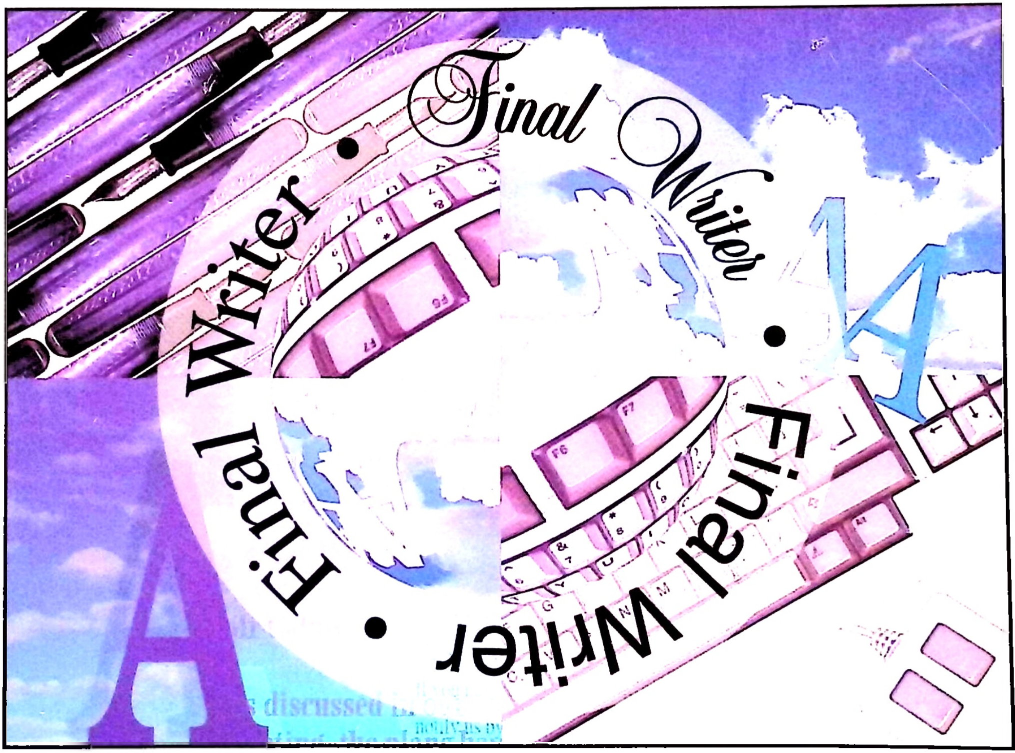
Final Writer

Word Processor for the Amiga™


Final Writer • Final Writer • Final Writer • Final Writer •
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discussed

from SoftWood, Inc.

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P.O. Box 50178
Phoenix, Arizona 85076
(602) 431-9151

Manual Written by:

Lisa Frawley

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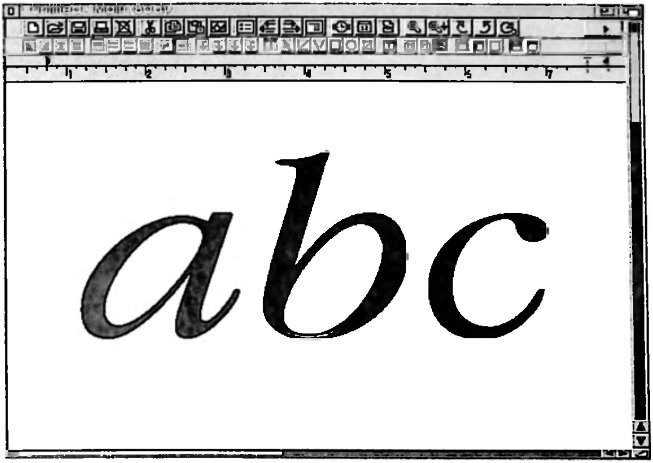
Welcome

Welcome to Final Writer

Congratulations! You have chosen an advanced and innovative word processing system for the Amiga®. Final Writer™ is designed for people who want high quality personal and business documents. It combines word processing and graphic handling features with high quality, state-of-the-art printing technology.



Before you go further

Before you begin using Final Writer, please take a few moments to:

- **Back up the Final Writer disks.** After you have backed up your disks, store the originals in a safe place in case you need to revert to them at a later time.
- **Fill out and mail the enclosed warranty registration card.** SoftWood provides technical support for Final Writer if your warranty card is on file. Tear off your portion of the registration card and keep it with your manual. Fill out the other portion of the card and mail it to SoftWood. When you call for technical support, please have your registration number ready in case you are asked for it.

How to use this manual

This manual is divided into a number of sections that follow this introduction. These learning and reference chapters are:

- **Installing and Getting Started** - Information necessary to begin working with Final Writer is contained in this chapter. It includes installation procedures, an overview of basic terminology, instructions for starting and quitting Final Writer, and brief descriptions of Final Writer's user interface.
- **Tutorial** - We have produced a set of tutorial exercises designed to familiarize you with using Final Writer as quickly as possible. Included are exercises on creating, revising, and formatting a document.
- **Setting Preferences** - This chapter describes Final Writer's preference settings which let you customize certain operations to suit your personal needs.
- **Page Setup** - Final Writer is very flexible in allowing you to define page characteristics for your documents. This chapter discusses setting up pages.
- **Creating and Saving a Document** - Follow these easy, step-by-step instructions to create and save a document in Final Writer. Included are editing functions that you are likely to use as you are actually writing your document for the first time.
- **Revising a Document** - This chapter tells you what you need to know about revising and editing a document.
- **Formatting a Document** - This chapter provides an explanation of various ways in which you can change the appearance or format of your document. Included are document, paragraph, and graphic settings; fonts; rulers; and other important features.
- **Graphics and Text Blocks** - Instructions for working with graphics and text blocks are found in this chapter.
- **Making a Document Perfect** - This chapter contains instructions for using Final Writer's speller, thesaurus, and document statistic features.
- **Sections** - Contained in this chapter are guidelines for creating sections such as Table of Contents and Index.
- **Printing a Document**- Once you have created your document, refer to these instructions for printing it.
- **Form Letters** - Instructions for creating and saving merge data, creating a form letter, and merging data with a form letter.

- **ARexx Support** - A description of Final Writer's ARexx commands.
- **Reference** - A descriptive guide to Final Writer's menus and commands, including references to specific areas of the manual where additional information can be found.
- **Appendices** - A list of cursor key functions; a description of keyboard shortcuts; a compilation of helpful hints to make the most of Final Writer's word processing abilities; and a glossary of word processing, printing, typesetting, and computing terminology.

Thank You

SoftWood is committed to making excellent software for the Amiga®. In fact, the Amiga® is the only computer for which SoftWood publishes software. We have done everything we can to ensure that Final Writer is an enjoyable product in which you can have confidence.

If you should find anything about Final Writer that you believe needs improvement, mail us your suggestions. We read each letter and continually compile a list of changes requested by users of our programs.

Good luck with Final Writer, and thank you for purchasing it. We hope you like Final Writer well enough to tell your friends about it.

Woody, Terry, Mary, Pat, and Jim

SoftWood, Inc.
1993

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Installing and Getting Started

This chapter is designed to get you started using Final Writer. It guides you through installing Final Writer on an Amiga® with a hard drive. It explains the basics of operating Final Writer and describes its user interface. The goal of this chapter is to get you acquainted with Final Writer so you may begin using it right away.

Before you begin

Before you begin using Final Writer, you should know a few basic concepts and verify that your computer and system software are compatible with Final Writer.

Things you should know

To use Final Writer effectively, you need to understand a few basic concepts. Before you begin, you should know how to:

- Start your Amiga®.
- Use the mouse to point, click, double-click, and drag.
- Start a program from the Workbench™.
- Initialize and duplicate disks.
- Use menus to choose commands.
- Scroll, move, and resize windows.
- Use a requester.

Some of these concepts are discussed in this chapter, others are found in the manuals that came with your Amiga®.

Required hardware and software

Before installing or using Final Writer, make sure your computer and system software are compatible with Final Writer.

Hardware required

Final Writer has a thesaurus database, spelling dictionary, hyphenation database, and many outline fonts. In addition, the program size is over 500K. Because of all of this, you will need a hard disk to use Final Writer. If the system software is correct (see below), Final Writer will work on any Amiga® with at least 1.5 megabytes of available internal memory. If your computer has less than 1.5 megabytes of memory available after Workbench™ is loaded, you will not be able to run Final Writer.

System software required

Final Writer requires version 2.0 or higher of the Amiga® Workbench™. If you have any Workbench™ version before 2.0, Final Writer may not work properly or perhaps not at all.

Final Writer concepts

The following are some basic terms used throughout this manual. Experienced Amiga® users may wish to skip over this section.

Point	To move the mouse so that the mouse pointer is either pointing at or pointing on top of some object.
Press	To hold the left mouse button down.
Click	To press and quickly release either the left or right mouse button. NOTE. In this manual "Click the mouse" will mean to click the left mouse button. The right mouse button is only used for accessing menus.
Double-click	To quickly click the left mouse button twice. Depending on what you are doing, double-clicks are used to open documents, access drawers, or select words. A double-click is always performed using the left mouse button.
Select	To specify something (e.g. to select lines of text or to select a document to be opened).
Drag	To press the left mouse button and move it in some direction while still holding the mouse button down. Dragging is used to select areas of text. Dragging with the right mouse button down is used to choose a menu command.
Highlight	Text that has been selected appears to be highlighted on the screen. This is highlighted text.

Preparing to use Final Writer

Now that you are sure your computer and system software are compatible with Final Writer, make backup copies of the Final Writer master disks. Afterwards, follow the steps in "Installing Final Writer" to prepare your computer for using Final Writer.

Making backup copies

Use the Workbench™ commands to copy all Final Writer disks. If you are unsure how to do this, refer to your Amiga® manual.

Installing Final Writer

Final Writer is not copy-protected and can be installed on a hard disk. The "HD_Install" program located on the disk named "Disk 1" must ***always*** be used to install Final Writer. You need at least 3 megabytes of space on your hard drive to install Final Writer.

To install Final Writer on a hard disk:

---

1. **Start your Amiga®, if it is not already running.**
2. **After the computer completes its start up, eject any disk in the floppy drive, and insert the disk named "Disk 1".**
3. **Double-click on the "Disk 1" disk icon.**

   This will open the main window for the "Disk 1" disk.
4. **Double-click the mouse on the "HD_Install" program icon.**

   This will start the installer program.
5. **Click the mouse on the "Proceed with Install" button.**

   The installer will display a screen with some additional options.
6. **Click the mouse on the "Proceed" button.**

   The installer program will display a screen that lets you specify where Final Writer is to be installed. On this screen, beneath the title "Selected Drawer", will be a destination the installer program has chosen for the installation. You can modify this destination if you choose to.
7. **If you want to change the "Selected Drawer" location, do so now.**

   NOTE. Do not specify "FinalWriter" as part of the "Selected Drawer". The installer program automatically creates a drawer named "FinalWriter" within the "Selected Drawer" location.
8. **Click the mouse on the "Proceed" button.**
9. **When the program asks you to insert a disk, remove the disk that is currently in the drive, and insert the one that is requested.**
10. **The "HD_Install" program will notify you when the installation is complete. When this occurs, click the mouse on the "Proceed" button.**
11. **Close the "Disk 1" window.**

Starting Final Writer

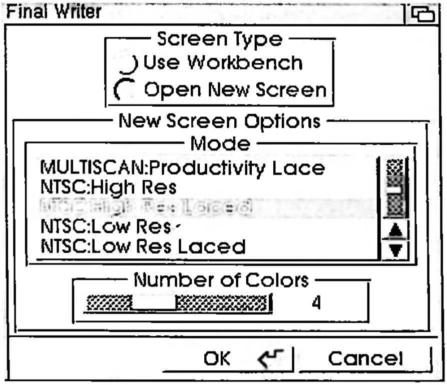
Final Writer requires that you have a hard drive in your computer. It does not come with a system disk and relies upon the system that is installed on your hard drive. If you do not have a hard drive, you will not be able to use Final Writer.

To start Final Writer:

1. **Turn on your Amiga® and follow the normal startup procedures you go through to get your computer running.**
2. **Once you are running on your hard drive, locate the "Final Writer" drawer that was created during the Final Writer installation process.**
3. **Double-click the mouse on the "FinalWriter" drawer.**

   Shortly, you will see several icons, including the Final Writer program icon.
4. **Double-click on the "Final Writer" program icon.**

   In a few seconds, Final Writer will be running, and you will see the "Startup Screen". This screen gives you the opportunity to choose the type of screen Final Writer will use.


Final Writer
Screen Type
○ Use Workbench
○ Open New Screen
New Screen Options
Mode
MULTISCAN:Productivity Lace
NTSC:High Res
NTSC:High Res Laced
NTSC:Low Res
NTSC:Low Res Laced
Number of Colors
4
OK
Cancel

5. **Click the mouse on the "OK" button.**

Working in Final Writer

Once you have started Final Writer, you will see an untitled Final Writer document window. The following are descriptions of the various elements of a Final Writer document window.

Menus

Most of Final Writer's features are accessed by choosing a menu item. As you know, on the Amiga® you can access the menus by moving the mouse along the top of the screen while pressing the right mouse button. Below are brief descriptions of Final Writer's menus.

"Project" menu

This menu includes commands to create, open, save, print, and delete a document. It also contains commands that let you specify page setup parameters, set preferences, and quit Final Writer.

"Edit" menu

Commands in this menu will allow you to cut, copy, paste, clear, and select text. Also included are commands to insert and update date and time, and to copy and paste the ruler.

"View" menu

The View Menu is used to choose a page view, and show or hide various screen display elements.

"Layout" menu

This menu enables you to define page, section, and paragraph characteristics. It also is used to define and apply paragraph styles, insert and remove page breaks, insert and and remove sections.

"Text" menu

Contained in this menu are commands to set the characteristics of the text contained in your document, including the font, size, leading, style, position, width, and case of text. You may also use this menu to select a color for your text, and specify the oblique percentage (or degree of slant) for italic text. The Type Specs feature enables you to define type specifications for any amount of selected text in your document or for text which has yet to be entered.

"Graphics" menu

This menu includes commands to insert IFF graphics; select settings for those graphics; specify settings for lines, boxes and ovals drawn with Final Writer's tool icons; and to determine if graphics are to appear in front of or behind other elements on your page.

"Tools" menu

Included in this menu are commands to find or replace text, as well as commands to initiate a spell check, consult the thesaurus, and obtain document statistics. This menu also contains commands used to create special sections such as table of contents and index.

"User" menu

This menu is available for you to add your own items to.

Title bar

A window's title bar will show the name of the document in the window. If the document has not been saved, the name will be "Untitled".

User button strip

Final Writer's user button strip is the area at the top of a document window which can contain one or more buttons you set up for accessing often used operations.

Program command strip

Final Writer's program command strip is the area just above a document's ruler which contains button-activated commands you can use to control various aspects of the program's operation.

Justification selectors

Final Writer allows you to justify your paragraphs in four different ways--left, right, centered, or full--using the justification selectors. Each paragraph may be justified independently.

Spacing selectors

The spacing selectors enable you to space your paragraphs as single, 1-1/2, double, or variable spaced. Each paragraph may be spaced independently using these selectors.

Tab stop selectors

Final Writer's tab stop selectors allow you to mark tab stops on the ruler. Four different tab alignments--left, right, center, and decimal-may be specified using the tab stop selectors. Each paragraph in your document may have its own unique tab configuration.

Hyphenation "On/Off"

The hyphenation selectors allow you to turn Final Writer's automati hyphenation feature off and on as you wish.

Tool box

By selecting the appropriate tool, you may enter text; select graphics; draw horizontal, vertical or 45° diagonal lines; draw lines in any direction; draw a rectangle/square; draw an oval/circle; and crop graphics.

Master/Body page selectors

The master pages selectors enable you to designate a page as a master guide for your entire document. Any text or graphics entered on a master page will appear on every page of the document. You may select left and/or right master pages.

Ruler mode selectors

These selectors enable you to determine whether your document displays no rulers, the top ruler only, or both side and top rulers.

User command strip selectors

These buttons let you hide or show the user command strip.

Left and right margins

Left and right margins may be marked on the ruler using the margin selectors. Each paragraph may have its own margins.

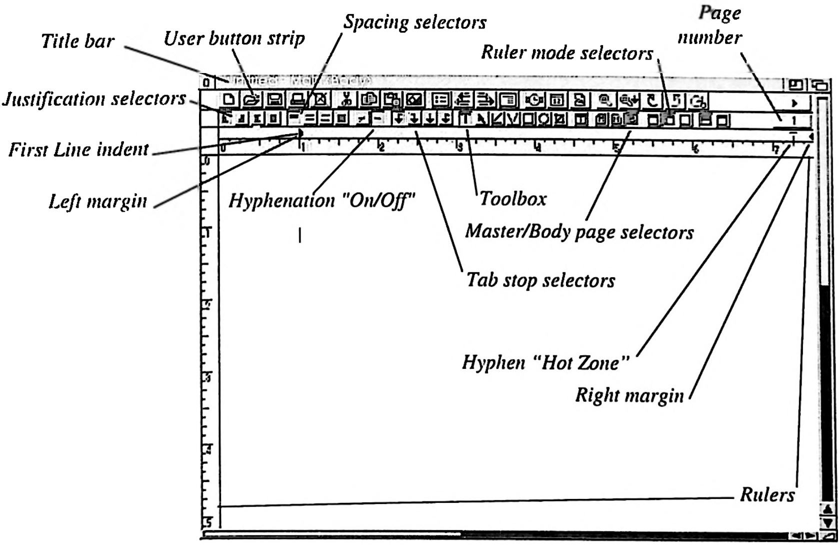
First line indent

The first line indent margin allows you to specify the indentation distance for the first line in a paragraph.

Hyphen "hot zone"

This margin allows you to specify the point in a line of text where a word becomes eligible for hyphenation.

Page number
This tells you which page of your document is currently in the window, and can be used to go to a previous, next, first, or last page of the document.


Title bar
User button strip
Spacing selectors
Ruler mode selectors
Page number
Justification selectors
First Line indent
Left margin
Hyphenation "On/Off"
Toolbox
Master/Body page selectors
Tab stop selectors
Hyphen "Hot Zone"
Right margin
Rulers

Scroll bars

Scroll bars are used to adjust the viewing area of a window. Dragging the scroll bar allows you to move to a desired position within the document. Clicking in the scroll box moves the text either horizontally or vertically in large increments within the document window. Clicking on the scroll arrows results in a small movement either horizontally or vertically within the document window.

Window gadgets

In addition to the above Final Writer gadgets, several Amiga® gadgets also appear in the window.

Close box

When the mouse is clicked on the close box, the Final Writer window will be closed.

Front to back gadget

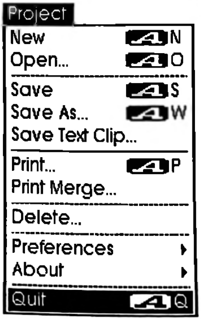
This gadget places the current window behind other windows that might be simultaneously open.

Size gadget

You may alter the size of a document window by dragging the mouse while clicking on the size gadget.

Quitting Final Writer

To quit Final Writer:



1. **Choose "Quit" from the "Project" menu.**

   If you only have one window open, that window will be closed and you will return to the Workbench™ screen. If other Final Writer windows are open, only the current window will be closed. Before closing a window, the program looks to see if you have made any changes to the document since the document was last saved. If there are unsaved changes, Final Writer will ask you if you want to save the revised document.

Technical support

We have tried our best to explain Final Writer in this manual. If you have problems that you can't solve by using this manual, you can call SoftWood's technical support. The phone number you should call, and the hours you can call are listed below:

American English version

Technical Support for the American English version of Final Writer is available from SoftWood, Inc. in Arizona by calling (602) 431-9151. The hours you may call for technical support are from 10:00 AM to 12:00 PM MST and 2:00 PM to 4:00 PM MST Monday through Friday. MST is Mountain Standard Time. Arizona's time does not change during the year. During winter 10:00 AM in Arizona is the same as 12:00 AM EST. In the summer months 10:00 AM in Arizona is the same as 1:00 PM EST. Technical support is not available on Saturdays, Sundays, or holidays.

There is no charge for technical support. However, you must pay your own telephone toll charges. We price our programs as low as possible to make a fair profit and stay in business. You are welcome to send comments and suggestions to us by mail or fax. However, because of the volume of mail we receive, we ***CAN NOT*** respond to mail or faxes.

British English version

Technical support for the British English version of Final Writer is available from Gordon Harwood Computers in Derbyshire, England by calling 0773-520252. The hours you may call for technical support are 10:00 AM to 12:00 PM, Monday through Friday.

Limits on support

In order to receive technical support your registration card must be sent in. In order to serve legitimate owners of Final Writer, we will not give support to anyone who is not a registered user. Every time we take a call from someone who has an illegal copy of our program, it keeps us from taking a call from a registered owner. It only takes a few moments of your time to complete and send in your registration card.

Tutorial

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Quitting and saving changes 2 - 16

Tutorial

This chapter contains a set of exercises designed to introduce you to some of Final Writer's important basic features. When you finish this section, you will know how to:

- Create a document
- Enter text
- Insert text
- Move text
- Delete text
- Save a document
- Close a document
- Open a document
- Align text
- Set a margin
- Change font size
- Create a header
- Save a changed document

Keep in mind that the purpose of this section is to lead you through a set of simple tasks using some of Final Writer's features. Step by step instructions for other Final Writer commands may be found in other chapters of this manual.

Creating a document

The following exercise will show you how to create a new document. In this practice session, you will type a letter. As you do so, you will not need to hit the RETURN key when you get to the end of a line. Final Writer will automatically take you to the next line when a word will not fit on the line you are typing. To end a paragraph or insert a blank line, you will need to press the RETURN key.

In the letter that you will be typing on the following page, the "¶" symbol shows where you should press the RETURN key.

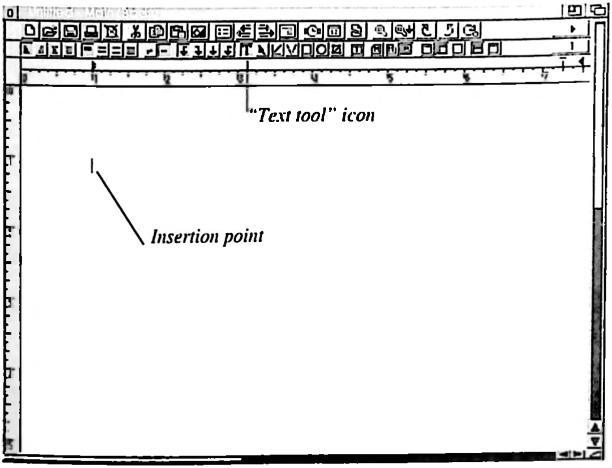
If you make a mistake while typing, use the BACKSPACE key to erase the characters.

To create the tutorial document:

---

1. **Start Final Writer if it is not already started.**

   An untitled document window will appear on your screen. Notice that the text tool icon on the horizontal ruler has been selected and that the insertion point is located in the upper left corner of the window. When you begin typing, text will be inserted at the insertion point.



2. **Type the following letter:**

   NOTE. Remember the "¶" in the letter below indicates where you should press the RETURN key.

Professor Sean O'Boyle¶
Department of Irish Studies¶
¶
Mary Williams¶
222 Main Street¶
Hometown, Indiana 60209¶
U.S.A.¶
¶
¶
Dear Mrs. Williams¶
¶
I received your letter asking for information on Irish literature. You are absolutely correct that reading a nation's literature is the best way to prepare for travels there. Listed below are selected works by some of Ireland's greatest authors. Happy Reading!¶
¶
The Playboy of the Western World, by J.M. Synge¶
¶
The Collected Works of Yeats¶
¶
A Guide to Dublin Pubs, by Eamon O'Ferrall¶
¶
Ulysses, by James Joyce¶
¶
¶
Sincerely,¶
¶
Prof. Sean O'Boyle¶

Revising a document

Now that you have created your tutorial document, you can proceed with several editing exercises.

Inserting text

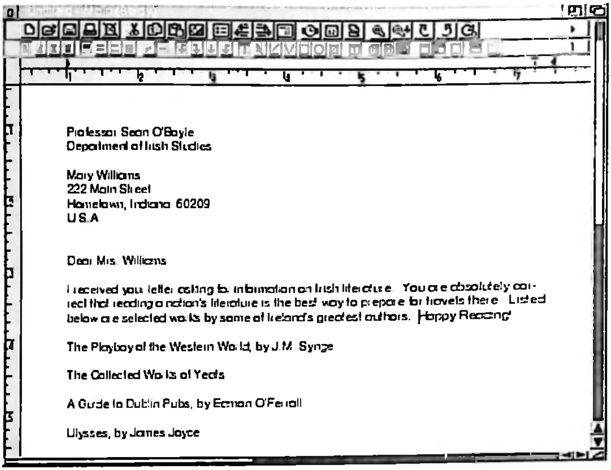
You will often wish to add characters to existing text in a document. With Final Writer, this process is quick and easy. Characters are always inserted at the insertion point.

To insert text into the tutorial document:

---

1. **Move the mouse so that the text tool is positioned just before the word "Happy" in the main paragraph.**
2. **Click the left mouse button.**

   You have just set the insertion point, and any characters that you type will be inserted before the word "Happy".



Professor Sean O'Boyle
Department of Irish Studies

Mary Williams
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The Playboy of the Western World, by J.M. Synge

The Collected Works of Yeats

A Guide to Dublin Pubs, by Eamon O'Ferrall

Ulysses, by James Joyce

3. **Type the words "You may find these books at your local library." followed by two spaces.**

   Notice that the text automatically readjusts itself within the margins of your document. The two spaces were entered to separate your new sentence from the one following it.

Deleting text

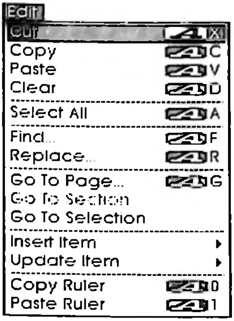
If you create a document and decide at a later time that some of the text needs to be removed, you may do so easily by using Final Writer's "Edit" menu.

To delete a block of text in the tutorial document:

---

1. **Position the mouse at the beginning of the blank line that appears above the line reading "A Guide to Dublin Pubs, by Eamon O'Ferrall".**
2. **Press the left mouse button and continue to hold it down.**
3. **While holding the mouse button down, drag the mouse down and to the right until the blank line and entire line of text are highlighted.**
4. **Release the mouse button.**

   This process of dragging the mouse over text is known as "selecting". Selected text always appears highlighted on your screen.


