WRITER'S CHOICE elite™

for the Apple® IIGS™

ACTIVISION

CREDITS

Writer's Choice elite was designed and developed by Version Soft, Inc.

Produced by Paul Zuzelo.

Special thanks to Phillip Corrigan, J. David Eisenberg, Rick Gusa, Sylvester Walker, Marc Weber, and Patricia Daley.

User's guide by Jeff Schwamberger. Editorial management by Steven Young.

For a recorded message about our newest software, call 415 960-0518. For technical help, call Product Support between 9:30 a.m. and 4:30 p.m. Pacific time on Monday, Tuesday, Thursday, and Friday and between 9:30 a.m. and noon on Wednesday: 415 960-0518.

For information about our products, write to:

Product Support
Activision, Inc.
P.O. Box 7287
Mountain View, CA 94039

Copying Prohibited

Contents

Contents

Contents

Contents

Introduction

Writer's Choice elite is more than just a word processor. It's a powerful system for creating text that looks as good as it sounds. Its many special features let you enhance your writing with just the right look for the greatest impact. At the same time, it can help you organize your thoughts, and it's flexible enough to let you work in your own style.

The desktop in *Writer's Choice elite* lets you arrange your working area just as it suits you. In fact, you can arrange things just the way you would on a real desk. You can have several documents open on the desktop at once, either next to each other or on top of each other. You can work on them together, compare them, and transfer text from one to another. You can even open one document more than once, to create different versions from a single source.

Writer's Choice elite can change to match the mood of the subject you're writing about. You can choose from over ten fonts, ranging from solid block type to elegant calligraphy to casual cursive handwriting, each one in a range of different sizes. Style options like boldface, underlining, and outline let you accentuate your point. You can type in two colors and choose from six background colors. You can even illustrate documents by transferring pictures from *Paintworks Plus*, *Clip Art Gallery*, and *Draw Plus*.

With *Writer's Choice elite*, you can choose your own format. Not only can you control margins, line spacing, and justification, you can also put a header or footer on each page, with the date, time, page number, and anything else you want to write there.

Writer's Choice elite also makes it easy to fix mistakes. A single command lets you undo whatever you just did. And you're always free to change your mind. If you've written a long document using one word or phrase and you decide later you should have used another, a single command finds all the places where the word or phrase appears. You can change each word or phrase individually or you can change them all at once.

This guide takes you step by step through what you need to know to make *Writer's Choice elite* work for you.

How to Use this Guide

This guide is in three parts: the Guided Tour, the Reference section and the Glossary.

To learn how to use *Writer's Choice elite*, sit down at the computer and take the Guided Tour. It shows you how to use each feature of *Writer's Choice elite* and leads you through examples so you can see each feature in action.

The "Reference" section covers every aspect of *Writer's Choice elite*. It's the place to find anything that isn't covered in the guided tour. The Reference is organized by commands, in the order that they appear on the menu bar at the top of the screen.

The Glossary lists and defines special terms used in the guide that you may not be familiar with.

What You'll Need

- A blank, formatted disk. It's always best to save the documents you create on a disk other than the *Writer's Choice elite* program disk.

- A printer, if you want to make printed copies of the documents you create.

Using the Mouse

This guide uses four terms to designate the different ways you can use the mouse. Here's what the terms mean:

Click means position the pointer and then press and release the button on the mouse.

Double-click means position the pointer and then press and quickly release the mouse button *twice*.

Press means position the pointer and then hold down the mouse button without moving the mouse.

Drag means position the pointer and hold the mouse button down while you move the mouse. You release the mouse button to choose a menu item or to mark the end of the selected text.

The Command Key

Throughout this guide, keys are referred to by the name printed on them. This key
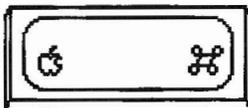
is called the *command* key.

A Note on Type Styles

In this guide, boldface type is used for words and messages that appear on the screen. Boldface is also used for words you're supposed to type or keys you're supposed to press. For example,

Press *delete*

means that you're to press the key that has the word *delete* printed on it.

A Guided Tour of Writer's Choice elite
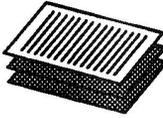
Chapter 1

Getting Started

This chapter describes the basic things you need to know to use *Writer's Choice elite.* You'll find out how to start the program, how to create a document and make changes in it, how to save a document on a disk, how to get a document back from a disk, and how to print a finished document.

Starting Writer's Choice elite

There are two ways to start *Writer's Choice elite.* Which method you use depends on whether your computer is off, or it's on and the launcher is on the screen. (The launcher shows you a list of the files on the disk in the disk drive and lets you choose the one you want to start.)

Note: Don't use a RAMdisk with *Writer's Choice elite.* If you've set aside memory for a RAMdisk, go to the control panel that's part of the Apple IIGS operating system and reduce both the minimum and the maximum memory for the RAMdisk to zero.

If the computer is off:

1. If you have a printer, be sure it's off.

2. Turn on the monitor – but *not* the computer.

3. Put the *Writer's Choice elite* disk in the disk drive with the label side up.

4. Turn on the computer (and your printer, if you have one). The launcher loads into the computer. After a few moments, the launcher appears on the screen. It looks like this:

```
Select the file you want to open:
📵 /WRITER'S CHOICE/
┌──────────────────┬──┐    ┌──────────┐
│ □SYSTEM          │⬆️│    │   Disk   │
│ ▓▓WRITER▓▓▓▓▓▓   │██│    └──────────┘
│ □WRITETOOLS      │  │
│                  │  │    ┌──────────┐
│                  │  │    │   Open   │
│                  │  │    └──────────┘
│                  │  │    ┌──────────┐
│                  │  │    │  Close   │
│                  │⬇️│    └──────────┘
└──────────────────┴──┘    ┌──────────┐
                           │   Quit   │
                           └──────────┘
```
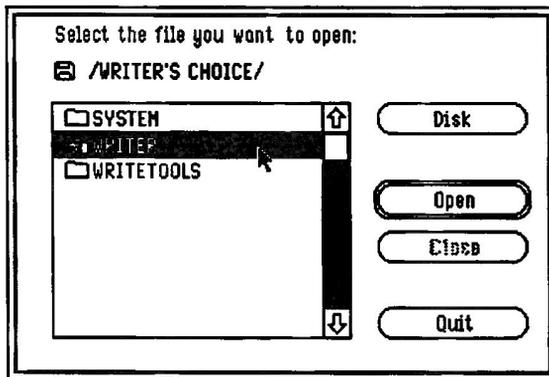
5. Find **Writer** on the list. If you don't see it, use the mouse to position the tip of the pointer (the black arrow) on the down arrow (at the bottom right of the list). Click the mouse button to scroll the list up until you find **Writer**.

6. Position the tip of the pointer on **Writer** and click the mouse button. **Writer** is highlighted (it changes from black on white to white on black).

7. Position the pointer on the **Open** *button* and click the mouse button. *Writer's Choice elite* starts loading into the computer.

After a minute or two, the title screen appears and then the *document window.*

Note: Most terms that appear in *italics* are explained in the glossary.

The screen should look like the illustration on page 8.

If the launcher is on the screen:

1. The screen looks something like this:
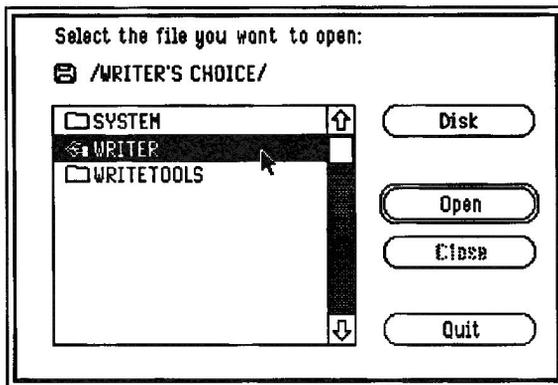
2. If the *Writer's Choice elite* disk isn't in the drive, eject the disk that's there and replace it with the *Writer's Choice elite* disk, label side up. (*Don't* eject a disk when the disk drive is running. Wait until the drive stops, then eject the

disk.) Then position the pointer on the **Disk** button and click the mouse button. In a moment, a new list of names appears on the screen.

3. Find **Writer** on the list. If you don't see it, use the mouse to position the tip of the pointer (the black arrow) on the down arrow (at the bottom right of the list). Click the mouse button to scroll the list up until you find **Writer**.

4. Position the tip of the pointer on **Writer** and click the mouse button. **Writer** is highlighted (it changes from black on white to white on black).

5. Position the pointer on the **Open** *button* and click the mouse button. *Writer's Choice elite* starts loading into the computer.

After a minute or two, the title window appears and then the *document window*.

Note: Most terms that appear in *italics* are explained in the glossary.

The screen should look like this:

Writer's Choice elite is now ready for you to use.

The Desktop

Once you've loaded *Writer's Choice elite*, the desktop holds everything you need to write just about any kind of document you can imagine. (A *document* is anything you write – a report, a letter, a term paper, a novel, a legal brief, and so on.) The tools you need to create and edit a document and to arrange the way you want it to look are contained in menus. You can display each of the menus by pointing to the name of the one you want on the *menu bar*, then pressing and holding down the mouse button.

The Menu Bar

Look at the top line on the screen. It looks like this:
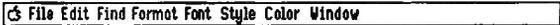
```
 File Edit Find Format Font Style Color Window
```

The menu bar contains the eight menus you can choose from when you're using *Writer's Choice elite*. To see the commands each of the menus contains, hold down the mouse button and point to the name of each menu in turn.

The **File** menu contains the commands, such as **Save** and **Print**, that apply to the entire document. You'll find explanations of the most important commands on the **File** menu later in this chapter.

You use the commands on the **Edit** menu to work with just a part of a document. Chapter 2, "Editing," explains how to use them.

The **Find** menu contains the commands that let you find a specific word or phrase and, if you want, change it to something else. Chapter 2, "Editing," explains how to use them.

The **Format** menu contains the commands you use to arrange text and pictures on the page. Chapter 3, "Laying Out the Page," explains how to use the **Format** menu's commands.

You use the options on the **Font** and **Style** menus to change the appearance and size of the text in a document. Chapter 3, "Laying Out the Page," describes what each of the options does.

The options on the **Color** menu let you change the color of the text and the background and cross out text without erasing it from the document window. Chapter 4, "Advanced Techniques," explains how to use the options on the **Color** menu.

The **Window** menu contains the commands you can use to choose which *document window* you want to work with. The document window is described later in this chapter. In Chapter 4, "Advanced Techniques," you'll find out how to use windows to view more than one document at a time.

Windows and Boxes

When you're using *Writer's Choice elite*, you'll see three different types of elements on the screen: windows, dialog boxes, and message boxes. They look like this:

```
 File  Edit Find Format Font Style Color Window
┌──────────────────────────────────────────────┐
│                   Untitled1                    │
├────────────────────────────────────────────────┤
│                                                │
│  Printing in progress ...                      │
│                                                │
│   ═══════════════════════                      │
│   39K free on 800K          ┌──────────┐       │
│   ☐ SYSTEM            ⬆      │   Open   │       │
│   ☐ WRITER                  ┌──────────┐       │
│   ☐ WRITETOOLS              │  Close   │       │
│                             ┌──────────┐       │
│                             │New Folder│       │
│                             ┌──────────┐       │
│                             │Next Disk │       │
│                        ⬇    ┌──────────┐       │
│                             │  Cancel  │       │
│     ◉ Writer's Choice Format   ◯ ASCII Format  │
└────────────────────────────────────────────────┘
```
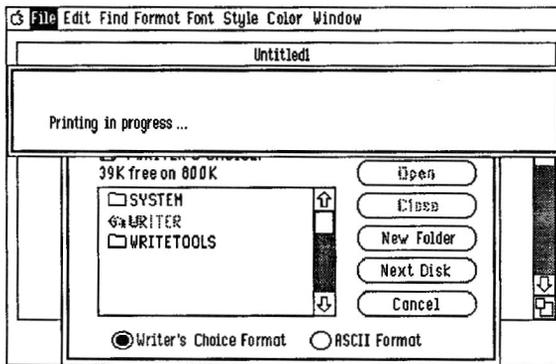
Windows. Windows are areas you use to organize, separate, and manage the text and pictures that make up a document. Along with the document window, there are three other types of windows.

The **Header** window lets you add text (such as a chapter title) that will appear at the top of every page.

The **Footer** window lets you add text (such as a page number) that will appear at the bottom of every page.

The **Clipboard** gives you a place to temporarily store text you've cut from a document.

You can have several windows open at once, and you can use
whichever one you want at any time you want. That's not
true of dialog boxes and message boxes. When a dialog box
or a message box is on the screen, you have to respond to it
before you can do anything else.

Dialog boxes. A dialog box appears when *Writer's Choice
elite* needs specific instructions about a task you've given it
before it can carry out the task. For example, you use a dialog
box to tell *Writer's Choice elite* the name you want to give to
a document you're about to save or to tell it a phrase you
want to find.
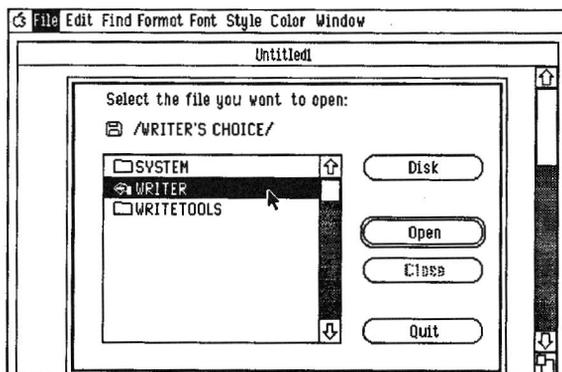
Message boxes. A message box appears when *Writer's Choice elite* has information about the task it's carrying out. For example, it might display a message to tell you the disk you want to save a document on is full or that it can't find the phrase you asked it to look for.
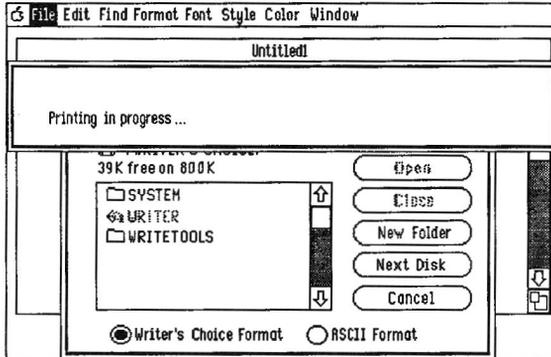
```
 ⌕ File  Edit  Find  Format  Font  Style  Color  Window
┌─────────────────────────────────────────────────────┐
│                       Untitled1                       │
├─────────────────────────────────────────────────────┤
│                                                       │
│   Printing in progress...                             │
│                                                       │
│  ┌──────────────────────────────────────────┐        │
│   39K free on 800K            ┌─────────┐             │
│   ☐ SYSTEM              ⬆     │  Open   │             │
│   ⌕ WRITER                    │  Close  │             │
│   ☐ WRITETOOLS               ┌──────────┐             │
│                              │ New Folder│            │
│                              ┌──────────┐             │
│                         ⬇    │ Next Disk│             │
│                              ┌──────────┐             │
│                              │  Cancel  │             │
│      ⦿ Writer's Choice Format    ○ ASCII Format       │
└─────────────────────────────────────────────────────┘
```

The Document Window

The document window is the part of the screen where the text of a document appears. Whenever you start *Writer's Choice elite*, an empty document window appears on the screen. You can either start a new document in the empty window or open another window that contains a document you've already created. You can have up to sixteen document windows open on the screen at the same time (although having more than three or four open at the same time slows down *Writer's Choice elite* noticeably).

You can manipulate a document window in several ways. You can change its size, move it to a different part of the screen, move it behind or in front of other windows that are on the screen, and close it. You'll find out how to do all those things in Chapter 4, "Advanced Techniques."

The Keyboard

The keyboard of the Apple IIGS has all the keys that are
standard on computer keyboards plus a few that are unique
to the keyboards of Apple computers. The following keys
have important functions in *Writer's Choice elite*:

return
shift
delete
tab
caps lock
option
command

The *option* and *command* keys and the placement of the
arrow keys are unique to Apple computers. Make sure you
know where they're located.

The special uses that keys have in *Writer's Choice elite* are
explained elsewhere in this guide. If you need information
about the usual way that any of the keys function, check the
glossary at the back of this guide or "The Mouse and the
Keyboard" in the Apple IIGS owner's guide.

Entering Text

The blinking bar in the upper left corner of the document window is the *cursor.*

The cursor marks the place where the first letter you type will appear.

Type the following sentence. If you make a mistake, press the *delete* key to back up and erase it. Then retype the text correctly.

> **Here are some things you might not know about Writer's Choice elite.**

Look at the screen. The first line of the text is *indented* – it starts farther in from the left margin than the second line. *Writer's Choice elite* automatically indents the first line of every paragraph. (Instructions for changing the indentation are in Chapter 3, "Laying out the Page.")

You've probably noticed that as you type, the cursor keeps moving to the right. The cursor always marks the place where the next character you type will appear. (A *character* is a letter, number, symbol, punctuation mark, or space.)

You've probably also noticed that you don't have to press *return* when you get to the end of a line. *Writer's Choice elite* automatically moves a word that won't fit at the end of one line to the beginning of the next one. That's known as *word wrapping*. You need to press *return* only at the end of a paragraph.

Press *return* if you haven't already done so. The cursor should be on the line below the sentence you typed.

Moving the Cursor

You can move the cursor anywhere in a document. You can, for example, move it to the middle of a paragraph you've already written if you want to add text there. But the cursor has to be somewhere *within* the text; you can't put it in the margin or in the blank part of the page below the end of the text.

You can move the cursor either with the mouse or with the arrow keys.

To move the cursor with the arrow keys, you press the left or right arrow key once for each character you want to move the cursor left or right, or the up or down arrow key once for each line you want to move the cursor up or down.

To move the cursor with the mouse, you move the pointer (which changes from an arrow to an I when it's over the text) to the place in the text where you want the cursor to be. Then

you click the mouse button. You can reposition the cursor with the mouse only when the pointer is shaped like an **I**.

Inserting Text

All you have to do to insert text into a document is to place the cursor where you want to add the text and start typing. The text that's already on the screen moves to the right to make room for the text you're adding.

Move the cursor just to the right of the word *some* in the first line (if you use the mouse to reposition the cursor, remember to click the mouse button after you position the pointer).

Type a space, then the word **interesting**. Notice that the word *Writer's* wrapped around to the second line. That happened because there wasn't room for it on the first line after you added *interesting*.

Erasing Text

You can erase any text that's on the screen by placing the cursor to the right of it and pressing *delete* to erase it. Although using *delete* gets the job done, it's not efficient if you have more than a few characters to erase. If you want to delete a phrase, sentence, paragraph, or more, there's a better way.

Here's what you do:

First you *select* the text you want to erase. Selecting text is a way of identifying the part of a document you want to work with.

To select a single word, you position the pointer on it and double-click the mouse button. The word is *highlighted* – it changes from black on white to white on black.

To select more than a word, you move the pointer to the beginning of the section you want to select, hold down the mouse button, and drag the pointer to the end of the section. Then you release the mouse button. The entire passage is highlighted.

When you've selected the word or words you want to erase, you press the *delete* key.

Erasing a word. Erase the word **interesting,** which you just added. Position the pointer on **interesting** and double click the mouse button. The word is highlighted. Press *delete,* and *interesting* disappears.

You'll also notice that the text is re-wrapped: *Writer's* moves back up to the end of the first line because there's room for it there again.

Undo

You can use the **Undo** command to cancel the last change you've made to a document. The document returns to the way it was before you made the change. You undo a change by choosing **Undo** from the **Edit** menu.

Undoing a Change. Undo the last change you made (you erased *interesting*) by choosing **Undo** from the **Edit** menu. First point to the word **Edit** in the menu bar. The **Edit** menu appears. Keep holding down the mouse button and drag the pointer down until you've highlighted **Undo Typing:**
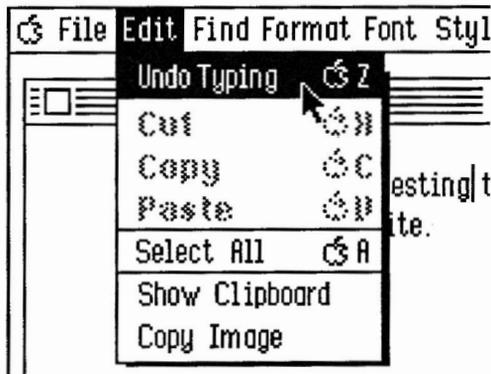
Release the mouse button. **Undo Typing** flickers, and then *interesting* reappears.

Undo reverses whatever you've done since the last time you clicked the mouse button. If you've erased text, the text you've erased reappears. If you've added text, the text you've added is erased.

You can also cancel the Undo command itself and change things back to the way they were before you used **Undo** the first time.

To erase *interesting* once more, choose **Redo Typing** from the Edit menu again.

Saving a Document

You can save a document any time you want. You need to save what you've written because the image of the document on the screen lasts only as long as the computer is on. If you turn off the computer without saving the document, you'll lose everything you've written. When you save a document, it's stored on the disk in the disk drive; it also remains on the screen until you close the document window or quit. The copy stays on the disk until you erase or replace it (for information on erasing a document from a disk, see your system disk guide). You can always get the document back from the disk and display it on the screen again.

It's a good idea to save a document you're working on frequently. That way, if the power goes out, you won't risk losing more than a little of your work.

