new options for the selected tab stop.

Select this option to leave the space to the left of the tab stop blank.

Select this option to fill the space to the left of the tab stop with a character that you type into the box.

Select this option to fill the space to the left of the tab stop with a character that you type into the box.

Select this option to align the text flush right with the tab position.

Select this option to fill the space to the left of the tab stop with a solid line.

Enter a measurement in inches to set a tab stop for the selected paragraphs.

Enter a measurement in inches to set a tab stop for the selected paragraphs.

Lists all tab stops set in the selected paragraphs.

Enter a measurement in inches to set a tab stop for the selected paragraphs.

Click this button to add a word to a user dictionary.


Click this button to modify the selected word in the user dictionary.

Click this button to remove the selected word from the user dictionary.

Lists words in the user dictionary.

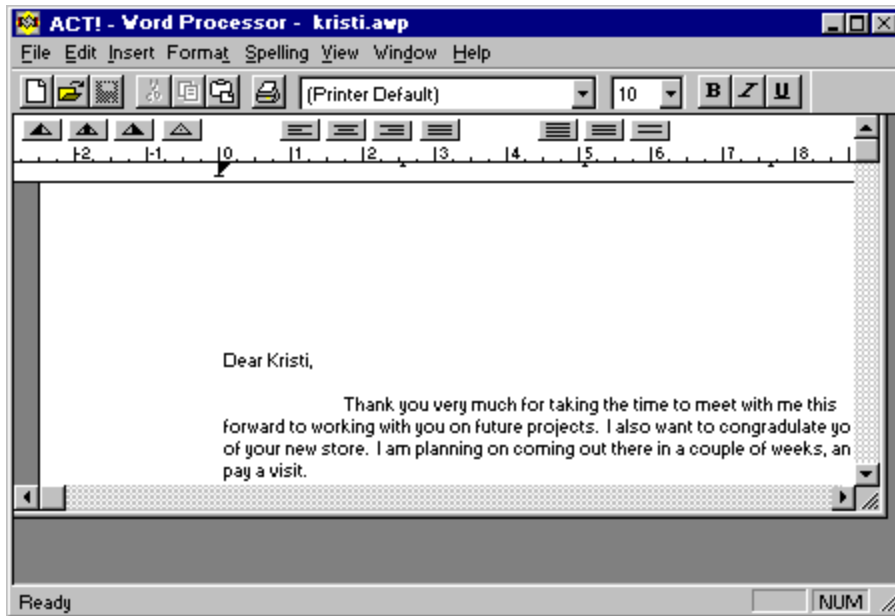
The ACT! Word Processor

Use the ACT! word processor to write letters, memos, and fax messages to contacts in your ACT! database. You can quickly create form letters for multiple contacts using the mail merge feature.

 [Show Me](#)

ACT! Word Processor

Click a specific area for more information.



Use these tools to cut, copy, or paste text or print a file.

Use these tools to define tab alignment in a document.

Use these tools to define paragraph alignment.

Use these tools to define line spacing.

Minimize, maximize, restore, or close the ACT! word processor.

Type the text of your letter, memo, or other document here.

Use these tools to change the font, font size, and font style.

Use these tools to create, open, or save a file.