Edit
Cut X
Copy C
Paste V
Clear D
Select All A
Find... F
Replace... R
Go To Page... G
Go To Section
Go To Selection
Insert Item
Update Item
Copy Ruler 0
Paste Ruler 1

5. **Choose "Cut" from the "Edit" menu.**

   The selected text will be removed, and Final Writer will automatically reformat the document.

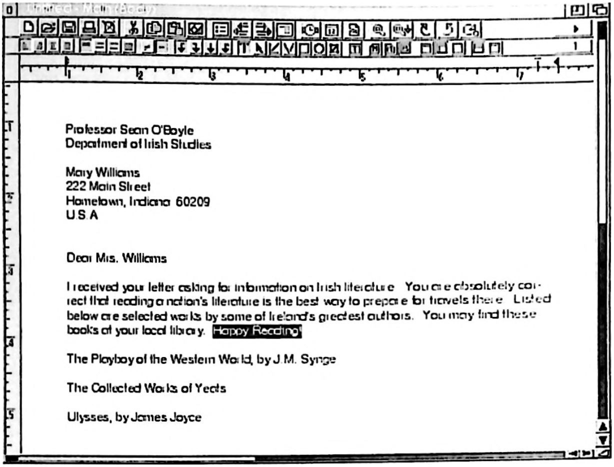
Moving text

Text in a document is moved using "Cut" and "Paste" commands.

To move text in the tutorial document:

1. **Drag the mouse over the words "Happy Reading!"**

   Dragging involves pressing and holding the left mouse button, then moving the mouse while continuing to hold the button down. When finished dragging, release the mouse button, and the selected text will appear highlighted on your screen.



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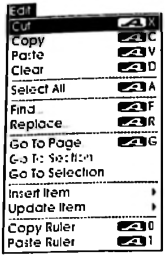
The Collected Works of Yeats

Ulysses, by James Joyce


Edit
Cut X
Copy C
Paste V
Clear D
Select All A
Find... F
Replace... R
Go To Page... G
Go To Section...
Go To Selection
Insert Item
Update Item
Copy Ruler 0
Paste Ruler 1

2. **Choose "Cut" from the "Edit" menu.**

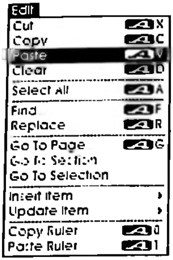
   The highlighted text is removed from your document and stored in a special place called the "Clipboard".

3. **Position the mouse after the last character of the line reading "Ulysses, by James Joyce", and click the left mouse button to set the insertion point.**

4. **Press the RETURN key twice.**

5. **Choose "Paste" from the "Edit" menu.**

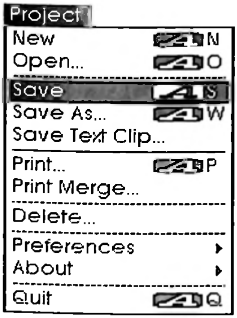
   Final Writer will insert the sentence at the insertion point.


Edit
Cut X
Copy C
Paste V
Clear D
Select All A
Find... F
Replace... R
Go To Page... G
Go To Section...
Go To Selection
Insert Item
Update Item
Copy Ruler 0
Paste Ruler 1

Saving and closing a document

Now that you have practiced some of Final Writer's basic editing techniques, it is time to learn to save and close your document. While you were creating and revising the tutorial document, you may have noticed that the name "Untitled" appeared in the title bar of your window. This is the name that Final Writer assigns to a new document until it is named and saved.

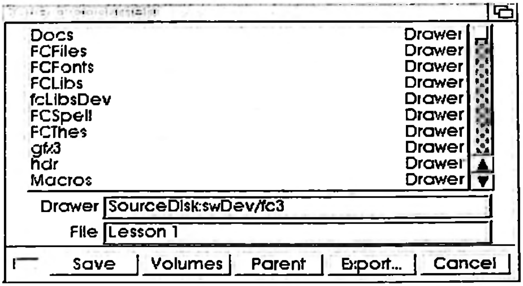
To save the tutorial document for the first time:



1. **Choose "Save" from the "Project" menu.**

   A file requester will appear so you can give your document a name and choose where you wish to save it.

2. **Click in the data entry area following the word "Untitled", backspace over "Untitled", then type in Lesson 1.**



Docs	Drawer
FCFiles	Drawer
FCFonts	Drawer
FCLibs	Drawer
fcLibsDev	Drawer
FCSpell	Drawer
FCThes	Drawer
gfx3	Drawer
hdr	Drawer
Macros	Drawer

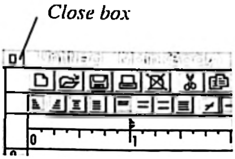
Drawer SourceDisk:swDev/fc3

File Lesson 1

3. **Click on "Save".**

   Your tutorial document has now been saved for the first time. Notice that the document remains on your screen.

To close the document:



Close box

1. **Click the mouse in the window's close box located in the upper left corner of the document window.**

   The program will remove the document from the window and ask if it is OK to quit the program.

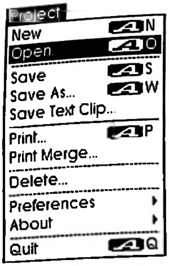
2. **Click the mouse on the "No" button.**

   If you had chosen "Yes", the program would have ended and returned you to the Workbench™ window.

Opening a document

In the previous exercise you closed the document you had created. Normally, if you were going to make additional changes to the document, you would not have closed it. But since this is a tutorial, you need to know about closing a document. Now you will make changes to your document. Before you can do this, it is necessary to "Open" the document.

To open the tutorial document:



1. **Choose "Open..." from the "Project" menu.**

   A file requester will appear on your screen.

2. **Locate the document you just saved and double-click the left mouse button on its name.**

   Final Writer will load the document from disk and display it in the window.

Formatting a document

The following set of exercises shows you how to perform some of Final Writer's many exciting formatting commands.

Aligning text

Using Final Writer you can align your text in several ways:

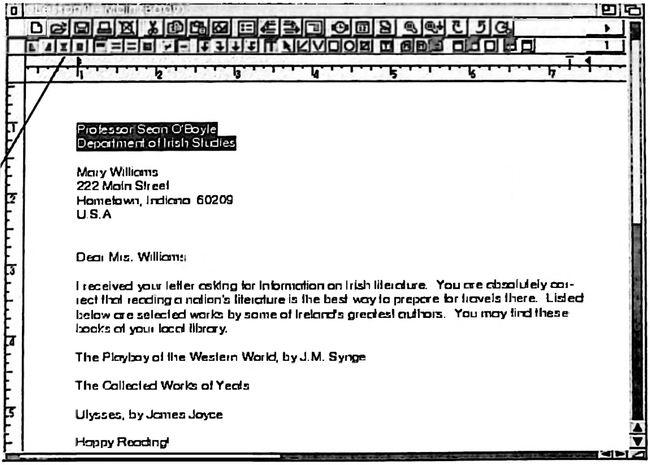
Left Justified	Left justified text is displayed so that each line starts at the same position on a line.
Right Justified	Right justified text is displayed so that each line ends at the same position on a line.
Centered	Centered text is displayed so that each line is centered between its margins.
Full Justified	Full justified text is displayed so that each line starts and ends at the same positions on a line.

You can change the justification of one or more paragraphs using either the ruler or a requester. Next, you will learn to change the justification of two paragraphs using the "Justification Selector" on the ruler.

To center text using the ruler:

1. **Position the mouse before the very first word in the document, "Professor".**
2. **Drag the mouse down and to the right until the first two lines of the document are highlighted and release the mouse button.**

   Two lines are now selected.



"*Center justification*" *icon*

Professor Sean O'Boyle
Department of Irish Studies

Mary Williams
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U.S.A

Dear Mrs. Williams:

I received your letter asking for information on Irish literature. You are absolutely correct that reading a nation's literature is the best way to prepare for travels there. Listed below are selected works by some of Ireland's greatest authors. You may find these books at your local library.

The Playboy of the Western World, by J.M. Synge

The Collected Works of Yeats

Ulysses, by James Joyce

Happy Reading!

3. **Click on the "Center justification" icon in the ruler.**

   The two selected lines will be centered on the page. Notice the lines are still selected. If you were going to make other changes to these lines, you could do so without reselecting them. Since you will be doing something else now, you will want to deselect the lines.

4. **Click the mouse somewhere else on the document.**

   The lines will be deselected.

To change justification of two or more paragraphs at the same time, it is necessary to drag the mouse through text contained in the paragraphs. If you only want to change justification of one paragraph, you simply click the mouse in the paragraph to be changed.

Setting margins

The Final Writer ruler may be used for many different purposes related to the appearance of your document on the page. Margins may be easily set or changed by moving the left margin, right margin, and first line indent horizontally along the ruler. For any paragraph (text ended by a return), the first line indent sets the left position of the first line of the paragraph; the left margin sets the left position of the remaining lines in the paragraph; and the right margin sets the right position of all lines in the paragraph.

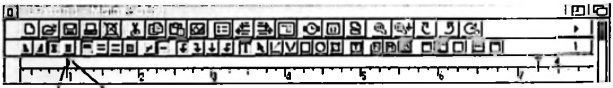
To change the left margin using the ruler:

---

1. **Click the mouse anywhere in the document's main paragraph.**

   The main paragraph is the one that starts "I received...".

2. **Position the mouse on the left margin marker.**



Left Margin marker (lower)

First Line Indent marker (upper)

   On your document window the left margin and first line indent are set at 1 inch. Since they are set at the same value, their markers are drawn at the same location. The markers are distinguished in that the first line indent marker is drawn above the left margin marker.

3. **Press and hold the left mouse button and drag the left margin marker horizontally to the right until it is directly over the "2" on the ruler.**

   Final Writer will automatically reformat the left margin of all lines of the paragraph except the first line. As explained above, the starting position of the first line in a paragraph is determined by the first line indent marker. In order to set the left margin of the first line, you must use the first line indent. Experiment by moving the first line indent marker to some other position to the right of where it is now.

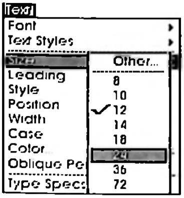
Changing font size

Final Writer contains a number of special features that allow you to change the appearance of text in your document. You may change the typeface, alter the spacing, and use a number of special effects to give your type just the right appearance. In this exercise, you will alter the appearance of the text in the body of your document by changing the font size.

To change font size:

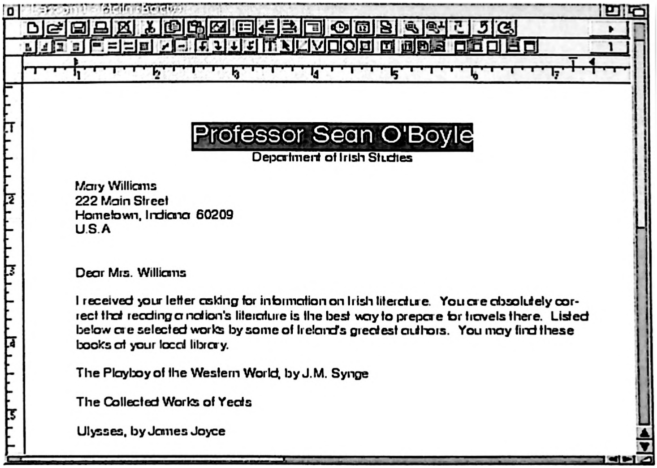
1. **Drag the mouse over the line "Professor Sean O'Boyle".**

   The text is now selected and ready to have its size changed.



2. **Choose "24" from the "Size" sub-menu of the "Text" menu.**

   The text will now appear in 24 point size.



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The Playboy of the Western World, by J.M. Synge

The Collected Works of Yeats

Ulysses, by James Joyce

3. **Click the mouse anywhere in the document to deselect the text.**

Working with master pages

A master page is a place in a Final Writer document where you define text and graphics that are to appear on each of your document's body pages. There are many uses for master pages, including document titles, chapter names, special graphics, dates, page backgrounds, and page borders. Any text or graphics placed on a master page appear automatically on each of the document's body pages (excluding optional title page). It is entirely up to you whether you enter anything on a document's master page.

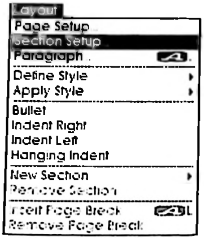
The information on master pages that follows in this tutorial illustrates one specific master page application—how to set up a typical document header and footer.

Using master pages for headers and footers

"Header" is a term used to identify text and graphics that appear at the top of a document's pages. "Footer" is a term used to identify text and graphics that appear at the bottom of a document's pages. In Final Writer you create these special areas using the master pages feature.

Text and graphics that you would normally place in a header are placed at the top of a master page. Text and graphics that you would normally place in a footer are placed at the bottom of a master page. If you are going to use the master page for headers and/or footers, you should first specify the height of the area on a master page that will be used for header and footer information. If you do this, Final Writer will not allow you to enter text on a body page in the areas where header or footer information appears.

To specify the height of header and footer areas:



1. **Choose "Section Setup" from the "Layout" menu.**

   The "Section Setup" requester will appear on your screen.

2. **Locate the section of the requester entitled "Margins", then click in the data entry area beneath the word "Header".**

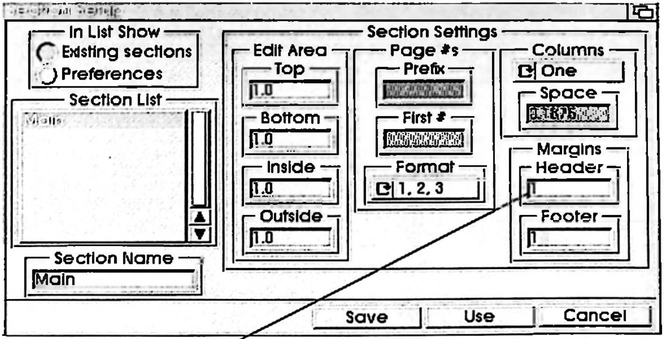
3. **Replace the contents with the value "1".**

This instructs Final Writer to offset the top of the body of your document pages 1 inch from the top.

4. **Now click in the data entry area beneath the word "Footer".**

5. **Replace the contents with the value "1".**

   This instructs Final Writer to offset the bottom of the body of your document pages 1 inch from the bottom.


In List Show
Existing sections
Preferences
Section List
Section Settings
Edit Area
Page #s
Columns
Margins
Save
Use
Cancel

Section List: Main
Section Name: Main
Top: 1.0
Bottom: 1.0
Inside: 1.0
Outside: 1.0
Format: 1, 2, 3
Columns: One
Header: 1
Footer: 1

Header

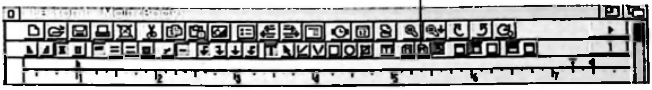
6. **Click on the "Use" button at the bottom of the requester.**

   This instructs Final Writer to use your header and footer setup for the current document only. Had you wished to save your setup as a default to be applied to all future documents, you would have clicked on "Save".

To access the master page:

1. **Click the mouse on the right master page icon in the horizontal ruler at the top of your window.**

"Right Master Page" icon



The blank master page will appear. The page does not show the text you have already entered during this tutorial, because the text was entered on the body page.

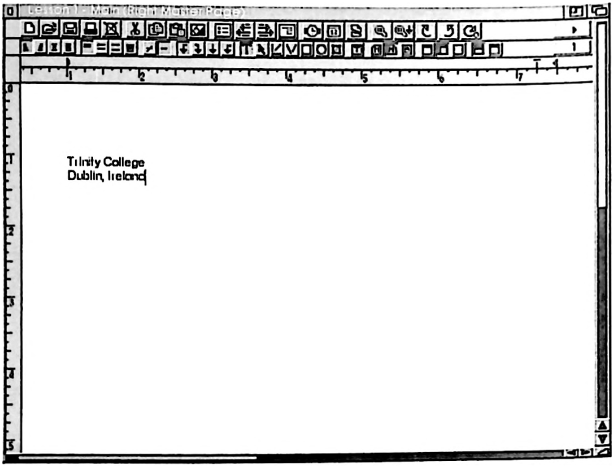
Notice that the insertion point appears automatically in the top left corner of the master page.

To enter header text on the master page:

1. Type the following text:

Trinity College¶
Dublin, Ireland

(Remember, the ¶ symbol means to press the RETURN key.)



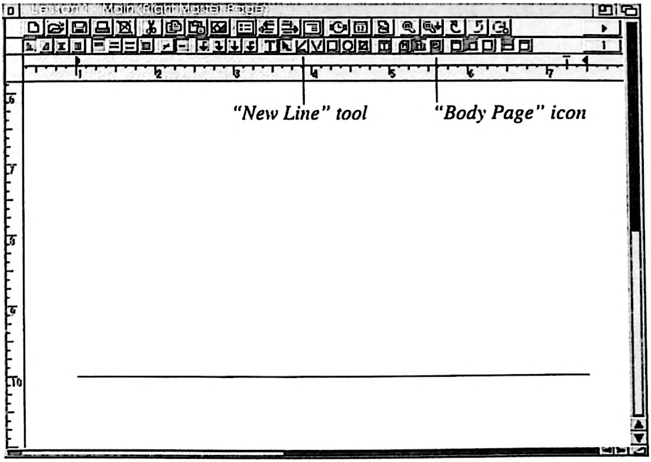
Trinity College
Dublin, Ireland

When you eventually return to the body pages of your document, the header text will appear just as you have entered it on the master page. If your document contained more than one page, the header text would appear on all pages in the document.

To enter a line graphic in the footer on the master page:

1. **Click on the "New Line" tool.**
2. **Scroll the document to the end of the page, and position the mouse pointer approximately 1 inch from the bottom of the page.**
3. **Drag the mouse horizontally across the page.**

   As you drag the mouse, a line is drawn.



"New Line" tool

"Body Page" icon

4. **When you reach the far right margin of your footer, stop dragging the mouse and release the mouse button.**

   The line is now inserted in the footer of the master page and will appear identically on every page of your document.

To return to the body page:

1. **Click on the body page icon at the top of your window.**

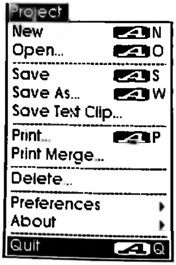
   The master page will disappear, and the body page of your document will appear on your screen. Notice that the header text and footer graphic appear on the body page just as you entered them on the master page. While in the body page(s) of your document, any text or graphics entered on a master page may not be edited. You must return to the master page to do so.

Quitting and saving changes

You have almost reached the end of the tutorial. By now you should have a good idea of how to create a document in Final Writer. Of course there is much more to Final Writer than the features covered in the tutorial. Refer to the remaining chapters for instructions on operations such as type styling, spelling, using the thesaurus, printing, and working with graphics.

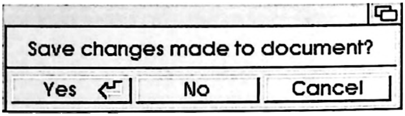
The last exercise in the tutorial is about quitting the program. If you have followed the steps in the tutorial, you should have a document with changes that have not been saved.

To quit the program and save changes at the same time:



1. **Choose "Quit" from the "Project" menu.**

   The program will ask if you want to save changes to your document.



Save changes made to document?

2. **Click the mouse on the "Yes" button.**

   The program will save your document to disk, and then return you to the Workbench™ screen.

Notes...

Setting Preferences

Contents

Preferences

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Startup 3 - 9
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Setting Preferences

Final Writer's preferences settings let you inform the program of your preferred way of doing certain operations. Final Writer comes to you with these preferences set to SoftWood's default values. You can modify any of these settings as you see fit. This chapter describes the preference settings so you can modify them to suit your needs. Preferences described in this chapter are:

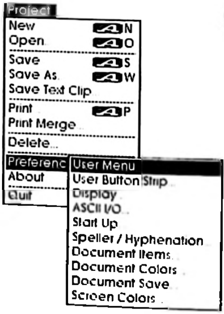
- User Menu preferences
- User Button Strip preferences
- Display preferences
- ASCII Input/Output preferences
- Startup preferences
- Speller/Hyphenation preferences
- Document item preferences
- Document colors preferences
- Document save preferences
- Screen color preferences

"User" menu preferences

You can specify menu items of your choice in Final Writer's "User" menu. Menu items specified in this menu may be assigned one of the Amiga® function keys seen at the top of your keyboard. Each menu item can be assigned to:

- Run an ARexx script.
- Open a text clip.
- Activate a Final Writer menu command.
- Execute a string command.

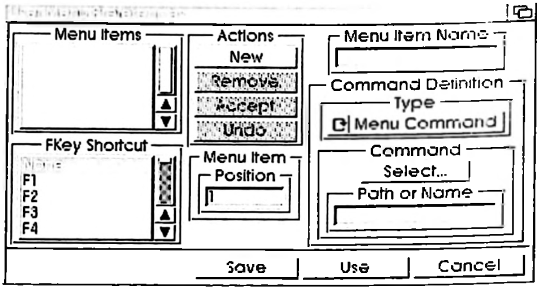
The "User Menu Preferences" requester is where you specify menu items for the User menu.


Project
New N
Open O
Save S
Save As W
Save Text Clip
Print P
Print Merge
Delete...
Preferences
About
Quit
User Menu
User Button Strip
Display
ASCII I/O
Start Up
Speller / Hyphenation
Document Items
Document Colors
Document Save
Screen Colors

To access the "User Menu Preferences" requester:

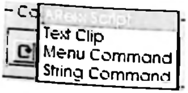
1. Choose "User Menu" from the "Preferences" sub-menu found in the "Project" menu.

Final Writer will open the "User Menu Preferences" requester.


Menu Items
Actions
New
Remove
Accept
Undo
Menu Item Name
Command Definition
Type
Menu Command
FKey Shortcut
None
F1
F2
F3
F4
Menu Item
Position
1
Command
Select...
Path or Name
Save
Use
Cancel

To add a new item to the "User" menu:

1. **Click the mouse on the "New" button.**
2. **Enter a name for the menu item and press RETURN.**
3. **Indicate the type of command that is to be assigned to the menu item you are creating by selecting from the "Type" popup menu.**


ARexx Script
Text Clip
Menu Command
String Command

4. **Specify the source of the command by clicking on the "Select" button and choosing an item from the list that appears.**

   NOTE. If you are assigning a menu command, a list of Final Writer menu commands will be displayed for you to select from. If you are assigning an ARexx script, a file selector is displayed in which you can locate and specify an ARexx script to be assigned to the menu item. If you are assigning a text clip, a file selector is displayed in which you can locate and specify a text clip to be assigned. If you are assigning a string command, a list of Final Writer string commands will be displayed for you to select from.

5. **Indicate the menu position the new item is to appear in.**
6. **If you want a function key assigned to the menu item, choose one from the list of FKeys. If you do not want a function key assigned, choose "None" from the list of FKeys (First item in the list).**
7. **Click the mouse on the "Accept" button to add the new menu item definition to the "User" menu.**

To remove an unwanted item from the "User" menu:

1. **In the "Menu Items" list click the mouse on the name of the item to be removed.**
2. **Click the mouse on the "Remove" button.**

To modify an existing item in the "User" menu:

1. **In the "Menu Items" list click the mouse on the name of the item you want to modify.**
2. **Make whatever changes you want to make.**
3. **Click the mouse on the "Accept" button.**

When you are finished making settings you can save them just for the current document by pressing "Use", or save them for the current document and as default values for new documents by pressing "Save".

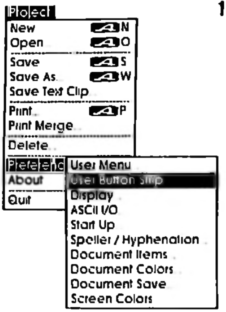
User button strip preferences

Final Writer's button strips contain buttons that you click on to activate commonly used program operations. Each button can be designated to activate one of the following type of operation:

- Run an ARexx script.
- Open a text clip.
- Activate a Final Writer menu command.
- Execute a string command.

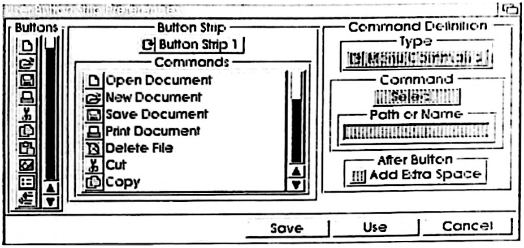
You specify which buttons and commands are to appear in Final Writer's button strips in the "User Button Strip" preferences requester.

To access the "User Button Strip" Preferences requester:

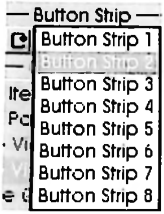

Project
New
Open
Save
Save As...
Save Text Clip...
Print...
Print Merge...
Delete...
Preferences
About...
Quit
User Menu...
User Button Strip...
Display...
ASCII I/O
Start Up
Speller / Hyphenation...
Document Items...
Document Colors...
Document Save...
Screen Colors

1. Choose "User Button Strip" from the "Preferences" submenu within the "Project" menu.

Final Writer will display the requester.


Buttons
Button Strip
Button Strip 1
Commands
Open Document
New Document
Save Document
Print Document
Delete File
Cut
Copy
Command Definition
Type
Command
Path or Name
After Button
Add Extra Space
Save
Use
Cancel

Final Writer gives you 8 button strips in which to place buttons. When the requester is displayed, buttons in Button Strip 1 are displayed.

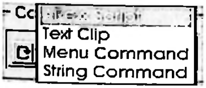

Button Strip
Button Strip 1
Button Strip 2
Button Strip 3
Button Strip 4
Button Strip 5
Button Strip 6
Button Strip 7
Button Strip 8

To access a different button strip:

1. Choose the desired button strip from the popup menu located just above the list titled "Commands".

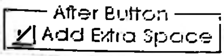
To add a new button to a command strip:

1. **Locate the button to be added in the list titled "Buttons".**
2. **Press the mouse on the button and while holding it down, drag the button from the "Buttons" list into the "Commands" list.**

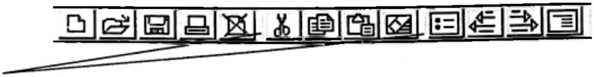


3. **Indicate the type of command to be assigned to the button by choosing an option from the "Type" popup menu.**
4. **Specify the source of the command by clicking on the "Select" button and choosing an item from the list or file selector that appears.**

   NOTE. If you are assigning a menu command, a list of Final Writer menu commands will be displayed for you to select from. If you are assigning an ARexx script, a file selector is displayed in which you can locate and specify an ARexx script to be assigned to the button. If you are assigning a text clip, a file selector is displayed in which you can locate and specify a text clip to be assigned. If you are assigning a string command, a list of Final Writer string commands will be displayed for you to select from.