In a moment you're going to save the document that's in the document window. Before you do, take a look at the *title bar* (it's at the top of the document window).

Title Bar

≣□▉▉▉▉▉▉▉▉▉▉≣ Untitled1 ≣

Here are some things you may not kn!
Choice Elite. |
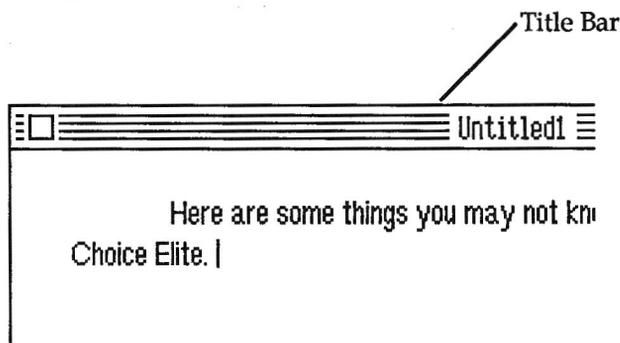
The name that appears there is **Untitled1**. *Writer's Choice elite* supplied the name automatically when you started the program. You can give the document a better name when

you save the document.

To save the document you've been working on, you choose **Save As** from the **File** menu. The difference between **Save** and **Save As** is that **Save As** lets you give the document a new name. **Save,** on the other hand, saves the document automatically with the name it already has. The *first* time you save a document, **Save** and **Save As** work exactly the same way.

To save the document, first point to **File.** Keep holding down the mouse button and drag the pointer down until **Save As** is highlighted.
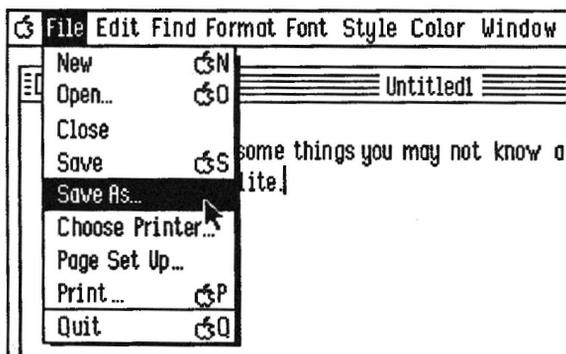
Release the mouse button. **Save As** flickers, and then a dialog box appears. It looks like this:

```
┌─────────────────────────────────────────────────┐
│  Save as                                          │
│  ┌─────────────┐        ▶                          │
│  │ Untitled1   │              ╭──────────╮         │
│  └─────────────┘              │   Save   │         │
│  🖫 /WRITER'S CHOICE/         ╰──────────╯         │
│  39K free on 800K             ╭──────────╮         │
│                               │   Open   │         │
│  ┌──────────────────┐ ⬆      ╰──────────╯         │
│  │ □SYSTEM          │        ╭──────────╮         │
│  │ ✥WRITER          │        │  Close   │         │
│  │ □WRITETOOLS      │        ╰──────────╯         │
│  │                  │        ╭──────────╮         │
│  │                  │        │New Folder│         │
│  │                  │        ╰──────────╯         │
│  │                  │        ╭──────────╮         │
│  │                  │ ⬇      │Next Disk │         │
│  └──────────────────┘        ╰──────────╯         │
│                               ╭──────────╮         │
│                               │  Cancel  │         │
│  ⦿Writer's Choice Format  ○ASCII Format ╰────────╯│
└─────────────────────────────────────────────────┘
```
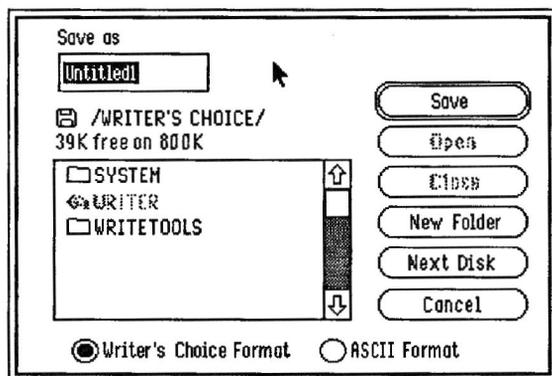
Look at the top of the dialog box. **Untitled1** appears in the space below **Save as.**

Always give a new document a new name before you save it. Remember that each time you start *Writer's Choice elite,* an empty document window with the name **Untitled1** appears on the screen. If you create a document in that window and save it without changing **Untitled1** to a different name, the document will replace any other document on the disk that also happens to be named *Untitled1.* You might lose a document you want to keep if you do that.

The name that appears in the space below **Save as** is always selected – as **Untitled1** is – so that you can replace it just by typing a new name.

Type **Example.** It replaces **Untitled1.**

Notice the **Cancel** button in the lower right corner of the dialog box. You can't use **Undo** to "unsave" a document once *Writer's Choice elite* has started to save it (in fact, you can't undo any of the commands on the **File** menu once

Writer's Choice elite has started to carry out the command). Instead, you use the **Cancel** button to leave the dialog box without carrying out the **Save As** command.

Do not attempt to save your documents on the *Writer's Choice elite* disk – the program itself takes up most of the storage space on the disk.

To switch disks:

If you have just one disk drive, first press the button on the disk drive to eject the *Writer's Choice elite* program disk and replace it with an initialized disk. Then point to the **Next Disk** button in the Save As dialog box, and click the mouse button.

If you have a second disk drive, put an initialized disk in it and click the **Next Disk** button. In a moment, the catalog in the **Save** dialog box lists the files on the disk (if there are any).

To save **Example**, click the **Save** button. The wristwatch icon replaces the pointer for a moment while *Writer's Choice elite* saves the document. When the pointer reappears, you may continue working in the document window.

Once you've saved a document, you can use **Save** rather than **Save As**. The **Save** command assumes that you want to replace the old version of a document with a new version. If you want to save different versions of a document, use **Save As** and give each version a different name.

It's a good idea to save a document often while you're working on it. Otherwise, if something unexpected should happen (for example, if the power should go out), you risk losing all of your work.

Printing a Document

Once you've finished a document, you'll want to print a copy of it. But before you print for the first time, you have to let *Writer's Choice elite* know what type of printer you have connected to your computer and which port the printer is connected to.

Note: If you're using AppleTalk, see "Choose Printer" in the "Reference" section for important information.

Select **Choose Printer** from the **File** menu. This dialog box appears:

```
┌─────────────────────────────────────────┐
│ Choose Printer                    v1.0   │
│ ─────────────────────────────────────── │
│ Printer type:          Printer port:     │
│ ┌──────────────┬──┐    ┌──────────────┬──┐│
│ │ IMAGEWRITER  │⇧ │    │ PRINTER      │⇧ ││
│ │ LASERWRITER  │  │    │ MODEM        │  ││
│ │              │  │    │ APPLETALK    │  ││
│ │              │  │    │              │  ││
│ │              │⇩ │    │              │⇩ ││
│ └──────────────┴──┘    └──────────────┴──┘│
│              ( Cancel )  (   OK   )       │
└─────────────────────────────────────────┘
```
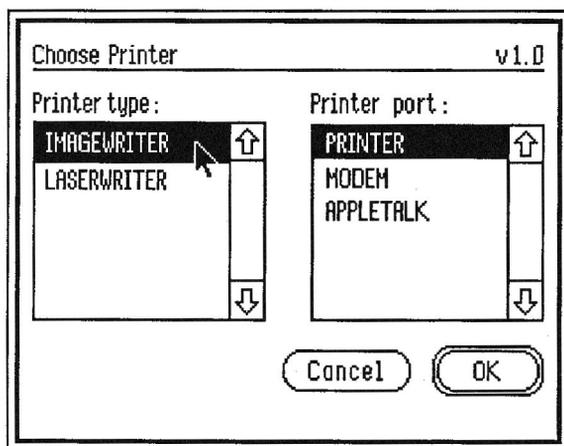
If the **Printer type** and the **Printer port** selected match your system, click **OK**. If not, point to the correct printer and port and click the mouse button. When you've selected the printer and port you want, click **OK**. *Writer's Choice elite* saves the selections that you've made on the program disk, so make sure the write notch on the disk is covered.

To print a document, you choose **Print** from the **File** menu. If you chose **LaserWriter** in the **Choose Printer** dialog box, this dialog box appears:
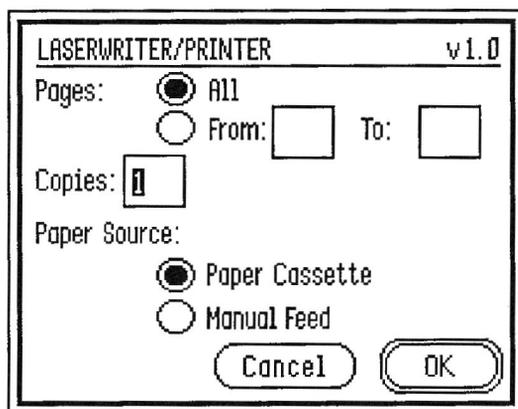
```
┌─────────────────────────────────────┐
│ LASERWRITER/PRINTER          v 1.0   │
│ Pages:    ● All                      │
│           ○ From:[    ]  To:[    ]    │
│ Copies: [1]                          │
│ Paper Source:                        │
│           ● Paper Cassette           │
│           ○ Manual Feed              │
│        ( Cancel )  ( OK )            │
└─────────────────────────────────────┘
```

If you chose **ImageWriter** in the **Choose Printer** dialog box, this dialog box appears:

```
┌─────────────────────────────────────┐
│ IMAGEWRITER/PRINTER          v 1.0   │
│ Quality:  ○ Better Text              │
│           ● Better Color             │
│           ○ Draft                    │
│ Page range:                          │
│           ● All                      │
│           ○ From:[   ]  To:[   ]     │
│ Copies: [1]                          │
│ Paper Feed:● Automatic ○ Hand Feed   │
│ □ Color  ( Cancel )  ( OK )          │
└─────────────────────────────────────┘
```
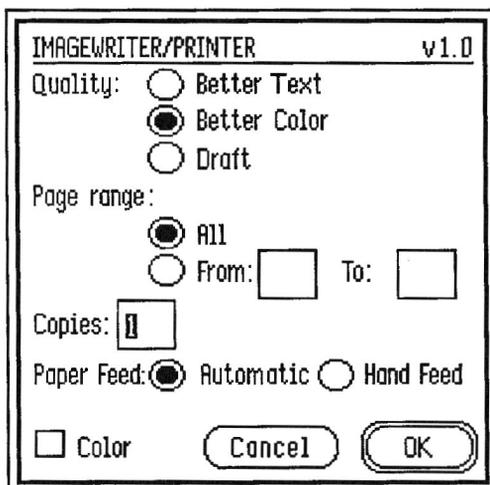
For detailed information on the print options, see the "Reference" section.

To print Example, first make sure your printer is connected to the computer, turned on, and on line. Choose **Print** from the **File** menu. Leave all the options displayed in the dialog box set as they are. Click **OK. Example** is printed, and the dialog box disappears from the screen.

Closing a Document

To remove a document from the screen, you *close* the document window it's in. Closing a document window doesn't save the text that's there. If you want to keep the document, you have to save it first.

You close the document window by choosing **Close** from the **File** menu. If more than one window is open on the screen, **Close** closes the one that's active (the active window is the one in front of all the others; four horizontal lines appear in its title bar). If you haven't made any changes to the document since you last saved it, the window closes immediately.

But if you've changed the document in some way, the process is different.

To find out how the process is different, first add this text to **Example** (move the cursor to the end of the document if it's not already there):

> **First, Writer's Choice elite lets you undo the last change you made to a document.**

Now choose **Close** from the **File** menu. A dialog box appears
that asks if you want to save the changes you've made.

Untitled1
⚠ Save 'Example' changes before closing?
(Yes)
(No)   (Cancel)
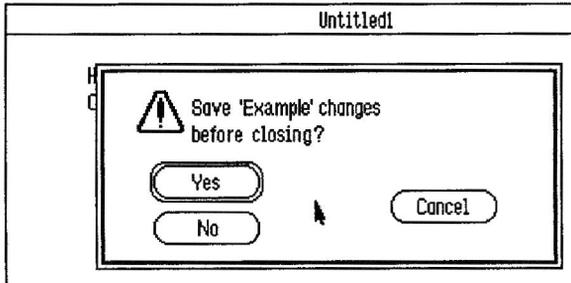
If you click **No**, the document window disappears from the
desktop screen, and the changes aren't saved.

If you click **Cancel**, the document window reappears just as it
was before you clicked the close box.

If you click **Yes**, the new version of the document is saved,
and the document window disappears.

Click **Yes**.

Starting a New Document

When you want to start a new document, you choose **New**
from the **File** menu. **New** gives you an "Untitled" document
window just like the one that appeared when you started
Writer's Choice elite. All the settings for the margins, the
font, the font style, the font size, and so on are the same as
those for the original document window.

Opening a Document

To get back a document you've saved on a disk, you *open* the document.

Choose **Open** from the **File** menu. The wristwatch icon replaces the pointer for a moment, then the **Open File** dialog box appears.
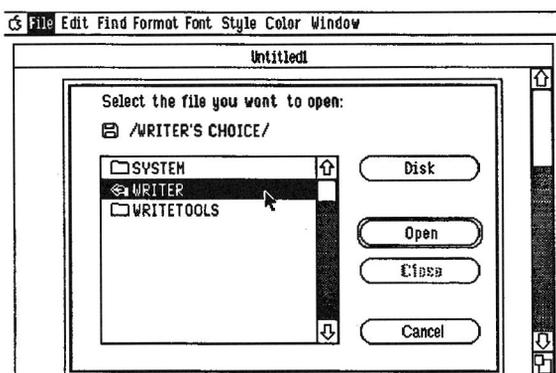
In the left half of the box is a list of the names of the documents and other files on the disk. The list is called a *catalog*. If a catalog has more names listed on it than can fit in the window, you can scroll the list up and down to see all the names.

Choose **Sample** from the list and click **OK**. The dialog box
disappears, the wristwatch icon replaces the pointer for a
moment, then the document appears on the screen. It looks
like this:
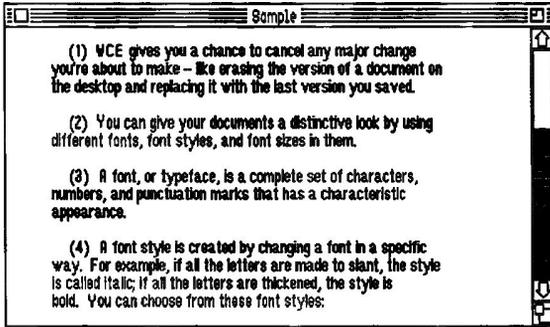
You'll use **Sample** in the next few chapters to learn how to
use *Writer's Choice elite* to edit and format a document. If
you want to quit rather than go on to the next chapter, choose
Quit from the **File** menu. You can come back to this section if
you need help opening **Sample** before you start Chapter 2,
"Editing."

Chapter 2

Editing
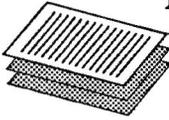
This chapter describes the many features of *Writer's Choice elite* that you can use to make changes and improvements in a document. You discovered in the first chapter how to delete and insert text in a document. In this chapter, you find out how to replace one section of text with another, how to move and copy sections of text, and how to find a word or phrase and automatically replace it everywhere it appears in a document with another word or phrase.

You need the document named **Sample** for the examples in this chapter. If it's not on the screen, open it (see "Opening a Document" at the end of Chapter 1 if you need help).

Scrolling Through a Document

A document can have much more text than can appear in the document window at one time. To see all of the text that's in the document, you *scroll* the document through the document window.
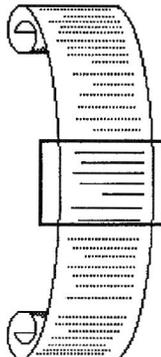
To scroll through a document, you use the **scroll bar**. It's located along the right side of the document window.
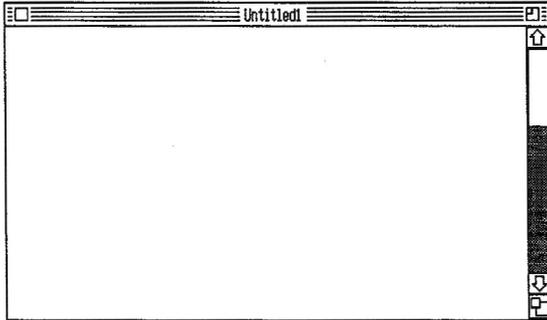
To scroll a document up or down one line, you point to the up or down *scroll arrow* (at the top and bottom of the scroll bar) and click the mouse button once. To scroll a document continuously line by line, you point to one of the arrows and hold down the mouse button.

To scroll through a document "window by window," you point to the area of the scroll bar above or below the scroll box and click the mouse button.

To scroll to the end of a document, you drag the scroll box to the bottom of the scroll bar. To scroll to the beginning of a document, you drag the scroll box to the top of the scroll bar.

Scroll through **Sample** using the methods described above. You can read the document and at the same time acquaint yourself with the various scrolling techniques.

Selecting Text

In Chapter 1 you learned how to *select* a single word by double-clicking it and how to select a passage of text by *dragging* the pointer through it. There's a third technique you can use to select sections of text that are too large to fit on the screen.

To select a section of text that's too large to fit on the screen, you first position the cursor at the beginning of the section of text. Then you scroll through the document to the end of the text you want to select, position the pointer there, and hold down the *shift* key while you click the mouse button. All of the text in between is selected.

Try this using **Sample:**

Position the pointer at the beginning of paragraph 2. Click the mouse button to place the cursor there. Now scroll through the document until paragraph 6 appears in the document window. Position the pointer at the end of paragraph 6.

Hold down the *shift* key and click the mouse button, then release the *shift*. The entire portion of the text between the two points is highlighted. Scroll up through the document, and you'll see.

To shorten or expand a section of text that's selected, you also use the *shift-click* technique: you position the pointer at the new place where you want highlighting to end and hold down *shift* while you click the mouse button.

Expand the section of text you've just selected: position the cursor at the end of paragraph 7, then hold down *shift* and click the mouse button. Paragraph 7 is included in the highlighted area.

Now shorten the highlighted area: position the cursor at the end of paragraph 5. Hold down *shift* and click the mouse button. The highlighting disappears from the paragraphs after the cursor's position.

Canceling a Selection

If you want to "unselect" all the text that's selected, position the pointer anywhere in the document window outside the text area and click the mouse button.

Replacing Text

One way to replace text in a document is to erase the text you want to replace and insert new text in its place.

There's an easier way: first you *select* the text you want to replace and then simply type the new text. As soon as you start typing, the old text is automatically erased.

Replace the word *document* in the first paragraph with *term paper*. First, select *document*. Point to the letter *d*, hold down the mouse button, and drag the pointer to the right until the whole word is highlighted. Type **term paper**. *Writer's Choice elite* erases *document* and inserts *term paper* in its place.

There may be times when you want to save the text you're replacing so that you can use it elsewhere. When that's the

case, remove the old text using the **Cut** command. The **Cut** command is explained next.

Removing Text

When you want to save and reuse text you're removing from a document, use the **Cut** command. The three techniques that have been described so far for removing text – erasing it character by character with the *delete* key, selecting it then pressing *delete*, and selecting it then typing new text to replace – don't let you use the old text over again. **Cut**, on the other hand, moves the text to the *Clipboard*.

The Clipboard is a small document separate from all the other documents you might create. Any text you cut or copy is placed there. The text stays there – even after you've pasted the text elsewhere in a document – until you cut or copy another section of text.

Using **Cut** is simple. You first select the text you want to remove, then you choose **Cut** from the **Edit** menu. *Writer's Choice elite* removes the text that's selected from the document and moves it to the Clipboard.

Try using **Cut** to remove paragraph 7 from **Sample**. Scroll the document, if you need to, to display paragraph 7 in the document window, then select the entire paragraph. Next, choose **Cut** from the **Edit** menu. **Cut** flickers, the menu closes, and in a moment the text disappears.

You can display the Clipboard any time you want to see what text is currently being saved there by choosing **Show Clipboard** from the **Edit** menu.

Try it: choose **Show Clipboard** from the **Edit** menu. **Show Clipboard** flickers, the menu closes, and in a moment the

Clipboard window appears. The text you've just cut appears there. As long as a section of text is on the Clipboard, you can reinsert the text in a document.

Pull down the **Edit** menu, and you'll notice that **Show Clipboard** has been replaced by **Hide Clipboard**.

Choose **Hide Clipboard**. The Clipboard window disappears.

Moving Text

You can move a section of text from one part of a document to another by first removing it from its current location using **Cut** and then inserting elsewhere. You insert it in its new location using **Paste**.

To use **Paste**, you move the cursor to the place where you want the text to be inserted and then choose **Paste** from the **Edit** menu.

When you paste one section of text into the middle of another one, all the text that's originally to the right of the cursor moves to the right and down to make room for the new text. *Writer's Choice elite* also re-wraps the text automatically.

Move paragraph 6 between paragraphs 1 and 2. First select the entire paragraph (to keep the spacing between all the paragraphs the same after you move paragraph 6, make sure that you select the blank line following the paragraph, too).

Next, choose **Cut** from the **Edit** menu. Paragraph 6 disappears.

Now move the pointer to the beginning of paragraph 2. Click the mouse button to place the cursor there.

Finally, choose **Paste** from the **Edit** menu. **Paste** flickers, the menu closes, and in a moment the text reappears – now between paragraphs 1 and 2.