5. **If you want extra space to appear after the button when it is shown in the button strip, click the mouse on "Add Extra Space" so a check mark appears.**



Extra space after button

To remove a button from a button strip:

1. **In the "Commands" list, press the mouse on the line that contains the button definition to be removed and drag the button outside of the "Commands" list.**

To modify an existing button in a button strip:

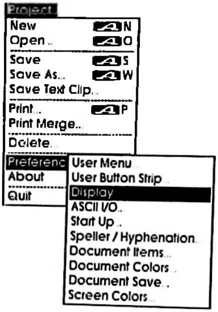
1. **In the "Commands" list, click the mouse on the line that contains the button definition to be modified.**
2. **Make any desired changes.**

When you are finished defining button strips you can save them for the document by pressing "Use", or save them for the document and as default values for new documents by pressing "Save".

Display preferences

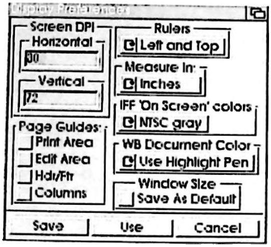
Final Writer's "Display" preferences let you define various elements that affect the way a document is displayed on your computer screen.

To set Display preferences:


Project
New N
Open... O
Save S
Save As... W
Save Text Clip...
Print... P
Print Merge...
Delete...
Preferences
About
Quit
User Menu
User Button Strip
Display
ASCII I/O...
Start Up...
Speller / Hyphenation
Document Items...
Document Colors...
Document Save...
Screen Colors...

1. **Choose "Display" from the "Preferences" sub-menu in the "Project" menu.**

   The "Display Preferences" requester will appear.


Display Preferences
Save
Use
Cancel

Screen DPI
Horizontal: 80
Vertical: 72

Rulers: Left and Top

Measure In: Inches

IFF 'On Screen' colors: NTSC gray

WB Document Color: Use Highlight Pen

Page Guides:
☐ Print Area
☐ Edit Area
☐ Hdr/Ftr
☐ Columns

Window Size: ☐ Save As Default

2. **Set the preference values according to your needs.**

   NOTE. Descriptions of the settings are given below.

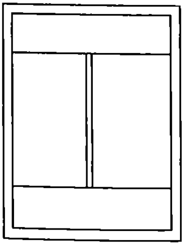
3. **Click on "Use" to save the settings for just the current document. Click on "Save" to also save the settings so they will be used for new documents.**

Descriptions of the Display preference settings are as follows:

Screen DPI

The **screen DPI** setting is used to specify the horizontal and vertical resolution for your screen display. Resolution is measured in dots per inch (DPI). The default values are 80 for horizontal and 72 for vertical. The larger the number used, the more screen area will be required to show an inch of document information.

Setting the screen DPI will have no effect on printouts. Regardless of the screen's resolution, printing will always be performed at the printer's resolution. The purpose of the screen DPI preference is to allow you to match your display to your computer monitor and its settings. If the screen DPI default settings seem inadequate for your monitor, you may wish to experiment with different settings.



Page guides

The **page guides** preferences are used to turn on or off grey lines that appear as guides in a Final Writer document. These lines provide a visual representation of your print area, edit area, header/footer areas, and columns.

Rulers

The **rulers** setting is used to define which screen rulers, if any, will be displayed. The "Top Only" option will display only the horizontal ruler at the top of your window. The "Left and Top" option will display both the horizontal top ruler and the vertical ruler at the left of the window. "No Rulers" will produce a window in which neither the horizontal nor vertical ruler are shown.

Measure in

The **measure in** setting is used to specify the measurement system for the document.

IFF 'On Screen' colors

The **IFF 'On Screen' colors** preferences specify the way a graphic's original colors are converted to screen colors for display on your screen. This setting has nothing to do with printed output.

WB Document Color

The **WB Document Color** preference item lets you set the document's background (paper) color when using a Workbench™ screen. The screen shots on the back of the Final Writer box were taken with Final Writer running on a 16 color Workbench screen with the "WB Document Color" option set to "Use Highlight Pen".

Window size

The **window size** preference lets you save your current document window size as a default setting. All subsequent document windows will automatically open to this size.

NOTE. If you check the "Window Size" preference, the setting will affect all subsequent new document windows regardless of whether you click on "Save" or "Use".

ASCII file input/output preferences

Final Writer preferences determine how an ASCII file is read and/or written.

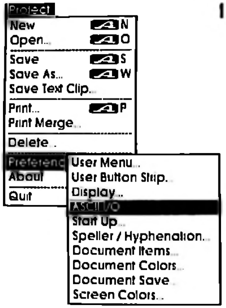
ASCII Input preferences are used for:

- Opening and reading an ASCII file.
- Pasting data from the clipboard created in another program.
- Accepting data through ARexx.

ASCII Output preferences are used for:

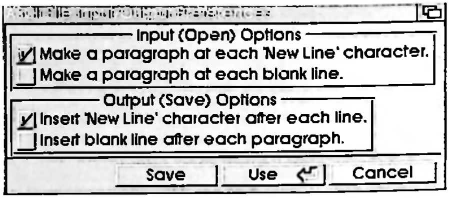
- Writing an ASCII data file.
- Copying data to the clipboard that will be used in another program.
- Sending data to ARexx.

To change ASCII I/O settings:


Project
New N
Open... O
Save S
Save As... W
Save Text Clip...
Print... P
Print Merge...
Delete...
Preferences
About
Quit
User Menu...
User Button Strip...
Display...
ASCII I/O
Start Up...
Speller / Hyphenation...
Document Items...
Document Colors...
Document Save...
Screen Colors...

1. **Select "ASCII I/O" from the "Preferences" sub-menu in the "Project" menu.**

   The "ASCII File Input/Output Preferences" requester will appear.



Input (Open) Options

☑ Make a paragraph at each 'New Line' character.

☐ Make a paragraph at each blank line.

Output (Save) Options

☑ Insert 'New Line' character after each line.

☐ Insert blank line after each paragraph.

Save
Use
Cancel

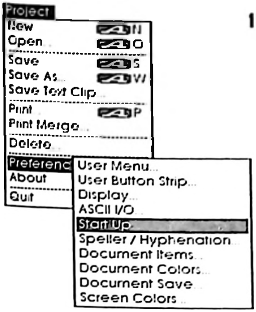
2. **Click on the button preceding the ASCII input and output preferences you wish to implement.**
3. **Click on the "Save" button to indicate that you have changed the default settings, or on "Use" to change the settings for the current document only.**

Startup preferences

The "Startup" preferences are used by Final Writer when it starts up to determine what kind of screen to use. If you have not saved any startup preferences, Final Writer will display the "Startup" requester each time you start the program.

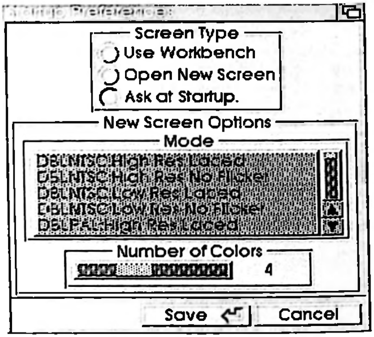
You will probably find it convenient to specify the screen type you prefer in the "Startup" preferences so that each time you start Final Writer the program will automatically open on that type of screen. The alternative, and the way the program comes from SoftWood, is that the startup requester is displayed each time you run Final Writer. With this default setting, you indicate the desired screen type each time the program runs.

To specify startup preferences:


Project
New N
Open O
Save S
Save As... W
Save Text Clip...
Print... P
Print Merge...
Delete...
Preferences
About
Quit
User Menu...
User Button Strip...
Display...
ASCII I/O...
StartUp...
Speller / Hyphenation...
Document Items...
Document Colors...
Document Save...
Screen Colors...

1. **Select "Startup" from the "Preferences" sub-menu in the "Project" menu.**

   The "Startup Preferences" window will appear.


Startup Preferences

Screen Type
○ Use Workbench
○ Open New Screen
● Ask at Startup.

New Screen Options

Mode
DBLNTSC:High Res Laced
DBLNTSC:High Res No Flicker
DBLNTSC:Low Res Laced
DBLNTSC:Low Res No Flicker
DBLPAL:High Res Laced

Number of Colors 4

Save
Cancel

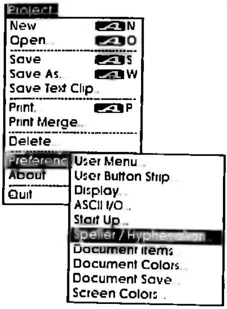
2. **Click on the button preceding the desired "Screen Type".**
3. **Choose the desired screen "Mode".**
4. **Click the mouse on the "Save" button.**

   NOTE. No "Use" facility exists for the "Startup Preferences" requester because Final Writer does not let you assign startup preferences to individual documents.

Speller/Hyphenation preferences

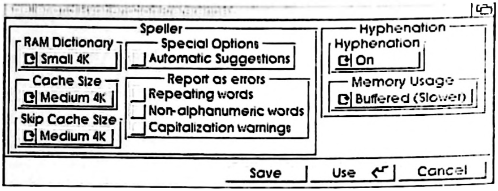
These preferences let you define options the program will use during spell checking and paragraph hyphenation. For spell checking you can indicate whether spelling alternatives are given automatically, adjust the size of memory Final Writer's speller uses for certain operations, and specify error reporting tolerances. For hyphenation you can indicate whether hyphenation is to be on or off, and how much memory the program can use for hyphenation.

To set Speller/Hyphenation preferences:


Project
New N
Open... O
Save S
Save As... W
Save Text Clip...
Print... P
Print Merge...
Delete...
Preferences
About
Quit
User Menu...
User Button Strip...
Display...
ASCII I/O...
Start Up...
Speller / Hyphenation...
Document Items...
Document Colors...
Document Save...
Screen Colors...

1. **Choose "Speller/Hyphenation" from the "Preferences" sub-menu in the "Project" menu.**

   The "Speller and Hyphenation Preferences" requester will appear.



Speller
RAM Dictionary: Small 4K
Cache Size: Medium 4K
Skip Cache Size: Medium 4K
Special Options:
☐ Automatic Suggestions
Report as errors:
☐ Repeating words
☐ Non-alphanumeric words
☐ Capitalization warnings

Hyphenation
Hyphenation: On
Memory Usage: Buffered (Slower)

Save
Use
Cancel

2. **Set the preference values according to your needs.**

   NOTE. Descriptions of the settings are given below.

3. **Click on "Use" to save the settings for just the current document. Click on "Save" to also save the settings so they will be used for new documents.**

The following are descriptions of this requester's settings.

RAM Dictionary, Cache Size, and Skip Cache

The RAM Dictionary represents the amount of internal memory devoted to the speller -- larger sizes result in faster spell checking. A cache is an internal-memory list used to store recently used words, eliminating the need for further access to the speller when those words occur again in your document. The size of a cache impacts the speed with which the speller checks a document. A higher setting means a speedier spell check, but less internal memory available for other uses. The first cache stores words that you have used to replace misspelled words in your document. The second cache, called the skip cache, stores words that you have instructed the speller to skip.

Automatic Suggestions

When this option is on, suggested words will be automatically given for each word not found in the dictionaries during spell checking.

Error Reporting

This option lets you turn off the reporting of some conditions detected by the spell checker.

Hyphenation

Enable this option to allow hyphenation for your document. Disable the option to prevent hyphenation. Individual paragraphs also have a hyphenation setting which must be ON in order for hyphenation to occur in the paragraph.

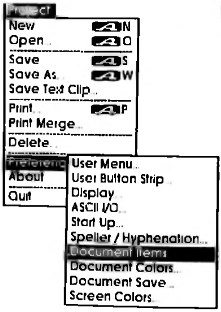
Memory Usage

Use this option to indicate the amount of memory the hyphenation process can use. Higher memory yields faster hyphenation.

Document Item preferences

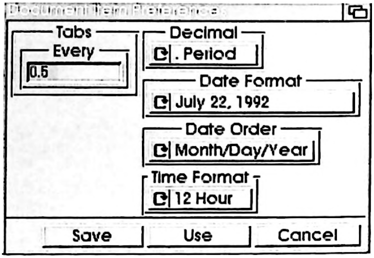
Document Item preferences tell Final Writer how much space to insert when you press the TAB key and no tab stop has been set, how to format dates and times when inserted via the insert date and insert time commands, and what character to use for decimal points in amounts.

To set Document Item preferences:


Project
New N
Open... O
Save S
Save As... W
Save Text Clip...
Print... P
Print Merge...
Delete...
Preferences
About
Quit
User Menu...
User Button Strip...
Display...
ASCII I/O...
Start Up...
Speller / Hyphenation...
Document Items
Document Colors...
Document Save...
Screen Colors...

1. **Choose "Document Items" from the "Preferences" sub-menu in the "Project" menu.**

   The "Document Item Preferences" requester will appear.


Document Item Preferences
Save
Use
Cancel

Tabs Every: 0.5
Decimal: . Period
Date Format: July 22, 1992
Date Order: Month/Day/Year
Time Format: 12 Hour

2. **Set the preference values according to your needs.**

   NOTE. Descriptions of the settings are given below.

3. **Click on "Use" to save the settings for just the current document. Click on "Save" to also save the settings so they will be used for new documents.**

The following are descriptions of Document Item preferences:

Tabs Every

In Final Writer you can set tab stops in two ways. One is to use the ruler (explained in Chapter 7). The other way is to tab in specified increments using the space defined in this requester. Final Writer comes to you with default tab spacing set at .5 inch increments. These default tab stops do not show on the ruler. If you set normal tab stops using the ruler, any default tab stops up to and including the position of a normal tab stop are removed. Default tab stops will continue to exist past the final normal tab stop.

Tab stops set with the "Document Item Preferences" requester are always "Left Tab" stops. If you want to use other types of tab stops, you must set them using the ruler. Since tabs may be set on a paragraph-by-paragraph basis using the ruler, you might wish to use the "Document Item Preferences" requester to specify your most frequently used tab configuration as a default setting. Then, if you need a specific paragraph to deviate from this configuration, you can reset its tabs on the ruler.

Decimal

You may specify one of two decimal styles--period or comma--for your documents. If period is chosen, decimals will be displayed as periods; if comma is chosen, they will appear as commas.

Date Format and Order

Using the "Document Item Preferences" requester, you can define the format and order for dates that you insert in your documents with the "Insert Date" command.

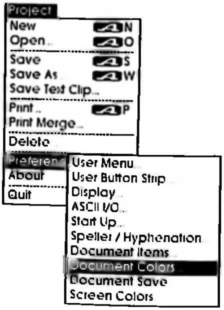
Time Format

The "Document Item Preferences" requester offers you two format options for time of day inserted in your document with the "Insert Time" command.

Document Color preferences

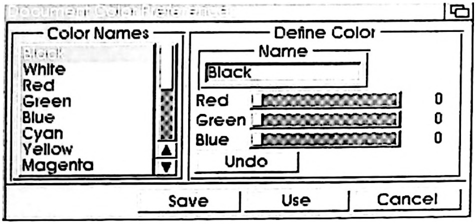
These preferences enable you to define the shading of 16 colors that may be used in your document for text, lines, boxes, and ovals. These 16 colors have nothing to do with either the screen colors used in Final Writer or colors that are imbedded in IFF pictures that are imported. The colors you define here are only for text and any lines, boxes, and ovals you draw inside Final Writer. Furthermore, the colors defined here may or may not be displayed on your screen in the way you define them. As with IFF picture colors, these 16 colors are converted to the colors that are available on your screen. These colors will, however, print as you define them.

To define a document color:


Project
New
Open...
Save
Save As...
Save Text Clip...
Print...
Print Merge...
Delete
Preferences
About
Quit
User Menu...
User Button Strip...
Display...
ASCII I/O...
Start Up...
Speller / Hyphenation...
Document Items...
Document Colors...
Document Save...
Screen Colors...

1. **Choose "Document Colors" from the "Preferences" sub-menu in the "Project" menu.**

   The "Document Color Preferences" requester will appear. In the requester you will see a list containing 16 color choices, some of which may be titled "Undefined". You may change the name and/or shading of any of these colors.


Document Color Preferences
Color Names
Black
White
Red
Green
Blue
Cyan
Yellow
Magenta
Define Color
Undo
Save
Use
Cancel

Name: Black
Red 0
Green 0
Blue 0

2. **Click on the line containing the color you wish to define.**

   When you click on the line, the program will change the color of the mouse pointer to reflect the shade of the color selected, and then transfer the name and definition of the color into the definition portion of the requester.

3. **If you want to change the name of the color, modify its name as it appears under "Name" and press the RETURN key.**

   When you press RETURN the new name will appear in the list.

4. **If you want to change the color's shade, move one or more of the color sliders horizontally.**

   As you move the slider the color in the mouse pointer will change to reflect the color you have chosen.

5. **If you make a mistake and wish to undo the change you have made to the color's name or shade, click on the "Undo" button.**

6. **Repeat this process for as many colors as you want to define.**

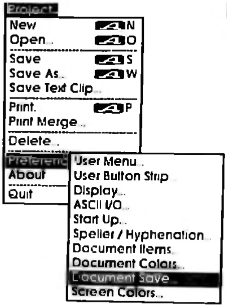
7. **When you are finished defining colors, click on "Use" to implement the color definitions for only the current document, or click on "Save" to implement the color definitions as default settings for all new documents, as well as for the current document.**

   NOTE: If you click on "Save" other documents you have already created will retain their color definitions - only the current and new documents will utilize the revised definitions.

Document Save preferences

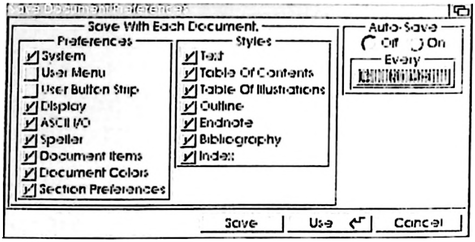
This set of preferences is used to specify how much information you want saved with each document, and to set the program's Auto-Save feature to ON or OFF.

To set Document Save preferences:


Project
New N
Open... O
Save S
Save As... W
Save Text Clip...
Print... P
Print Merge...
Delete...
Preferences
About
Quit
User Menu...
User Button Strip...
Display...
ASCII I/O...
Start Up...
Speller / Hyphenation...
Document Items...
Document Colors...
Document Save...
Screen Colors...

1. **Choose "Document Save" from the "Preferences" sub-menu in the "Project" menu.**

   The "Save Document Preferences" requester will appear.



Save Document Preferences

Save With Each Document.

Preferences
☑ System
☐ User Menu
☐ User Button Strip
☑ Display
☑ ASCII I/O
☑ Speller
☑ Document Items
☑ Document Colors
☑ Section Preferences

Styles
☑ Text
☑ Table Of Contents
☑ Table Of Illustrations
☑ Outline
☑ Endnote
☑ Bibliography
☑ Index

Auto-Save
● Off ○ On
Every

Save
Use
Cancel

2. **Set the preference values according to your needs.**

   NOTE. Descriptions of the settings are given below.

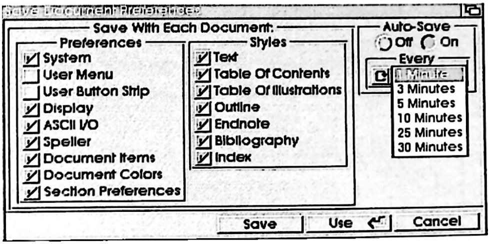
3. **Click on "Use" to save the settings for just the current document. Click on "Save" to also save the settings so they will be used for new documents.**

Descriptions of Document Save preferences are as follows:

Save With Each Document
When you save a document to disk Final Writer can also save any preference and style settings with the document. When you open a document, Final Writer will replace any program default preference and style settings with those stored with the document. The more settings that are saved with a document the larger the disk space required to store the document. If you want to conserve disk space, you should not save any preference or style settings with a document that are the same as your program defaults. A check mark in front of any Preferences or Styles item indicates that item will be saved with a document.

Auto-Save

Whenever you work on a document it is a good idea to save the document periodically. This protects you from losing your work after a hardware failure or loss of electricity. When the Auto-Save feature is ON, the program will wait a specified length of time and then ask if you want to save the document. The length of time is set using the "Every" popup menu.


Save Document Preferences

Save With Each Document:

Preferences
- ☑ System
- ☐ User Menu
- ☐ User Button Strip
- ☑ Display
- ☑ ASCII I/O
- ☑ Speller
- ☑ Document Items
- ☑ Document Colors
- ☑ Section Preferences

Styles
- ☑ Text
- ☑ Table Of Contents
- ☑ Table Of Illustrations
- ☑ Outline
- ☑ Endnote
- ☑ Bibliography
- ☑ Index

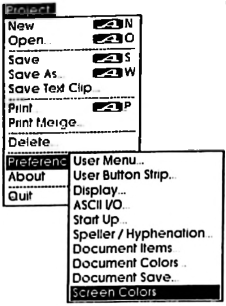
Auto-Save
○ Off ○ On

Every

Screen Color preferences

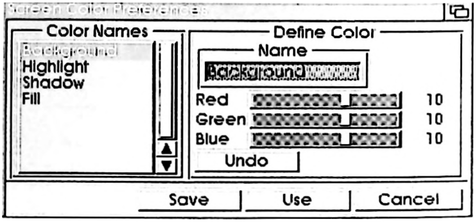
These preferences enable you to define the shading of the 4 colors Final Writer uses to display window images such as rulers. These colors have nothing to do with the colors you use to draw text or graphic objects. The sole purpose of these preferences is to give you the opportunity to pick your own color scheme for viewing the Final Writer window.

To define a screen color:


Project
New N
Open... O
Save S
Save As... W
Save Text Clip...
Print... P
Print Merge...
Delete...
Preferenc
About
Quit
User Menu...
User Button Strip...
Display...
ASCII I/O...
Start Up...
Speller / Hyphenation...
Document Items...
Document Colors...
Document Save...
Screen Colors

1. **Choose "Screen Colors" from the "Preferences" sub-menu in the "Project" menu.**

   The "Screen Color Preferences" requester will appear. In the requester you will see a list containing 4 color choices


Screen Color Preferences
Color Names
Background
Highlight
Shadow
Fill
Define Color
Undo
Save
Use
Cancel

Name: Background

Red 10

Green 10

Blue 10

2. **Click on the line containing the color you wish to define.**

   When you click on the line, the program will change the color of the mouse pointer to reflect the shade of the color selected, and then transfer the name and definition of the color into the definition portion of the requester.

3. **If you want to change the color's shade, move one or more of the color sliders horizontally.**

   As you move the slider, the color in the mouse pointer will change to reflect the color you have chosen.

4. **If you make a mistake and wish to undo the change you have made to the color's name or shade, click on the "Undo" button.**

5. **Repeat this process for as many colors as you want to define.**

Notes...

Page Setup

Contents

"Page Setup" requester

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"Section Setup" requester

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Edit Area 4 - 5
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Columns 4 - 6
Headers and Footers 4 - 6

Page Setup

This chapter describes the process of defining page attributes. In Final Writer some page attributes are set for the entire document and others are set for individual sections.

Attributes set for the entire document include:

- **Paper dimensions.**
- **Orientation (wide or tall).**
- **Right or Left/Right pages.**
- **Printable area on page.**
- **How the document is to be numbered.**

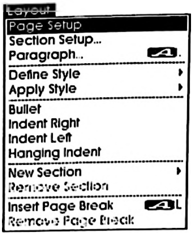
Attributes set for individual sections include:

- **Section name.**
- **Editable area on page.**
- **Prefix (if any) before page numbers.**
- **Format of page numbers.**
- **Number of columns.**
- **Space between columns.**
- **Header and footer margins.**

"Page Setup" requester

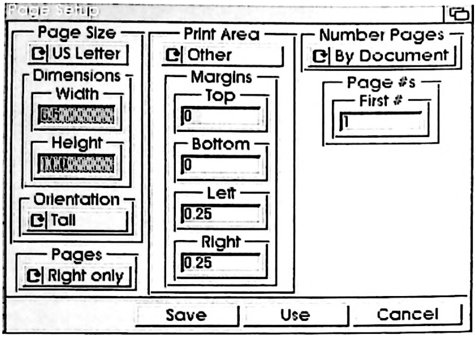
Page attributes that affect the entire document are defined in Final Writer's "Page Setup" requester. These attributes are originally set to SoftWood's default values, and may be modified to suit your needs. When a document is saved, its page setup instructions can be saved with it. When a document is opened, any page setup instructions saved with the document are used.

To define page attributes that affect the entire document:


Layout
Page Setup
Section Setup...
Paragraph...
Define Style
Apply Style
Bullet
Indent Right
Indent Left
Hanging Indent
New Section
Remove Section
Insert Page Break
Remove Page Break

1. **Choose "Page Setup" from the "Layout" menu.**

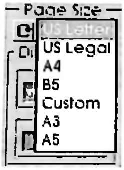
   The "Page Setup" requester will appear.


Page Setup
Dimensions
Width
Height
Margins
Page #s
Save
Use
Cancel

Page Size: US Letter
Orientation: Tall
Pages: Right only
Print Area: Other
Top: 0
Bottom: 0
Left: 0.25
Right: 0.25
Number Pages: By Document
First #: 1

2. **Make the desired settings.**
3. **Click on "Use" to save the settings for only the current document. Click on "Save" to also save the settings as default values for new documents.**

Attributes set in this requester are:

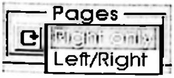

Page Size
US Letter
US Legal
A4
B5
Custom
A3
A5

Page Size
Page Size is used to define the physical dimensions of the page you are using for the document. There are six predefined page types to choose from, as well as a custom page type. If your document's page is different from one of the predefined types, choose "Custom" page type and specify the width and height of the page.

Orientation
Tall
Wide

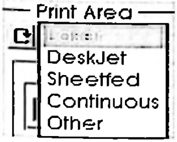
Orientation

This setting is used to tell Final Writer whether to print your document in tall or in wide mode. A document printed in tall mode will have its top at the narrow end of a page.



Pages

Use this setting to indicate whether you want to use Left/Right or simply Right only pages. Usually the only time you will use Left/Right pages is when your document will be bound with pages facing each other like the ones in this manual. For letters and other documents, Right only pages are generally used.