Copying Text

If you want to use the same section of text more than once in a document (or if you want to use the same section of text in more than one document), you can make a copy of it with the **Copy** command. Copy, like Cut, puts a copy of the text you've selected on the Clipboard, but unlike Cut, it doesn't remove the text from its original place in the document.

To use **Copy**, you select the text you want to make a copy of and choose **Copy** from the **Edit** menu. To insert a copy of the text elsewhere in the document (or in a different document), you use **Paste**.

Make a copy of paragraph 2. First, select it (don't forget to include the blank line following it).

Next, choose **Copy** from the **Edit** menu. **Copy** flickers and the menu closes, but there's no change in the screen.

To see that the text has in fact been copied, choose **Show Clipboard** from the **Edit** menu. The Clipboard appears with the text on it. Close the Clipboard.

Now, position the pointer at the beginning of paragraph 4. Click the mouse button to place the cursor there.

Next, choose **Paste** from the **Edit** menu. In a moment, paragraph 2 appears between paragraphs 3 and 4 – and it's still in its original location, too.

You can insert another copy of the paragraph elsewhere because the text is still on the Clipboard. (Show the Clipboard if you'd like to see it.)

Insert another copy of paragraph 2. Place the cursor at the beginning of paragraph 5. Choose **Paste** from the **Edit** menu. Another copy of the paragraph appears at the new spot.

Remember that a copy of the text you've selected stays on the Clipboard only until you copy or cut another section of text. If you want to insert a copy of the text on the Clipboard in more than one place in a document, do it before you copy or cut anything else.

Finding Text

It often happens that the text you want to replace, remove, or copy isn't in the part of the document that's on the screen. Rather than scrolling though the document yourself looking for the text, you can use the **Find** command and have *Writer's Choice elite* find the text for you. (You can use the **Change** command to find a passage of text, then to replace the text with something else automatically once *Writer's Choice elite* has found it. Replacing text is explained in the next section.)

To search for text, you first point to the place where you want the search to start, then click the mouse button to place the cursor there. You then choose **Find** from the **Find** menu. The **Find** dialog box appears.

Type the text you want to find here

```
┌─────────────────────────────────────────┐
│ ▤□▤▤▤▤▤▤▤▤▤▤ Find ▤▤▤▤▤▤▤▤▤▤▤▤▤ │
├─────────────────────────────────────────┤
│  Find What    ┌──────────────────────┐   │
│               │                      │   │
│               └──────────────────────┘   │
│ ⟨Find Next⟩  ● Whole Word   ○ Partial Word │
│                                           │
└─────────────────────────────────────────┘
```
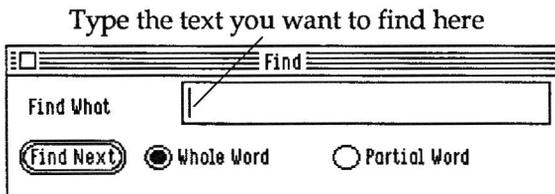
Next, type the text you want to find in the space next to **Find What.** You can enter up to 41 characters that include any combination of letters, numbers, or punctuation marks. Finally, you click **Find Next.**

When *Writer's Choice elite* finds the text, it highlights the text so it's easy for you to spot. If it can't find the text, the menu bar flashes. If the menu bar doesn't flash, but you can't see any highlighted text, then *Writer's Choice elite* has found the text, but the text's behind the dialog box.

To move the dialog box so you can see the text, point to the title bar, hold down the mouse button, and drag the dialog box to some other part of the screen. You can also close the dialog box so you can see the text. If you do, the next time you select **Find** from the **Find** menu, the dialog box reappears just as you left it, ready to continue the search.

To see how Find works, try finding the phrase *for example*:

Move the cursor to the beginning of the document. Choose **Find** from the **Find** menu. The **Find** dialog box appears.

In the space next to **Find What,** type **for example.** Click **Find Next.**

In a moment, *Writer's Choice elite* finds *for example* in paragraph 4. It's highlighted the text so that the text stands out and it's placed the cursor at the beginning of the text. Notice that the *F* in *For* is capitalized.

To find the next place where *for example* appears, click **Find Next** again. This time *Writer's Choice elite* finds the phrase in paragraph 5, even though the *f* in *for* is lowercase and a left parenthesis is immediately in front of it.

Writer's Choice elite ignored the difference between the uppercase and lowercase *f*, and it also ignored the punctuation in front of the second *for example*. *Writer's Choice elite* always ignores capitalization and punctuation (unless you enter it as part of the text you're searching for), and it also always ignores the font, font size, and font style of the text.

Close the **Find** dialog box by clicking the close box at the left end of the title bar.

Matching Whole Words or Parts of Words

When *Writer's Choice elite* looks for text that matches what you've typed in the dialog box, you can have it check not only for entire words and phrases that match, but also for *parts* of words and phrases that match. For example, if *Writer's Choice elite* were looking for words that matched *to*, you could also have it find *today* and *toward*.

Move the cursor to the beginning of the original paragraph 2. Choose **Find** from the **Find** menu again. When the dialog box appears, notice that **Whole Word** is selected.

Type **the** in the space next to **Find What** (*for example* disappears as soon as you start typing). Then click **Find Next**.

Writer's Choice elite finds *the* immediately.

There are times when looking for a string of characters both by themselves and as part of another word can be useful. For example, you can use it to find both singular and plural forms of the same noun (*word* and *words; box* and *boxes*), different forms of the same adjective (*red, redder*, and *reddest*), or different forms of the same verb (*change* and *changed*). In cases like that, you use the **Partial Word** option.

Move the cursor back to the beginning of paragraph 2. Choose **Find** from the **Find** menu. Choose **Partial Word,** then click **Find Next** (*the* still appears in the space next to **Find What**).

The first *"the" Writer's Choice elite* finds is in the word *them*.

Click **Find Next** again.

Writer's Choice elite finds the word *the*.

Finding and Replacing Text

You use the **Change** command to search a document for a line of text and then, when it finds the text, to replace it automatically with another line of text. What's more, you can replace the text not just once, but everywhere it appears in a document.

Here's how to find text and replace it with something else:

First you move the cursor to the place in the document where you want the search to start.

You then choose **Change** from the **Find** menu. The **Change** dialog box appears.

You type the text you want to find and the new text you want to replace it with (both can be up to 41 characters long and include any combination of letters, numbers, or punctuation marks). Then you click **Find Next**. When *Writer's Choice elite* finds the original text, it highlights the text so it's easy for you to spot. You can then replace the text you've found with the new text.

Look at **Sample** and you'll notice that the letters *WCE* – which stand for *Writer's Choice elite* – appear about half a dozen times. Using an abbreviation in a document is a good way to save time typing. You can then go back when you finish, search for all the places where you used the abbreviation, and replace it automatically with the full text.

Here's how to change *WCE* to *Writer's Choice elite*:

First, move the cursor to the beginning of the document. Choose **Change** from the **Find** menu. When the Change dialog box appears, type **WCE** next to **Find What**. Press *tab*, then type **Writer's Choice elite** next to **Change to**. Click **Find Next**.

*Writer's Choice elite* finds **WCE** in the first line and highlights it.

You now have three options. You can click **Change then find** if you want to replace the first **WCE** with *Writer's Choice elite* and immediately find the next place where **WCE** appears. You can click **Change** if you want to replace the **WCE** and stop searching. Or you can click **Change All** if you want to replace **WCE** everywhere it appears without stopping to decide each time you come across it.

You have to be careful when you use **Change All** – it can have results you might not expect and that can be impossible to undo automatically. In this case, for example, if you didn't choose **Whole Word**, *Writer's Choice elite* would replace the series of letters *wce* wherever they appeared – even if they were part of another word. **WCE** is an unlikely combination of letters to find in an English word, but they could easily appear in a trade name, in someone's last name, or in the name of a place.

Click **Change All.** *Writer's Choice elite* finds each place where WCE appears and replaces it with **Writer's Choice elite.** As it does so, it also rewraps the text automatically so the document is in the right format when it finishes.

Chapter 3
Laying Out the Page
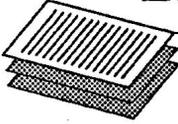
Writer's Choice elite gives you many ways to lay out documents so that they're attractive and effective. You can use *rulers* to set line spacing, margins, tabs, and the alignment of the text. You can add *headers* and *footers* to documents (headers and footers are made up of text, such as the title of a document, that appears at the top and bottom of every page; page numbers also appear in either the header or the footer). Finally, you can make use of a wide variety of fonts and font styles.

Before you continue with this chapter, open **Sample** (if it isn't open already) so you have a document to experiment with.

Rulers

At least one ruler is always at work in any document. You can always see the effect a ruler has on a document, but you can't see the ruler itself until you choose the **Show Rulers** command from the **Format** menu.

To see the ruler that controls the format of **Sample**, choose **Show Rulers** from the **Format** menu.

```
 File Edit Find |Format| Font Style Color Window
                Open Header
                Open Footer
                Remove Header
                Remove Footer
                Show Rulers
                Change Ruler ...
                Goto Page # ...
                Set Page # ...
                Insert a Page Break
                Title Page
```
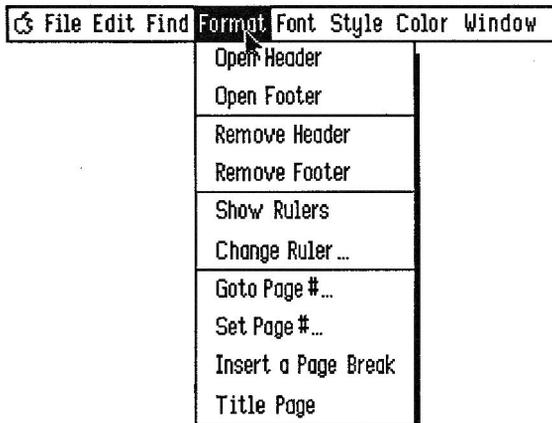
A ruler appears at the top of the document (scroll to the top of the document, if you need to, to see it). It looks like this:
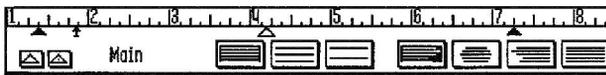
You use the ruler to set:

- the left and right margins
- the indentation for the first line of each paragraph
- tab stops
- line spacing
- alignment

Setting the Left and Right Margins

To set the left margin, you drag the left margin marker to the place on the ruler where you want the margin to be. You set the right margin the same way,

using the right margin marker. As soon as you release the margin marker, the text immediately changes to match the new margins.

Writer's Choice elite sets the left margin at 1 3/8 inch. Here's how to make the left margin two inches wide:

Point to the left margin marker and hold down the mouse button. Keep holding the button down, and move the left margin marker to the right, past the paragraph indentation marker until it's even with the two-inch mark.

Release the mouse button. The left margin immediately takes effect.

Changing the Paragraph Indentation

You'll notice that the location of the left margin marker doesn't affect where the first line of each paragraph begins. A paragraph's first line is controlled instead by the paragraph *indentation marker*.

You change the indentation marker the same way you change the left or right margin. You drag the indentation marker to the place where you want the first line of each paragraph to begin. You can set the indentation marker at the same place as the left margin, or to the right or left of it (when an indentation is farther left than the left margin, it's called a *hanging* indent.) But the indentation marker can't be closer than three-quarters of an inch to the right margin marker.

Try resetting the paragraph indentation: point to the indentation marker and drag it three quarters of an inch to the right of the left margin marker. Release the mouse button. As soon as you release the mouse button, the new indentation takes effect.

Setting Line Spacing

You have three choices for line spacing:

single spacing

double spacing

triple spacing

To change the line spacing, you point to the box that shows the spacing you want and click the mouse button. The change takes place immediately.

Change the spacing of the document from single to double spacing. Point to the second box and click. The box is highlighted, and immediately the document is double spaced.

Changing Alignment

There are four ways text can be aligned:

Text can be aligned left – which means that it's even with the left margin, but uneven at the right.

Each line of text can be centered between the left and right margins.

Text can be right aligned – even with the right margin, but uneven at the left.

Text can be justified – even at both the left and right margins.

To align text, you point to the box that matches the alignment you want, then click the mouse button. The change in alignment takes place immediately.

Experiment with the different alignments to see how they change the way **Sample** looks. (The icon that lets you justify text might be hidden behind the right edge of the document window. If it is, click the full-screen box at the right end of the title bar.)

Setting Tab Stops

Writer's Choice elite has two types of tab stops, standard tab stops and decimal tab stops. You use standard tab stops to organize a list of words into one or more columns. You use decimal tab stops to organize a list of numbers into one or more columns. A decimal tab lines up the decimal points in all the numbers in the column.

To set a standard tab stop, you drag a tab marker from the standard *tab well* and set it on the inch scale at the place where you want the left edge of the column to be. As soon as you release the mouse button, the tab stop is set. When you press *tab*, the cursor moves to the next tab stop. The text you type starts at the tab stop and continues to the right.

To set a decimal tab stop, you do much the same thing. You drag a decimal tab marker from the decimal *tab well* and set it on the inch scale at the place where you want the decimal points in the column to line up. As soon as you release the mouse button, the tab stop is set. When you press *tab*, the cursor moves to the next tab stop. As you type a number, *Writer's Choice elite* places the numbers you type to the *left* of the tab stop until you type a decimal point. Any characters you type after the decimal point go to the right of the tab stop.

When you use *tab* to move the cursor to a column, *Writer's Choice elite* remembers that you used *tab* and not the space-bar. If you later move the tab stop, any text you used *tab* to position at the tab stop is moved as well. So if you create a column of text and then decide it should be farther to the right or left, you can move the entire column of text just by moving the tab stop.

One standard tab stop is set in advance on the **Main** ruler. To see it, choose **Show Rulers** from the **Format** menu.

Try changing the tab stop:

First, point to the tab marker and hold down the mouse button. Keep holding the button, and drag the marker to the 3 1/2 inch mark on the inch scale.

Next, try setting a new tab stop:

Point to the tab well and hold down the mouse button. Keep holding down the mouse button, drag a tab marker from the well, and set it at the 5 1/2 inch mark. Go to the end of Paragraph 3 and type:

These are some of the fonts you can choose:

Press *return* twice, and then press *tab*. Type **Courier** and press *tab* again. Type **Geneva**. Press *return* and *tab* again. Type **Helvetica** and press *tab*. Type **Shaston** and press *return*. You've created two columns, with **Courier** and **Helvetica** in one and **Geneva** and **Shaston** in the other.

Try moving an entire column of text:

Point to the second tab stop (the one above **Geneva** and **Shaston**), hold down the mouse button, and drag the tab stop to the right. Release the mouse button, and the column of text moves to the new position of the tab stop.

Finally, try setting a decimal tab stop:

Go to the **Main** ruler and drag a decimal tab marker from the decimal tab well, and set it at the 4 inch mark. Press *return* and then press *tab* twice to move the cursor to the decimal tab stop.

Type a decimal point (it's the same as a period), then **25**. Notice that in this case, the decimal tab stop works the same as a standard tab stop: the first character you type is placed at the tab stop, and the next two characters are placed to the right.

Press *return*, then press *tab* twice. Type **1.5**. Notice that 1 is placed to the *left* of the tab stop.

Press *return*, then press *tab* twice. Type **10**. Notice that both the *1* and the zero are placed to the left of the tab stop as you type them. The result is that all of the decimal points (even the invisible one after *10*) are lined up under the decimal tab stop.

Removing Tab Stops

You remove a tab stop by pointing to it, clicking the mouse button, and dragging the tab stop back to the tab well. Any text that you positioned at that tab stop shifts to the next tab stop to the right. If any text was positioned at that tab stop, that text shifts to the right, to the next tab stop – if there is one. If there are no more tab stops to the right, a new line appears, and the text shifts to the first tab stop on the new line if there is one.

Inserting Rulers

You can format different parts of a document differently by using rulers with different settings. For example, if you use a long quotation in a document, you may want to change the margins to set the quotation off from the rest of the text. You can format a section of a document in a special way by inserting an additional ruler for that section.

The section governed by an additional ruler can be of any length, but it must begin and end with a paragraph break. You can't reformat just a part of a paragraph.

Creating a New Ruler

Before you create a new ruler, you indicate the part of the document you want the ruler to affect. If you want to reformat a single paragraph that you've already typed, you can put the cursor anywhere in the paragraph. If you want to reformat a longer section, you select the entire section. If you want to set a special format for text you're about to type, you move the cursor to the paragraph break where you're going to start typing (be sure that you've pressed *return* at the end of the previous paragraph, or you'll reformat that paragraph, too.)

Once you've indicated the part of the document you want the new ruler to affect, you select **Change Ruler** from the **Format** menu. The Change Ruler window appears. The **Main** ruler is at the top, and beneath it are any other rulers you've already defined.
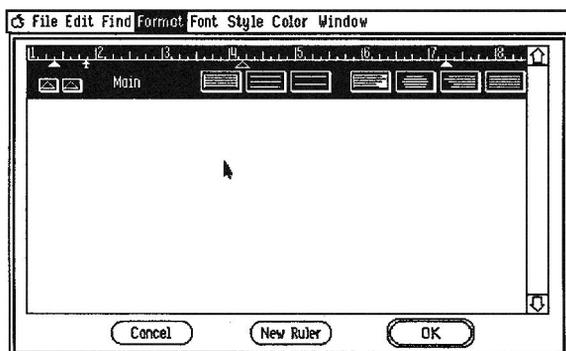
To create a new ruler you click the **New Ruler** button at the
bottom of the window. A dialog window that lets you name
the new ruler appears. *Writer's Choice elite* suggests the name
Local, and if you want to use **Local**, you just click **OK**. If you
want to use a different name, you type the name and then
click **OK**.

Local Rulers. The name you give a ruler is important be-
cause any ruler whose name begins with the word *Local*
works in a special way: a local ruler never affects more than
one paragraph.

Normally once you've reformatted a section with a new ruler,
any new paragraphs you add to that section appear in the
new format. But if you reformat a paragraph with a local
ruler and later break the paragraph into two, the second
paragraph won't be affected by the local ruler.

A local ruler is useful, for example, if you want to indent the
first paragraph of a chapter differently from the rest of the
paragraphs in the chapter. You can use a local ruler on the
first paragraph to set the special indentation, knowing that if
you later split the first paragraph into two, the second part
will be formatted not like the first paragraph, but like the rest
of the paragraphs in the chapter.

You can give different rulers the same name, but it's usually not a good idea. Remember that when you look at the Change Ruler window, you see the rulers out of context, so it's best to give each ruler a distinct name that tells you what it's used for. The names of local rulers all have to begin with the word *Local*, but you can add up to three more characters following *Local* to distinguish one local ruler from another. Ruler names can't be more than eight characters long.

Setting the Ruler

Once you give a ruler a name and click **OK**, the new ruler appears beneath the others in the Change Ruler window. Its settings are initially the same as those of the main ruler. You make whatever changes you want to the new ruler, then click **OK** to leave the Change Ruler window. The new format goes into effect immediately.

Try changing the format on the second and third paragraphs of **Sample**. Suppose you want to indent it an additional half inch so it looks like a quotation. First, select paragraph 2. Then select Change Ruler from the **Format** menu. The Change Ruler window appears. Click the **New Ruler** button. A dialog box appears; the name **Local** appears in the space next to **Name of the New Ruler**.

You don't want a local ruler since you're formatting two paragraphs, so type **Quote** in the space next to **Name of the New Ruler**, then click **OK** to leave the dialog window. The name **Quote** will remind you of what the ruler is if you see it later, out of context, in the Change Ruler window.

The new ruler, **Quote**, appears in the Change Ruler window. Click **OK** to leave the Change Ruler window. When the document window reappears, the left margin of the following paragraphs are indented a half inch farther to the right than the other paragraphs.

Insert a copy of the main ruler at the beginning of paragraph 4 to change the rest of the document back to the way it was.

Now try changing the format of the first paragraph in **Sample**. Suppose you want the first line of the first paragraph to be even with the left margin instead of indented. First, put the cursor in the first paragraph, then select **Change Ruler** from the **Format** menu. The Change Ruler window appears. Click the **New Ruler** button. The dialog box appears suggesting the name **Local**. Use a local ruler in this case because if you later divide the paragraph in two, you still want only the first one to be unindented. Just click **OK**. The new ruler, **Local**, appears in the Change Ruler window. Drag the paragraph indentation marker to the left until it's on top of the left margin marker, then click **OK** to leave the Change Ruler window. When the document window reappears, the first line of **Sample** is no longer indented.

The Selected Ruler

You probably noticed that in the Change Ruler window one of the rulers is always selected. The selected ruler is the one that will affect the text you've selected when you return to the document window (if you haven't selected a section of text, the selected ruler is the one that will affect the paragraph where the cursor is currently located). When the Change Ruler window first appears, the **Main** ruler is always selected. If you add a new ruler, the new ruler is automatically selected instead. You can select any of the other rulers by clicking its inch scale.

Once you've defined a ruler, you can use it wherever you need to. For example, if a document contains several quotations that need the same special indentation, you can create a single ruler and then apply it to each quotation.

To use a ruler that you've already created, you first indicate the text you want it to affect. If the text you want it to affect is a single paragraph, you can put the cursor anywhere inside the paragraph; if the section of text is longer than a paragraph, you select the whole section. If you want the ruler to affect text you're about to type, you move the cursor to the place where you're going to type the text (the text has to be a new paragraph since a ruler can't affect only part of a paragraph; if you're adding text between two paragraphs that already exist, press *return* to create a blank line between them and leave the cursor on the blank line).

You then choose **Change Ruler** from the **Format** menu. When the Change Ruler window appears, you select the ruler you want by pointing to its inch scale and clicking the mouse button. Then click **OK**. The Change Ruler window disappears, and the ruler you've chosen then reformats the text you selected.

Changing Rulers Within a Document

When you use a ruler to reformat a section of text, the ruler is inserted in the document itself. You can't see it, however, unless you've chosen **Show Rulers** from the **Format** menu.

To see **Quote**, the ruler you've added to **Sample**, choose **Show Rulers** from the **Format** menu. Notice that the **Main** ruler is at the top of the document, the new ruler **Quote** just before paragraph 2, and the **Main** ruler again just after paragraph 3. A ruler always affects all the text between it and the next ruler.

When a ruler is visible in the document window, you can change it directly, without using the Change Ruler window. But be careful: the same ruler may appear in more than one place in the document and may affect more than one section, but it's still one and the same ruler. If you change the ruler

anywhere it appears, the format of all the other paragraphs the ruler controls are also affected.

There are times when changing just one ruler to reformat all the sections affected by the ruler can be convenient. For example, if you'd used a ruler named *Quote* to format all the quotations in a document with a 2 1/2-inch margin, you could reformat all of them with a 2 3/4-inch margin by changing the margin on any of the *Quote* rulers that appear in the text. If you wanted to change the formatting of only certain quotations, however, you'd have to use **Change Ruler** to create a new ruler for the sections you wanted to change.

Deleting a Ruler

To delete a ruler, you place the cursor at the beginning of the first line of text after the ruler and press *delete*.

When you delete a ruler, the format of the text changes to match the format of the text above it – unless the text above it is controlled by a local ruler. In that case, the paragraph following the ruler you deleted is joined to the paragraph above it, and they become one paragraph, all of which is controlled by the local ruler.

Fonts and Font Styles

A *font*, or typeface, is a complete set of letters, numbers, and punctuation marks that has a characteristic appearance. This guide, for example, is set in a font called Palatino. *Writer's Choice elite* has many different fonts – each in various sizes – that you can use in your document.

A font *style* is created by changing a font in a specific way. For example, if all the characters in a font slant, the style is called *italic*. If all the characters are made thicker and darker,

the style is **bold**. Font styles are different from fonts in that you can use more than one style at a time. For example, you can have text that's both *bold and italic.* The seven font styles you can use are listed on the **Style** menu.

Changing Fonts

If there's text already on the screen, you can change the font it's displayed in; or you can choose a new font for text you're about to type. If you want to change text that's already on the screen, you have to *select* the text before you choose the new font you want it to appear in. If you want to type text in a new font, all you have to do is choose the new font and start typing.

To choose a new font, you just pull down the **Font** menu and select the font you want. It takes effect immediately, appearing in the same size and style as the old font. A check mark appears on the **Font** menu next to the font you're currently using.

The new font appears in the same size and style as the old font. If the new font isn't available in the same size, *Writer's Choice elite* scales it up or down to the size of the old font. If you don't like the result, you can select a different size (see the next section, "Changing Font Styles and Sizes").

When you've chosen the font, style, and size you want, click OK.

To get some idea of what the fonts in the catalog look like, change each of the font names you added to paragraph 3 of **Sample** to the font that's named.

First, select the name **Courier** in the text. Next, pull down the **Font** menu and select **Courier**. **Courier** flickers, the **Font**

menu closes, and the name **Courier** in the text changes to the new font.

Follow the same steps to change the name **Geneva** to the font Geneva and the name **Helvetica** to the font Helvetica.

Changing Font Styles and Sizes

You can change the style of the font you're using without changing the font itself. You can change the style of text that's already on the screen, or you can choose a new style for text you're about to type. If you want to change text that's already on the screen, you select it before you choose the new font style.

All you have to do to choose a new style is to select it from the **Style** menu. It takes effect immediately. A check mark appears on the **Style** menu next to the name of the style that's in effect.

Go to Paragraph 4, where the three font styles, **Bold, Italic,** and **Underline,** are listed. Select the word **Bold.** Next, select **Bold** from the **Style** menu. The word **Bold** immediately changes.

Remember that you can use more than one style at a time. However, not all styles can be used with all fonts; when a style can't be used, it appears dimmed on the list of font styles.

Experiment with different combinations of styles to see what sort of effects you can produce.

Note: The **Shaston** font, which is already selected when you begin, can't be underlined. Be sure to choose another font if you want to underline text in a document.

Below the list of styles on the **Style** menu is a list of sizes. A check mark is next to the one that's currently selected. You change the size of text by selecting a new size from the menu.

The sizes that are listed in bold are the ones that look best on the screen. If you choose a size that isn't bold, *Writer's Choice elite* scales the font up or down to the size you've selected. There may be times when the scaled font won't fit in memory. If that happens, *Writer's Choice elite* substitutes 8-point **Shaston** for the font and size you've chosen.

Try changing the size of the name **Geneva** in paragraph 3 of **Sample**. Select the name, then pull down the **Style** menu. Select **12 points**. The word **Geneva** appears immediately in the new size.

Adding Headers and Footers

A *header* is text that appears at the top of every page. A header can also be the title of a book or a report, or if you're working on a draft that changes a lot, the date and time. You can put the page number in the header, but usually it goes in the *footer*.

A *footer* is text that appears at the bottom of every page. You can put such things as the title of a book, a chapter, or a report, or the date or time in a footer, too.

Headers and footers also have a special use in *Writer's Choice elite* – they let you set the top and bottom margins of the page.

Creating a Header

To create a header, you first select **Open Header** from the
Format menu. The **Header** window appears. You type the
text of the header then click the close box (the box at the left
end of the title bar). The header immediately appears at the
top of every page in the document.

Try adding a header to **Sample**:

First, select **Hide Rulers** from the **Layout** menu to remove the
rulers from the screen. Choose **Open Header** from the
Format menu. The **Header** window appears.

Press *return* twice to start the header two lines from the top of
the page. Type **Sample**. Press *return* again.

Notice that just below the **Header** window's title bar, there
are three small icons. They look like this:

Page number

Date

Time

The icons represent the page number, the date, and the time.
You use the icons to have the page number, the date, or the
time displayed in the header. To use any of the icons, you
point to it, hold down the mouse button, and drag the icon to
the place in the header where you want the date, time, or
page number to appear.

Add the date to the header:

Point to the date icon, hold down the mouse button, and drag
the icon to the line below **Sample**. The icons aren't controlled

by the alignment settings, so to make sure the date appears directly under *Sample* in the document, line up the left edge of the icon with the cursor.

Press *return* twice to make the header a total of six lines long. (Remember that you also set the top margin of the page with the header. Six lines – or an inch – is the standard top margin for a page.) Click the close box. The **Header** window disappears, and the new header appears at the top of each page in **Sample**.

Creating a Footer

The process for creating a footer is the same as the process for creating a header. Try adding a footer to **Sample**:

Choose **Open Footer** from the **Format** menu. Press *return* six times to create a standard one-inch margin at the bottom of the page.

Next, add the page number to the footer. Point to the page number icon, hold down the mouse button, and drag the icon to the fourth line (the page number will then appear two lines above the bottom edge of the page). Center the icon there. Remember that the date, time, and page number icons aren't controlled by the alignment settings, so selecting center alignment on the ruler won't center the page number.

Finally, click the close box. The **Footer** window disappears, and the new footer appears at the bottom of each page in **Sample**.

Setting the Page Number

When you use the page number icon in either the header or
the footer, *Writer's Choice elite* automatically numbers the first
page of a document 1. There may be times, however, when
you want the first page to have a number other than 1. For
example, if you were working on a book and each chapter
were a separate document, you'd probably want the number
of the first page in the second chapter to follow the number of
the last page in the first chapter.

To set the number of the first page, you choose **Set Page #**
from the **Format** menu. This dialog box appears:

Sample

New Page Number   [B]

OK   Cancel

(3) A font, or typeface, is a complete set of characters,
numbers, and punctuation marks that has a characteristic
appearance.

(4) A font style is created by changing a font in a specific
way. For example, if all the letters are made to slant, the style
is called italic; if all the letters are thickened, the style is
bold. You can choose from these font styles:

You type the number you want on the first page in the box
next to **New Page Number** then click **OK**.

Removing Headers and Footers

If you've created a header and a footer, *Writer's Choice elite*
automatically displays and prints them on every page of the
document, starting with the first page. You may not want the

header and the footer displayed and printed on the first page if, for example, the first page of the document is a title page. You may also decide after you've created a header and a footer that you don't want to use them at all.

To prevent *Writer's Choice elite* from displaying a header and a footer on the first page of a document, you choose **Title Page** from the **Format** menu. The header and footer immediately disappear from the first page of the document, and a check mark appears next to **Title Page** on the **Format Menu** to let you know that the Title Page option is in effect.

To remove the header or the footer from every page in a document, choose **Remove Header** or **Remove Footer** from the **Format** menu. The header and the footer immediately disappear from every page of the document, and the items **Remove Header** and **Remove Footer** are replaced on the menu by **Display Header** and **Display Footer**.

Inserting Page Breaks

If you want to start a new page in a document but haven't filled the page you're working on, one way to do it is to keep pressing *return* until you get to the top of the next page. An easier way is to insert a *page break* where you want the new page to begin.

To insert a page break, you first move the cursor to the place in the document where you want to start a new page. Then you choose **Insert a Page Break** from the **Format** menu.

Writer's Choice elite first displays the footer (if there is one and you want it displayed), draws a thick line across the page where the new page will begin, and displays the header below the line (if there is a header and you want it dis-

played). When you print the document, the printer prints the last line above the page break, goes to the bottom of the page and prints the footer, then advances to the top of the next page before it starts printing the header and the first line after the page break.

Try inserting a page break in **Sample**:

Move the cursor to the line after **Underlined**. Choose **Insert a Page Break** from the **Format** menu. In a moment, the footer appears followed by a thick line separating paragraph 4 from the paragraph that follows it, and the header.

To remove a page break, you position the cursor at the beginning of the first line after the page break and press *delete*. If there happens to be a ruler immediately after the page break, it's deleted, too.

Chapter 4

Advanced Techniques
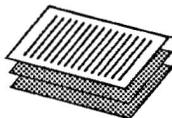
This chapter explains how to use four of the most advanced features of *Writer's Choice elite*. First you'll find out how to display the text on the screen – and the background behind the text – in different colors. You'll find out how to make the best use of the flexibility the many windows give you – especially the flexibility of having up to sixteen documents open at once. This chapter also explains how to move text from one document window to another using the Clipboard. Finally, you'll find out how to add pictures to your documents.

Open **Sample** if it isn't still open.

Using Color in a Document

Writer's Choice elite gives you three ways you can use color to help you organize, revise, and edit documents:

- You can display text in either red or black.
- You can cross out text – without actually erasing it from a document – in black, red, or white.
- You can can change the background behind any text to black, green, red, yellow, or blue.

If you have an Imagewriter 2, you can also print a document in the same colors that appear on the screen.

Displaying in Color

If there's text already on the screen, you can change the color
it's displayed in from black to red or from red to black. You
can also have text displayed in either red or black as you type
it. If you want to change text that's already on the screen,
you have to select the text before you choose the new color
you want it to appear in. If you want to type text in a new
color, all you have to do is choose the color and start typing.

To choose a new color, you select either **Type in black** or
Type in red from the **Color** menu.

Add the sentence below to **Sample**. Type it in red rather than
black. To do that, select **Type in red** from the **Color** menu,
then type:

You can type text in either red or black.

Change the word **black** to black by first selecting the word
black then selecting **Type in black** from the **Color** menu.

Crossing Out Text

Writer's Choice elite gives you the option of crossing out text
rather than erasing it from a document. That can be useful if
you're working on a revised draft of a document and you
want to show the changes you've made. It can also be useful
if you're editing a document and you find a passage that's
out of place where it is in the document but you haven't yet
decided where it should be.

You can cross out text that's already on the screen, or you can have the text crossed out as you type it. In fact, crossing out works is just like underlining or any of the other styles on the **Style** menu.

To cross out some text that's already on the screen, you first select it, then you choose **Cross** from the **Style** menu. Everything you've selected is crossed out. If you add text to the section that's crossed out, the new text is crossed out as you type it.

If you want to cross out text you're about to type, you just select **Cross** from the **Style** menu before you start typing. When you want to return to typing normal text, you select **Plain Text** from the **Style** menu.

Go to the end of paragraph 4 in **Sample** where the list of styles appear, and add Cross to the list, crossing the word out as you type it. Here's how:

First put the cursor after **Shadow**, press *return* and then *tab*. Choose **Cross** from the **Style** menu. Type **Cross**. Notice that it's crossed out as you type it. Finally, select **Plain Text** from the **Style** menu so that any other text you type doesn't appear crossed out.

Crossing Out Text in Color

You can cross out text not only in black, but in red or white, too. A white line through text is hard to see on the normal white background – as red is on a red background – but you can make it visible if you choose a different background color.

You change the color of the line through the text the same way you change the color of text or the background. If you want to change the color of the line crossing out text that's already on the page, you have to select the text before you select a new color; otherwise, the new color you select affects only new text that you type. To choose a new color to cross out text in, pull down the **Color** menu and select either **Cross in black, Cross in red,** or **Cross in white.**

Try changing the line through the word *Cross* that you just added to **Sample** from black to red. Select the entire list of style names, then choose **Cross in red** from the **Color** menu. The line through *Cross* changes to red.

Next cross out the word *Shadow*. Select the word, then select **Cross** from the **Style** menu. The line that crosses out *Shadow* appears in red because *Shadow* is part of the text you'd selected when you chose **Cross in red.**

Changing the Background Color

Writer's Choice elite gives you five different background colors you can display text against. The five colors give you five different ways you can organize text for yourself. Say, for example, you've just started work on a document and the first thing you do is to put down all the ideas you can think of just as they come into your head. Once you have all the ideas recorded, you can go back through them and use different color backgrounds to separate them into as many as five different groups.

You can change the background color of text that's already on the screen, or you can change the color of the background that appears behind the text as you type it. If you want to change text that's already on the screen, you have to select the text before you choose the new background color you want to appear behind it. If you want to type text against a new background color, all you have to do is choose the color and start typing.

To choose a new background color, choose the color you want from the **Color** menu. If you've selected text, the new background color appears immediately; otherwise, the new background color appears as soon as you start typing. A check mark appears on the menu next to the background color you've chosen.

Try putting paragraph 3 of **Sample** on a red background. Select the entire paragraph, then pull down the **Color** menu and choose **Background in red**. Click anywhere outside of the selected paragraph to remove the highlighting, and you'll see the red background.

Notice that after you choose a color but before you remove the highlighting from the text you've selected, you get a mixture of the color you've chosen and the highlighting – which may not be the effect you expected. When you're working with colors, always remove the highlighting from the text you've selected before you judge the result.

Using Windows

Windows are "tools" you use to organize, separate, and manage the text and pictures that make up a document. You can have several windows open at once, and you can use whichever one you want at any time you want. That's not true of dialog boxes and message boxes. When a dialog box or a message box is on the screen, you have to respond to it before you can do anything else.

You can have many windows open at one time: one to sixteen document windows, the **Header** and **Footer** windows, the **Find** or **Change** window, and the Clipboard window.

Opening a Window

To open a window, you make a choice from one of the menus.

- To open a document window, you can choose either **New** or **Open** from the **File** menu.
- To open the Clipboard window you choose **Show Clipboard** from the **Edit** menu.
- To open the **Find** or **Change** windows, you choose Find or **Change** from the **Find** menu.
- To open the **Header** or **Footer** windows, you choose **Open Header** or **Open Footer** from the **Format** menu.

Activating a Window

Although you can have more than one window open, only one can be active at a time. The window that's active has four parallel lines in the title bar. The title bar looks like this:

```
┌─□══════════════ Sample ═══════════════◻─┐
```
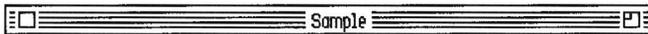
The title bar of an inactive window looks like this:

```
┌──────────────────────────────────────────┐
│                  Sample                    │
└──────────────────────────────────────────┘
```
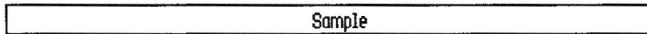
To activate a window, you click its title bar or anywhere in the window.

Moving a Window

There are two ways you can move a window. You can move from the foreground to the background (or vice versa), or you can move it from one part of the screen to another.

To move a window from one part of the screen to another, you first position the pointer anywhere in the title bar, except on the close or full-screen boxes. (If you need to change the size of the window before you move it, see the next section, "Changing the Size of a Window.") Then you hold down the mouse button and drag the outline of the window to place it where you want it to appear.

The window appears there as soon as you release the mouse button. If the window wasn't active, it becomes active automatically.

To move a window from the background to the foreground, you click its title bar. If the title bar of the window you want to move to the foreground is hidden, you close the windows that are in front of it or move them to different parts of the screen until the title bar is visible, or choose its name from the **Window** menu.

Changing the Size of a Window

To change the size of a window, you point to the size box, hold down the mouse button, then drag the outline of the window until it's the size you want. If the size box is hidden, you can move the window so that you can see it or hide any other windows that are in front of it (see the previous section, "Moving a Window"). When you release the mouse button, the window changes to its new size.

You can't change the size of the **Find** and **Change** windows.

Having More Than One Document Window Open

If you want to compare two drafts of the same document or copy text from one document to another, the most efficient way to do it is to have both of the documents open at the same time. You can also open a second, new document if you want to have a place to make notes about a document you're working on or if you want a place to permanently save text you cut from a document.

If you want to open a document that already exists, you first choose **Open** from the **File** menu, then select the name of the document you want. If you want to start a new document, you choose **New** from the **File** menu. In either case, the window you've just opened becomes the active one.

You can open the same document more than once so that it appears in more than one window at the same time. That can be useful if you want to use one document as the basis for several different ones. For example, if you're writing letters, you might write all the general news in one document, then open that document more than once to add different thing for different people. Be sure that you save the different versions with **Save As** so you can give each of them a different name. Otherwise, each version will erase the one you saved before it.

Moving and Copying Text Between Documents

Moving and copying text between documents is the same as moving or copying text within a document – the only difference is that the text goes from one window to another, rather than from one part of the same document to another.

Whenever you cut or copy text, the text (or a copy of it) is placed on the *Clipboard*. The Clipboard is part of *Writer's Choice elite*, not the document you've copied the text from. That means you can use the Clipboard and whatever is on it regardless of how many document windows are open and where the text on the Clipboard came from.

Here's how to copy or move text from one document to another:

First, if you need to, you activate the window that has the text you want to move or copy. You then select the text and choose **Cut** or **Copy** from the **Edit** menu. The text is copied to the Clipboard.

Next, you activate the window that contains the document you want to move or copy the text to. You move the cursor to

the place in the document where you want to insert the new text and choose **Paste** from the **Edit** menu. The new text appears in the second document.

Try merging **Sample** and the document you created in Chapter 1, **Example**. *Merging* means to combine two separate documents into a single document. **Example** is, in fact, the beginning of **Sample**. Here's what to do:

First open both **Sample** and **Example** (it doesn't matter which order you open them in). Bring the document window that **Example** is in to the front if you need to. You can do that either by clicking its title bar or choosing **Example** from the **Window** menu. Activate the window if you need to, then select both sentences in **Example**. Choose **Copy** from the **Edit** menu. A copy of **Example** has been placed on the Clipboard.

Next, bring the document window **Sample** is in to the front. Point to the beginning of the first line of the document (which comes after the header), and position the cursor there. Choose **Paste** from the **Edit** menu. The two sentences in **Example** appear at the beginning of **Sample**.

Creating a Scrapbook

Remember that the Clipboard lets you store text only temporarily. The text you've cut or copied remains on the Clipboard only until you cut or copy another section of text. And since the Clipboard is part of *Writer's Choice elite* instead of part of a document, the text that's on the Clipboard isn't saved with any of the documents. So you lose any text that's on the Clipboard when you quit *Writer's Choice elite*. If you want to permanently save text you've cut from a document, you can create a *scrapbook*.

The process is simple. First, at the same time you open the document you want to work on, you open a new document. You use the new document as a scrapbook (in fact, it's a good idea to name the document *Scrapbook*). Whenever you cut text from the original document that you may want to use later, you paste the text in the scrapbook. When you're finished editing the original document, you can save the scrapbook like any other document.

Closing a Window

To close a window, you click its close box. You can also close the active window by choosing **Close** from the **File** menu.

Adding a Picture to Document

You can create pictures with *Paintworks Plus* or *Draw Plus* and use them to illustrate documents you write with *Writer's Choice elite*.

Inserting a Picture

To add a *Paintworks Plus* picture to a document you use a special function called **Copy Image**.

Copying a Picture

To insert a *Paintworks Plus* picture into a document, you first pull down the **Edit** menu and select **Copy Image**. The **Copy Image** window appears. It looks just like the window that appears when you select **Open**, except that it lists only *Paintworks Plus* pictures. You then select the picture you want to insert in a document and click **Open**.

The picture appears in the **Copy Image** window. You then draw a marker box around the part of the picture you want to insert in the document. The marker box lets you copy any rectangular area of any size.

To draw the marker box, you move the pointer to the upper left corner of the area you want to mark. You then hold down the mouse button and drag the box that appears down and to the right until it outlines the entire area you want to select. Then you release the mouse button, and the outline of the box appears around the selected area to let you know what you've selected.