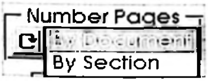
Print Area

Each type of printer has limitations on the area of a page in which it can print. For example, a continuous feed printer with a narrow carriage can only print 8 inches wide even though the paper you feed into it is 8 1/2 inches wide. In this case the non-printable area is 1/4 in. on the left, and 1/4 in. on the right; and the "Left" and "Right" Print Area margins would each be set to .25 inches. On a laser printer or printer with a sheet feeder, there will also be an area on the top and bottom of a page where the printer can not print.

Below are examples of printer print areas:

Printer	**Top**	**Bottom**	**Left**	**Right**
HP LaserJet	.625 in.	.625 in.	.25 in.	.25 in.
HP DeskJet	.1875 in.	.375 in	.25 in.	.25 in.
Sheet fed	1 in.	1 in.	.25 in.	.25 in.
Continuous	0	0	.25 in.	.25 in.

Final Writer will set the print area margins to one of the above values depending upon which Print Area option you choose. If none of these print areas will work for you, choose "Other" and specify your own margins. Usually you can consult your printer's user manual for information on your printer's print area. When you print using a sheet fed printer, and you get an extra blank page, it is usually because the print area or page type are not defined correctly.



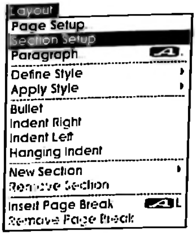
Number Pages and Page #s

If you are going to have more than one section in your document, and you want page numbers to begin numbering at each type of section, choose the "By Section" option. If you want your document to be numbered consecutively from beginning to end, choose the "By Document" option and specify the value that page numbering should begin with.

“Section Setup” requester

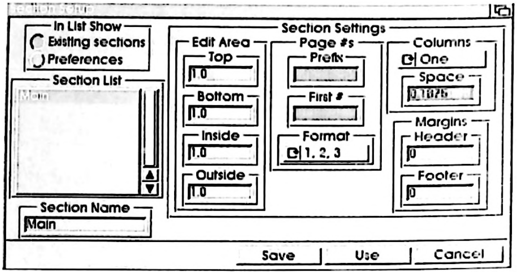
When you begin a new document Final Writer creates the document with one section. You can leave your document containing only one section or you can insert additional ones. Each section can have its own master pages and page attributes. Page attributes defined for each section are found in the “Section Setup” requester.

To define page attributes that affect a section:


Layout
Page Setup
Section Setup
Paragraph
Define Style
Apply Style
Bullet
Indent Right
Indent Left
Hanging Indent
New Section
Remove Section
Insert Page Break
Remove Page Break

1. **Choose “Section Setup” from the “Layout” menu.**

   The “Section Setup” requester will appear.


Section Setup
In List Show
Existing sections
Preferences
Section List
Main
Section Name
Section Settings
Edit Area
Page #s
Columns
Prefix
First #
Format
Margins
Save
Use
Cancel

In List Show: Existing sections

Section Name: Main

Top: 1.0

Bottom: 1.0

Inside: 1.0

Outside: 1.0

Format: 1, 2, 3

Columns: One

Space: 0.1875

Header: 0

Footer: 0

2. **Make the desired settings.**
3. **Click on “Use” to save the settings for only the current document. Click on “Save” to also save the settings as default values for new documents.**

Attributes set in this requester are:

In List Show

The “Section Setup” requester can be used to define attributes for sections that exist in a document, and for default attributes to be used for new sections to be inserted in your document. Use this setting to tell the program which attributes you want to define.

Section List

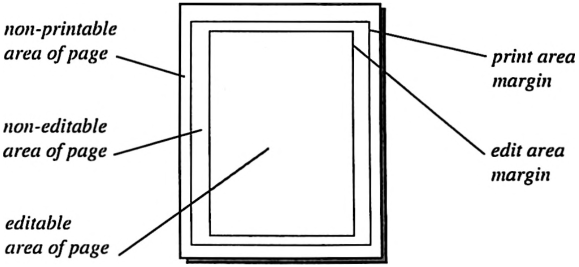
This list will show all existing sections in your document when “In List Show” is set to “Existing Sections”, and will show Final Writer section types when the “Preferences” option is selected.

Section Name

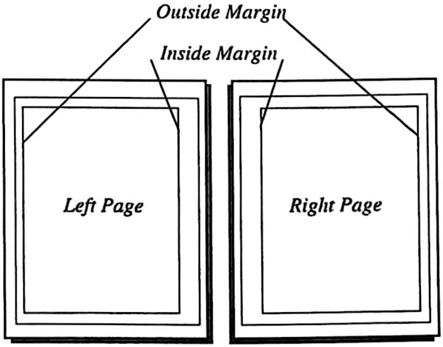
This will be the name that is selected in the “Section List”.

Edit Area

Four edit area settings define the area in which text may appear on a page. Final Writer uses them as limits for the left margin, right margin, first line indent, tab stop, and hyphenation hot-zone margin. When you specify any of these settings, Final Writer will not let you specify a value that is outside the edit area. The recommended way of using the edit area is as follows: If you want a one inch margin to appear around your page, set the edit area's top, bottom, left, and right margins to 1.0 inch. Never set the edit area so that it is closer to the edge of the page than the print area. If your edit area extends outside the defined print area, some of your text may not show on the page when it is printed.


non-printable area of page
non-editable area of page
editable area of page
print area margin
edit area margin

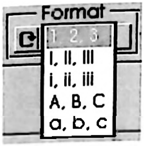
You will need to enter separate settings for the top, bottom, inner, and outer boundaries of the edit area. If you have selected Left/ Right pages, the outside boundary will be on the left side of the left page and the right side of the right page.


Outside Margin
Inside Margin
Left Page
Right Page

The preceding example shows the relationship between inside and outside margins and left and right pages. Typically, when using left/right pages, you should set the inside margin larger than the "outside margin". By doing this, when the document is printed, the printed area of a page will be offset into the page to allow room for binding. If your document is a letter, memo, or other document that will not be bound, you will normally set the inside and outside margins to the same value, and not use the "left/right page" option.

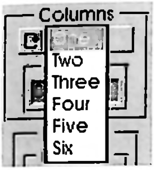
Page #s: Prefix and First

In the "Page Setup" requester described earlier in this chapter there is an attribute setting titled "Number Pages". When the "Number Pages" attribute is set to "By Section" the requester's "Prefix" and "First #" attributes under the title "Page #s" are active. The "Prefix" attribute is used to define text that you want prefixed to any page numbers in your section. For example, this page of the manual has a prefix of "4 - " (see below). The "First #" attribute is used to define the starting value for page numbering in this section.



Format

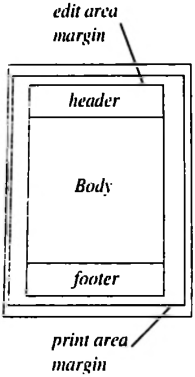
This attribute defines how you want page numbers to appear.



Columns

In Final Writer you can define each section with up to 6 side-by-side, newspaper style columns. You may also define the space that is to appear between each column.

Text entered in a document with multiple columns will automatically flow from the bottom of one column to the top of the next as you type. If you are revising a document that has already been saved and wish to change the number and/or width of columns, your text will automatically reformat when you alter the column settings.



Headers and Footers

"Header" is a term that refers to an area at the top of a page that contains text and/or graphics that repeat on pages throughout the document. "Footer" is a term that refers to a similar area at the bottom of pages. "Body" refers to the area between the "Header" and "Footer".

In Final Writer, header and footer margins define the portion of a master page (See Chapter 7) where header and footer information appears. These margins redefine the size of the "Body" area of a page so that text entered into it will not cover up areas where header and footer information show. For example, if you set up a master page with a page number that is to appear on each of your document's pages, you would not want text you enter to go on top of and cover the page number. To keep Final Writer from placing "Body" text in the area where your page number is, you define either a header or footer margin in such a way that normal "Body" text will not flow on top of the page number.

The header and footer settings in the "Page Setup" requester allow you to specify the size of any header or footer area you want in your document. For instance, if you enter "2" in the "Header" data entry area, the "Body" area of your pages will begin 2-units (inches, centimeters, or picas, depending on the unit or measurement specified in your preferences) from the top of the "Edit Area". So, as you change the boundary of the header and/or footer in a document, the height of the body area also changes.

NOTE: The header and footer areas reside within the edit area. Therefore if you set your Edit Area Top at 1 inch, and your Header margin at 2 inches, the body of your document will be 3 inches down from the top of the page.

Creating and Saving a Document

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Creating and Saving a Document

This chapter gives you an overview of the basic information and commands you will need to begin your document project. Because the initial creation of a document usually involves a lot of typing and very little editing or formatting, these more advanced commands will be discussed in the chapters entitled "Revising a Document" and "Formatting a Document".

Discussed in this section are commands that will enable you to:

- **Create a new document window**
- **Insert text**
- **Correct mistakes as you type**
- **Select text**
- **Delete text**
- **Save a document**
- **Close a document**
- **Create text clips**

Creating a new document

In order to begin a new document project, you will want to have an untitled Final Writer window.

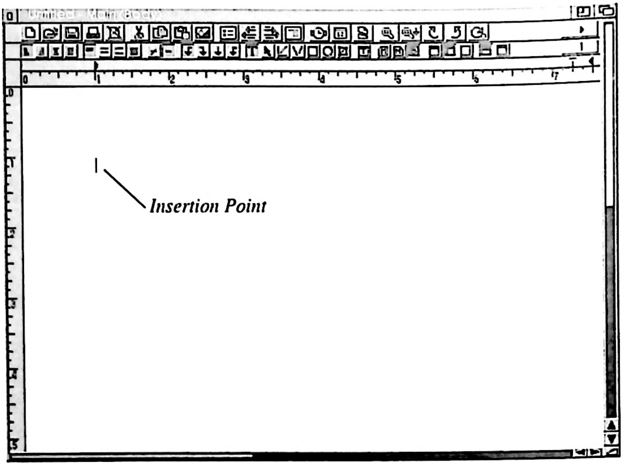
To create a new document window:

1. **Start the Final Writer program or select "New" from the "Project" menu.**

   A blank document window with "Untitled" in the title bar will appear. The insertion point is automatically set in the upper left corner of the new window.

2. **Begin typing your document.**

   As you type, if the last word of a line does not fit in its entirety on a line, the word will either be wrapped around to the next line or hyphenated. Because of this feature, there is no need to press the RETURN key at the end of each line as you type, unless you want to force a line to end, or start a new paragraph.



Inserting text

"Inserting" is the term used to describe the process of adding characters to existing text in a document. For example, as you are typing a document, you may wish to add a sentence in the middle of a paragraph you have already written. Or, you may need to insert spaces or blank lines in your document.

In our discussion here, text will refer to any typed character contained in a Final Writer document. Numbers, letters, punctuation marks, blank lines, and spaces will all be considered text.

Setting the insertion point

Text can only be inserted at the insertion point. The insertion point may be moved within text by pressing the keyboard arrows or by using the mouse. In a new document window, the insertion point is preset in the upper left corner of the window.

To set the insertion point using the mouse:

---

1. **Move the mouse to the area in the document where you wish to enter text.**
2. **Click the mouse button.**

   If you click the mouse at any point beyond the last character in a document, Final Writer will automatically place the insertion point just after the last character in the document (if any).

Inserting characters

When you enter characters on the keyboard, Final Writer inserts them into your document at the location of the insertion point.

To insert characters:

---

1. **Set the insertion point where you wish to add new text.**
2. **Type the characters you wish to insert.**

Inserting blank lines

Blank lines may be inserted by using the RETURN key.

To insert blank lines:

---

1. **Set the insertion point where you wish to add blank lines.**
2. **Press the RETURN key once for each line you wish to add.**

   If you are at the end of a line when you first press the RETURN key, Final Writer will go to the next line. It is from that point that blank lines may be entered.

Correcting mistakes as you type

The ability to correct mistakes as you type is one of the most important features of any word processor. Final Writer makes it easy for you to remove typographical errors as you go along.

To correct a typing mistake:

---

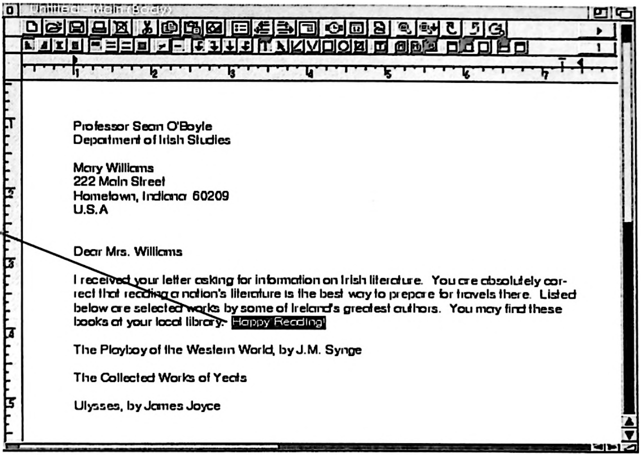
1. **Use the BACKSPACE key to delete the characters you wish to remove.**

   Each time you press the BACKSPACE key, the character or space immediately to the left of the insertion point will be deleted.

2. **Type the correct characters once you have removed the mistake.**

Selecting text

Selecting text is often performed during the creation of a document to specify an area of text where you would like to make a change. For example, you might decide to change text to bold, that a certain phrase should be replaced by another, or that an entire paragraph should be deleted. When you have selected text in Final Writer, it is highlighted on the screen. You may select individual characters, words, lines, sentences, paragraphs, or even the entire document.



Selected text

Professor Sean O'Boyle
Department of Irish Studies

Mary Williams
222 Main Street
Hometown, Indiana 60209
U.S.A

Dear Mrs. Williams

I received your letter asking for information on Irish literature. You are absolutely correct that reading a nation's literature is the best way to prepare for travels there. Listed below are selected works by some of Ireland's greatest authors. You may find these books at your local library. Happy Reading!

The Playboy of the Western World, by J.M. Synge

The Collected Works of Yeats

Ulysses, by James Joyce

Selecting a block of text

You may select a block of text by dragging the mouse over it.

To select a block of text:

1. **Position the mouse at the beginning of the text to be selected.**
2. **Press the mouse button and drag the mouse until all desired text is selected.**

   As you drag the mouse, Final Writer will highlight the selected text. If you drag the mouse above or below the window border, the document will automatically be scrolled for you.

To select a single word quickly:

1. **Double click the mouse on the word to be selected.**

   When you double-click on a word, Final Writer selects all characters that could be part of that word, plus the space following the word.

Deleting text

Deleting is the act of removing text from a document. Characters may be deleted one at a time or in selected blocks of text. As text is deleted, your document will reformat automatically to fill in where the deleted text used to be.

Deleting a character

You can use the BACKSPACE key to remove characters in a right to left direction from the insertion point.

To delete a character with the BACKSPACE key:

1. **Set the insertion point to the right of the text to be deleted.**
2. **Press the BACKSPACE key.**

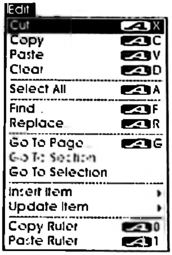
Deleting selected text

When you need to delete several characters at once, it is sometimes more efficient to first select the text to be deleted, and then delete it using one of the following methods.

To delete selected text:

1. **Select the text to be deleted.**
2. **Press the BACKSPACE key one time, or choose "Clear" or "Cut" from the "Edit" menu.**

   If you choose the "Cut" command, the deleted text may later be "Pasted" in another place in the document. If you choose "Clear", the text is permanently removed and cannot be pasted. Use "Clear" only when you know you do not want the text.



Deleting a blank line (RETURN character)

A blank line is one that contains only a RETURN character.

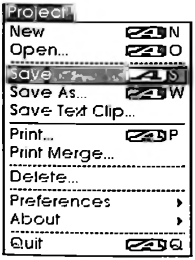
To delete a blank line with the BACKSPACE key:

1. **Place the insertion point at the left margin of the line below the blank line you wish to delete. If there is not a line below the blank line to be deleted, place the insertion point on the blank line itself.**
2. **Press the BACKSPACE key.**

Saving a newly created document

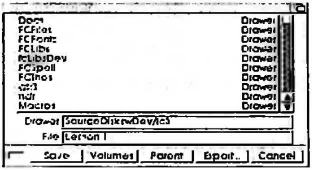
Once you have finished writing your new document, you should save it to either the hard drive or to a floppy disk. Once saved, the document can be reopened for editing or formatting. Even if you are going to edit your document immediately after completing the first draft version, you should still save the document to safeguard it in case of power outage or other unforeseeable events.

To save a document for the first time:


Project
New N
Open... O
Save S
Save As... W
Save Text Clip...
Print... P
Print Merge...
Delete...
Preferences
About
Quit Q

1. **Select “Save” from the “Project” menu.**

   A file requester will appear in which you can give your document a name and choose where you wish to save it.

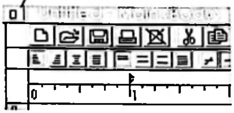

FCFiles
FCFonts
FCLibs
fcLibsDev
FCSpell
FCIncs
Macros
Drawer
Drawer
File
Save
Volumes
Parent
Export..
Cancel

2. **Click in the data entry area following the word “File”, delete the word “Untitled”, and type the desired document name.**
3. **You may assign your file to a drawer by either using the “Parent” and “Volumes” buttons, or by clicking in the data entry area following the word “Drawer” and typing in the appropriate drawer name, then pressing the RETURN key.**
4. **Click on “OK”.**

Closing a document

You can close a document using the window close gadget.

Window close gadget



To close a document:

1. **Click the mouse in the window close gadget.**

   If you have made any changes to the document, and have forgotten to save them, a requester will appear to remind you to do so.

Text Clips

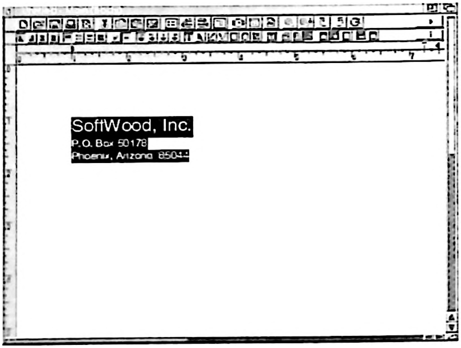
Many times when you create a document, you will enter text that has previously been entered in other documents. A good example is your name and address as it appears at the top of a letter. Other examples include:

- FAX headings
- Memo headings
- Names and addresses of clients
- Common text used over and over

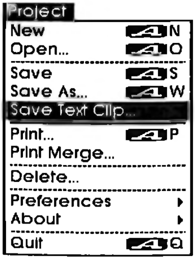
You can automate the task of entering these and other commonly used bits of text by using Final Writer's text clip feature. For example, you can save your name and address, complete with type and paragraph settings, in a text clip. Then, when you create a document and need to insert your name and address in it, you instruct Final Writer to place the text clip in your document, saving yourself the bother of typing it all over again. This process is especially useful when you assign a text clip to either a User Button or User Menu Item. Let's say you have assigned your name and address to a button labeled "M". To have Final Writer insert the contents of the text clip in your document, complete with formatting, all you need do is click the mouse on the "M" button.

To create a text clip:

1. **Enter and format the text that is to be in the text clip.**
2. **Select the text that is to comprise the text clip.**



SoftWood, Inc.
P.O. Box 50178
Phoenix, Arizona 85044


Project
New N
Open... O
Save S
Save As... W
Save Text Clip...
Print... P
Print Merge...
Delete...
Preferences
About
Quit Q

3. **Choose "Save Text Clip" from the "Project" menu.**

   Final Writer will display a file requester.

4. **Use the file requester to give the text clip a name and a place to save it.**

   Final Writer will save the text along with all format settings to a disk file having the name you entered.

Refer to Chapter 3 -Setting Preferences for details on assigning a text clip to a button or menu item.

Revising a Document

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Revising a Document

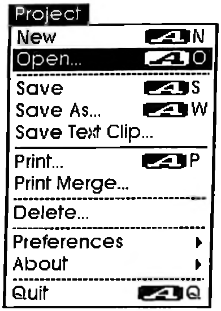
In the previous chapter, you learned to insert text, correct typographical errors, select text, and delete text. In this chapter you will learn the following additional editing functions to help you revise existing documents:

- **Opening an existing document**
- **Moving through text**
- **Replacing text**
- **Copying text**
- **Moving text**
- **Finding and replacing text**
- **Inserting date and time**
- **Updating date and time**
- **Sorting paragraphs**
- **Adding a column of numbers**

Opening a document

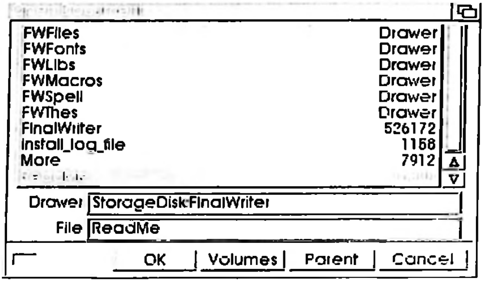
A document must be open and visible on the screen before it can be edited.

To open an existing document:


Project
New N
Open... O
Save S
Save As... W
Save Text Clip...
Print... P
Print Merge...
Delete...
Preferences
About
Quit Q

1. **Choose "Open..." from the "Project" menu.**

   A file requester will appear on your screen.



FWFiles	Drawer
FWFonts	Drawer
FWLibs	Drawer
FWMacros	Drawer
FWSpell	Drawer
FWThes	Drawer
FinalWriter	526172
Install_log_file	1168
More	7912

Drawer StorageDisk:FinalWriter

File ReadMe

OK
Volumes
Parent
Cancel

2. **If necessary, use the scroll arrows to find the document you wish to open. If you need to go to a different Parent or Volume to locate your file, click on the appropriate button to do so.**

3. **When you have located your document, click on its name to select it.**

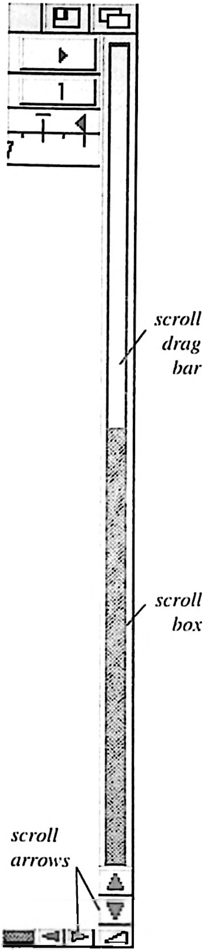
   Notice that the name of the document appears in the data entry area following the word "File". If you prefer to type the name of your file directly in this area instead of scrolling the list and clicking on the name, you may do so. Simply click the mouse in the data entry area and type the file name exactly as it appears on the list.

4. **Click on the "Open" button to open the document.**

   Your document will now appear in the Final Writer window.

Moving through text

In order to see parts of the document which are not currently visible on the screen, it is necessary to move the document through the window.



Scrolling text

The scroll bars allow you to move your document up, down or sideways within the document window.

To scroll text in small increments:

1. **Click the mouse on the scroll arrow that points in the direction you wish to move in the document.**

   For example, to move toward the bottom of the document, click on the down arrow. If you click and hold on the down arrow, you will eventually scroll the document to its end. There will be a slight delay when you first press on an arrow.

To scroll text in larger increments using the scroll box:

1. **Click the mouse in the region of the scroll box that corresponds with your desired direction of scrolling.**

   In the illustration shown on this page, the scroll box only exists beneath the scroll drag bar. This situation occurs when the top of a document appears at the top of the window. When the document is scrolled toward the bottom, there will be two scroll box areas: one above, and another below the scroll drag bar. Clicking in the scroll box area above the scroll drag bar moves the viewing area toward the top of the document, clicking in the scroll box area below the drag bar moves the viewing area toward the bottom of the document.

To scroll text in larger increments using the scroll drag bar:

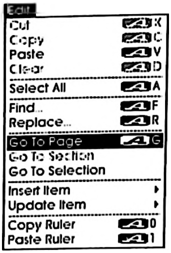
1. **Drag the horizontal or vertical scroll drag bar until you reach your desired destination.**

   The horizontal scroll bar moves left and right through text. The vertical scroll bar moves up and down through text.

Using the “Go To” commands

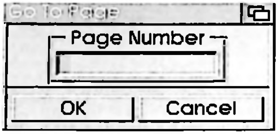
Final Writer's "Go To" commands, found in the "Format" menu, allow you to move directly to any page or to previously selected text within your document. This method of moving through text is especially helpful when your document is very large and scrolling would take too much time.

To go to a specific page in a document:


Edit
Cut X
Copy C
Paste V
Clear D
Select All A
Find... F
Replace... R
Go To Page G
Go To Section
Go To Selection
Insert Item
Update Item
Copy Ruler 0
Paste Ruler 1

1. **Choose “Go To Page” from the “Edit” menu.**

   The "Go To Page" requester will appear on your screen.

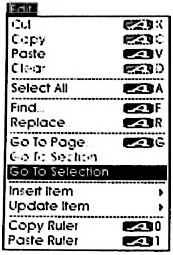

Go To Page
Page Number
OK
Cancel

2. **Type the desired page number.**

   Notice that the number you type appears in the "Page Number" data entry area. If you make a mistake, use the delete key to remove the incorrect information, and then retype the correct page number.

3. **Click on “OK”.**

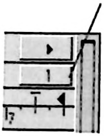
   The page you desired will appear on the screen.


Edit
Cut X
Copy C
Paste V
Clear D
Select All A
Find... F
Replace... R
Go To Page G
Go To Section
Go To Selection
Insert Item
Update Item
Copy Ruler 0
Paste Ruler 1

To go to selected text in a document:

1. **Choose “Go To Selection” from the “Edit” menu.**

   Your document will return to any currently selected text.



Page Number Icon

Using the “Page Number” icon

The "Page Number" icon in the command strip at the top of a document's window can be used to access pages as follows:

To go to the next page:

1. **Click the mouse on the icon.**

To go to the previous page:

1. **Hold the SHIFT key down, and while it is down, click the mouse on the "Page Number" icon.**

To go to the last page of a document:

1. **Hold the ALT key down, and while it is down, click the mouse on the "Page Number" icon.**

To go to the first page of a document:

1. **Hold the ALT and SHIFT keys down, and while they are down, click the mouse on the "Page Number" icon.**

Replacing text

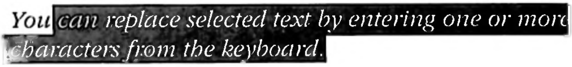
Replacing text is a common editing technique in which new text is entered in place of existing text. One way in which text may be replaced is to backspace over the unwanted text, and type in the new text. The following are two more efficient ways.

Replacing selected text with new text

You can replace selected text by entering one or more characters from the keyboard. The first character entered replaces the entire range of selected type.