Finally, you then click **Copy** to leave the **Copy Image** window. The area you've selected is placed on the *Clipboard*, so you can use **Paste** from the **Edit** menu to put it into your document.

Remember that the Clipboard can contain only one thing at a time. Whenever you use **Cut**, **Copy**, or **Copy Image**, you erase from the Clipboard whatever was there before. So when you use those commands, it's always a good idea to paste your selection where you want it before you do anything else.

Pasting a Picture

Paste works with pictures just as it does with selections of text. To insert a picture, you position the cursor where you want the picture to be inserted, then select **Paste** from the **Edit** menu.

A picture can have text above and below it, but not alongside it. A picture is generally treated like a separate paragraph, so if you insert a picture in the middle of a paragraph of text, the paragraph is broken into two.

The colors in your *Paintworks Plus* picture may not appear in the document window as they do in *Paintworks Plus*. *Writer's Choice elite* can display only four colors plus black and white on the screen, so it has to use those colors to approximate the colors in the picture. But *Writer's Choice elite* doesn't forget what the original colors were. If you print a document, that contains a picture, on an ImageWriter 2, the picture is printed in its original colors, just as you created it in *Paintworks Plus*.

Try adding a picture to **Sample:**

On the **Writer's Choice elite** disk is a picture called **Typewriter.** Put it after paragraph 6. First, pull down the **Edit** menu and select **Copy Image.** The **Copy Image** window appears. Select **Typewriter** from the catalog. The picture appears on the screen.

Draw a marker box around the typewriter. Point to a place a bit above and to the left of it. Hold down the mouse button and drag the pointer down and to the right until the rectangle completely encloses the typewriter. Release the mouse button. Click the **Copy** button to close the **Copy Image** window and return to the document.

The picture is on the Clipboard. Move the cursor to the end of paragraph 6, then pull down the **Edit** menu and select **Paste.** The picture appears in the document, its left edge even with the left margin.

Adjusting the Position of a Picture

If your picture is narrower than the width of the page, you may want to adjust its position left or right. To adjust the position of a picture, you create a local ruler for the picture and then move the paragraph indentation marker to where you want the left edge of the picture to be positioned.

Try centering the picture you've just added to **Sample:**

First, put the cursor on the picture, pull down the **Format** menu, and select **Change Ruler.** When the Change Ruler window appears, click the **New Ruler** button. The dialog box appears with the name **Local** already there. You want to use a local ruler in this case because you don't want the ruler to affect the text beyond the picture, so click **OK.** The new local ruler appears in the Change Ruler window.

It's easier to position the picture when you can see it, so instead of changing the paragraph indentation marker on the ruler in the Change Ruler window, click **OK** to return to the document. If the new ruler isn't visible above the picture, pull down the **Format** menu and select **Show Rulers.** When the new local ruler appears, move the paragraph indentation marker to where the left side of the picture should be so that the picture is centered. Release the mouse button, and the picture shifts to its new position.

Removing a Picture

The easiest way to delete a picture from a document is to select it and then select **Cut** from the **Edit** menu. *Writer's Choice elite* puts the picture back on the Clipboard. You can then paste it elsewhere if you want to.

Keeping Writer's Choice elite *Fast and Efficient*

There are three things that slow down *Writer's Choice elite*: long documents, complex documents, and having several document windows open at the same time.

Document Windows

If you have three or more document windows open at a time, you'll probably notice that *Writer's Choice elite* takes longer to do such things as mark, delete, and insert text than if you have only one or two windows open. If *Writer's Choice elite* starts to slow down, close the windows you aren't using.

Complex Documents

A complex document is one that has a lot of different fonts, font styles, font sizes, and graphics from *Paintworks Plus* or *Draw Plus* in it. If you keep fonts and graphics to a minimum, *Writer's Choice elite* works fast and efficiently. If you need a lot of fonts and graphics, you can keep *Writer's Choice elite* from slowing down by creating two or more small documents that you can combine into the final document.

Long Documents

If a document gets to be larger than 12 double-spaced pages, you'll notice that *Writer's Choice elite* starts to slow down. The best thing to do is to create a long document as a series of smaller, 10- or 12-page documents. You can also split a long document into two or more smaller documents.

Splitting a Document

To split a large document into two parts, first save the entire document.

Next, starting from the *end* of the document, use **Cut** to delete text a screenful at a time (if you try to cut text more than a screenful at a time, you may run out of memory since *Writer's Choice elite* stores the text you cut on the Clipboard). When you've deleted about half the document, use **Save As** to save it with a new name (such as *Part 1).*

Close the document, and open the original document again.

Start deleting text from the *beginning* of the document, one screenful at a time, until you reach the point where the first half of the document (the half you've already saved) ends. Use **Save As** to save the second half with a new name (such as *Part* 2).

Warning Messages

When you're working with long documents, any of the following messages may appear.

**There is not enough memory
to open this document.**

This message appears if there isn't enough memory to open the document you want. Close all the windows that are open to make more memory available.

If you close all the windows and this message still appears, it means that the document was created on a computer that has more memory than yours. The only way you can work with this document on your computer is to first use a computer with more memory to split the document into smaller parts.

Memory is becoming full!
Please save your work now and
refer to the manual for
information on how to proceed.

This is the first of three messages that warn you that you are about to run out of memory.

Save the document (and any other documents that are still open). If you need to add more text to the document, split it in half before you do so.

If you want to add more text, but don't want to split the document in half, close all the other windows that are open. Cut, copy, and paste only small sections of text.

Memory is almost full!
Further processing may
result in loss of document.
Please refer to manual.

This is the second message that warns you that you're about to run out of memory. (It may be the first message you see if you've used a command like **Select All** that requires a large amount of memory.)

Use **Save As** to save the document with a new name (doing so lets you keep a previous version of the document in case you need to go back to it). Save any other documents that are open.

If you need to add more text to the document, split it in half before you do so.

If you want to add more text, but don't want to split the document in half, close all the other windows that are open. Cut, copy, and paste only small sections of text.

Out of memory!
Last operation was not
properly performed. Please
close all documents and
re-open them.

This message tells you that *Writer's Choice elite* ran out of memory when it tried to carry out the last command you gave it.

Writer's Choice elite was in the middle of carrying out the last command you gave it when it ran out of memory, so the document has probably been garbled in some way. (Any other documents that were open have probably been garbled, too.)

You can try using **Save As** to save all the documents that are open with new names, but that's not likely to help much if the documents have been garbled.

The best thing to do is to restart *Writer's Choice elite* and continue working on the version of the documents you saved most recently.

Reference
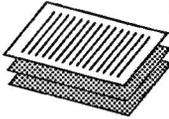
This section covers in a concise and detailed form every aspect of *Writer's Choice elite*. It's the place to find anything that isn't covered in the guided tour. At the beginning of the Reference the layout of the desktop is covered; information about the rest of the program is organized by menu.

Reference Contents

Reference

The Desktop

The screen *Writer's Choice elite* displays for you to work on is known as the desktop. All of the elements that make up *Writer's Choice elite* – the menu bar, menus, windows, dialog boxes, and message boxes – appear there.

Menu bar　　Menu　　Dialog box　　Message box　　Window


```
⌕ File Edit Find Format Font Style Color Window
┌──────────────────────────────────────┐
│              Untitled1               │
├──────────────────────────────────────┤
│                                      │
│  39K free on 800K          ( Open )  │
│  □SYSTEM            ⇧      ( Close )  │
│  ⟡WRITER                 (New Folder)│
│  □WRITETOOLS             (Next Disk )│
│                     ⇩      (Cancel)  │
│  ●Writer's Choice Format  ○ASCII Format│
└──────────────────────────────────────┘
```
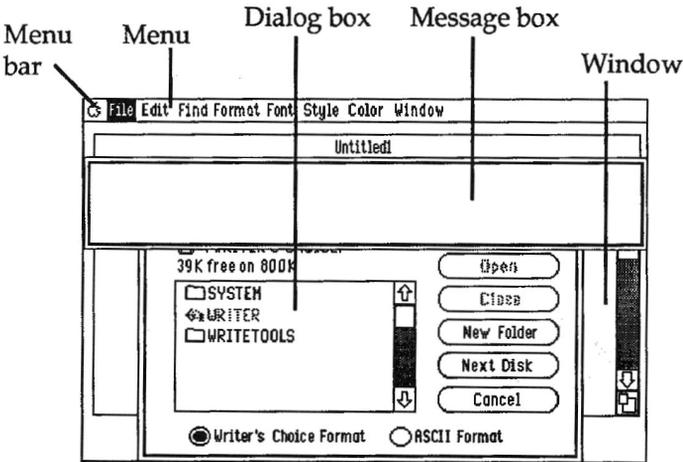
The menu bar contains the nine menus you can choose from. To see the commands each of the menus contains, hold down the mouse button and point to the name of each menu in turn. (Each menu command is explained in detail later in this Reference section.)

Windows are "tools" you use to organize, separate, and manage the text and pictures that make up a document. There are seven types of windows: document windows, the Clock window, the Clipboard window, the Header and the Footer windows, and the Find and the Change windows. (See "The Document Window," below, for more information about document windows.)

A dialog box appears when *Writer's Choice elite* needs specific instructions about a task you've given it before it can carry out the task for you. For example, you use a dialog box to give a name to a document you're about to have *Writer's Choice elite* save.

A message box appears when *Writer's Choice elite* has information about a task it's carrying out. For example, it might display a message to tell you the disk where you want to save a document is full.

The Document Window

The document window is the part of the screen where the text of a document appears. Whenever you start *Writer's Choice elite*, an empty document window appears on the screen. You can either start a new document in the empty window or open another window that contains a document you've already created. You can have up to 16 document windows open on the screen at the same time.
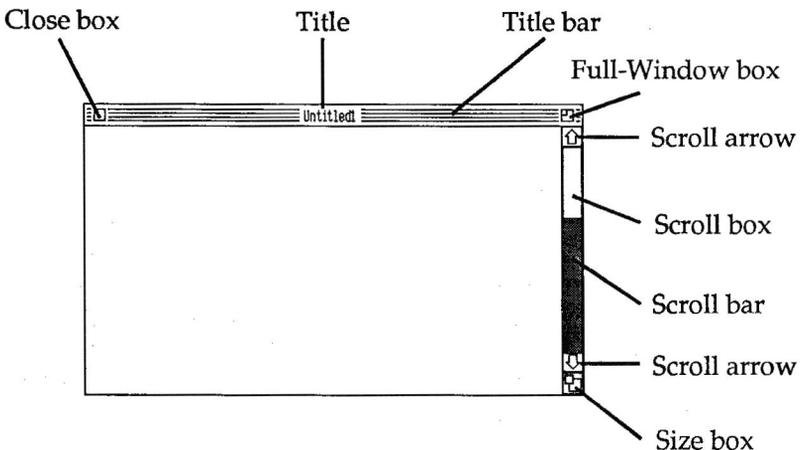
Close box Title Title bar

Full-Window box

Untitled1

Scroll arrow

Scroll box

Scroll bar

Scroll arrow

Size box

You can manipulate a document window in several ways. You can change its size, move it to a different part of the screen, move it behind or in front of the other windows that are on the screen, and close it.

Scroll Bar. Use the scroll bar to move a document up or down in the document window.
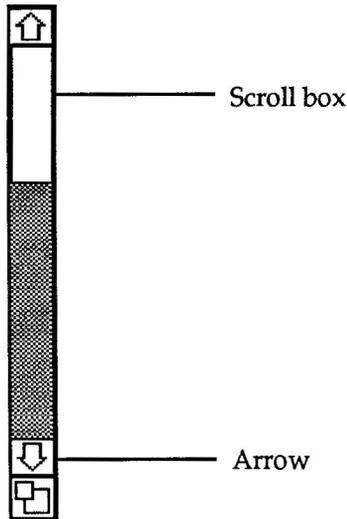
The scroll box indicates which part of the document you're looking at in the document window. If you think of the scroll bar as representing the entire length of the document, then the scroll box is the part that you're seeing in the document window. If the scroll box is at the top, for example, then the part of the document on the screen is at the beginning of the document. If the scroll box is at the bottom, then the part of the document on the screen is at the bottom of the document. The size of the box, compared to the length of the bar, tells you how much of the entire document you can see in the document window at one time.

To use the scroll bar:

- Point to the scroll box, hold down the mouse button, and move the box in the direction you want the document to move.

- To scroll a document a line at a time, point to an arrow and click the mouse button; to scroll the document continuously a line at a time, point to an arrow and hold the mouse button down.

- To scroll a document one windowful at a time, point to the gray area above or below the scroll box and click the mouse button.

The Close Box. Use the close box to remove a document from the screen.

To use the close box:

- If you want to keep the document you're about to close, save it first.

- Point to the close box and click the mouse button.

The document disappears from the screen. (If a dialog box appears that asks **Save changes before closing?**, see the instructions at the beginning of the File section.)

The Full-Screen Box. Use the full-screen box to expand the document window to fill the entire desktop (or to return an expanded document window to its original size).

To expand or shrink a document window:

- Point to the full-screen box and click the mouse button.

The Size Box. Use the size box to change the size of a document window.

To change the size of a window:

- Point to the size box, press the mouse button, and hold it down.

An outline appears around the document window.

- Drag the outline of the window until it's the size you want.

- Release the mouse button.

The document window is redrawn in the size the outline indicates.

Apple Menu
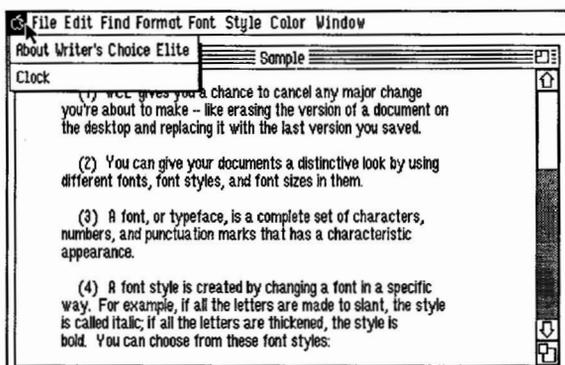
About Writer's Choice elite

About Writer's Choice elite gives you information about the version of *Writer's Choice elite* you're using.

To use **About Writer's Choice elite:**

• Choose **About Writer's Choice elite** from the **Apple** menu.

  A message box with information about *Writer's Choice elite* appears.

• To go back to the desktop, click **OK.**

Clock

Clock displays the current date and time.

To use **Clock**:

- Choose **Clock** from the **Apple** menu.

  The **Clock** window appears. It contains the current date
  and time. You can move the **Clock** anywhere on the
  screen, just like any other window.

- To remove the **Clock** window from the desktop, click its
  close box.

File

```
 File Edit Find Format Font Style Color Window
  New        N
  Open...     O
  Close
  Save       S
  Save As...
  Choose Printer...
  Page Set Up...
  Print...    P
  Quit       Q
```
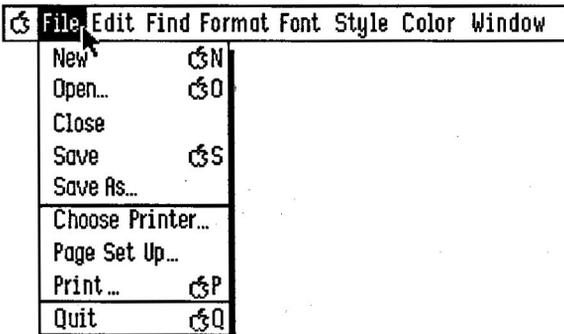
Occasionally, when you make a selection from the **File** menu, this dialog box may appear:
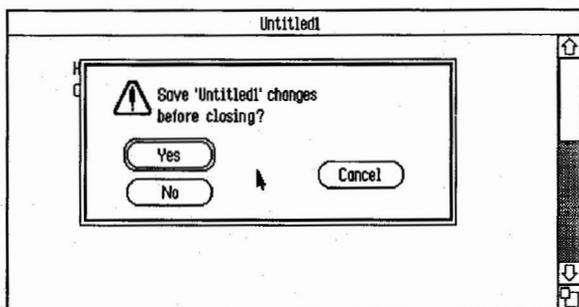
It means you've made changes to the document on the desktop since you last saved it. The dialog box gives you a chance to save those changes.

The three buttons in the box give you these choices:

Yes. Click **Yes,** and if you've already named your document, the document is saved automatically. If you haven't yet named your document, a dialog box appears that lets you name it. Type a name, then click **Save.** Once you've saved the document, the command you've selected is carried out.

No. Click **No,** and the command you've selected is carried out immediately. The changes you've made to the document on the screen aren't saved, and you won't be able to get them back.

Cancel. Click **Cancel** if you decide you don't want the command you've selected to be carried out.

New

Use **New** to start a new, untitled document on a new page. If other documents are open on the desktop, they remain open, but the new document window is automatically made the active one. The Clipboard is left unchanged. You can't undo **New** once it has been carried out.

To use **New**:

• Choose **New** from the **File** menu, or hold down the *command* key and type *N*. If there's a document already open on the desktop, you don't have to close it to open a new one.

   A new, untitled document appears on the desktop. You name the document the first time you save it.

Note: The document you create isn't permanent until you save it.

Open...

Use **Open** to redisplay a document you've saved on a disk. You can't undo **Open** once it's been carried out.

To use **Open**:

• Choose **Open** from the **File** menu, or hold down the *command* key and type *O*. If there's a document already open on the desktop, you don't have to close it to open a different one.

A dialog box appears.
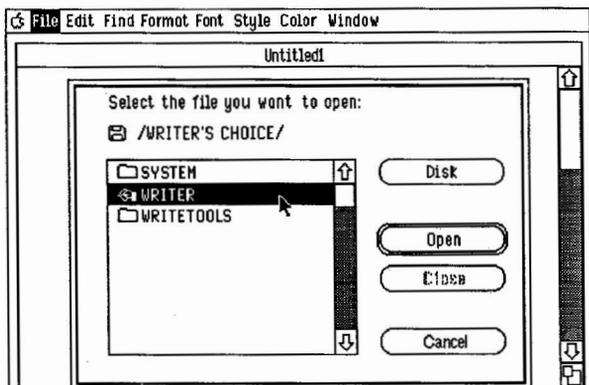
- Click the name of the the document you want to open. You may have to scroll the list to find the document you want.

The buttons in the box give you these choices:

Disk. If the document you want to open is on a disk other than the one in the drive, use **Disk** to display the names of the documents on the new disk.

If you have just one disk drive, first press the button on the disk drive to eject the *Writer's Choice elite* program disk and replace it with the disk that contains the document you want to open. Then click **Disk.**

If you have a second disk drive, put the disk that contains the document you want to open in it and click the **Disk** button. In a moment, the catalog in the dialog box lists the files on the document disk.

Open. Click **Open** to have the document you've selected displayed on the desktop.

Close. Click **Close** to close a folder if there's one open.

Cancel. Click **Cancel** if you decide not to open a document.

Note: Any changes you make to the document won't be permanent until you save it again.

Close

Use **Close** to remove a document from the screen. **Close** doesn't save the document, nor does a new document window with a clean page appear. You can't undo **Close** once it has been carried out.

To use **Close**:

- If you want to keep the document you're about to close, save it first.

- Choose **Close** from the **File** menu, or click the close box (at the left end of the title bar).

  The document disappears from the screen. (If a dialog box appears that asks if you want to save the changes you've made before closing, see the instructions at the beginning of the **File** section.)

Save

Use **Save** to make a copy of a document on a disk. If there's already a document (or any other file) on the disk that has the same name as the document, the document erases and replaces it. If you don't want to replace the other document, use **Save As** to give the new document a different name. (**Save As** is explained below.)

You can't undo **Save** once it's been carried out.

To use **Save**:

• Choose **Save** from the **File** menu, or hold down the *command* key and type *S*.

The document is automatically saved under the name that appears in the title bar. If there's an old version of the document or a different document with the same name, it's erased from the disk. You can then close the document or go back to editing it.

If you've saved the document before but you want to save it under a new name, save it on a different disk, or save it on a disk in a different drive, use the **Save As** command.

Save As...

Use **Save As** to save different versions of the same document.

Save As lets you to give a new name to a document you've already saved and then save the document under the new name. As long as you give the new version a different name, **Save As**, unlike the **Save** command, doesn't replace the old document with the new one. You can't undo **Save** As once *Writer's Choice elite* has started to carry it out.

You can also use **Save As** to create a folder to save documents in. Saving documents in a folder is a convenient way to keep together documents (like the chapters of a book) that are related.

To use **Save As**:

• Choose **Save As** from the **File** menu.

A dialog box appears.

```
┌─────────────────────────────────────────────┐
│  Save as                                     │
│  ┌─────────────┐        ▶                    │
│  │ Untitled1   │                             │
│  └─────────────┘          ╭──────────────╮   │
│  🖫 /WRITER'S CHOICE/      │    Save      │   │
│  39K free on 800K          ╰──────────────╯   │
│                           ╭──────────────╮   │
│  ☐ SYSTEM            ⬆    │    Open      │   │
│  ◈ WRITER                  ╰──────────────╯   │
│  ☐ WRITETOOLS             ╭──────────────╮   │
│                           │   Close      │   │
│                           ╰──────────────╯   │
│                           ╭──────────────╮   │
│                           │  New Folder  │   │
│                           ╰──────────────╯   │
│                           ╭──────────────╮   │
│                           │  Next Disk   │   │
│                      ⬇    ╰──────────────╯   │
│                           ╭──────────────╮   │
│                           │   Cancel     │   │
│                           ╰──────────────╯   │
│  ⦿ Writer's Choice Format    ◯ ASCII Format  │
└─────────────────────────────────────────────┘
```
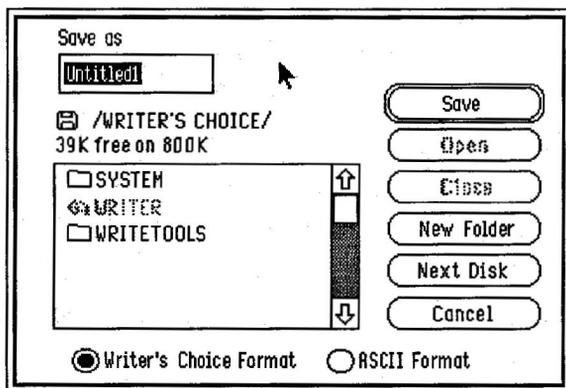
• Type the name you want to give the document in the space below **Save as**.

If you want to create a new folder to save the document in, type the name of the folder in the space below **Save as**.

The buttons in the box give you these choices:

Save. Click **Save** when you're ready to save the document.

If a dialog box appears that says **Volume full,** there isn't enough room on the disk to save the document. Click **OK,** then eject the disk from the drive and replace it with a disk that has space on it.

Open. If you want to save a document in an existing folder, select the name of the folder from the catalog and click **Open**.

Close. If there's a folder open and you don't want to save the document there, click **Close** to close it.

New Folder. If you want to create a new folder to save the document in and you've typed the name you want to give the folder in the space below **Save as,** click **New Folder** to create the folder.

Next Disk. **Next Disk** lets you save a document on a disk other than the one that's currently in the drive.

If you have just one disk drive, first press the button on the disk drive to eject the *Writer's Choice elite* program disk and replace it with the disk you want to save the document on. Then click the **Next Disk** button.

If you have a second disk drive, put the disk you want to save the document on in it and click the **Next Disk** button. In a moment, the catalog in the **Save As** dialog box lists the files on the document disk (if there are any).

Cancel. Click **Cancel** if you decide not to save the document.

You can save a document in either of these formats:

Writer's Choice Format. If you want to save the format of a document (the margin settings, fonts, font styles and sizes, and so on) as well as the information in the document, choose **Writer's Choice Format.**

ASCII Format. If you want to save only the text (not the margin settings, fonts, font styles and sizes, and so on), choose **ASCII Format.**

Choose Printer...

Use **Choose Printer** to let *Writer's Choice elite* know what type of printer you have connected to your computer and which port the printer is connected to.

To use Choose Printer:

- Make sure that the *Writer's Choice elite* system disk is in the disk drive that's active.

- Select **Choose Printer** from the **File** menu.

  A dialog box appears.

```
┌─────────────────────────────────────────┐
│  Choose Printer                    v1.0  │
│  Printer type:          Printer port:    │
│  ┌──────────────┬─┐    ┌──────────────┬─┐│
│  │ IMAGEWRITER  │⇧│    │ PRINTER      │⇧││
│  │ LASERWRITER  │ │    │ MODEM        │ ││
│  │              │ │    │ APPLETALK    │ ││
│  │              │ │    │              │ ││
│  │              │⇩│    │              │⇩││
│  └──────────────┴─┘    └──────────────┴─┘│
│                  ( Cancel )  ( OK )      │
└─────────────────────────────────────────┘
```
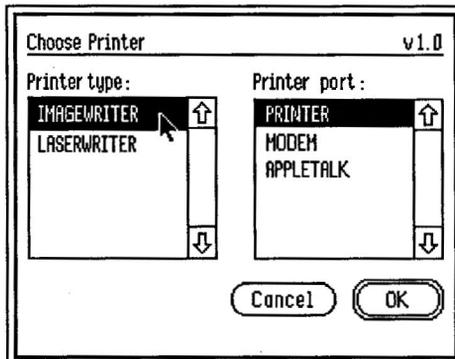
- Select one of the printers from the **Printer type** catalog. Use the arrows to scroll the list up or down if you need to.

- Select one of the ports from the **Printer port** catalog (if you're using AppleTalk, see "Using AppleTalk," below).

The buttons in the box give you these choices:

OK. Click **OK** when you've selected your printer and the port it's connected to.

Cancel. Click **Cancel** to return any settings you've changed to the way they were originally and to return to the document window.

Using AppleTalk. If you choose AppleTalk as the printer port:

- After you've chosen AppleTalk, go to the Control Panel. To do so, first hold down *control* and the *command* key, then press *esc.*

The document window disappears and the **Desk Accessories** screen appears:

```
 Desk Accessories

    Control Panel
    Alternate Display Mode
    Quit




    Select: ↓ ↑
```
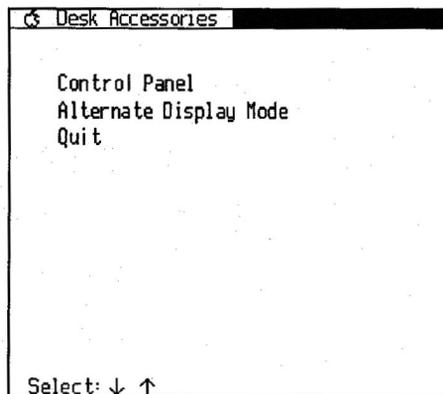
- Use the arrow keys to highlight **Control Panel**, then press *return*.

  The **Control Panel** menu appears.

- Use the arrow keys to highlight **Slots**, then press *return*.

A listing appears with the settings of your computer's slots.

- Use the up and down arrow keys to highlight **Slot 1**, then use the right arrow key to display **Your Card** next to it.

Note: Make sure **Slot 1** is not set to **Printer Port**, or your computer will stop working when you try to use AppleTalk.

- Use the arrow keys to highlight **Slot 7** and set it to **Built-in AppleTalk**.

- Press *return* to save the slot settings and to return to the **Control Panel** menu.

- Select **Quit** to return to the **Desk Accessories** menu.

- Select **Quit** on the **Desk Accessories** menu to go back to *Writer's Choice elite*.

- If you've made changes to the documents in any of the document windows that are open, save them.

- Close all the document windows, quit *Writer's Choice elite*, and turn the computer off.

The changes you made to the settings of the slots on the control panel won't take effect until you start the computer again.

- Turn on the computer again and restart *Writer's Choice elite.*

When you're finished using AppleTalk, go to the Control Panel and change the settings of the slots back to the way they were.

Page SetUp...

Use **Page SetUp** to indicate how your printer is to print a document on the page.

Page SetUp is different from a document's format. A document's format is made up of margin settings, alignment, and so on. **Page SetUp** determines how a format that's already set appears on a page: you can, for example, print a document on its side (with the lines of text parallel to the long edge of the paper rather than the short edge); you can proportion the text so pictures are printed properly; or you can print text at half its usual size.

The settings you choose are saved when you save the document.

To use **Page SetUp**:

- Choose **Page SetUp** from the **File** menu.

A dialog box appears.

The settings you can choose differ depending on the type of printer you selected in the **Choose Printer** dialog box.

ImageWriter. If you chose **ImageWriter** in the **Choose Printer** dialog box, the Page SetUp dialog box looks like this:

```
╔══════════════════════════════════════╗
║  IMAGEWRITER/PRINTER          v1.0    ║
║  Paper: ● US Letter                   ║
║         ○ US Legal                    ║
║         ○ International Fanfold        ║
║         ○ A4 Letter                   ║
║  Special Effects:                     ║
║         ☐ Condense Vertically         ║
║         ☐ 50% Reduction               ║
║         ☐ No Gaps Between Pages       ║
║  Orientation:                         ║
║   ┌──┐ ┌──┐   ┌──────────┐┌──────┐    ║
║   │  │ │  │   │  Cancel  ││  OK  │    ║
║   └──┘ └──┘   └──────────┘└──────┘    ║
╚══════════════════════════════════════╝
```
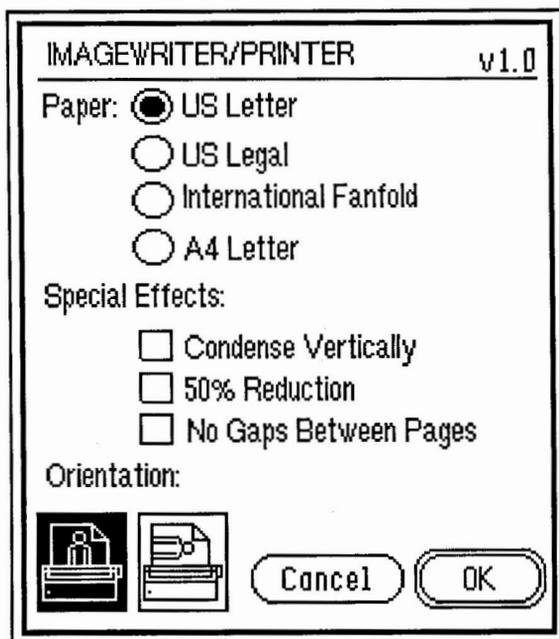
These are the settings you can choose from:

Paper:

US Letter. For paper 8 1/2 inches wide and 11 inches tall. (This option is automatically selected.)

US Legal. For paper 8 1/2 inches wide and 14 inches tall.

International Fanfold. For International standard paper, 8 1/4 inches wide and 12 inches tall.

A4 Letter. For European standard paper, 8 1/4 inches wide and 11 2/3 inches tall.

Special Effects:

Condense Vertically. The text is printed half the height of the text on the screen, but with the same number of dots as normal density text.

50% Reduction. Text is printed in half its normal size.

No Gaps Between Pages. The document is printed continuously, without page breaks.

Orientation:

Tall   Wide
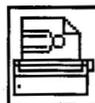
Tall. The text is printed upright on the page, with the top line at the top of the page. (This option is automatically selected.)

Wide. The text is printed sideways on the page, with the top line down the right side of the page.

LaserWriter. If you chose **LaserWriter** in the **Choose Printer** dialog box, the Page SetUp dialog box looks like this:

```
LASERWRITER/PRINTER              v1.0
Paper: (●) US Letter  ( ) A4 Letter
       ( ) US Legal   ( ) B5 Letter
Orientation:      Vertical Sizing:

                    (●) Normal
                    ( ) Intermediate
                    ( ) Condensed
Printer Effects:
                    Reduce or
⊠ Smoothing?        Enlarge:  [100] %
⊠ Font Substitution?
                ( Cancel )  (( OK ))
```
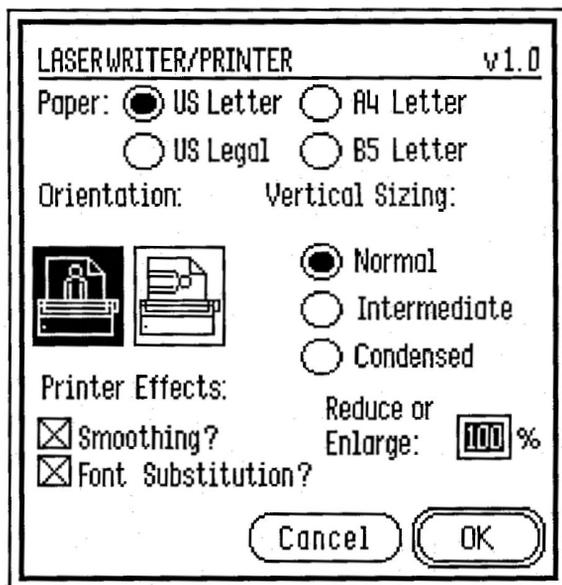
These are the settings you can choose from:

Paper:

US Letter. For paper 8 1/2 inches wide and 11 inches tall. (This option is automatically selected.)

US Legal. For paper 8 1/2 inches wide and 14 inches tall.

A4 Letter. For European standard paper, 8 1/4 inches wide and 11 2/3 inches tall.

B5 Letter. For paper 15 inches wide and 11 inches tall.
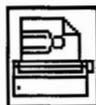
Orientation:

Tall

Wide

Tall. The text is printed upright on the page, with the top line at the top of the page. (This option is automatically selected.)

Wide. The text is printed sideways on the page, with the top line down the right side of the page.

Vertical Sizing:

Normal. The printed text looks just like it does on the screen (the page is printed with the same number of rows of dots as the text on the screen is displayed in).

Intermediate. The letters in the printed text look two-thirds as high as the text on the screen (the page is printed with one and a half times the number of rows of dots as the text on the screen is displayed in). Select this option to fit a full page of text on paper that's being printed in the Wide rather than the Tall orientation.

Condensed. The text is the same height as it appears on the screen, but it's printed with twice as many rows of dots as the text on the screen is displayed in. The result is a high resolution printed copy that resembles what a Macintosh would produce.

Printer Effects:

Smoothing. The printer adds extra dots in between points that form a line to produce a higher-resolution copy.

Font Substitution. When you use certain fonts in a document, the LaserWriter substitutes different fonts for the ones you've used when it prints the document out. Some of the substitutions it makes automatically, others only if you tell it to. This option tells the LaserWriter to make the substitutions it does not do automatically.

The LaserWriter substitutes its own fonts for the ones you've used because its fonts have a higher resolution, so they're clearer and smoother. When it doesn't make a substitution, it just copies the fonts as they appear on the screen. Text that's copied from the screen looks blocky.

The table below summarizes how Font Substitution affects the fonts you've chosen. If you've chosen the font in the left column, the middle column shows the font that's printed without Font Substitution, and the right column shows the font that's printed with Font Substitution.

Font Chosen	Without Substitution	With Substitution
Shaston	Helvetica	Helvetica
Helvetica	Helvetica	Helvetica
Courier	Courier	Courier
Times	Times	Times
Monaco	Monaco	Courier
Geneva	Geneva	Helvetica
New York	New York	Times

Reduce or Enlarge. To reduce or enlarge the text in a document, type the percentage you want the text reduced or enlarged by in the space next to **Reduce or Enlarge.**

You can type a number from 25% to 400% (50% reduces the text to half its normal size; 200% enlarges the text to twice its normal size).

The buttons in the box give you these choices:

OK. Click **OK** to record the settings you've chosen.

Cancel. Click **Cancel** to return any settings you've changed to the way they were orginally and to return to the document window.

Print...

Use **Print** to print a copy of the document in the document
window that's currently active using the settings in the **Page
Set Up** dialog box.

To stop printing once it has started, hold down the *command*
key and type a period. It may take some moments before
your printer stops.

To use **Print**:

- Choose **Print** from the **File** menu, or hold down the
  command key and type *P*.

   A dialog box appears.

```
┌─────────────────────────────────────────┐
│  ┌───────────────────────────────────┐  │
│  │ LASERWRITER/PRINTER         v1.0  │  │
│  │ Pages:   ● All                    │  │
│  │          ○ From:[   ]  To: [   ]  │  │
│  │ Copies: [1]                       │  │
│  │ Paper Source:                     │  │
│  │          ● Paper Cassette         │  │
│  │          ○ Manual Feed            │  │
│  │          ( Cancel )  (( OK ))     │  │
│  └───────────────────────────────────┘  │
└─────────────────────────────────────────┘
```
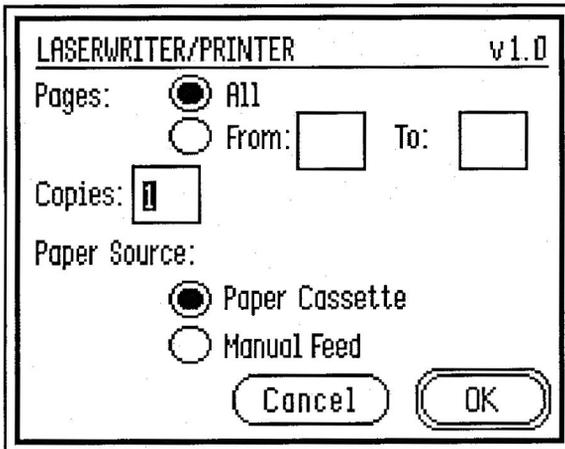
You can also choose from the following options (if you're
using an ImageWriter, also see "Using an ImageWriter"
on the next page):

Pages:

All. All the pages of the document are printed. (This
option is automataically selected.)

From: ___ To: ___. Lets you pick a range of pages you
want *Writer's Choice elite* to print. Click the *check box,* then
type the numbers of the first and last pages you want to
have printed.

Copies:

If you want more than one copy, type the number of
copies you want.

Paper Source:

Paper Cassette or Automatic. For continuous computer paper or paper that's in a cassette. (This option is automatically selected.)

Manual Feed. For single sheets of paper that you feed into the printer by hand, one at a time.

Using an ImageWriter. If you're using an ImageWriter, you also have these options:

Quality:

Better Text. Produces the highest quality printed copy, but takes the longest to print. **Better Text** produces high quality printed text by using a font that's twice the size of the actual font you've used, then condensing that font to half its size. For **Better Text** to work, every font you've used has to exist in a point size that's twice as big as the size in the document. For example, if you've used a 12-point font, check the **Style** menu to see if the font exists in 24 points (**24 point** appears on the menu in bold if it does). If the double-size fonts you need don't exist, then print the document using **Better Color.** Otherwise, any font in the document that doesn't exist in a size twice as big appears half its size when it's printed. If you've added *Paintworks Plus* or *Draw Plus* pictures to a document, the colors that are printed may not be the same as the colors in the original.

Better Color. Produces a high quality printed copy and takes less time than **Better Text** to print. **Better Color** prints all the fonts, styles, and sizes in the document as they appear on the screen. If you've added *Paintworks Plus* or *Draw Plus* pictures to a document, the picture's original colors are printed.

Draft. Produces a printed copy more quickly than either **Better Text** or **Better Color**, but prints the text in one font, style, and size. It ignores all the special fonts, styles, and sizes you may have used in the document. If you've added *Paintworks Plus* or *Draw Plus* pictures to a document, the colors that printed may not be the same as the colors in the original.

Color. Don't choose this option if you have an ImageWriter I (the ImageWriter I can't print colors). If you have an ImageWriter II and you have a color ribbon in it, you can choose this option even if the document you're printing doesn't have any colors in it.

The buttons in the box give you these choices:

OK. When you've selected the settings you want, click **OK** to start printing.

Cancel. Click **Cancel** to return to the document window without printing the document. Any settings you've changed are returned to the way they were originally.

Quit

Use **Quit** to leave *Writer's Choice elite* and return to the launcher.

To use **Quit**:

• Choose **Quit** from the **File** menu.

The desktop disappears, and the launcher appears on the screen. (If a dialog box appears that asks if you want to save the changes you've made before closing, see the instructions at the beginning of the **File** section.)

Edit

```
 File  Edit  Find Format Font Style Color Window
      ┌─────────────────────────┐
      │ Undo Typing      ⌘ Z    │
      │ Cut              ⌘ X    │
      │ Copy             ⌘ C    │
      │ Paste            ⌘ V    │
      ├─────────────────────────┤
      │ Select All       ⌘ A    │
      ├─────────────────────────┤
      │ Show Clipboard          │
      │ Copy Image              │
      └─────────────────────────┘
```
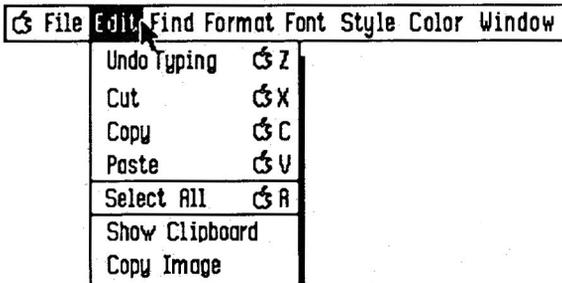
Undo

Use **Undo** to reverse the last change you made to the document by typing, changing a ruler, or using a command. (You can't undo the effects of the **Change All** button in the **Change** window, any command on the **File** menu, or an align command on the **Format** menu.)

If you choose **Undo Typing**, anything you've typed and any change you've made with **Cut, Copy, Paste,** and **Copy Image** since the last time you moved the cursor is undone.

To use **Undo**:

• Choose **Undo** from the **Edit** menu, or hold down the *command* key and press Z.

The last change you made is immediately reversed.

Cut

Use **Cut** to remove text, rulers, pictures, or page breaks from a document or to move them from one part of a document to another or from one document to another.

Cut removes whatever you've selected from its current place in the document and puts a copy of it on the Clipboard. You can then use **Paste** to insert the contents of the Clipboard elsewhere in the document.

To use **Cut**:

- Select what you want to cut from the document.

- Choose **Cut** from the **Edit** menu, or hold down the *command* key and press X.

The part of the document you've selected disappears from the document. *Writer's Choice elite* puts a copy of what you've cut on the Clipboard.

Note: When *Writer's Choice elite* puts a copy of what you've cut on the Clipboard, it erases anything else that was already there.

Copy

Use **Copy** to make a copy of text, rulers, pictures, or page breaks and to place the copy on the Clipboard. You can then use **Paste** to insert the contents of the Clipboard elsewhere in the document or in another document.

To use **Copy**:

- Select the part of the document you want to copy.

- Choose **Copy** from the **Edit** menu.

Copy flickers, then the **Edit** menu closes. *Writer's Choice elite* has made a copy of whatever you've selected and placed it on the Clipboard. The part of the document you've selected stays selected.

Use **Paste** to copy the section from the Clipboard to elsewhere in the document or to another document.

Note: When *Writer's Choice elite* puts what you've cut on the Clipboard, it erases anything else that was already there.