To replace selected text with a character from the keyboard:

1. **Select the text to be replaced.**



You can replace selected text by entering one or more characters from the keyboard.

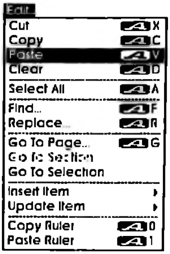
2. **Enter the desired character or characters from the keyboard and continue typing.**

You could

In this example, the letter "c" in "could" replaced the entire selected range of text.

Replacing text using the "Paste" command

Selected text can also be replaced with the contents on the Clipboard.


Edit
Cut X
Copy C
Paste V
Clear D
Select All A
Find... F
Replace... R
Go To Page... G
Go To Section
Go To Selection
Insert Item
Update Item
Copy Ruler 0
Paste Ruler 1

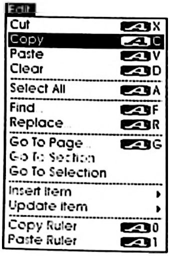
To replace text with the contents of the Clipboard:

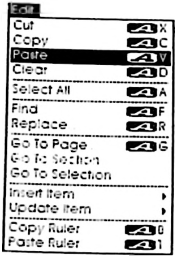
1. **Select the text to be replaced.**
2. **Choose "Paste" from the "Edit" menu.**

   The selected text will be replaced with whatever is on the Clipboard.

Copying text

Final Writer's "Copy" and "Paste" commands enable you to make a copy of text in one location in your document and "paste" the copied text in another location. You can also paste copied text in another Final Writer document.


Edit
Cut X
Copy C
Paste V
Clear D
Select All A
Find... F
Replace... R
Go To Page... G
Go To Section
Go To Selection
Insert Item
Update Item
Copy Ruler 0
Paste Ruler 1


Edit
Cut X
Copy C
Paste V
Clear D
Select All A
Find F
Replace R
Go To Page G
Go To Section
Go To Selection
Insert Item
Update Item
Copy Ruler 0
Paste Ruler 1

To copy text within the same document:

1. **Select the text to be copied.**

   Please note that only one block of text can be placed on the Clipboard.

2. **Choose "Copy" from the "Edit" menu.**

   The selected text will be copied onto the clipboard.

3. **Set the insertion point at the location in the document where you wish to paste the copied text.**

   Please note that only one block of text can be placed on the Clipboard. |

4. **Choose "Paste" from the "Edit" menu.**

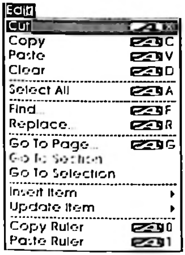
   The text on the clipboard will be pasted into the document at the insertion point.

   Please note that only one block of text can be placed on the Clipboard. Please note that only one block of text can be placed on the Clipboard.

Moving text

Blocks of text may be moved within a document using the "Cut" and "Paste" commands found in the "Edit" menu. Text may also be moved between separate documents.

To move text:


Edit
Cut X
Copy C
Paste V
Clear D
Select All A
Find... F
Replace... R
Go To Page... G
Go To Section
Go To Selection
Insert Item
Update Item
Copy Ruler 0
Paste Ruler 1

1. Select the text to be moved.

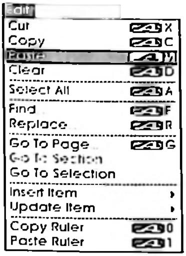
This is a serif font at 14 points. This is a sans serif font at 18 points.

2. Choose "Cut" from the "Edit" menu.

The selected text will be temporarily moved to the clipboard.

3. Set the insertion point at the location in the document where you wish to paste the cut text.

This is a sans serif font at 18 points. |


Edit
Cut X
Copy C
Paste V
Clear D
Select All A
Find... F
Replace... R
Go To Page... G
Go To Section
Go To Selection
Insert Item
Update Item
Copy Ruler 0
Paste Ruler 1

4. Choose "Paste" from the "Edit" menu.

The text on the clipboard will be pasted into the document at the insertion point.

This is a sans serif font at 18 points. This is a serif font at 14 points.

Finding and replacing text

When revising a document, you may wish to locate and/or replace certain words, phrases, or numbers. Final Writer's "Find" and "Replace" commands enable you to do so without having to read the entire document on the screen.

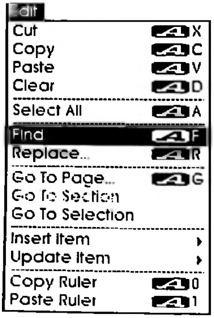
Finding text

The "Find" feature can be used independently of the "Replace" feature when you simply want to locate text in a document.

To find specific text in a document:

1. **Set the insertion point in the document location where you wish the search to begin.**

   For example, if you wish to search an entire document, you would set the insertion point to the left of the document's first word.



2. **Choose "Find..." from the "Edit" menu.**

   The "Find" requester will appear on your screen.

3. **Enter the desired character, word, number or phrase in the data entry area under the words "Search For".**

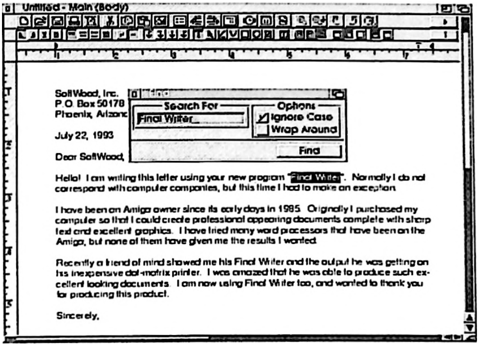
4. **Set the search parameters by clicking in the appropriate option boxes to add or remove check marks.**

   Placing a check mark in the box preceding "Ignore Case" will cause Final Writer to find the specified text regardless of case or capitalization. The absence of a check mark means that Final Writer will search for the word exactly as you entered it in the data entry area. Any variation in case will cause the word to be passed by in the search.

   A check mark in the box preceding "Wrap Around" will instruct Final Writer to search the entire document regardless of the position of the insertion point. Similarly, the absence of a check mark before "Wrap Around" means that the search will end at the bottom of the document.

5. **Click on the "Find" button to begin the search.**

   Final Writer will begin to search for the specified text. When the text is located, it is selected. If you wish to edit the text, simply click on the document and edit the text as you wish.



Search For: Final Writer

Options:
☑ Ignore Case
☐ Wrap Around

Find

SoftWood, Inc.
P.O. Box 50178
Phoenix, Arizon

July 22, 1993

Dear SoftWood,

Hello! I am writing this letter using your new program "Final Writer". Normally I do not correspond with computer companies, but this time I had to make an exception.

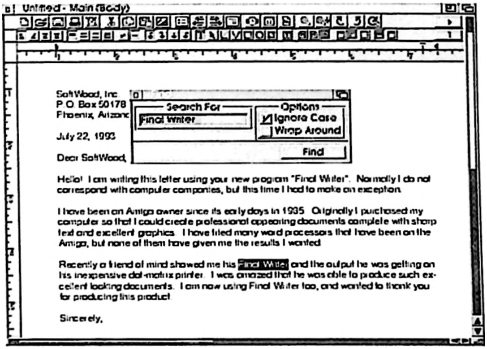
I have been an Amiga owner since its early days in 1985. Originally I purchased my computer so that I could create professional appearing documents complete with sharp text and excellent graphics. I have tried many word processors that have been on the Amiga, but none of them have given me the results I wanted.

Recently a friend of mind showed me his Final Writer and the output he was getting on his inexpensive dot-matrix printer. I was amazed that he was able to produce such excellent looking documents. I am now using Final Writer too, and wanted to thank you for producing this product.

Sincerely,

To find the next occurrence of specified text:

1. **Click the mouse on the "Find" button again.**



Search For: Final Writer

Options:
☑ Ignore Case
☐ Wrap Around

Find

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Sincerely,

Finding and replacing text

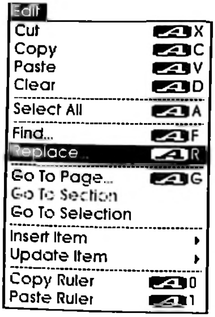
If you want to locate text and replace it with alternate text, you may do so with Final Writer's "Replace" command. For example, you may wish to search for all occurrences of "1986" and replace them with "1987". You may direct Final Writer to replace all instances of certain text, or you may personally review each occurrence to determine whether or not it should be replaced.

To search for *all* occurrences of specific text and automatically replace them with alternate text:

---

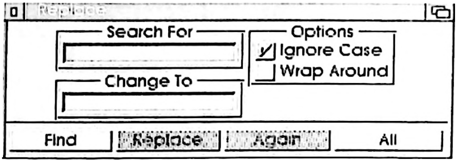
1. Set the insertion point in the document location where you wish the word search to begin.

If you wish to search an entire document, set the insertion point to the left of the document's first word.


Edit
Cut X
Copy C
Paste V
Clear D
Select All A
Find... F
Replace... R
Go To Page... G
Go To Section
Go To Selection
Insert Item
Update Item
Copy Ruler 0
Paste Ruler 1

2. Choose "Replace..." from the "Edit" menu.

The "Replace" requester will appear on your screen.


Replace
Search For
Change To
Options
Ignore Case
Wrap Around
Find
Replace
Again
All

3. Enter the character, word, number or phrase you wish to find in the data entry area under the words "Search For".

4. Enter the replacement text in the data entry area under the words "Change To".

5. Set the search parameters by clicking in the appropriate option boxes to add or remove check marks.

Placing a check mark in the box preceding "Ignore Case" will cause Final Writer to find the specified text regardless of case or capitalization. The absence of a check mark means that Final Writer will search for the word exactly as you entered it in the data entry area. Any variation in case will cause the word to be passed by in the search.

A check mark in the box preceding "Wrap Around" will instruct Final Writer to search the entire document regardless of the position of the insertion point. Similarly, the absence of a check mark before "Wrap Around" means that the search will end at the bottom of the document.

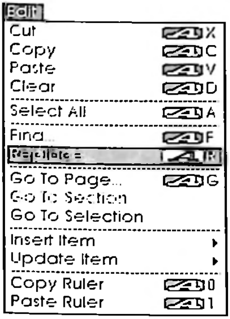
6. **Click on the "All" button to begin the search and automatic replacement process.**

   Final Writer will begin to search for the specified text. When the text is located, it will automatically be replaced with the alternate text.

To search for an individual occurrence of specific text and replace it with alternate text:

1. **Set the insertion point in the document location where you wish the word search to begin.**

   For example, if you wish to search an entire document, you would set the insertion point to the left of the document's first word.

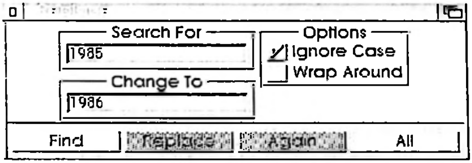

Edit
Cut X
Copy C
Paste V
Clear D
Select All A
Find... F
Replace... R
Go To Page... G
Go To Section
Go To Selection
Insert Item
Update Item
Copy Ruler 0
Paste Ruler 1

2. **Choose "Replace..." from the "Edit" menu.**

   The "Replace" requester will appear on your screen.

3. **Enter the character, word, number or phrase you wish to find in the data entry area under the words "Search For".**

4. **Enter the replacement text in the data entry area under the words "Change To".**


Search For: 1985
Change To: 1986
Options:
☑ Ignore Case
☐ Wrap Around
Replace
Find
Replace
Again
All

5. **Set the search parameters by clicking in the appropriate option boxes to add or remove check marks.**

   Placing a check mark in the box preceding "Ignore Case" will cause Final Writer to find the specified text regardless of case or capitalization. The absence of a check mark means that Final Writer will search for the word exactly as you entered it in the data entry area. Any variation in case will cause the word to be passed by in the search.

A check mark in the box preceding "Wrap Around" will instruct Final Writer to search the entire document regardless of the position of the insertion point. Similarly, the absence of a check mark before "Wrap Around" means that the search will end at the bottom of the document.

6. **Click on the "Find" button to begin the search process.**

   Final Writer will begin to search for the specified text. When the text is located, it will be selected. You must then decide if you would like to replace the text.

7. **To replace the selected text, click on "Replace". To continue the search without replacing the currently selected text, click on "Find".**

   You may instruct Final Writer to repeat your most recent replacement decision for the next occurrence by clicking on "Again".

8. **When you have completed the "Find" and "Replace" session, click on the close box in the upper left corner of the "Replace" requester.**

   The requester will be closed.

Inserting the date or time

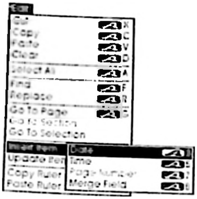
You may occasionally want to have the current date or time inserted in your document. Final Writer utilizes your computer's internal system clock to do so quickly and easily when you use the "Insert Date" or "Insert Time" command.

To insert the date or time in your document:

1. **Set the insertion point where you would like the date or time to appear.**

2. **Choose "Date" or "Time" from the "Insert Item" sub-menu of the "Edit" menu.**

   The current date or time will appear in your document formatted according to the settings in the Document Preferences. Final Writer inserts the date or time to the right of your insertion point.


Edit
Cut X
Copy C
Paste V
Clear D
Select All A
Find F
Replace R
Go To Page G
Go To Section
Go To Selection
Insert Item
Update Item
Copy Ruler
Paste Ruler
Date
Time
Page Number
Merge Field

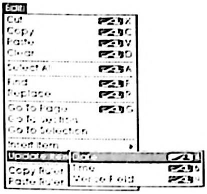
Updating date and time

If you have inserted a date or time in your document using the "Insert Item" command in the "Edit" menu, you may want to update those items later to make them current. Dates and times are updated with the current date or time from the system clock.

To update dates or times in your document:

1. **Drag the mouse through the paragraph(s) containing the dates or times you want to update.**

   NOTE. To select all dates or times in the document, choose "Select All" from the edit menu - this will select all paragraphs in the document.
   NOTE. If the dates or times are in a master page, you will have to first access the master page before selecting the paragraphs.


Edit
Cut
Copy
Paste
Clear
Select All
Find
Replace
Go To Page
Go To Section
Go To Selection
Insert Item
Update Item
Copy Ruler
Paste Ruler
Date
Time
Variable Field

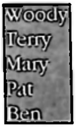
2. **Choose "Date" or "Time" from the "Update Item" sub-menu of the "Edit" menu.**

Sorting paragraphs

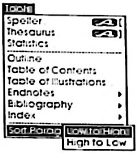
This feature lets you alphabetize paragraphs according to their textual content. You may choose to sort either from low to high, or from high to low. The "Sort" command is only active when two or more paragraphs are selected for sorting.

To sort two or more paragraphs:

1. **Select the paragraphs to be sorted.**

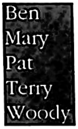


Woody
Terry
Mary
Pat
Ben


Tools
Speller
Thesaurus
Statistics
Outline
Table of Contents
Table of Illustrations
Endnotes
Bibliography
Index
Sort Paragraphs
Low to High
High to Low

2. **Choose "Low to High" or "High to Low" from the "Sort Paragraphs" sub-menu of the "Tools" menu.**

   The paragraphs will be sorted from first to last character.



Ben
Mary
Pat
Terry
Woody

Adding a column of numbers

Final Writer can be instructed to add a column of numbers and insert the total at a designated place in a document.

To add a column of numbers:

---

1. **Select the text tool if it is not already selected.**
2. **Position the mouse to the top and left of the first number to be added.**

Position mouse here

45.23
100.41
The total is:

Drag mouse here

3. **Press the ALT key while simultaneously pressing and holding the mouse.**
4. **Draw a "marquee" around the column of numbers by dragging the mouse diagonally from the upper left corner of the column of numbers to the lower right corner of the column of numbers.**

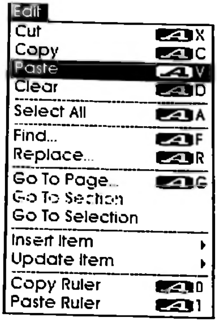
A "marquee" is a special dotted line that "captures" all the information within its borders. When you release the mouse button, Final Writer adds the numbers in the marquee and places the total on the Clipboard.

45.23
100.41
The total is:

5. **Set the insertion point at the location where you would like the total to be displayed.**

45.23
100.41
The total is: |

Insertion point


Edit
Cut X
Copy C
Paste V
Clear D
Select All A
Find... F
Replace... R
Go To Page... G
Go To Section
Go To Selection
Insert Item
Update Item
Copy Ruler 0
Paste Ruler 1

6. **Choose "Paste" from the "Edit" menu.**

45.23
100.41
The total is: 145.64

The total of the column of numbers will be pasted at the insertion point taking on the attributes of the text settings in effect at the insertion point. Once the total is pasted, you can edit it as desired.

Notes...

Formatting a Document

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Formatting a Document

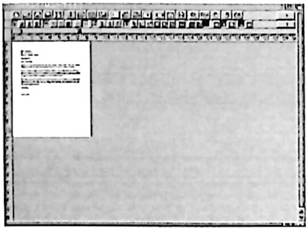
This chapter describes using Final Writer to modify the way your text appears. Included in this section are instructions to:

- **Adjust the page view percentage** - You may view your page at several different magnifications and reductions to assist you in your document formatting process.
- **Specify paragraph parameters** - Paragraph parameters may be specified for indents, spacing, and alignment. These parameters may be set as defaults or for a single document.
- **Use the ruler** - Final Writer's ruler is a powerful tool in formatting your document. You can even copy and paste the ruler settings to save time defining the style of your paragraphs.
- **Use fonts effectively** - Final Writer enables you to select from a number of different fonts and specify their size, leading, style, position, width, case, color, and oblique (or slant) percentage.
- **Use, define, and edit styles** - Final Writer's styles feature lets you quickly and efficiently apply predefined paragraph, tabs, and type settings to your text.
- **Use master pages** - Text and graphics entered on master pages will automatically be placed on each page of your document with the exception of a title page. You can use master pages in many ways, including specifying header and footer information.
- **Determine page breaks** - Final Writer automatically creates new pages as you enter text. If you want, you can override these page breaks by inserting your own forced page breaks.

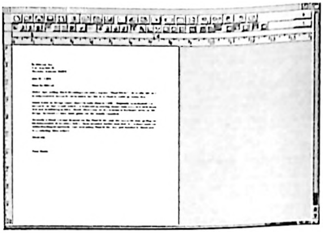
Page view

From time to time when you are formatting your document, you may wish to alter the size of your page on the screen. A smaller page view lets you see a greater portion of the page on the screen, while a larger page view enables you to see part of your page with a greatly enlarged perspective. In Final Writer you can view your page at its normal 100% size, as well as at 25%, 50%, 75%, 125%, 150%, 200%, and 400% sizes.

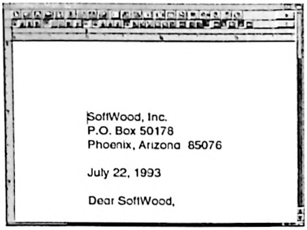
Final Writer also lets you perform full editing at any magnification.



25 %



50 %

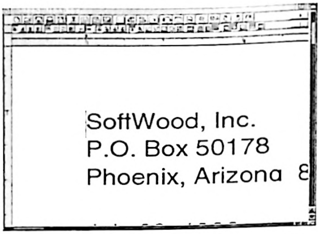


SoftWood, Inc.
P.O. Box 50178
Phoenix, Arizona 85076

July 22, 1993

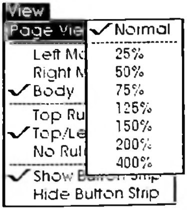
Dear SoftWood,

200 %



SoftWood, Inc.
P.O. Box 50178
Phoenix, Arizona 8

400 %


View
Page Vie
✓ Normal
25%
50%
75%
125%
150%
200%
400%
Left M
Right M
✓ Body
Top Ru
✓ Top/Le
No Rul
✓ Show B
Hide Button Strip

To change your view magnification:

1. **Choose the desired page view percentage from the "Page View" sub-menu of the "View" menu.**

   Your page will appear at the desired size on your screen.

Paragraph setup

Final Writer is a paragraph-based word processor. That means that you can give each paragraph its own unique set of characteristics. This assignment of characteristics may be accomplished in two different ways. One way is by using the Final Writer ruler. The other way is by using the "Paragraph" requester.

Using the ruler

The Final Writer ruler contains all the tools you will need to set up your paragraphs. The various elements on the ruler may be changed for a single paragraph by clicking in that paragraph, then making the desired changes. Settings for multiple paragraphs may be altered by first selecting the desired paragraphs and then making changes to the ruler.

Using the "Paragraph" requester

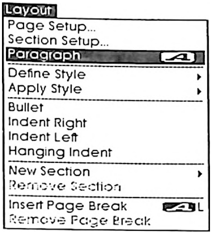
For certain paragraph settings, it may be desirable in some situations to use the "Paragraph" requester. The settings for left margin, right margin, first line indent, and hyphenation hot-zone can be set with a numeric value using the requester. Using the ruler, you move a marker horizontally along the ruler until you reach the desired location. If you need to specify a precise value for these settings, you may wish to use the "Paragraph" requester.

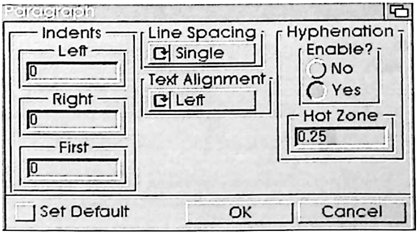
You will also need to use the "Paragraph" requester if you want your settings to be used as default values for new documents.

To open the "Paragraph" requester:

1. **Choose "Paragraph..." from the "Layout" menu.**

   The "Paragraph" requester will appear.


Layout
Page Setup...
Section Setup...
Paragraph
Define Style
Apply Style
Bullet
Indent Right
Indent Left
Hanging Indent
New Section
Remove Section
Insert Page Break
L
Remove Page Break


Paragraph
Indents
Line Spacing
Text Alignment
Hyphenation
Enable?
No
Yes
Hot Zone
Set Default
OK
Cancel

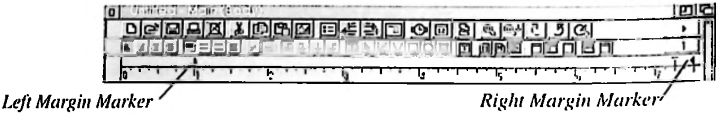
Left: 0
Right: 0
First: 0
Line Spacing: Single
Text Alignment: Left
Hot Zone: 0.25

Making paragraph settings

The following instructions describe Paragraph settings. All settings can be made via the ruler. Everything but tab stops can also be accomplished using the "Paragraph" requester.

Left and right margins

The left and right margins define your text's distance from the sides of the page.

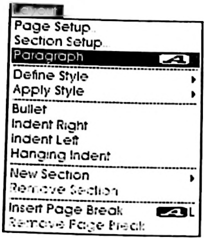

Left Margin Marker
Right Margin Marker

To change the left or right margin using the ruler:

1. **To change the margin(s) of a single paragraph, click the mouse in the paragraph to be changed. To change the margin(s) of multiple paragraphs at once, select the desired paragraphs by dragging the mouse through them.**
2. **Position the mouse on the appropriate margin marker.**
3. **Press and hold the mouse button and drag the appropriate margin marker horizontally along the ruler.**
4. **Release the mouse button when the margin marker is where you want it to be on the ruler.**

   Final Writer will automatically reformat the paragraph or paragraphs to reflect the new margin.

To change the left or right margin using the requester:

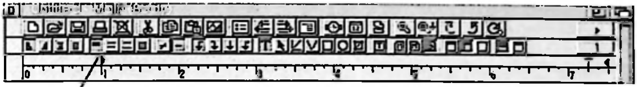

Layout
Page Setup...
Section Setup...
Paragraph...
Define Style
Apply Style
Bullet
Indent Right
Indent Left
Hanging Indent
New Section
Remove Section
Insert Page Break
Remove Page Break

1. **To change the margin(s) of a single paragraph, click the mouse in the paragraph to be changed. To change the margin(s) of multiple paragraphs at once, select the desired paragraphs by dragging the mouse through them.**
2. **Choose "Paragraph..." from the "Layout" menu.**
3. **Enter the appropriate values in the "Left and Right Indents" area in the "Paragraph" requester.**
4. **Click on the "OK" button.**

   Final Writer will automatically reformat the paragraph or paragraphs to reflect the new margin.

First line indent margin

The first line indent margin tells Final Writer how far to indent the first line of a paragraph.



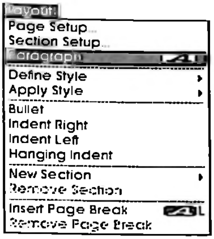
First Line Indent

To change the first line indent margin using the ruler:

1. **To change the first line indent margin of a single paragraph, click the mouse in the paragraph to be changed. To change the first line indent margin of multiple paragraphs at once, select the desired paragraphs by dragging the mouse through them.**
2. **Position the mouse on the first line indent margin marker.**
3. **Press and hold the mouse button and drag the marker horizontally along the ruler.**
4. **Release the mouse button when the first line indent margin marker is where you want it to be on the ruler.**

   Final Writer will automatically reformat the paragraph or paragraphs to reflect the new first line indent margin.

To change the first line indent margin using the requester:



Layout
Page Setup...
Section Setup...
Paragraph...
Define Style
Apply Style
Bullet
Indent Right
Indent Left
Hanging Indent
New Section
Remove Section
Insert Page Break
Remove Page Break

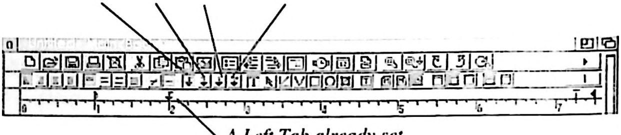
1. **To change the first line indent margin of a single paragraph, click the mouse in the paragraph to be changed. To change the first line indent margin of multiple paragraphs at once, select the desired paragraphs by dragging the mouse through them.**
2. **Choose "Paragraph..." from the "Layout" menu.**
3. **Enter the desired value in the "First" Indents area in the Paragraph requester.**
4. **Click on the "OK" button.**

   Final Writer will automatically reformat the paragraph or paragraphs to reflect the new first line indent margin.

Tab stops

Tab stops let you align text to form lists, outlines, tables, and other elements precisely. When you press the TAB key while typing, the insertion point will automatically advance to the location of the next tab stop. The Final Writer ruler has four different tab stop options:

Left tab -	Text is aligned left justified at the tab stop.
Right tab -	Text is aligned right justified at the tab stop.
Center tab -	Text is centered at the tab stop.
Decimal tab -	Decimal points are aligned at the tab stop. This tab type is used mostly for numbers that must be properly lined up in a column. Characters to the left of the decimal point are inserted to the left of the tab stop. Characters to the right of a decimal point are inserted to the right of the tab stop. Numbers without decimals and other text are aligned to the left of the tab stop.



Tab Stop Selectors
Left, Right, Center, and Decimal

A Left Tab already set

To set tab stops using the ruler:

1. **To set tab stops for a single paragraph, click the mouse in the paragraph to be changed. To set tab stops for multiple paragraphs at once, select the desired paragraphs by dragging the mouse through them.**
2. **Click on the appropriate tab icon.**
3. **Click on the ruler at the point where you wish to insert the tab stop.**

   All default tab stops to the left of the new tab stop will be removed.
4. **Repeat this procedure as often as you like until all tab stops are set.**

To move a tab stop using the ruler:

---

1. To move a tab stop for a single paragraph, click the mouse in the paragraph to be changed. To move a tab stop for multiple paragraphs at once, select the desired paragraphs by dragging the mouse through them.
2. Click and hold the mouse on the tab stop you would like to move.
3. Drag the tab stop horizontally along the ruler until it is located where you want it.
4. Release the mouse button.

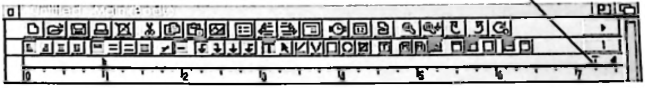
To delete a tab stop using the ruler:

---

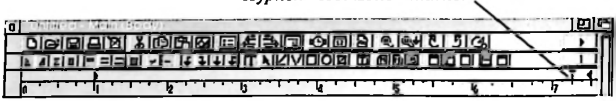
1. To delete a tab stop for a single paragraph, click the mouse in the paragraph to be changed. To delete a tab stop for multiple paragraphs at once, select the desired paragraphs by dragging the mouse through them.
2. Click and hold the mouse on the tab stop you would like to delete.
3. Drag the tab stop below the ruler.
4. Release the mouse button.

Hyphen "Hot Zone" margin

This margin marker tells Final Writer that when the last word of a line starts before the marker, it is eligible for hyphenation. When you set the "Hot Zone" marker too close to the right margin, your lines will appear less ragged along the margin, but you may have excessive hyphenation. If you set the "Hot Zone" marker too far from the right margin, you will have less hyphenation, but your lines will appear more ragged.



Hyphen "Hot Zone" marker



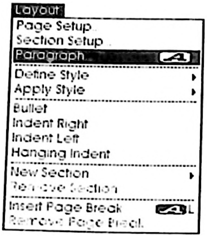
Hyphen "Hot Zone" marker

To move the "Hot Zone" marker using the ruler:

1. To move the "Hot Zone" marker for a single paragraph, click the mouse in the paragraph to be changed. To move the "Hot Zone" marker for multiple paragraphs at once, select the desired paragraphs by dragging the mouse through them.
2. Click and hold the mouse on the Hyphen "Hot Zone" marker.
3. Drag the marker horizontally along the ruler until it is located where you want it.
4. Release the mouse button.

To move the "Hot Zone" marker using the requester:

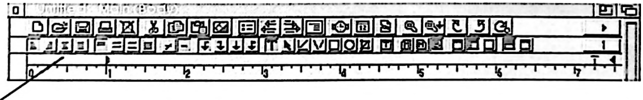
1. To move the "Hot Zone" marker for a single paragraph, click the mouse in the paragraph to be changed. To move the "Hot Zone" marker for multiple paragraphs at once, select the desired paragraphs by dragging the mouse through them.
2. Choose "Paragraph..." from the "Layout" menu.
3. Click the mouse in the "Hot Zone" data entry area, and enter the desired value.
4. Click on the "OK" button.


Layout
Page Setup...
Section Setup...
Paragraph...
Define Style
Apply Style
Bullet
Indent Right
Indent Left
Hanging Indent
New Section
Remove Section
Insert Page Break L
Remove Page Break

Paragraph alignment

In Final Writer you can align paragraph text in the following ways:

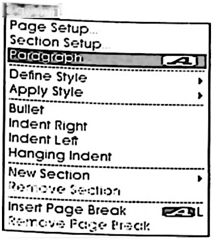
Left Justified	Text is aligned so that lines start at the left margin (except the first line which starts at the first line indent).
Right Justified	Text is aligned so that lines end at the right margin.
Centered	Text is aligned so that lines are centered between the left and right margins (except the first line which is centered between the first line indent and the right margin).
Full Justified	Text is aligned so that lines start at the left margin (except the first line which starts at the first line indent), and end at the right margin. In order to do this the program may expand spaces between words.

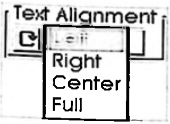


Justification selectors

To set justification using the ruler:

1. **To set justification for a single paragraph, click the mouse in the paragraph to be changed. To set justification for multiple paragraphs at once, select the desired paragraphs by dragging the mouse through them.**
2. **Click on the desired justification icon.**


Page Setup...
Section Setup...
Paragraph...
Define Style
Apply Style
Bullet
Indent Right
Indent Left
Hanging Indent
New Section
Remove Section
Insert Page Break
Remove Page Break


Text Alignment
Left
Right
Center
Full

To set justification using the requester:

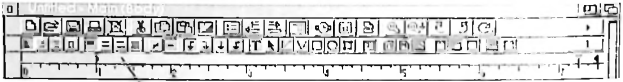
1. **To set justification for a single paragraph, click the mouse in the paragraph to be changed. To set justification for multiple paragraphs at once, select the desired paragraphs by dragging the mouse through them.**
2. **Choose "Paragraph..." from the "Layout" menu.**
3. **Choose the desired "Text Alignment" option.**
4. **Click on the "OK" button.**

Spacing

When text is entered in a document, the space between lines depends mostly on the size of the font being used. Large fonts will have larger areas between lines to allow room for letters that descend below the main line of type, such as "y", "j", "p", and "q".

Final Writer enables you to choose from four spacing options--single, 1-1/2, double, and variable. The chart below shows you important information for each type of spacing.

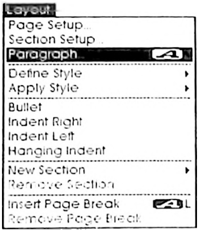
Spacing Style	Height of Line	Maximum Line Height
Single	120% of line's largest font	240 pts.
1-1/2	180% of line's largest font	18 pts.
Double	240% of line's largest font	24 pts.
Variable	spacing is based on tallest leading value for the line	

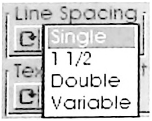

Untitled - Main (Body)

Spacing selectors (Single, One and One Half, Double, and Variable

To set line spacing using the ruler:

1. To set line spacing for a single paragraph, click the mouse in the paragraph to be changed. To set line spacing for multiple paragraphs at once, select the desired paragraphs by dragging the mouse through them.
2. Click on the desired line spacing icon.


Layout
Page Setup...
Section Setup...
Paragraph...
Define Style
Apply Style
Bullet
Indent Right
Indent Left
Hanging Indent
New Section
Remove Section
Insert Page Break
Remove Page Break

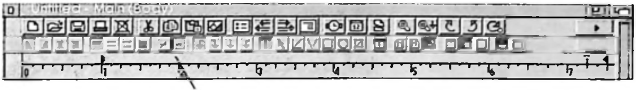

Line Spacing
Single
1 1/2
Double
Variable
Tex

To set line spacing using the requester:

1. To set line spacing for a single paragraph, click the mouse in the paragraph to be changed. To set line spacing for multiple paragraphs at once, select the desired paragraphs by dragging the mouse through them.
2. Choose "Paragraph..." from the "Layout" menu.
3. Click on the desired line spacing option.
4. Click on the "OK" button.

Hyphenation off/on

The hyphenation off and on selectors are used to enable or disable the automatic hyphenation function of selected paragraphs.


Untitled - Main (Body)

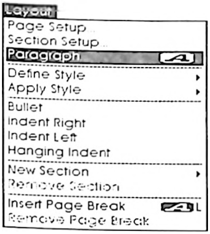
Hyphenation selectors (Off and On)

To set hyphenation status using the ruler:

1. **To set hyphenation status for a single paragraph, click the mouse in the paragraph to be changed. To set hyphenation status for multiple paragraphs at once, select the desired paragraphs by dragging the mouse through them.**
2. **Click on the desired hyphenation selector.**

To set hyphenation status using the requester:

1. **To set hyphenation status for a single paragraph, click the mouse in the paragraph to be changed. To set hyphenation status for multiple paragraphs at once, select the desired paragraphs by dragging the mouse through them.**
2. **Choose "Paragraph..." from the "Layout" menu.**
3. **Click on the desired "Enable" status button.**
4. **Click on the "OK" button.**


Layout
Page Setup...
Section Setup...
Paragraph...
Define Style
Apply Style
Bullet
Indent Right
Indent Left
Hanging Indent
New Section
Remove Section
Insert Page Break L
Remove Page Break

NOTE. In order for hyphenation to occur for a paragraph, the hyphenation feature itself must be turned on for the document. See the description of hyphenation preferences in Chapter 3 for more information.

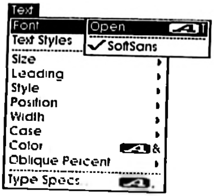
Text and fonts

High quality output is probably one of the main reasons you chose Final Writer as your word processor. Final Writer lets you define your text's font, size, style, position, width, case, color, and oblique percentage. All the commands you will need to work effectively with text can be found in the "Text" menu. The settings may be made all at once using the "Type Specs" command (explained later in this chapter), or one at a time using other commands in the "Text" menu.

Opening fonts

SoftSans is the Final Writer default font. Before you may use another font in your document, you must first open it.

To open a Final Writer font:



1. **Choose "Open..." from the "Font" sub-menu of the "Text" menu.**

   The "Font" requester will appear.

2. **Scroll through the list of fonts until you reach the font your want to open.**
3. **Double-click on the desired font.**

Selecting a font

You may select a font prior to entering text, or you may change the font of existing text. All font commands are executed through the "Font" sub-menu of the "Text" menu.

To select a font:

---

1. **Open the desired font if you have not already done so.**
2. **If you are changing the font of existing text, select the text to be changed. If you are setting a font for text that has not yet been entered, set the insertion point where the text is to appear.**
3. **Choose the desired font from the "Font" sub-menu of the "Text" menu.**

   If text was selected, it will be redrawn in the new font.

Font size

You may specify text ranging in size from 4 points to 300 points. Some samples of text size are shown below.

8 points

10 points

12 points

14 points

18 points

24 points

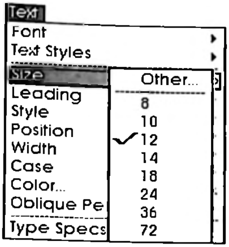
36 points

72 points

To set font size:

1. **If you are changing the size of existing text, select the text to be changed. If you are setting the size for text that has not yet been entered, set the insertion point where the text is to appear.**
2. **Choose the desired size from the "Size" sub-menu of the "Text" menu. To specify a size that does not appear in the "Size" sub-menu, simply select "Other". When the "Size" requester appears, type the desired size in the data entry area and click on "OK".**

   If text was selected, it will be redrawn in the new size.

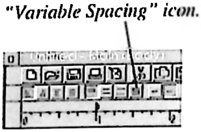

Text
Font
Text Styles
Size
Leading
Style
Position
Width
Case
Color...
Oblique Pe
Type Specs
Other...
8
10
✓12
14
18
24
36
72

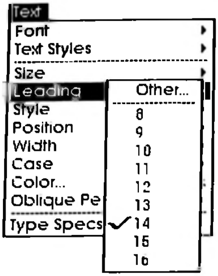
Leading

Leading refers to the amount of space between lines of type. If you are using single, 1-1/2, or double spacing for your text, you need not be concerned with leading, since it is preset according to the chosen spacing and largest font size on a line.

If you are using the variable spacing option, however, you will need to specify a leading value for your text. When specifying the leading, be sure to allow enough space for your characters to appear in their entirety. A leading value that is too small will chop off the tops and/or bottoms of certain characters.

To set leading:


"Variable Spacing" icon.


Text
Font
Text Styles
Size
Leading
Style
Position
Width
Case
Color...
Oblique Pe
Type Specs
Other...
8
9
10
11
12
13
✓14
15
16

1. **If you are changing the leading of existing text, select the text to be changed. If you are setting the leading for text that has not yet been entered, set the insertion point where the text is to appear.**
2. **Click on the variable spacing icon if it is not selected.**
3. **Choose the desired leading measurement from the "Leading" sub-menu of the "Text" menu. To specify a leading value that does not appear in the "Leading" sub-menu, simply select "Other". When the "Leading" requester appears, type the desired value in the data entry area and click on "OK".**

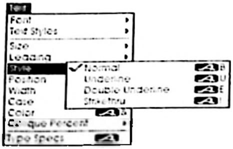
   If text was selected, it will be redrawn with the new leading.

Text style

Text may be entered in one of the following styles:

Normal Underline ~~Strike Through~~ Double Underline

To set text style:


Text
Font
Text Styles
Size
Leading
Style
Position
Width
Case
Color
Oblique Percent
Type Specs
✓Normal
Underline
Double Underline
Strikethru

1. **If you are changing the style of existing text, select the text to be changed. If you are setting the style for text that has not yet been entered, set the insertion point where the text is to appear.**
2. **Choose the desired style from the "Style" sub-menu of the "Text" menu.**

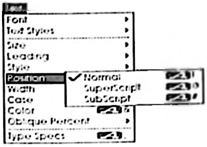
Text position

Text may be positioned in one of the following three ways:

Text may be in the normal position.
Text may be in the $^{\text{superscript}}$position.
Text may be in the $_{\text{subscript}}$position.

To set text position:

1. **If you are changing the position of existing text, select the text to be changed. If you are setting the position for text that has not yet been entered, set the insertion point where the text is to appear.**


Text
Font
Text Styles
Size
Leading
Style
Position
Width
Case
Color
Oblique Percent
Type Specs
✓ Normal
SuperScript
SubScript

2. **Choose the desired text position from the “Position” sub-menu of the “Text” menu.**

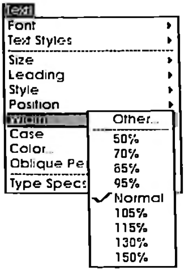
Text width

Text may be set using different width values. These values alter the way characters appear by increasing or decreasing the width of those characters. Some examples of different widths are shown below.

50% width	Hello
75% width	Hello
85% width	Hello
Normal width	Hello
115% width	Hello
130% width	Hello
150% width	Hello

To set text width:

1. **If you are changing the width of existing text, select the text to be changed. If you are setting the width for text that has not yet been entered, set the insertion point where the text is to appear.**


Text
Font
Text Styles
Size
Leading
Style
Position
Width
Case
Color...
Oblique Pe
Type Specs
Other...
50%
70%
85%
95%
✓ Normal
105%
115%
130%
150%

2. **Choose the desired width from the “Width” sub-menu of the “Text” menu. To specify a width that does not appear in the “Width” sub-menu, simply select “Other”. When the**

"Width" requester appears, type the desired value in the data entry area and click on "OK".

If text was selected, it will be redrawn in the new width.

Text case

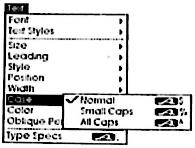
You may choose from three different case settings for your text. These settings are:

Normal Small Caps ALL CAPS

To set text case:

---

1. **If you are changing the case of existing text, select the text to be changed. If you are setting the case for text that has not yet been entered, set the insertion point where the text is to appear.**


Text
Font
Text Styles
Size
Leading
Style
Position
Width
Case
Color
Oblique Pe
Type Specs
✓Normal
Small Caps
All Caps

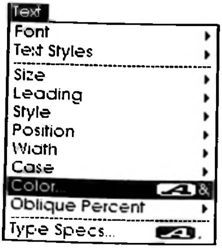
2. **Choose the desired case from the "Case" sub-menu of the "Text" menu.**

   If text was selected, it will be redrawn in the new case.

Text color

You may specify any of Final Writer's predefined colors for your text.

NOTE: When entering colored text, the Final Writer default screen (which only shows four colors) may not allow you to see your text in the exact color selected. However, if you position the mouse in the text and press the mouse button, the mouse pointer itself will change color to reflect the true color of the text.


Text
Font
Text Styles
Size
Leading
Style
Position
Width
Case
Color...
Oblique Percent
Type Specs...

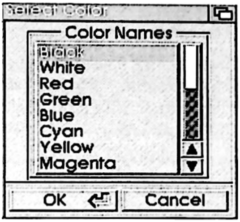
To set text color:

---

1. **If you are changing the color of existing text, select the text to be changed. If you are setting the color for text that has not yet been entered, set the insertion point where the text is to appear.**

2. **Choose "Color..." from the "Text" menu.**

   The "Select Color" requester will appear.


Select Color
Color Names
Black
White
Red
Green
Blue
Cyan
Yellow
Magenta
OK
Cancel

NOTE. The colors in this requester are defined in the "Color Preference" requester (See Chapter 3).

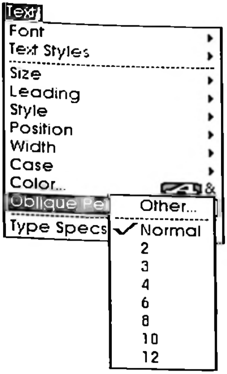
3. **Double-click on the name of the desired color.**

Oblique percentage

Text may be slanted to the left or right to varying degrees using the "Oblique Percent" command.

To set oblique percent:

1. **If you are changing the oblique percent of existing text, select the text to be changed. If you are setting the oblique percent for text that has not yet been entered, set the insertion point where the text is to appear.**


Text
Font
Text Styles
Size
Leading
Style
Position
Width
Case
Color...
Oblique Pe
Type Specs
Other...
✓Normal
2
3
4
6
8
10
12

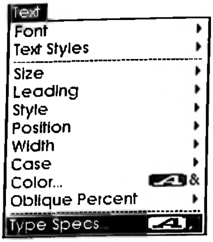
2. **Choose the desired oblique percent from the "Oblique Percent" sub-menu of the "Text" menu. To specify a value that does not appear in the "Oblique Percent" sub-menu, simply select "Other". When the "Oblique Percent" requester appears, type the desired value (from -20 to 20) in the data entry area and click on "OK".**

   A negative oblique percent will result in text that slants to the left, while a positive percent results in text that slants to the right. If text was selected, it will be redrawn in the new oblique percent.

Type specs

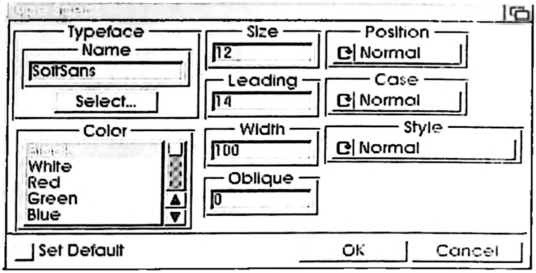
In some instances, you may wish to change many or all of the text characteristics for existing text or text you are about to enter. When this is the case, it may be impractical and time-consuming to make all of the revisions using the individual text commands found in the "Text" menu. For this reason, Final Writer includes the "Type Specs" requester, which provides a convenient and speedy way to make numerous adjustments to text.

To open the "Type Specs" requester:


Text
Font
Text Styles
Size
Leading
Style
Position
Width
Case
Color...
Oblique Percent
Type Specs...

1. **Choose "Type Specs..." from the "Text" menu.**

   The "Type Specs" requester will appear.


Type Specs
Typeface
Select...
Color
Set Default
OK
Cancel

Name: SoftSans

Size: 12

Leading: 14

Width: 100

Oblique: 0

Position: Normal

Case: Normal

Style: Normal

Color: Black, White, Red, Green, Blue

To select a typeface using the "Type Specs" requester:

1. **Click on the "Select" button in the "Typeface" area of the requester.**

   A font requester will appear.

2. **Scroll through the list of open fonts until you reach the typeface you wish to use.**

3. **Double-click on the desired typeface.**

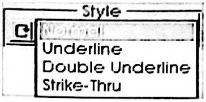
   The "Type Specs" requester will reappear, and the name of the typeface you just selected will appear in the "Name" data entry area. If you wish, you can also click in the data entry area and type the name of the desired font rather than using the scrollable list of typefaces.

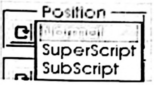
To select a color using the "Type Specs" requester:

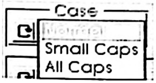
1. **Click on the name of the desired color in the "Color" list.**

To set size, width, leading, and oblique percent using the "Type Specs" requester:

1. **Click in the appropriate data entry area for size, width, leading, or oblique percent.**
2. **Type the desired numeric value for each type characteristic you wish to set.**


Style
Normal
Underline
Double Underline
Strike-Thru


Position
Normal
SuperScript
SubScript


Case
Normal
Small Caps
All Caps

To set style, text position, and case using the "Type Specs" requester:

1. **Select the desired settings for style, position, and case.**

Implementing type specs

You may implement type specs for text that has been selected, for text that has not yet been entered, or as default settings.

To implement the type specs settings:

1. **If you want to make the settings the default for new documents, check the "Set Default" box at the lower left corner of the requester.**
2. **Click on "OK".**

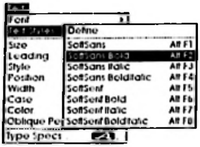
   If text was selected, it will be redrawn in the new font. If text was not selected, the new type specs will be applied to text entered at the insertion point.

Text styles

In Final Writer you can define, name, and save text styles. For each text style you can define preset type specification attributes, and indicate which type specification attributes are to be applied to text. A typical use for text styles is to create one text style for each font you normally open. Later when you create new documents, you will not have to open each of these fonts -- they will already be in the "Text Styles" sub-menu.

To apply a text style :

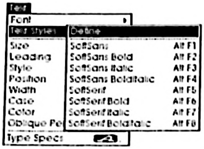
1. **If you are applying a text style to existing text, select the desired text. If you are applying a text style to text that has not yet been entered, set the insertion point where the text is to appear.**


Text
Font
Text Styles
Size
Leading
Style
Position
Width
Case
Color
Oblique Pe
Type Specs
Define
SoftSans Alt F1
SoftSans Bold Alt F2
SoftSans Italic Alt F3
SoftSans BoldItalic Alt F4
SoftSerif Alt F5
SoftSerif Bold Alt F6
SoftSerif Italic Alt F7
SoftSerif BoldItalic Alt F8

2. **Choose the desired text style from the menu.**

Text styles are defined, modified, and deleted from the "Define Text Styles" requester.

To access the "Define Text Styles" requester:

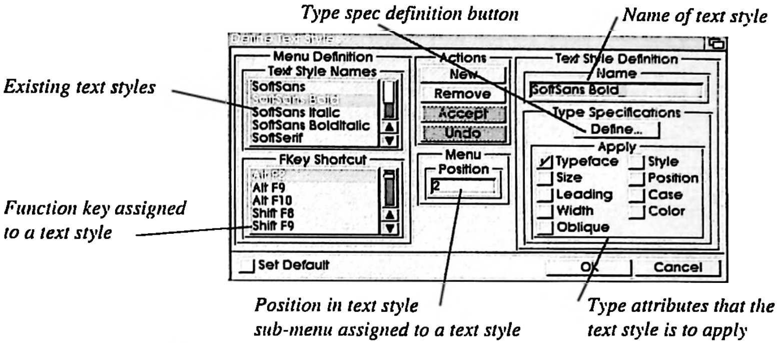

Text
Font
Text Styles
Size
Leading
Style
Position
Width
Case
Color
Oblique Pe
Type Specs
Define
SoftSans Alt F1
SoftSans Bold Alt F2
SoftSans Italic Alt F3
SoftSans BoldItalic Alt F4
SoftSerif Alt F5
SoftSerif Bold Alt F6
SoftSerif Italic Alt F7
SoftSerif BoldItalic Alt F8

1. **Choose "Define..." from the "Text Styles" sub-menu.**

   The requester will appear.

The "Define Text Styles" requester contains a list of existing text styles along with areas used to define a text style.

Text Style Names	Text styles that have been defined.
FKey Shortcut	Used to assign an Amiga® function key combination to a text style.
Menu Position	The position a text style is to appear in the "Text Styles" sub-menu.
Name	The name assigned to a text style.
Define button	Provides access to the "Type Specs" requester (discussed in previous section) where you define type attributes for a text style.
Apply	Check boxes that indicate which type spec attributes are to be applied with the text style.


Define Text Style
Menu Definition
Text Style Names
SoftSans
SoftSans Bold
SoftSans Italic
SoftSans BoldItalic
SoftSerif
FKey Shortcut
Alt F8
Alt F9
Alt F10
Shift F8
Shift F9
Actions
New
Remove
Accept
Undo
Menu
Position
Text Style Definition
Name
Type Specifications
Define...
Apply
Style
Size
Position
Leading
Case
Width
Color
Oblique
Set Default
OK
Cancel

Name: SoftSans Bold

Menu Position: 2

☑ Typeface

Type spec definition button

Name of text style

Existing text styles

Function key assigned to a text style

Position in text style sub-menu assigned to a text style

Type attributes that the text style is to apply

To add a new text style:

1. Click the mouse on the "New" button.
2. Define the text style's attributes.
3. Click on the "Accept" button to add the text style to the list of text styles.
4. Repeat the above steps for each new text style that you want to define.

To modify an existing text style.

1. In the list of text style names click the mouse on the name of the text style to be modified.
2. Make desired modifications to the text style.
3. Click on the "Accept" button.
4. Repeat the above steps for each text style that you want to modify.

To delete an existing text style:

1. In the list of text style names click the mouse on the name of the text style to be deleted.
2. Click on the "Remove" button.
3. Repeat the above steps for each text style that you want to delete.

Paragraph styles

In Final Writer you can define, name, and save paragraph styles. Each paragraph style can have paragraph attributes, tab stops, and text attributes assigned to it. Paragraph styles differ from text styles (discussed above) in two ways:

1. Text styles are applied specifically to text, while paragraph styles are applied to the entire paragraph.
2. If you change the definition of a paragraph style, any paragraphs in the document that have been defined with that style will be reformatted automatically to conform with the style's new definition. Text styles, on the other hand, only affect text when they are first applied.

Paragraph styles provide a powerful way of formatting a document. With a single style you can set the font and its size, type style, text alignment (left, right, centered, or full), margins, and tab stops. Paragraph styles free you from the need to apply many formatting attributes individually to every paragraph. For example, if you want all section titles to be size 18, in SoftSans_Bold, centered, and underlined, you can apply all of these attributes at once, rather than having to set each of these formats to every section title you create. Styles also make changing formats of existing paragraphs easy -- you simply change the definition of the style and the changes are automatically applied throughout the document.