Paste

Use **Paste** to put a copy of whatever is on the Clipboard at the point in the document where the cursor is located. You can also use **Paste** to replace a part of a document with whatever is on the Clipboard if you selected the part of the document you want to replace first.

Use **Cut** together with **Paste** to move text, rulers, pictures, or page breaks from one part of a document to another or from one document to another. If you want to insert a copy of text, rulers, pictures, or page breaks instead of the original, use **Copy** instead of **Cut**.

To use **Paste**:

• You must have placed something on the Clipboard using **Cut** or **Paste**.

• Move the cursor to the place in the document where you want the contents of the Clipboard to be pasted. (You can also go to another document.)

If you want the contents of the Clipboard to replace part of the document, select the part you want to be replaced.

- Choose **Paste** from the **Edit** menu, or hold down the *command* key and press *V*.

  The contents on the Clipboard appear in the document.

Repeat the last two steps if you want to insert a copy of whatever is on the Clipboard in more than one place. Whatever is on the Clipboard stays there until you cut or copy something else.

Note: You can't paste rulers, page breaks, or pictures into the Find or Change windows.

Select All

Use **Select All** to select the entire document in the document window that's currently active.

To use **Select All**:

- Choose **Select All** from the **Edit** menu, or hold down the *command* key and press *A*.

  The entire document is selected.

Show Clipboard/Hide Clipboard

Use **Show Clipboard** to display the Clipboard and its contents. When the Clipboard window is open, the command on the **Edit** menu changes to **Hide Clipboard**.

To use **Show Clipboard**:

• Choose **Show Clipboard** from the **Edit** menu.

The Clipboard window opens.

To use **Hide Clipboard**:

• Choose **Hide Clipboard** from the **Edit** menu.

The Clipboard window closes.

Note: You can also close the Clipboard by clicking the close box at the left end of Clipboard window's title bar.

Copy Image

Use **Copy Image** to insert *Paintworks Plus* and *Draw Plus* pictures into *Writer's Choice elite* documents.

To use **Copy Image**:

• Choose **Copy Image** from the **Edit** menu.

The **Copy Image** dialog box appears. It looks just like the dialog box that appears when you select **Open**, except that it lists only *Paintworks Plus* and *Draw Plus* images that have been saved as *Paintworks Plus* pictures.

• Select the picture you want to insert in a document and click **Open**.

The picture appears in the **Copy Image** window.

• Draw a marker box around the part of the picture you want to insert in the document (the marker box lets you copy a rectangular area of any size).

To draw the marker box, move the pointer to the upper left corner of the area you want to mark. Then hold down the mouse button and drag the box that appears down and to the right until it outlines the entire area you want to select. Release the mouse button. The outline of the box appears around the selected area to let you know what you've selected.

The buttons give you these choices:

Cancel. Click **Cancel** to return to the document window without copying a picture.

Open. Click **Open** to display the **Copy Image** dialog box so you can select a different picture.

Copy CV. Click **Copy CV** to copy a picture and expand it to twice its normal height. Use this option if you're inserting a picture into a document that you plan to print using the Condense Vertically option. (See "Page SetUp" under the "File" menu in this guide.)

Copy. Click **Copy** to copy a picture in its normal size.

The area you've selected is placed on the Clipboard, so you can use **Paste** from the **Edit** menu to put it into your document. The Clipboard can contain only one thing at a time. Whenever you use **Cut, Copy,** or **Copy Image,** you erase from the Clipboard whatever was there before.

To insert a picture into a document:

- Position the cursor where you want the picture to be inserted.

- Choose **Paste** from the **Edit** menu.

A picture can have text above and below it, but not alongside it. A picture is generally treated like a separate paragraph, so if you insert a picture in the middle of a paragraph of text, the paragraph is broken into two.

The colors in your *Paintworks Plus* picture may not appear on the screen as they do in *Paintworks Plus*. *Writer's Choice elite* can display only four colors and black and white on the screen, so it has to use those colors to approximate the colors in the picture. But *Writer's Choice elite* doesn't forget what the original colors were. If you print a document that contains a picture on an ImageWriter II, the picture is printed in its original colors, just as you created it in *Paintworks Plus*.

Find
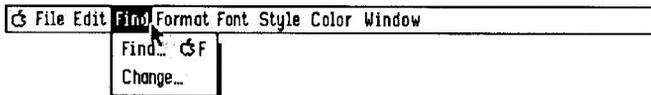
Find...

Use **Find** to locate text that matches text you've entered in the Find window. **Find** can locate text only in the document window that was active when you chose **Find** from the menu.

To use **Find**:

• Move the cursor to the place where you want the search to start.

• Choose **Find** from the **Find** menu.

  The Find window appears.

• Type the text you're looking for in the space next to **Find What**.

  The text can be up to 41 characters long. You can use any letters, numbers, or punctuation marks. You can't use keys such as *return, tab*, and so on.

• Select one of these options:

  Whole Word. Looks for the text you've entered only as whole words, not as parts of words.

  Examples:

  If you've entered **to**, *Writer's Choice elite* finds only "to," not words like "today" or "toward."

  If you've entered **in order**, *Writer's Choice elite* finds only "in order," not phrases like "a thin orderly" or "Rasputin ordered."

  Partial Word. Looks for the text you've entered both as whole words and as parts of words.

  Examples:

  If you've entered **to**, *Writer's Choice elite* finds not only "to," but also words like "today" and "toward."

If you've entered **in order**, *Writer's Choice elite* finds not only "in order," but also phrases like "a thin orderly" and "Rasputin ordered."

- Click the **Find Next** button to start the search.

  The search starts at the place where the cursor's located and goes to the end of the document. If you want to search an entire document, move the cursor to the beginning before you start.

While searching, *Writer's Choice elite* ignores capitalization, fonts, font styles, and font sizes.

If you're searching for a phrase and the phrase appears somewhere in the document with a *return* in the middle of it, *Writer's Choice elite* won't find that instance of the phrase. Say you were searching for the phrase "red and blue," and this list appeared in the document:

> yellow
> green
> red
> and blue

Writer's Choice elite wouldn't find red and blue in the list because there's a *return* following red.

When *Writer's Choice elite* finds the text you're looking for, it selects it.

If *Writer's Choice elite* can't find the text you're looking for, the menu bar at the top of the screen flashes. If the menu bar doesn't flash, but you can't see any highlighted text, then *Writer's Choice elite* has found the text, but the text is behind the dialog box.

To move the dialog box so you can see the text, point to the
title bar, hold down the mouse button, and drag the dialog
box to some other part of the screen. You can also close the
dialog box so you can see the text. If you do, the next time
you select **Find** from the **Find** menu, the dialog box reap-
pears just as you left it, ready to continue the search.

If you want to search for the same text again, click **Find Next**.

Change...

Use **Change** to search for a line of text and replace it auto-
matically with another line of text. You can replace the text
not just once, but everywhere it appears in a document.

Change can find and replace text only in the document
window that was active when you chose **Change** from the
menu.

To use **Change**:

- Move the cursor to the place where you want to start the
  search.

- Choose **Change** from the **Search** menu.

  The Change window appears.

- Type the text you want to find in the space next to **Find What.**

  The text can be up to 41 characters long. You can use any letters, numbers, or punctuation marks. You can't use keys such as *return, tab,* and so on.

- Type the new text in the space next to **Change to.**

- Select one of these options:

  Whole Word. Looks for the text you've entered only as whole words, not as parts of words. (See "Whole Word" under the Find command, above, for more information.)

  Partial Word. Looks for the text you've entered both as whole words and as parts of words. (See "Partial Word" under the Find command, above, for more information.)

The buttons in the window give you these choices:

  Find Next. Finds the next place the text you're look for appears.

  Change then find. Use after **Find Next** has found the text you're looking for. Replaces the text that has been found with the text in the space next to **Change to,** then searches for the next place the text you're looking for appears.

  Change. Use after **Find Next** has found the text you're looking for. Replaces the text that has been found with the text in the space next to **Change to.**

  Change All. Finds every place in the document where the text you're looking for appears, then automatically re-places it with the text in the space next to **Change to.** You can't undo the effects of **Change All.**

- Start the search by clicking either **Find Next** or **Change All**.

While searching, *Writer's Choice elite* ignores capitalization, fonts, font styles, and font sizes.

If you choose **Find Next**, the search starts at the cursor's location and goes to the end of the document. When *Writer's Choice elite* finds the text you're looking for, it highlights it. Use **Change** or **Change then find** to replace the text.

If you choose **Change All**, the search starts at the beginning of the document and ends with the last change highlighted.

If *Writer's Choice elite* can't find the text you're looking for, the menu bar at the top of the screen flashes. If the menu bar doesn't flash, but you can't see any highlighted text, then *Writer's Choice elite* has found the text, but the text is behind the dialog box.

To move the dialog box so you can see the text, point to the title bar, hold down the mouse button, and drag the dialog box to some other part of the screen. You can also close the dialog box so you can see the text. If you do, the next time you select **Change** from the **Find** menu, the dialog box reappears just as you left it, ready to continue the search.

Format

```
⌕ File Edit Find  Format  Font Style Color Window
              ┌─────────────────────┐
              │ Open Header         │
              │ Open Footer         │
              │ Remove Header       │
              │ Remove Footer       │
              │ Show Rulers         │
              │ Change Ruler ...    │
              │ Goto Page #...      │
              │ Set Page #...       │
              │ Insert a Page Break │
              │ Title Page          │
              └─────────────────────┘
```
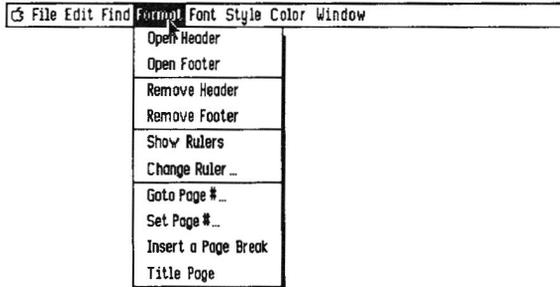
Open Header

Use **Open Header** to display the Header window or to bring the Header window to the front if it's hidden on the desktop.

You use the Header window to create or change the header and to set a document's top margin.

To use **Open Header**:

• Choose **Open Header** from the **Format** menu.

The Header window appears.

Page #   Date   Time


```
                                   Sample Header

         numbers, and punctuation marks that has a characteristic
         appearance.

             (4)  A font style is created by changing a font in a specific
         way.  For example, if all the letters are made to slant, the style
         is called italic; if all the letters are thickened, the style is
         bold.  You can choose from these font styles:
```

- Press *return* up to six times to set the amount of space you want between the top of the page and the header and between the header and the first line of text. If you want more than six lines in the header, point to the window's size box, hold down the mouse button, and drag the outline down until it's the size you want it to be.

  Unlike a document window, the Header window doesn't scroll up if you reach the bottom of the window and keep typing. It ignores anything you type after you fill the last line at the bottom of the window.

- Put the cursor where you want the text of the header to be.

- Change the font, font style, and font size if you want to.

- Type the text of the header.

You can also copy or move text or pictures to the header from the current document or any other document.

• Put the page number, clock, and date icons where you want the page number, time, and date to appear. (The alignment on the ruler has no effect on where the page number, time, and date appear in the header.)

The font, font style, and font size of the page number, time, and date are the same as those of the first character (including *return* and *tab*) in the header.

To change the font, font style, or font size when the header starts with a *return* or *tab*, place the cursor at the top left corner of the header window, select the options you want using the **Font** and **Style** menus, then type a space.

• Click the document window to see the header as it appears in the document.

Open Footer

Use **Open Footer** to display the Footer window or to bring the Footer window to the front if it's hidden on the desktop.

You use the Footer window to create or change the footer and to set a document's bottom margin.

To use **Open Footer**:

• Choose **Open Footer** from the **Format** menu.

The Footer window appears.

Page #   Date   Time
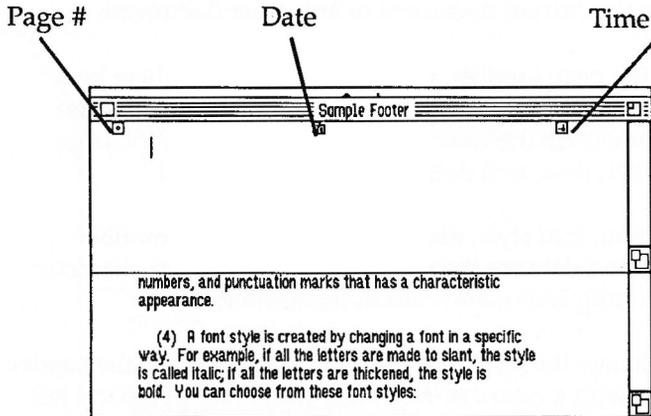
- Press *return* up to six times to set the amount of space you want between the last line of text and the footer and between the footer and the bottom of the page. If you want more than six lines in the footer, point to the window's size box, hold down the mouse button, and drag the outline down until it's the size you want it to be.

Unlike a document window, the Footer window doesn't scroll up if you reach the bottom of the window and keep typing. It ignores anything you type after you fill the last line at the bottom of the window.

- Put the cursor where you want the text of the footer to be.

- Change the font, font style, and font size if you want to.

- Type the text of the footer.

You can also copy or move text or pictures to the footer from the current document or any other document.

- Put the page number, clock, and date icons where you want the page number, time, and date to appear. (The alignment on the ruler has no effect on where the page number, time, and date appear in the header.)

  The font, font style, and font size of the page number, time, and date are the same as those of the first character (including *return* and *tab*) in the footer.

  To change the font, font style, or font size when the footer begins with a *return* or *tab*, place the cursor at the top left corner of the Footer window, select the options you want using the **Font** and **Style** menus, then type a space.

- Click the document window to see the footer as it appears in the document.

  pears in the document.

Remove Header/Display Header

Use **Remove Header** to prevent *Writer's Choice elite* from displaying – and printing – a header at the top of every page. (*Writer's Choice elite* automatically displays a blank, one-line header at the top of every page if you don't create one.)

Use **Display Header** (which replaces **Remove Header** on the **Format** menu) to have *Writer's Choice elite* display – and print – a header at the top of every page.

To use **Remove Header**:

- Choose **Remove Header** from the **Format** menu.

  The header disappears from the document on the screen. The selection on the **Format** menu changes to **Display Header**.

To use **Display Header**:

- Choose **Display Header** from the **Format** menu.

  The header you've created appears on each page as it will when you print the document.

  The selection on the **Format** menu changes to **Remove Header**.

Remove Footer/Display Footer

Use **Remove Footer** to prevent *Writer's Choice elite* from displaying – and printing – a footer at the bottom of every page. (*Writer's Choice elite* automatically displays a blank, one - line footer at the bottom of every page if you don't create one.)

Use **Display Footer** (which replaces **Remove Footer** on the **Format** menu) to have *Writer's Choice elite* display–and print–a footer at the bottom of every page.

To use **Remove Footer**:

- Choose **Remove Footer** from the **Format** menu.

  The footer disappears from the document on the screen. The selection on the **Format** menu changes to **Display Footer**.

To use **Display Footer:**

* Choose **Display Footer** from the **Format** menu.

  The footer appears on each page as it will when you print the document. The selection on the **Format** menu changes to **Remove Footer.**

Show Rulers/Hide Rulers

Use **Show Rulers** to display the ruler (or rulers) that control the layout of a document. You can make changes to a ruler when it appears on the screen. You use rulers to control:

* left and right margins (the top and bottom margins are controlled by the header and footer)

* line spacing (single, double, or triple)

* text alignment (left, centered, right, or justified)

* paragraph indentation

* tab stops (standard and decimal)

Use **Hide Rulers** to remove all the rulers from the screen.

To use **Show Rulers:**

* Choose **Show Rulers** from the **Format** menu.

All of the rulers appear, and **Show Rulers** is replaced on the **Format** menu by **Hide Rulers**. The **Main** ruler looks like this:
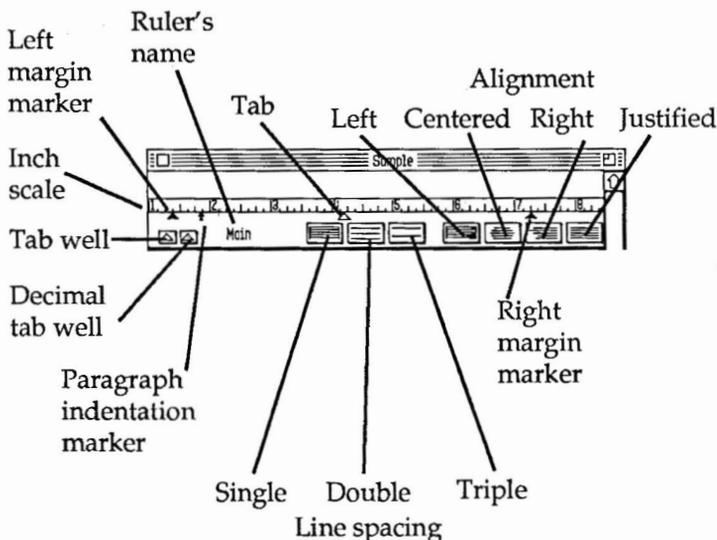
To set the left or right margin:

- Drag the left or right margin marker to the place on the ruler where you want the margin to be.

The text immediately changes to match the new margin.

To change the paragraph indentation:

- Drag the indentation marker to the place where you want the first line of each paragraph to begin.

The new paragraph indentation takes effect immediately.

You can set the indentation marker at the same place as the left margin, or to the right or left of it (when an indentation is farther left than the left margin, it's called a *hanging* indent.) But the indentation marker can't be closer than 3/4 inch to the right margin marker.

To set line spacing:

- Click the single space icon for single spacing.

- Click the double space icon for double spacing.

- Click the triple space icon for triple spacing.

The new line spacing takes place immediately.

To change alignment:

- Click the left alignment icon to make the text even with the left margin, but uneven at the right.

- Click the center alignment icon to center each line of text between the left and right margins.

- Click the right alignment icon to make each line of text even with the right margin, but uneven at the left.

- Click the justification icon to make each line of text even at both the left and right margins.

To set a standard tab stop:

△ • Drag a tab marker from the tab well and set it on the inch scale at the place where you want the left edge of the column to be.

As soon as you release the mouse button, the tab stop is set. When you press *tab*, the cursor moves to the next tab stop. The text you type starts at the tab stop and continues to the right.

To set a decimal tab stop:

△ • Drag a decimal tab marker from the decimal tab well and set it on the inch scale at the place where you want the decimal points in the column to line up.

As soon as you release the mouse button, the tab stop is set. When you press *tab*, the cursor moves to the next tab stop. As you type a number, *Writer's Choice elite* places the numbers you type to the *left* of the tab stop until you type a decimal point. Any characters you type after the decimal point go to the right of the tab stop.

To remove a tab stop:

• Point to the tab you want to remove, click the mouse button, and drag the tab stop back to the tab well.

Any text that you positioned at that tab stop shifts to the next tab stop to the right. If any text was positioned at that tab stop, that text shifts to the right, to the next tab stop – if there is one. If there are no more tab stops to the right, a new line appears, and the text shifts to the first tab stop on the new line.

Note: Be careful when you change a ruler in a document window. The same ruler may appear in more than one place in the document and may affect more than one section, but it's still one and the same ruler. If you change the ruler anywhere it appears, the format of all the other paragraphs the ruler controls are also affected.

To delete a ruler:

- Place the cursor at the beginning of the first line of text after the ruler and press *delete*.

When you delete a ruler, the format of the text changes to match the format of the text above it – unless the text above it is controlled by a local ruler. In that case, the paragraph following the ruler you deleted is joined to the paragraph above it, and they become one paragraph, all of which is controlled by the local ruler.

To use **Hide Rulers:**

- Choose **Hide Rulers** from the **Format** menu.

The rulers disappear from the screen immediately and the selection on the **Format** menu changes to **Show Rulers**.

Change Ruler

Use **Change Ruler** to add a new ruler to a document or to assign rulers that you've already created to different parts of the document.

The section affected by a ruler can be any length, but it has to begin and end with a paragraph break. You can't format just a part of a paragraph.

To use **Change Ruler**:

• Indicate the part of the document you want the ruler to affect.

  If you want to reformat a single paragraph that you've already typed, put the cursor anywhere in the paragraph.

  If you want to reformat a longer section, place the cursor anywhere in the first paragraph of the section. At the end of the section, insert another ruler to return to the original format or to establish yet another format.

  If you want to set a special format for text you're about to type, move the cursor to the paragraph break where you're going to start typing (be sure that you've pressed *return* at the end of the previous paragraph, or you'll reformat that paragraph, too).

• Choose **Change Ruler** from the **Format** menu.

  The Change Ruler window appears. The **Main** ruler is at the top, and beneath it are any other rulers you've already defined.
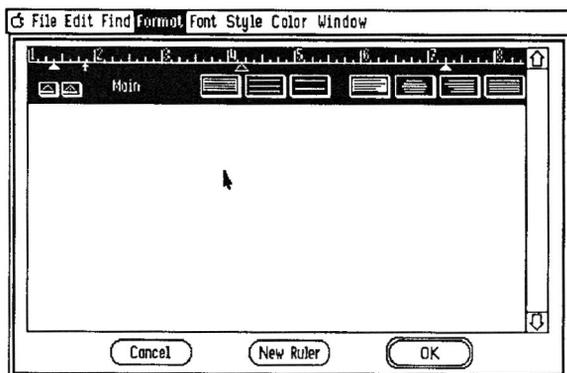
To create a new ruler:

- Click the **New Ruler** button at the bottom of the window.