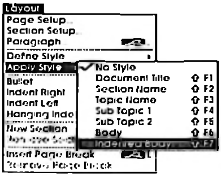
Using styles ensures that the style of each type of paragraph remains consistent throughout your document. To prepare this manual we created styles for body text paragraphs, bulleted text, captions, headlines, and sub-headings.

Final Writer also uses styles to format the paragraphs it creates for special sections such as Outline, Index, Table of Contents, Table of Illustrations, Endnotes, and Bibliography. The number of styles that can be defined for these types of sections is fixed -- you can not add or remove any of them, only modify them. You can, however, add and remove "Main" styles. "Main" styles are used for Main, Title Page, and Preface sections.

To apply a paragraph style :

---

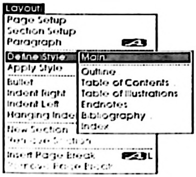
1. **Set the insertion point in a paragraph, or drag the mouse through multiple paragraphs that you want to apply a paragraph style to.**


Layout
Page Setup
Section Setup
Paragraph
Define Style
Apply Style
Bullet
Indent Right
Indent Left
Hanging Inde
New Section
Insert Page Break
Remove Page Break
No Style
Document Title ⇧ F1
Section Name ⇧ F2
Topic Name ⇧ F3
Sub Topic 1 ⇧ F4
Sub Topic 2 ⇧ F5
Body ⇧ F6
Indented Body ⇧ F7

2. **Choose the desired style from the "Apply Style" sub-menu of the "Layout" menu.**

Paragraph styles are defined, modified, and deleted using the "Paragraph Style Definition" requester.

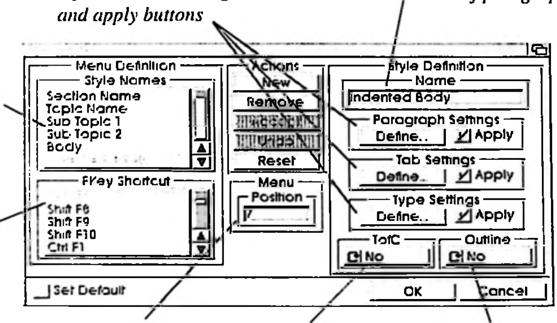
To access the "Paragraph Styles Definition" requester:


Layout
Page Setup
Section Setup
Paragraph
Define Style
Apply Style
Bullet
Indent Right
Indent Left
Hanging Inde
New Section
Insert Page Break
Remove Page Break
Main
Outline
Table of Contents
Table of Illustrations
Endnotes
Bibliography
Index

1. **From the "Define Styles" sub-menu select either "Main..." or the special section type whose styles you want to work with.**

   The style definition requester will appear. The title bar of the requester will show the type of paragraph style you are defining.

The "Paragraph Styles Definition" requester contains a list of paragraph styles along with areas used to define a paragraph style.


Menu Definition
Style Names
Section Name
Topic Name
Sub Topic 1
Sub Topic 2
Body
FKey Shortcut
Shift F8
Shift F9
Shift F10
Ctrl F1
Actions
New
Remove
Reset
Menu
Position
Style Definition
Name
Indented Body
Paragraph Settings
Define..
Apply
Tab Settings
Define..
Apply
Type Settings
Define..
Apply
TofC
No
Outline
No
Set Default
OK
Cancel

Style attribute setting and apply buttons

Name of paragraph style

Existing paragraph styles

Function key assigned to a paragraph style

Position in menu assigned to style

Table of Contents assign popup menu

Outline assign popup menu

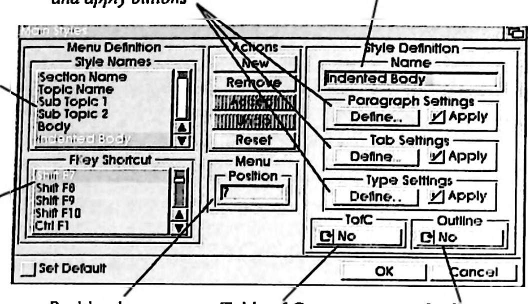
Paragraph Style Names	Defined paragraph styles.
FKey Shortcut	Used to assign an Amiga function key combination to a paragraph style.
Menu Position	The position in which a paragraph style is to appear in the menu.
Name	Name assigned to paragraph style.

Style attribute setting and apply buttons

Name of paragraph style

Existing paragraph styles

Function key assigned to a paragraph style


Main Styles
Menu Definition
Style Names
Section Name
Topic Name
Sub Topic 1
Sub Topic 2
Body
Indented Body
FKey Shortcut
Shift F7
Shift F8
Shift F9
Shift F10
Ctrl F1
Actions
New
Remove
Add
Modify
Reset
Menu
Position
Style Definition
Name
Paragraph Settings
Define...
Apply
Tab Settings
Define...
Apply
Type Settings
Define...
Apply
TofC
Outline
Set Default
OK
Cancel

Name: Indented Body

Position: 7

Paragraph Settings: ☑ Apply

Tab Settings: ☑ Apply

Type Settings: ☑ Apply

TofC: No

Outline: No

☐ Set Default

Position in menu assigned to style

Table of Contents assign popup menu

Outline assign popup menu

Paragraph Settings	The "Define..." button accesses the "Paragraph" requester. Check "Apply" if you want "Paragraph" requester attributes assigned with the style.
Tab Settings	The "Define..." button accesses the "Tabs" requester. Check "Apply" box if you want tab stops set in the "Tab" requester to be assigned with the style.
Type Settings	The "Define..." button is used to access the "Type Specs" requester. Check the "Apply" box if you want "Type Specs" settings to be assigned with the style.
Table of Contents Popup	If paragraphs set with the style being defined are to generate an entry when the Table of Contents section is created, select from this menu the level of Table of Contents entry to be generated. If no Table of Contents entry is to be generated, choose "None".
Outline Popup	If paragraphs set with the style being defined are to generate an entry when the Outline section is created, select from this menu the level of Outline entry to be generated. If no Outline entry is to be generated, choose "None".

To define a new style:

1. **Click on the button labeled "New".**

   Remember, you can only add new styles when working with "Main" styles.

3. **Define the style's attributes.**

   Descriptions of these attributes appear later in this section.

4. **Click on the "Accept" button to save the new style.**
5. **Repeat the above steps for each style you want to define.**

To modify an existing style:

1. **In the "Style Names" list click the mouse on the name of the style you want to modify.**
2. **Make desired modifications to the style's attributes.**
3. **Click on the "Accept" button.**
4. **Repeat the above steps for each style to be modified.**

To delete an existing style:

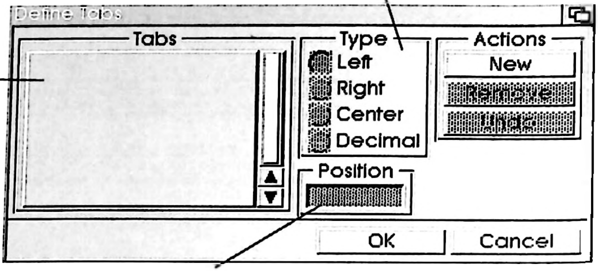
1. **In the "Style Names" list click the mouse on the name of the style you want to delete.**
2. **Click on the "Accept" button.**
3. **Repeat the above steps for each style to be deleted.**

Using the "Define Tabs" requester

When you click on the "Define..." button in the "Tab Settings" area of the requester, the "Tabs" requester will appear. Within this requester is a list of existing tab stops and a series of action buttons that you use to define new, edit existing, and remove existing tab stops from a style. Only 8 tab stops may be defined for a style.

To access the "Define Tabs" requester:

1. **Click on the Tab Settings "Define..." button.**



Type of tab stop

Existing tab stops (if any)

Ruler position for tab stop (tab stop's distance from left margin).

To define a new tab stop:

1. **Access the "Define Tabs" requester and click on "New".**

   Default settings for the new tab stop will be provided in the definition area.

2. **Modify the default settings to what you wish them to be.**
3. **Click on the "OK" button when you are finished defining the style's tab stops.**

To modify an existing tab stop:

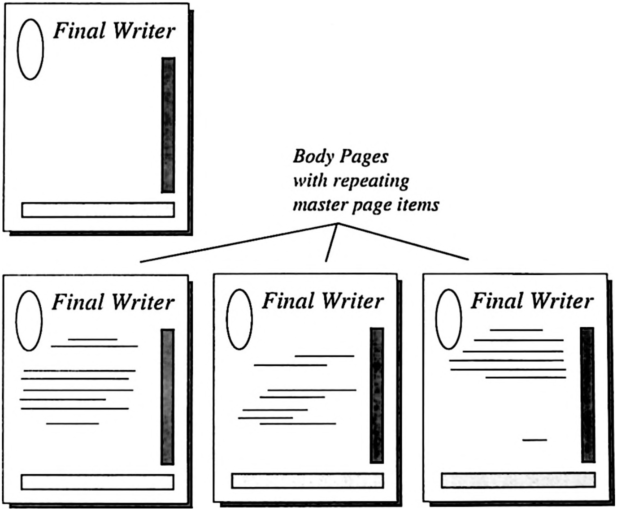
1. **Access the "Define Tabs" requester and click the mouse on the line in the list of tab stops showing the tab stop you want to modify.**
2. **Modify the default settings to what you wish them to be.**
3. **Click on the "OK" button when you are finished defining the style's tab stops.**

To remove an existing tab stop:

1. **Access the "Define Tabs" requester and click the mouse on the line in the list of tab stops showing the tab stop you want to remove.**
2. **Click on the "OK" button when you are finished removing the style's tab stops.**

Master pages

A master page is a place in a Final Writer document where you define text and graphics that are to appear on each of your document's pages. There are many uses for master pages, including document titles, chapter names, special graphics, dates, page backgrounds, headers, footers, and page borders.



Master page with text and graphic items

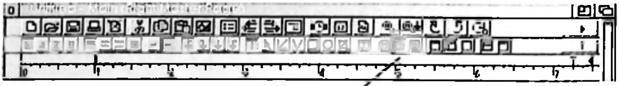
Body Pages with repeating master page items

Notice that master page items can appear anywhere on the page.

Every time a new document is created, blank master pages are also created. If you leave master pages blank, they will have no effect on the body of your document. However, once you have entered text and/or graphics on a master page, those items will appear on each page of your document except the optional title page.

If you have set the "Left/Right" page option (See Chapter 4), the left master page will be used for items that are to be repeated on left-sided pages, and the right master page will be used for items on right-sided pages. If you have not set the "Left/Right" page option, only items entered on the right master page will affect your pages.

Master pages are accessed through the page icons in the horizontal ruler at the top of a document window. There are three page icons—left master, right master, and body. Clicking on the left or right master page icon will bring the appropriate master page up on your screen. Clicking on the body page icon will return you to the body of your document.



Left, Right, and Body "Master Page" icons

To define left and/or right master pages:

---

1. **Click on either the left or right master page icon.**

   The selected master page will appear and the window title will show which master page is being edited.

2. **Enter any text or graphics you wish to include as master items.**

   Remember that any text or graphics placed on a left master page will appear on every left-sided page of a document. Similarly, any text or graphics entered on a right master page will appear on every right page of a document. If you are not using the "Left/Right" page option (See Page Setup - Chapter 4), nothing you enter in the left master page will appear on your body pages.

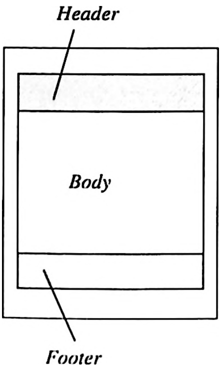
3. **Click on the body page icon in the ruler to return to your document's body page(s).**

Headers and Footers

There are a number of ways in which you may utilize a header or footer. The most common use for headers and footers is for page numbering. Other common uses are for inserting the date and time that the document was written or printed, and for running headlines at the top of each page.

In Final Writer you create headers and footers inside a master page. At the top of a master page you place header items, and at the bottom of the same master page, you place any footer items.

Final Writer is a word processor where text must be entered sequentially from the top of the first page down through a document. This is in contrast to desktop-publishing programs that allow you to

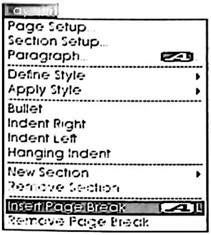

Header
Body
Footer

start a text block wherever you wish. For example, in a desktop-publishing program, if you want to place text at the bottom of a page, you start a new text block at the bottom of a page. In a word-processor, however, you need to advance the insertion point to the bottom of the page by pressing the RETURN key or by entering text. Therefore, when you want to place a footer at the bottom of a Final Writer master page, you advance the insertion point to the bottom of the master page.

When you use a master page to define header and footer items, you will probably not want text you enter on a body page to be placed on top of the header and footer items. In order to accomplish this, you will need to limit the size of the "Body" area of your page by specifying the height you are using for header and footer areas (See Chapter 4 - Headers and Footers).

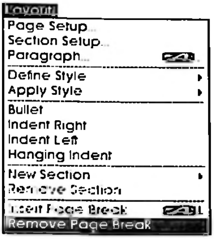
Page breaks

Page breaks will occur naturally as you type your document. Final Writer inserts a page break whenever it gets to the end of a page. You may also manually insert page breaks at any place in your document.


Layout
Page Setup...
Section Setup...
Paragraph...
Define Style
Apply Style
Bullet
Indent Right
Indent Left
Hanging Indent
New Section
Remove Section
Insert Page Break
Remove Page Break

To insert a page break:

1. **Set the insertion point where you want the page break to appear in your document.**
2. **Choose "Insert Page Break" from the "Layout" menu.**


Layout
Page Setup...
Section Setup...
Paragraph...
Define Style
Apply Style
Bullet
Indent Right
Indent Left
Hanging Indent
New Section
Remove Section
Insert Page Break
Remove Page Break

To remove a page break:

1. **Set the insertion point at the beginning of the line of text immediately following the page break you wish to remove.**
2. **Choose "Remove Page Break" from the "Layout" menu.**

   If the "Remove Page Break" menu item is disabled, it is because you did not set the insertion point in the paragraph immediately following a forced page break.

Graphics and Text Blocks

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Graphics and Text Blocks

Nothing adds interest to a word processing document like a carefully created, well placed graphic. Using Final Writer you can create:

- **Diagonal, horizontal, and vertical lines**
- **Arrow-tipped lines**
- **Boxes and perfect squares**
- **Rounded-corner boxes and perfect squares**
- **Ovals and perfect circles**
- **Movable text blocks**

In addition, you can also import into Final Writer the following images created in other programs:

- **IFF ILBM images**
- **EPS (Encapsulated Postscript®) images**

Each graphic in Final Writer is treated as an independent object and can be deleted, sized, rotated, grouped, or moved according to your needs. Text can be made to automatically flow around or on top of any graphic objects according to your instructions.

In this chapter are instructions to help you:

- **Create graphics**
- **Import IFF ILBM and EPS images**
- **Change graphic settings**
- **Select graphics**
- **Delete graphics**
- **Size graphics**
- **Move graphics**
- **Specify exact size and position of graphics**
- **Crop IFF ILBMs**
- **Rotate graphics and text blocks.**
- **Cancel a graphic operation**

Settings requesters

There are five settings requesters each corresponding to one of the graphic types supported in Final Writer. These requesters are:

- Imported Graphic Settings
- Line Settings
- Box Settings
- Oval Settings
- Text Block Settings

These requesters may be used in several ways:

☑ Set Default

- Set permanent default values for a type of graphic object. When a new document is created, these default values define the attributes for graphic objects placed in the document.
- Set temporary default values for a type of graphic object. When a new graphic object is created, these temporary default values are used as the attributes for the objects, however the permanent default values remain the same.
- Reset the attributes of existing objects. Attributes of any existing graphic or text block object can be modified at any time.

Creating lines, boxes, and ovals

Graphic elements like lines (horizontal, vertical, and diagonal), rectangles/squares, and ovals/circles may be created in your document using the tool icons found in the command strip at the top of a window.

When you create a graphic, Final Writer creates it using the default settings for the type of graphic being created. For example, if the default settings for a line are 2 points thick and colored in red, when you draw a new line, it will be drawn as a 2 point, red line. You can, of course, change a graphic's current or default settings at any time.

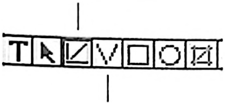
You have two choices of how a new graphic is to be drawn when you create it. One choice is to set the default settings to the way you want the graphic drawn and then create the graphic. The other choice is to create the graphic using the default settings, and then after the graphic is drawn, change its settings to suit your needs. In the instructions that follow for creating graphics, the default settings are defined and then the graphic is created.

Lines

In Final Writer you can draw lines at any angle with thickness ranging from hairline (thinnest at any given resolution) to 12 points. Lines may be created in any of the 16 colors defined in the "Document Color Preferences" requester. Text can be made to flow around or on top of lines. A special option allows you to create a line with an arrow at one of the line's endpoints.

Lines are drawn to conform with the default settings for new lines. If you want to override these settings, you can either access the "Line Settings" requester and define line settings before you draw a line; or draw a line and while it is selected access the requester to change its settings.

To draw a line:



New Line Tool

New Free Line Tool

1. **Click on the desired line tool icon.**

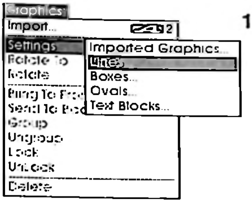
   The "New Line" tool will produce perfectly horizontal, vertical, or 45° diagonal lines. The "New Free Line" tool will produce diagonal lines of any angle. Once a line is drawn, you can change its angle no matter which tool you used to create it.

2. **Position the mouse pointer at the place in your document where you wish your line to begin.**

3. **Hold the mouse button down and drag the mouse in the direction you want the line to be drawn.**

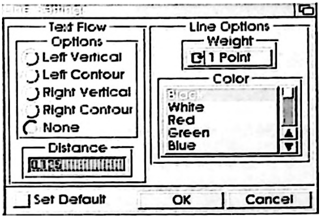
4. **Once the line has reached the desired length, release the mouse button.**

To access the "Line Settings" requester:


Graphics
Import... 2
Settings
Rotate To
Rotate
Bring To Front
Send To Back
Group
Ungroup
Lock
Unlock
Delete
Imported Graphics...
Lines...
Boxes...
Ovals...
Text Blocks...

1. **Select "Lines..." from the "Settings" sub-menu.**

   The "Line Settings" requester will appear.


Text Flow
Options
Left Vertical
Left Contour
Right Vertical
Right Contour
None
Line Options
Color
White
Red
Green
Blue
Set Default
OK
Cancel

Weight: 1 Point

Distance: 0.125

Color: Black

Below are descriptions of the "Line Settings" requester.

Text Flow Options	The way in which text is to flow around (or over) a line. Text may flow on the left or right side of a line, following either the line's contour or a vertical line created by the line's frame. If "None" is selected, the line will become a background element, and text will flow over it.
Text Flow Distance	The amount of space between the line and any text that flows next to it. For example, a setting of 0.25 will leave 1/4" of empty space between a line and text flowing around it.
Line Weight	The line's thickness.
Color	The line's color.

To draw an arrow-tipped line:

1. **Follow the steps above for drawing a line except hold the *left* ALT key before pressing the mouse button, and continue to hold the ALT key down while dragging the mouse.**

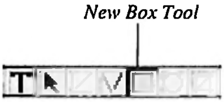
   The size of the arrow depends upon the thickness of the line. The arrow will draw on the end where the mouse is released.

Boxes

Final Writer lets you create boxes in any width and height combination. A box can have a border and be filled with a color or left empty. Special options for boxes are the ability to make boxes with rounded corners and/or perfect squares.

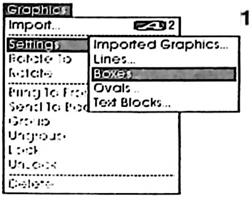
Boxes are drawn to conform with the default settings for new boxes. If you want to override these settings, you can either access the "Box Settings" requester and define settings before you draw a box; or draw the box and while it is selected access the requester and change the settings.

To draw a box:


New Box Tool
T

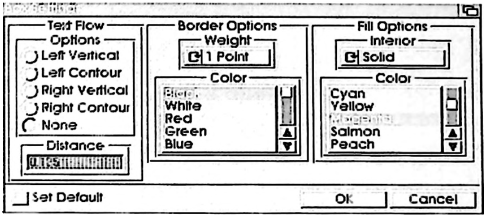
1. **Click on the "New Box" tool icon.**
2. **Position the mouse pointer at the place in your document where you wish your box's corner to begin.**
3. **While holding the mouse button down, drag the mouse in the proper direction to draw the box.**
4. **Once the box has reached the desired size and shape, release the mouse button.**

To access the "Box Settings" requester:


Graphics
Import...
Settings
Rotate To
Rotate
Bring To Front
Send To Back
Group
Ungroup
Lock
Unlock
Delete
Imported Graphics...
Lines...
Boxes...
Ovals...
Text Blocks...

1. **Select "Boxes..." from the "Settings" sub-menu.**

   The "Box Settings" requester will appear.


Text Flow Options
Left Vertical
Left Contour
Right Vertical
Right Contour
None
Distance
Border Options
Weight
1 Point
Color
White
Red
Green
Blue
Fill Options
Interior
Solid
Color
Cyan
Yellow
Salmon
Peach
Set Default
OK
Cancel

Below are descriptions of the "Box Settings" requester.

Text Flow Options	The way in which text is to flow around (or over) a box. Text may flow on the left or right side of a box, following either the box's contour or a vertical line created by the box's frame. If "None" is selected, the box will become a background element, and text will flow over it.
Text Flow Distance	The amount of space between the box and any text that flows next to it. For example, a setting of 0.25 will leave 1/4" of empty space between a box and text flowing around it.
Border Weight	The box's border thickness.
Border Color	The box's border color.

Fill Interior	Determines whether the box is filled with a color (Solid) or left empty (Transparent).
Fill Color	The color of fill when the "Fill Interior" is set to "Solid".

To draw a rounded-corner box:

---

1. **When drawing a box, hold the *left* ALT key before pressing the mouse button, and continue to hold the ALT key down while dragging the mouse.**

To draw a perfect square:

---

1. **When drawing a box, hold the *left* SHIFT key before pressing the mouse button, and continue to hold the SHIFT key down while dragging the mouse.**

To draw a perfect square with rounded-corners:

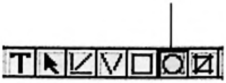
---

1. **When drawing a box, hold the *left* ALT and *left* SHIFT keys before pressing the mouse button, and continue to hold the ALT and SHIFT keys down while dragging the mouse.**

Ovals

Final Writer lets you create ovals in any width and height combination. An oval can have a line as a border, and can be filled with a color, or left empty. A special option for ovals is the ability to make ovals as perfect circles.

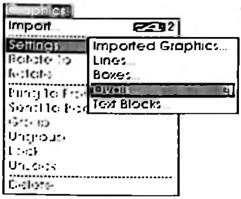
Ovals are drawn to conform with the default settings for new ovals. If you want to override these settings, you can either access the "Oval Settings" requester and define settings before you draw an oval; or draw the oval and while it is selected access the requester and change its settings.


New Oval Tool
T

To draw an oval:

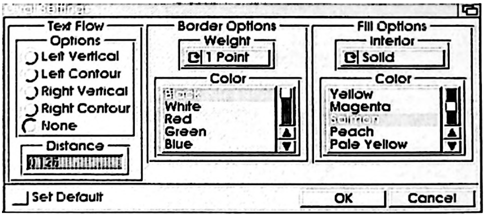
1. **Click on the "New Oval" tool icon.**
2. **Position the mouse pointer at the place in your document where you wish your oval to begin.**
3. **While holding the mouse button down, drag the mouse in the proper direction to draw the oval.**
4. **Once the oval has reached the desired size and shape, release the mouse button.**

To access the "Oval Settings" requester:


Graphics
Import
Settings
Rotate To
Rotate
Bring To Front
Send To Back
Group
Ungroup
Lock
Unlock
Delete
Imported Graphics...
Lines...
Boxes...
Ovals...
Text Blocks

1. **Select "Oval Settings" from the "Graphics" menu.**

   Final Writer will display the "Oval Settings" requester.


Oval Settings
Text Flow Options
Left Vertical
Left Contour
Right Vertical
Right Contour
None
Distance
Border Options
Weight
Color
Black
White
Red
Green
Blue
Fill Options
Interior
Color
Yellow
Magenta
Salmon
Peach
Pale Yellow
Set Default
OK
Cancel

Text Flow Options: None
Distance: 0.125
Border Options Weight: 1 Point
Border Options Color: Black
Fill Options Interior: Solid
Fill Options Color: Salmon

Below are descriptions of the "Oval Settings" requester.

Text Flow Options	The way in which text is to flow around (or over) an oval. Text may flow on the left or right side of an oval, following either the oval's contour or a vertical line created by the oval's frame. If "None" is selected, the oval will become a background element, and text will flow over it.
Text Flow Distance	The amount of space between the oval and any text that flows next to it. For example, a setting of 0.25 will leave 1/4" of empty space between an oval and text flowing around it.
Border Weight	The oval's border thickness.
Border Color	The oval's border color.

Fill Interior	Determines whether the oval is filled with a color (Solid) or left empty (Transparent).
Fill Color	The color of fill when the "Fill Interior" is set to "Solid".

To draw a perfect circle:

1. **When drawing an oval, hold the *left* SHIFT key before pressing the mouse button, and continue to hold the SHIFT key down while dragging the mouse.**

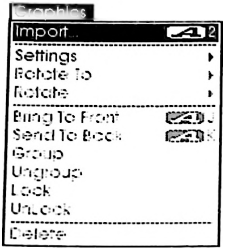
Importing graphics

In addition to graphics drawn with Final Writer's drawing tools, you may also import pictures and brushes created by other programs in either the EPS (Encapsulated PostScript®) format or the Amiga® graphic format IFF ILBM. HAM, Extra Halfbrite, and 24 bit IFF ILBMs may also be imported.

Imported graphics may be inserted before or after text is entered. Text will always reformat to flow around a graphic according to that graphic's text flow settings.

Importing graphics

An imported graphic may be inserted into a Final Writer document as long as it is in either the EPS or IFF ILBM graphic format. Imported graphics are drawn to conform with the default settings for new imported graphics. If you want to override these settings, you can either access the "Imported Graphics Settings" requester and define settings before you import a graphic; or import the graphic and while it is selected access the requester and change its settings.