  A dialog window that lets you name the new ruler appears. *Writer's Choice elite* suggests the name **Local**.

- If you want to use **Local**, click **OK**. If you want to use a different name, type the name and then click **OK**.

Local Rulers. Any ruler whose name begins with the word *Local* never affects more than one paragraph.

Normally once you've reformatted a section with a new ruler, any new paragraphs you add to that section appear in the new format. But if you reformat a paragraph with a local ruler and later break the paragraph into two, the second paragraph won't be affected by the local ruler.

You can give different rulers the same name, but it's usually not a good idea. Remember that when you look at the Change Ruler window, you see the rulers out of context, so it's best to give each ruler a distinct name that tells you what it's used for. The names of local rulers all have to begin with the word *Local*, but you can add up to three more characters following *Local* to distinghish one local ruler from another. Ruler names can't be more than eight characters long.

The new ruler appears beneath the others in the Change Ruler window. Its settings are initially the same as those of the **Main** ruler.

To set a ruler:

- Make whatever changes you want to the new ruler.

- Click **OK** to leave the Change Ruler window.

  The new format goes into effect immediately.

To use an already existing ruler:

- Select the part of the document you want to reformat.

  If you want the ruler to affect text you're about to type, you move the cursor to the place where you're going to type the text (the text has to be a new paragraph since a ruler can't affect only part of a paragraph; if you're adding text between two paragraphs that already exist, press *return* to create a blank line between them and leave the cursor on the blank line).

- Choose **Change Rulers** from the **Format** menu.

  When the Change Ruler window first appears, the **Main** ruler is selected.

- Select the ruler you want to use by pointing to its inch scale and clicking the mouse button.

- Click **OK.**

  The Change Ruler window disappears, and the ruler you've chosen then reformats the text you selected.

Goto Page #...

Use **Goto Page #** to display a specific page of a document.

To use **Goto Page #**:

- Choose **Goto Page #** from the **Format** menu.

   A dialog box appears.

```
┌─────────────────────────────────────────┐
│                                          │
│   Goto Page Number        [ ▌   ]        │
│                                          │
│   (    OK    )          (  Cancel  )     │
│                                          │
└─────────────────────────────────────────┘
```
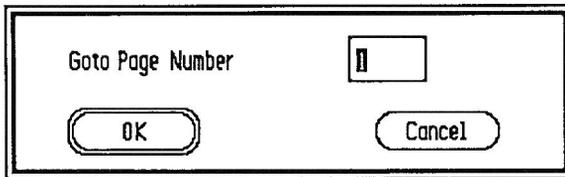
- Type the number of the page you want to display in the box next to **Goto Page Number**.

   If you've used **Set Page #** to give the first page of a document a number other than 1, enter a page number that reflects that pagination. For example, if you've made the first page of a document page 21 and you want to go to the fifth page, type **25** in the box next to **Goto Page Number**.

   If you enter a number that's before the first page (or after the last page), *Writer's Choice elite* displays the first page (or last page) of the document.

The buttons in the box give you these choices:

OK. Click **OK** to display the page you want to go to.

Cancel. Click **Cancel** to return to the document window without going to a different page.

Set Page #...

Use **Set Page #** to give the first page of a document a number other than 1.

To use **Set Page #**:

• Choose **Set Page #** from the **Format** menu.

  A dialog box appears.

```
┌─────────────────────────────────────────────┐
│                                             │
│   New Page Number          ┌───────────┐    │
│                            │ 1         │    │
│                            └───────────┘    │
│  ┌──────────────┐        ┌──────────────┐   │
│  │     OK       │        │    Cancel    │   │
│  └──────────────┘        └──────────────┘   │
└─────────────────────────────────────────────┘
```
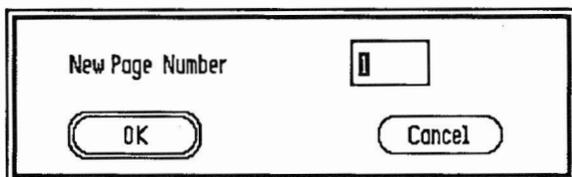
• Type the number you want to give the first page of the document in the box next to **New Page Number**.

If you've selected **Title Page**, *Writer's Choice elite* displays neither a header nor a footer on the first page of a document, but it does count the first page. If you're using a title page, type a number that's one less than the number you want to appear – and be printed on – the second page. For example, if you want the page following the title page to be page 1, enter zero in the dialog box.

The buttons in the box give you these choices:

OK. Click **OK** to display the new page numbers.

Cancel. Click **Cancel** to return to the document window without setting a new page number.

Insert a Page Break

Use **Insert a Page Break** to start a new page when the previous page isn't completely filled. *Writer's Choice elite* starts printing the text that's after the page break at the top of a new page.

To use **Insert a Page Break**:

* Move the cursor to the place in the text where you want a new page to start.

  The text before the cursor will be on one page, the cursor and the text after it will be on the next.

* Choose **Insert Page Break** from the **Format** menu.

  Writer's Choice elite first displays the footer (if there is one and you want it displayed), draws a thick line across the page where the new page will begin, and displays the header below the line (if there is a header and you want it displayed).

When you print the document, the printer prints the last line above the page break, goes to the bottom of the page and prints the footer, then advances to the top of the next page before it starts printing the header and the first line after the page break.

Title Page

Use **Title Page** to keep *Writer's Choice elite* from displaying – or printing – the header and footer on the first page of a document.

To use **Title Page**:

- Choose **Title Page** from the **Format** menu.

  A check appears beside **Title Page** on the **Format** menu.

Even though the header and footer are not printed on the first page of the document, the first page is still counted when the pages are numbered. So the page following the title page is numbered 2, not 1. (See **Set Page #**, above, for more information.)

Font
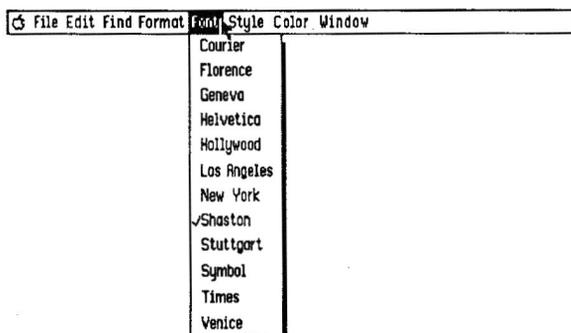
Use the **Font** menu to choose the fonts, or typefaces, you want the text in a document to be displayed and printed in.

A font is a complete set of letters, numbers, and punctuation marks that has a characteristic appearance. The preset font is Shaston.

To change the font:

- Move the cursor to the point in the document where you want to start typing text in the new font.

- Choose the font you want from the **Font** menu.

  A check appears next to the one you've chosen.

- Start typing. The text appears in the new font.

To change text to a different font:

- Select the text you want to change.

- Choose the font you want from the **Font** menu.

  A check appears next to the one you've chosen. The text you've selected changes to the new font, and it remains selected.

Style

```
 File Edit Find Format Font  Style Color Window
                            ┌─────────────────┐
                            │ Plain Text   T │
                            │ Cross           │
                            │ Bold         B │
                            │ Italic       I │
                            │ Underline    U │
                            │ Outline         │
                            │ Shadow       H │
                            ├─────────────────┤
                            │ √8 points       │
                            │ 9 points        │
                            │ 10 points       │
                            │ 12 points       │
                            │ 16 points       │
                            │ 18 points       │
                            │ Other:   [ 6 ]  │
                            └─────────────────┘
```
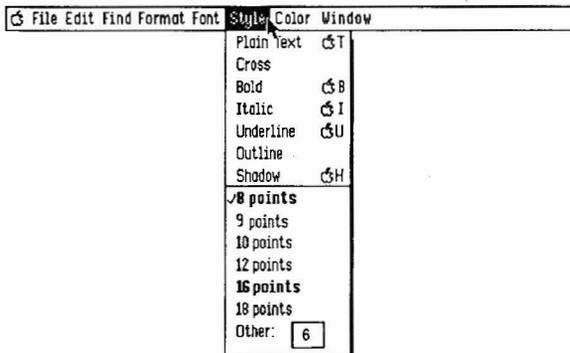
Use the **Style** menu to change the style and size of the font you're using without changing the font itself.

A font style is created by changing a font in a specific way. For example, if all the characters in a font slant, the style is called *italic*. If all the characters are made thicker and darker, the style is **bold**. Font styles are different from fonts in that you can use more than one style at a time. For example, you can have text that's both ***bold and italic***. **Plain** cancels any other styles you've selected.

The preset style is **Plain**. The preset size is **8 points**.

To change the style or size, or both:

• Move the cursor to the point in the document where you want to start typing text in a new style or size.

  If you want to change text that's already part of a document, select it.

• Choose the style you want from the **Style** menu.

  The name of the style you've chosen flickers, and the **Style** menu closes. If you've selected text that's already part of the document, it changes to the new style. A check mark appears on the menu next to the name of style you've chosen.

You can start typing in the new style immediately.

Note: You cannot underline text that's in **Shaston**. If you want to choose underlining, choose a different font.

• Choose the size you want from the **Style** menu.

  Not every font can be used in every size. The sizes that are listed in bold are the ones that look best on the screen. If you choose a size that isn't bold, *Writer's Choice elite* scales the font up or down to the size you've selected.

There may be times when the scaled font won't fit in memory. If that happens, *Writer's Choice elite* substitutes 8-point Shaston for the font and size you've chosen.

The size you've chosen flickers, and the **Style** menu closes. If you've selected text that's already part of the document, it changes to the new size. A check mark appears on the menu next to the size you've chosen.

You can start typing in the new size immediately.

Note: If you delete everything you've written in a particular font, style, or size, and then begin writing in the space where you deleted the text, the new text you type appears in the font, style, and size of the text that's just before the deleted text, not in the font, style, and size of the deleted text itself.

Color

```
 File Edit Find Format Font Style [Color] Window
                                    √Type in black
                                     Type in red
                                    √Cross in black
                                     Cross in red
                                     Cross in white
                                    √No Background
                                     Background in black
                                     Background in green
                                     Background in red
                                     Background in yellow
                                     Background in blue
```
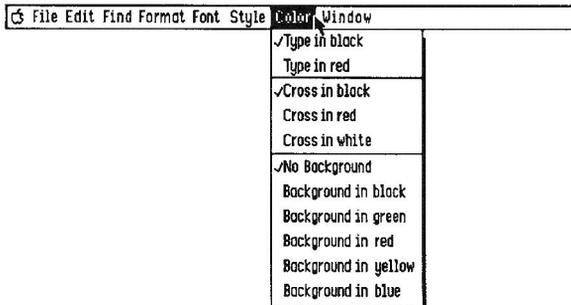
Use the **Color** menu to change the color text is displayed in; to cross out text (without erasing it from a document) in black, red, or white; and to change the background behind any amount of text to black, green, red, yellow, or blue.

To change the color text is displayed in:

• Move the cursor to the point in the document where you want to start typing text in a new color.

If you want to change text that's already part of a document, select it.

• Choose **Type in black** or **Type in red** from the **Color** menu.

The item you've chosen flickers, and the **Color** menu closes. If you've selected text that's already part of the document, it changes to the new color. A check mark appears on the menu next to the color you've chosen.

Note: After you choose **Color**, but before you remove the highlighting from the text you've changed, you get a mixture of the color you've chosen and the highlighting. It won't look like what you expected. Remove the highlighting before you judge the result.

You can start typing in the new color immediately.

To cross out text:

• Select the text you want to cross out, or put the cursor where you want to start typing in crossed-out text.

• Choose **Cross** from the **Style** menu.

The word **Cross** flickers and the **Style** menu closes. A check mark appears on the menu next to the word **Cross**. If you've selected text, it appears crossed out. Otherwise, the text you type is crossed out as you type it.

To change the color of the cross-out line:

• Select the text you want to make the change to.

• Pull down the **Color** menu and choose either **Cross in black, Cross in red,** or **Cross in white.**

The change affects all the cross-out lines in the selected area, including crossed out text you add later.

To change the background behind text:

• Move the cursor to the point in the document where you want to start typing text with a new background color.

If you want to change the background color behind text that's already part of a document, select the text.

• Choose a background color from the **Color** menu.

The item you've chosen flickers, and the **Color** menu closes. If you've selected text that's already part of the document, the background behind it changes to the new color. A check mark appears on the menu next to the background color you've chosen.

You can start typing text with the new background color immediately.

Window

⌘ File Edit Find Format Font Style Color	**Window**
	Sample
	Untitled1
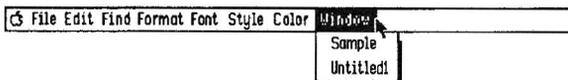
Use the **Window** menu to activate a document window and bring it to the foreground.

To use the **Window** menu:

• Choose the name of the document window you want to activate.

The name of the document flickers, and the **Window** menu closes. *Writer's Choice elite* makes the document window you selected active and brings it to the foreground. A check mark appears on the menu next to the document window that's active.

A diamond next to the name of a window on the **Window** menu means that you've made changes to the document in the window since the last time you saved it.

Glossary
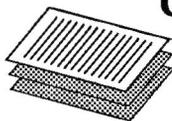
active window

The window that's in front of all the others; its title bar has four parallel lines stretching from one end to the other. It's the window where you're currently working.

Apple menu

The menu at the far left end of the menu bar; it appears when you select the Apple.

button

A symbol in a dialog box that you click to make something happen. To find out what a specific button does, see the name of the button.

Cancel button

The button in a dialog box that lets you leave the dialog box without carrying out a command.

caps lock

After you press the caps lock key, any letter that you type appears in uppercase without you're having to hold the shift key down. Press the caps lock key, and the keyboard returns to normal. The caps lock key doesn't affect numbers or symbols.

character keys

Character keys repeat when you hold them down. The character keys are: letters, numbers, symbols, punctuation, return, tab, and the spacebar.

catalog

The list of documents that are on a disk. Catalogs appear in the Open and Save As dialog boxes.

check box

The small box or circle next to an option in a dialog box that you click to select or cancel an option.

choose

To pick a command from a menu.

click

To position the pointer on something and then press and quickly release the button on the mouse.

Clipboard

The place where text you've cut or copied is placed. The text stays on the Clipboard even after you've pasted elsewhere in the document until you cut or copy another section of text.

close

To remove a window from the screen.

close box

The small square on the left side of the title bar of an active window. Click it to close the window.

command

A command is a choice you make from a menu that causes some action to take place, or a combination of the command key and a letter on the keyboard that causes the same action.

command key

A key that, when held down while another key is pressed, causes a command to take effect, or when held down, lets you drag a window to a new location without activating it.

cursor

A blinking vertical bar that marks the spot in a document where text will be added or removed. The cursor is also found in some dialog boxes.

cut

To remove something from a document by selecting it and then choosing Cut from the Edit menu. The text you cut is placed on the Clipboard. See also **Clipboard**.

decimal tab

A tab, represented by a decimal tab marker, that aligns columns of numbers at the decimal point. (A column of text is aligned to the left of a decimal tab.) See also **tab**.

decimal tab marker

A decimal tab marker is a triangle with a decimal point in it. Decimal tab markers are found on all rulers in the decimal tab well; they can also be positioned along the inch scale of the ruler.

delete

The key that moves the cursor backwards, erasing the character that's to the left of it.

desktop

The working environment – the menu bar and the gray area on the screen.

dialog box

A box with a message that asks you for a decision or for more information. Sometimes the message informs you that you can't do what you're trying to do or warns you that what you're about to do will destroy some information.

dimmed

A dimmed command, menu title, or option is one that appears gray rather than black. It means you can't use the item.

disk

A disk is a small magnetic disk about three inches across housed in a plastic shell. You save the documents you want to keep on it.

document

A piece of writing you do with *Writer's Choice elite*. A document contains not only the text, but its format (font, type, style, margins, and so on), pictures you've added, and anything else you've made part of it.

document window

A window that displays a document.

double-click

To position the pointer on something and then to twice press and quickly release the button on the mouse.

drag

To position the pointer on something and hold the mouse button down while you move the mouse. You release the mouse button when you've highlighted the text you want to select, reached the location where you want to move an object, or to choose a menu item.

folder

A file you create in which you can keep together pictures that are related (for example, the chapters in a book).

font

A complete collection of letters, numbers, punctuation marks, and other symbols with a characteristic appearance. An example of a font is Geneva.

font size

The overall size of characters in text. Font sizes are given in points (for example, 12 point and 18 point).

footer

The bottom margin of a document, which is repeated on every page. It can include text, pictures, page numbers, the date, and the time.

format

The arrangement of text as determined by the margins, tabs, line spacing, and text alignment.

full-screen box

A box at the right edge of a document's title bar that gives you a full-screen view of the document when you click it. Clicking it a second time returns you to the standard desktop view.

header

The top margin of a document, which is repeated on every page. It can include text, pictures, page numbers, the date, and the time.

highlight

To change the color of the background to make something stand out from the rest of a document. Highlighting usually shows that something has been selected or chosen.

I

The pointer you use to position the cursor in the text.

icon

A simple, small picture that represents an object (such as a concept, or a message).

indentation marker

An arrow-shaped marker that marks the position of the first word in a paragraph, to the left or the right of the left margin marker.

launcher

The program that gives you access to the entire Apple IIGS system. The launcher shows you a list of the files on the disk that's in the disk drive and lets you choose the one you want to start.

margin marker

A black triangle on each side of a ruler that you can move to mark the left or right margin of text.

memory

The place in the computer's main unit that stores information while you're working on it.

menu

A list of commands that appears when you point to and press a menu title in the menu bar. Dragging through the menu and releasing the mouse button while a command is highlighted chooses that command.

menu bar

The horizontal strip at the top of the screen that contains menu titles.

menu title

A word or phrase in the menu bar that designates one menu. Pressing on the menu title causes the title to be highlighted and its menu to appear below it.

option

A key used like the shift key to give an alternate interpretation to another key you type.

paste

To place the contents of the Clipboard – whatever was last cut or copied – at the insertion point.

pointer

A small shape on the screen that follows the movement of the mouse. The pointer can be an arrow, an I, or a wristwatch.

press

To position the pointer on something and then hold down the mouse button without moving the mouse. In reference to keys, it means to strike the key lightly, holding it down if you want to repeat a character.

return

A key that causes the insertion point to move to the beginning of the next line. It's also used in some cases to confirm or terminate a command or an entry.

ruler

A graphic representation of a ruler on which you set the overall format of the text that follows. Rulers can be added as needed.

save

To store information on a disk.

scroll

To move a document or catalog in its window so that a different part of it is visible. You can also scroll the catalog in the Open dialog box.

scroll arrow

An arrow on either end of the scroll bar. Clicking a scroll arrow moves the document or catalog one line. Pressing a scroll arrow scrolls continuously.

scroll bar

A rectangular bar that may be along the right or bottom of an active window. Clicking or dragging in the scroll bar causes the view of the document or catalog to change.

scroll box

The white box in the scroll bar. The position in the scroll bar indicates the position of what's in the window relative to the entire document.

select

To designate where the next action will take place. You use the mouse techniques of clicking, double-clicking, and dragging to select something.

selection

The text that will be affected by the next action. The selection is highlighted.

shift

A key that, when pressed, causes subsequent typed letters to appear in uppercase and causes the upper symbol to appear when numeric or symbol keys are typed.

shift-click

A technique that allows you to extend or shorten a selection by positioning the pointer at the end of what you want to select and holding down the shift key while clicking the mouse button.

size box

A box on the bottom-right corner of some active windows. Dragging the size box changes the size of the window.

spacebar

The long, unlabeled bar on the keyboard that you press to type a space.

style

A variation of a font. *Writer's Choice elite* has these font styles: plain text, bold, italic, underline, outline, crossed, and shadow.

tab

A tab stop, represented by a tab marker, that aligns columns of text. A column of text is aligned to the right of a tab. See also **decimal tab**.

tab **key**

A key that, when pressed, moves the cursor to the next tab marker or, in the Change window or a dialog box with more than one place to enter information, to the next space for information.

tab marker

An unfilled triangle under the inch scale of a ruler that marks the position to which the tab key will move the cursor. You get additional tabs by dragging them from the tab well.

tab well

Either of two boxes on the lower-left side of a ruler that hold regular and decimal tabs.

title bar

The horizontal bar at the top of a window that shows the name of the window's contents and lets you move the window.

window

The area that displays information on the desktop. You view a document through a window. You can open or close a window, move it around on the desktop, and sometimes change its size, scroll through it, and edit its contents.

word wraparound

A feature that, at the right margin, moves the last whole word **you're typing and the insertion** point to the beginning of the **next line.**

Index

Index

opening
  document, 28-29
  window, 72, 74-75

page
  break, 64-64, 145
  display, 143
  first, 64, 145-146
  layout, 45
  numbering, 63, 144
  set up, 106
paper, 107-110
paragraph, 15, 47, 136-137
Paste command, 36-37, 119-120
printer
  ports, 24, 103-104
  types, 24, 107-109
printing
  document, 24-26
  first page, 64, 144
  in color, 67
  page set up, 106
  quality, 115-116
  specifications, 107-110

Quit command, 116

Redo command, 19
removing text, 35
replacing text, 34, 41-43
ruler(s), 45-46
  changing within document, 52-55, 139-142
  deleting, 57, 138
  displaying, 135

Save command, 21
  canceling, 23

Index

ACTIVISION.

©1987 Activision, Inc.

KD-**607**-**03**