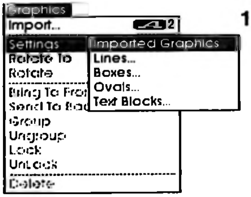
To import a graphic:

1. **Select "Import" from the "Graphics" menu.**

   A file requester will appear.

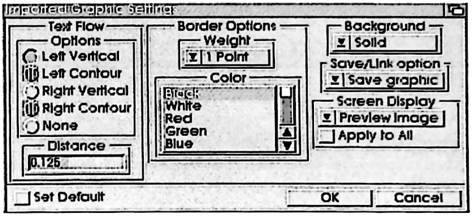
2. **Use the file requester to locate the graphic you want to import, and click the mouse on its name.**
3. **Click the OK button.**

To access the "Imported Graphic Settings" requester:


Graphics
Import...
2
Settings
Rotate To
Rotate
Bring To Front
Send To Back
Group
Ungroup
Lock
Unlock
Delete
Imported Graphics
Lines...
Boxes...
Ovals...
Text Blocks...

1. **Select "Imported Graphics" from the "Graphics" menu.**

   Final Writer will display the requester.


Imported Graphic Settings
Text Flow Options
Left Vertical
Left Contour
Right Vertical
Right Contour
None
Border Options
Color
Black
White
Red
Green
Blue
☐ Apply to All
☐ Set Default
OK
Cancel

Distance: 0.125
Weight: 1 Point
Background: Solid
Save/Link option: Save graphic
Screen Display: Preview Image

The following are descriptions of this requester's settings

Text Flow Options	The way in which text is to flow around (or over) a graphic. Text may flow on the left or right side of an IFF ILBM graphic, following either the graphic's contour or a vertical line created by the graphic's frame. EPS graphics can only have text flowed to the left or right of the graphic's frame. If "None" is selected, the graphic will become a background element, and text will flow over it.
Text Flow Distance	The amount of space between the graphic and any text that flows next to it. For example, a setting of 0.25 will leave 1/4" of empty space between a graphic and the text flowing around it.
Border Weight	The graphic's border thickness.
Border Color	The graphic's border color.
Background	The background of an IFF ILBM graphic can be treated as solid or transparent. If the background is transparent, the picture's "transparent" color (usually color 0) will not be used when rendering the graphic. If you plan to wrap text to the contour of a graphic, you will want to make the background transparent. If a HAM graphic was clipped as a brush, it will use the shape of the brush.

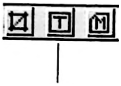
Save/Link Option

The "Save graphic" option actually stores a copy of the inserted graphic in your document. The "Save link" option does not save the graphic itself in your document, but rather saves a link to that graphic. However, when you open your document, the graphic will also be opened through the link and will appear on the page where you have placed it. The "Save link" option is helpful when your graphic takes up a great deal of memory or when you anticipate changing your graphic before your document reaches its final draft stage. In this latter instance, the link will open the revised graphic and insert it when you reopen your document.

Text blocks

You can use Final Writer's text block feature to create short lengths of text that are independent of the text in your document. Text blocks may be moved anywhere on a page, resized, rotated, and modified.

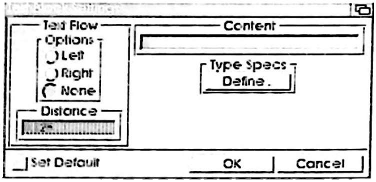
To create a text block:



Text Block Tool

1. **Click the mouse on the "Text Block Tool" icon.**

   The "Text Block Settings" requester will appear.



2. **In the area titled "Content" enter the text of the text block you are creating.**
3. **Modify or define Text Flow Options, Distance, and Type Specs to suit your needs, or use the settings as they are.**
4. **Click the mouse on the "OK" button.**

The text block will be drawn in the upper left corner of the window. Now that the text block is drawn you can manipulate it just as you do other graphic objects.

To change the text or settings used in a text block:

1. **Double-click the mouse on the text block.**

   The "Text Block Settings" requester will appear.

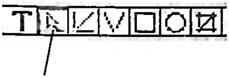
2. **Make any desired modifications.**
3. **Click the mouse on the "OK" button.**

   The text block will be redrawn according to the new settings.

Selecting objects

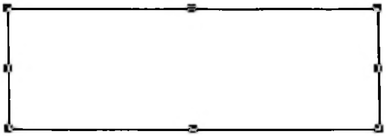
Final Writer treats all lines, boxes, ovals, images, and text blocks as independent objects. In order to size, move, crop, delete, rotate, or redefine a graphic you must first select it.

To select a single object:



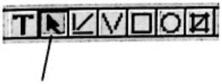
Select Tool

1. **Click the mouse on the "Select" tool.**
2. **Click the mouse on the object you want to select.**



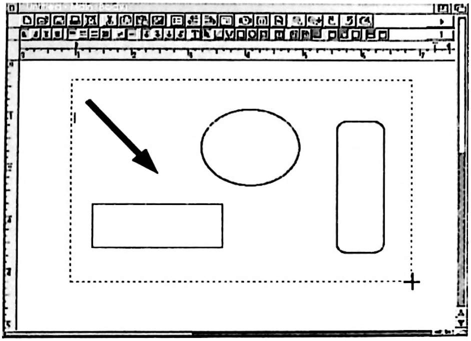
Notice that "anchor points" (tiny boxes in the corners and midpoints of the graphic) appear around or on the object. The presence of anchor points indicates that the object has been selected.

To select one or more objects by drawing a marquee:



Select Tool

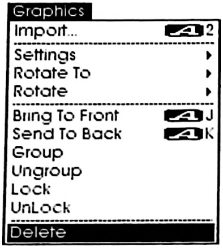
1. **Click the mouse on the "Select" tool.**
2. **Position the mouse pointer above and to the left of the first object you want to select.**
3. **Hold down the left mouse button and drag the mouse to the right and bottom of the last object you want to select.**



As you drag the mouse the program will draw a marquee rectangle on the screen. When you release the mouse, all graphics that fit entirely within the marquee will be selected.

4. **Release the mouse button.**

Deleting objects


Graphics
Import... 2
Settings
Rotate To
Rotate
Bring To Front J
Send To Back K
Group
Ungroup
Lock
UnLock
Delete

Lines, boxes, ovals, images, and text blocks may be deleted at any time.

To delete one or more objects:

1. **Select the object(s) you wish to delete.**
2. **Press the BACKSPACE or DELETE key, or choose "Delete" from the Graphics menu.**

The selected objects will be deleted.

Sizing objects

A graphic object already inserted in a document can be made smaller or larger at any time. When you make an IFF ILBM or EPS image smaller, it may appear to lose resolution (dots) on the screen, but on printouts you probably won't lose any resolution.

To change the size of an object in your document:

---

1. **Select the object to be sized.**
2. **Press and hold the mouse on one of the anchor points at the corners or midpoints of the selected graphic.**
3. **Drag the mouse inward toward the middle of the graphic to reduce its size. Drag the mouse outward away from the middle of the graphic to increase its size.**
4. **Release the mouse when the graphic has reached the desired size.**

Constrained sizing of IFF ILBM images

Option 1 If you hold the **SHIFT** key down while pressing on an IFF ILBM image's anchor point, and continue to hold it down while dragging the mouse, Final Writer will keep the image's original proportions intact.

Option 2 If you want an IFF ILBM image to be sized to take maximum advantage of your printer's resolution, hold down the *left* **CTRL**, **SHIFT**, and **ALT** keys while dragging the mouse on the lower right anchor point. Since your printer's aspect ratio is usually different than a graphic's original aspect ratio, this method of constraining will produce an image that may look out of proportion on your screen. It will, however, result in the best printouts. This method of constraining is known as **Integer Scaling**.

"Snap To" sizing

If you hold the **CTRL** key down while pressing on an anchor point, and continue to hold it down while dragging the mouse, Final Writer will snap the size of the graphic to the nearest tick mark on the ruler.

"Quick" sizing

If you want to reduce an object by 1/2, hold down the **SHIFT** key and double-click the mouse on the image to be reduced. You can continue reducing the image in this manner. Each time the object is reduced, it will be by 1/2.

If you want to double (increase) the size of an image, hold down the **CTRL** key and double-click the mouse on the image to be enlarged. Each time the image is enlarged, its size will be doubled.

Moving objects

An object can be moved anywhere within a document.

To move an object from one location to another:

1. **Select the object to be moved.**
2. **Click and hold the mouse button on the selected object while dragging the mouse to the desired new location.**

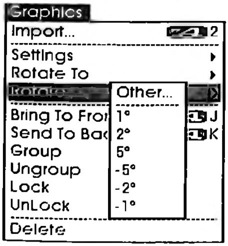
Constrained moving

If you hold the **SHIFT** key down while dragging the mouse, Final Writer will move a selected object either vertically or horizontally depending upon your initial mouse movement.

"Snap To" moving

If you hold the **CTRL** key down while dragging the mouse, Final Writer will move a selected object so that the left/top of the object is snapped to the nearest tick mark on the ruler.

Rotating objects

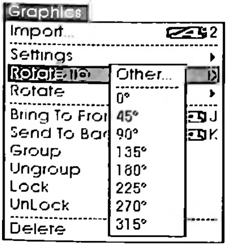

Graphics
Import... 2
Settings
Rotate To
Rotate
Other...
1°
2°
5°
-5°
-2°
-1°
Bring To Fro
Send To Ba
Group
Ungroup
Lock
UnLock
Delete
J
K

Any object created in Final Writer may be rotated. Since IFF ILBM and EPS images are not created in Final Writer, they can not be rotated. You can rotate an object using a menu command, or you can rotate in real time using the mouse.

To rotate an object using a menu command:

1. **Select the object to be rotated.**
2. **Select the desired rotation menu command.**

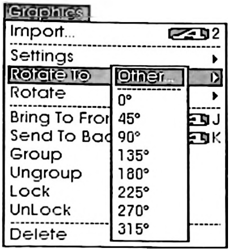
   The "Rotate" sub-menu is used to rotate an object a specified number of degrees from its current rotation. The "Rotate To" sub-menu is used to rotate an object to a specific rotation regardless of the object's current rotation.


Graphics
Import... 2
Settings
Rotate To
Rotate
Other...
0°
45°
90°
135°
180°
225°
270°
315°
Bring To Fro
Send To Ba
Group
Ungroup
Lock
UnLock
Delete
J
K

To rotate an object using the mouse:

1. **Select the object to be rotated.**
2. **Position the mouse over one of the selection anchors and hold down the mouse button.**
3. **Press the Left ALT key and move the mouse in the direction you want the object rotated.**

When an object has been rotated it can be moved and rotated again, but not resized. To resize a rotated object you must first set its rotation to 0, resize the object, and then return the object to its rotated position


Graphics
Import... 2
Settings
Rotate To
Rotate
Other...
0°
45°
90°
135°
180°
225°
270°
315°
Bring To Fro
Send To Ba
Group
Ungroup
Lock
UnLock
Delete
J
K

To resize a rotated object:

1. **Select the object to be resized.**
2. **Choose "Other" from the "Rotate To" sub-menu.**

   A requester will appear showing the current rotation amount.

3. **Remember the rotation amount, replace the amount with "0", and click "OK".**
4. **Resize the object.**
5. **Choose "Other" from the "Rotate To" sub-menu, enter the original rotation amount, and click on "OK".**

Modifying an object's settings

An existing object can have its settings modified at any time. These settings are the ones that comprise the settings requester for that type of object.

To modify an existing object's settings:

---

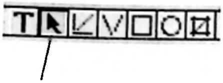
1. **Click the mouse on the "Select" tool if it is not already selected.**
2. **Double-click the mouse on the object that is to be modified, or click once on the object to be modified, and choose the appropriate item from the "Settings" submenu of the "Graphics" menu.**

   Final Writer will display the settings requester for the object along with the data that is currently being used for it.
3. **Change any of the settings you wish to change.**
4. **When you are finished making changes, click on the "OK" button.**

Specifying exact size and location

An alternative way of sizing and moving graphics with the mouse is to use the "Position" requester. This requester is accessed while in one of the settings requesters. Access to the "Position" requester is only possible when viewing an object's settings requester.

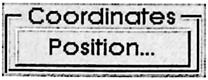
To specify exact size and/or position settings:



Select Tool

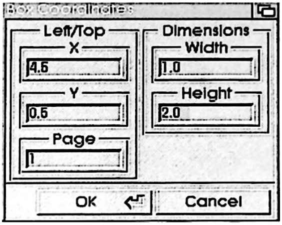
1. **If the object's settings requester is not already on the screen:**
   - **A. Click the mouse on the "Select" tool if it is not already selected.**
   - **B. Double-click the mouse on the object that is to be modified, or click once on the object to be modified, and choose the appropriate settings item from the "Graphics" menu.**

     Final Writer will display the selected object's settings requester along with its definition data.



2. **Click on the "Position" button.**

   The "Position" requester will be displayed showing the graphic's exact size and position.



X: 4.5
Y: 0.5
Page: 1
Width: 1.0
Height: 2.0

3. **Modify the size and position data to your desired values.**
4. **When you are finished making changes, click on the "OK" button.**

   The program will return to the settings requester.

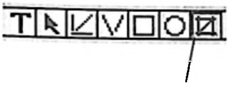
5. **Click on the "OK" Button.**

   Final Writer will redraw the selected object using the new values.

Cropping images

Cropping is the process of cutting out unwanted portions of an IFF ILBM or EPS image. The cut portions are limited to rectangular areas on the left, top, right, or bottom of an image. An image inserted in a document can be cropped at any time.

To crop an IFF ILBM or EPS image:



Crop Tool

1. **Choose the "Crop" tool from among the tool icons in the ruler at the top of your window.**
2. **Click the mouse on the image you want to crop.**

   Anchor points will appear.

3. **Press and hold the mouse on one of the anchor points in the corners or midpoints of the selected image.**
4. **Drag the mouse to crop the area of the image the anchor point is in.**

5. **Release the mouse when you have cropped the desired amount of the image.**

To restore an image to its un-cropped size:

1. **Select the image to be restored.**
2. **Press the ALT key and while holding it down double-click the mouse on the image.**

Canceling graphic actions

You can cancel a size, move, or crop operation by pressing the right mouse button before releasing the left mouse button.

Grouping objects

Many times it is convenient to group more than one object together. A group of objects can be selected, moved, rotated, and resized all together, rather than each object separately.

To group objects:

1. **Select the objects that are to be grouped.**
2. **Choose "Group" from the "Graphics" menu.**

To ungroup objects:

1. **Select the group to be ungrouped.**
2. **Choose "UnGroup" from the "Graphics" menu.**

Graphic colors vs. screen colors vs. printed colors

Final Writer tries to print graphics in the colors in which they were defined. However, when graphics are displayed on the screen they probably will not be drawn in their true colors. When rendered on the screen, a graphic's colors are changed to the colors that are currently available. If you are using a Final Writer custom screen, for example, only four colors (Black, White, Grey, and Blue/Grey) are available. So no matter what color you define for a graphic, that color will be modified to one of the colors used in the screen.

If you are using Workbench 2.0 or higher, you can set the number of colors used for the Workbench to more than 4 colors. For example, if you set your Workbench to use 8 colors, and open Final Writer on a Workbench screen, 8 colors will be used to show graphics on screen. The downside to this is that when you increase the number of colors for the Workbench screen, the screen display may slow down.

When the "Graphic Select" tool is selected, and you hold the mouse down on a graphic (does not apply to IFF ILBM or EPS image), the colors of the mouse pointer will change to reflect the graphic's colors.

Perfecting a Document

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Perfecting a Document

Now that you have created, edited, and formatted your document, it's time to turn to Final Writer's speller, thesaurus, and statistics features to help make your document as perfect as possible.

In this section, you will learn how to:

- **Use the speller** - Includes information on checking a document, obtaining spelling suggestions from Final Writer, and working with your own personalized user dictionary.
- **Use the thesaurus** - Final Writer allows you to obtain lists of synonyms for words in your document.
- **Obtain statistics** - Once your document is complete, you may instruct Final Writer to count its various elements, including characters, words, lines, sentences, paragraphs, and pages. Averages are also provided.

Using the speller

Final Writer's built-in spelling detector will scan your document for words it does not recognize and give you the opportunity to revise the spelling. Final Writer's spelling corrector will provide spelling suggestions for words that it flags as possible misspellings.

All spelling functions are accessed through the "Speller" requester. Once the Speller requester is open, it can be moved to any place on the screen, or depth arranged behind a document window.

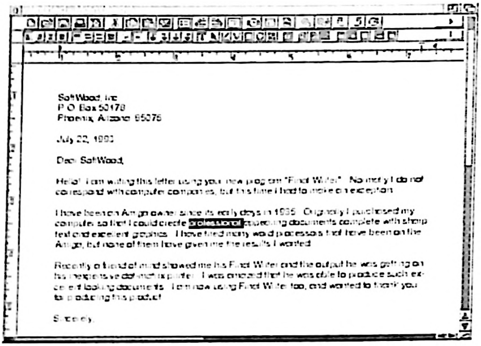
There are two ways the speller can be used: "Word Verify" mode, and "Document Scan" mode. In "Word Verify" mode you instruct the speller to verify a single word in your document text. In "Document Scan" mode, you instruct the speller to scan a document starting at the insertion point, and continue until the end of document, or until you tell it to stop.

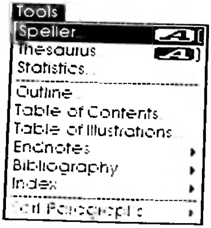
"Word Verify" mode

When checking a single word, the speller will check any word that you have selected. If you have selected more than one word, the speller will only check the first word in the selected range.

To check a single word in your document:

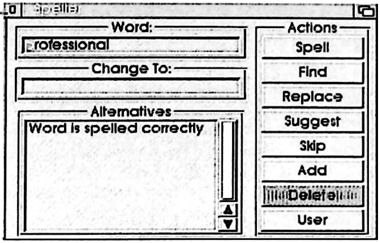
1. **Double-click the mouse on the word to be verified.**





2. **Choose "Speller..." from the "Tools" menu.**

The "Speller" requester will appear, and the word is verified. The speller will display a message indicating whether or not the word is spelled correctly.


Close Box

Word: professional

Word is spelled correctly

If the word is not spelled correctly, you can use any of the "Speller" requester's options for obtaining suggestions or adding the word to your user dictionary.

3. **Click the mouse in the "Speller" requester's close box when you are finished using it.**

"Document Scan" mode

When scanning a document, the speller will start at the position in a document where the insertion point is.

To begin a document spell check:

---

1. **Set the insertion point where you want the spell check to begin, and choose "Speller..." from the "Tools" menu.**

   The "Speller" requester will appear on your screen.

2. **Click on the "Spell" button.**

The spelling check will begin at the insertion point, wrapping around if necessary to examine the entire document for errors. As they are found, potentially incorrect words will be highlighted in your document, and the highlighted word will appear in the "Word" data entry area of the "Speller" requester. A message indicating the potential error simultaneously appears in the "Alternatives" section of the requester.

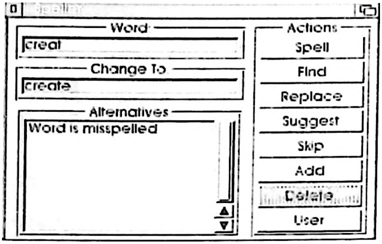
Correcting spelling errors

Once a potential error has been identified, Final Writer offers you several ways in which to correct it. You may enter the replacement from the keyboard, ask Final Writer to provide a list of potential alternatives from which to choose, or you may skip a word that has been incorrectly flagged by the spell checker. Please remember that if you have turned on the "Auto Suggest" feature in the "Speller Preferences" requester, spelling alternatives will be provided automatically for every flagged word.

In any of these correction scenarios, the spell checker will automatically resume its document scan after the revision has been made.

To correct an error from the keyboard:

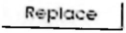
1. **Click the mouse in the data entry area next to "Change To", and type in the correct word.**



Word: creat

Change To: create

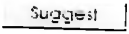
Alternatives: Word is misspelled



2. **After verifying that the word you have typed in appears as you wish it to, click on the "Replace" button.**

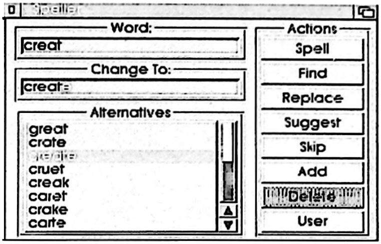
   The original highlighted word in your document text will be replaced with the characters you typed.

To ask for spelling suggestions:



1. **After the word has been highlighted on the screen, click on the requester's "Suggest" button.**

   A list of correctly spelled alternatives will appear in the "Alternatives" section of the requester. The first word in the list is the one the spell checker considers the most likely replacement for the word highlighted in your document. This most likely word will automatically appear in the "Change To" data entry area.



Word: creat

Change To: create

Alternatives:
great
crate
create
cruet
creak
caret
crake
carte

2. **If the spell checker's most likely alternative is not the correct replacement, you may examine the remainder of the list. If the list is lengthy, use the scroll bar to move through the remaining alternatives.**

To make a correction using the "Alternatives" list:

1. **Once you have determined which of the alternatives is the correct replacement, select that word by clicking the mouse on it.**

   The word you selected will appear in the "Change To" data entry area in the requester.

Replace

2. **Click on the requester's "Replace" button.**

   The highlighted word in your document will be replaced with the alternative word you selected.

To ignore a word the speller thinks is misspelled:

1. **Determine if the word highlighted by the spell checker is actually spelled correctly.**

   Final Writer's spell checker will automatically flag any word that does not appear in the main or user dictionaries. It is always a good idea to verify the correct spelling of such words before skipping the word.

Skip

2. **Click on the requester's "Skip" button.**

   The spell checker will automatically skip over other instances of the same word as long as the "Speller" requester is open.

Adding words

Final Writer flags words as possible misspellings when it cannot find them in either the main or user dictionary. You can add any word to the user dictionary so it will not be flagged again.

To add a word to the user dictionary during a spelling check:

1. **Verify that the highlighted word is spelled correctly and that it should be added to the user dictionary.**

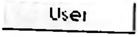
2. **Click on the requester's "Add" button.**

   The word will be added to the user dictionary. If you are examining your entire document for errors, the spell checker will automatically continue its scan. All future instances of the word will be verified against the spelling you have entered in the user dictionary. The word will only be highlighted in the future if it does not match the entry in the user dictionary.

Deleting words

You can remove a word from the user dictionary when you no longer want that word to be accepted as a correctly spelled word.

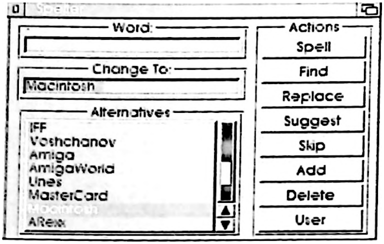
To delete a word from the user dictionary:



1. **Click on the requester's "User" button to bring up the list of words in the user dictionary.**

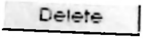
   The list will appear in the "Alternatives" section of the requester.

2. **Click on the word to be deleted.**



Change To: Macintosh

IFF
Voshchanov
Amiga
AmigaWorld
Unes
MasterCard
Macintosh
ARexx

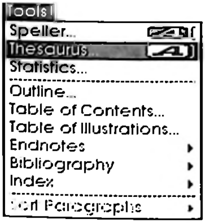


3. **Click on the "Delete" button.**

Using the thesaurus

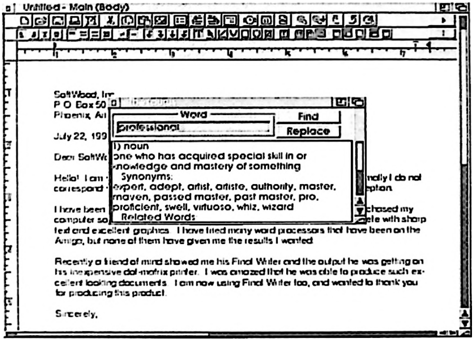
Final Writer's thesaurus is a tool that helps you find the best word for a given situation. The thesaurus gives a list of synonyms for words you specify.

To use the thesaurus for a word in a document:



1. **Double click on the desired word.**
2. **Choose "Thesaurus..." from the "Tools" menu.**

   The "Thesaurus" requester will appear on your screen. Notice that the selected word appears in the "Word" data entry area, and that a number of definitions and alternatives are listed.



professional

1) noun
one who has acquired special skill in or knowledge and mastery of something
Synonyms:
expert, adept, artist, artiste, authority, master, maven, passed master, past master, pro, proficient, swell, virtuoso, whiz, wizard
Related Words

SoftWood, Inc
P O Box 50
Phoenix, Ar
July 22, 199
Dear SoftW
Hello! I am ... nally I do not correspond ... ption.
I have been ... chased my computer so... ble with sharp text and excellent graphics. I have tried many word processors that have been on the Amiga, but none of them have given me the results I wanted.

Recently a friend of mind showed me his Final Writer and the output he was getting on his inexpensive dot-matrix printer. I was amazed that he was able to produce such excellent looking documents. I am now using Final Writer too, and wanted to thank you for producing this product.

Sincerely,

3. **Review the list, using the scroll bar if necessary.**
4. **If you would like to view additional lists of alternatives, click on any word in the current list, then click on the "Find" button.**

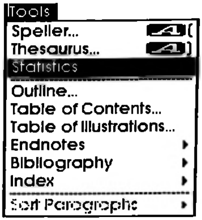
   A new list of definitions and synonyms will appear.
5. **Once you have found the desired word to replace the selected word in your document, click on that word in the list.**
6. **Click on the "Replace" button.**

   The selected word in your document will be replaced with the word from the list.

Obtaining document statistics

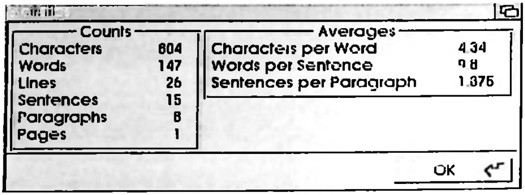
Final Writer's document statistics feature is helpful if you are writing a document that has certain limitations on the number of words, number of pages, etc.

To obtain document statistics:


Tools
Speller... (
Thesaurus...)
Statistics
Outline...
Table of Contents...
Table of Illustrations...
Endnotes
Bibliography
Index
Sort Paragraphs

1. **Choose "Statistics..." from the "Tools" menu.**

   The "Document Statistics" requester will appear on the screen.



Counts	
Characters	804
Words	147
Lines	26
Sentences	15
Paragraphs	8
Pages	1

Averages	
Characters per Word	4.34
Words per Sentence	9.8
Sentences per Paragraph	1.875

Notes...

Sections

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Sections

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Sections

This chapter describes Final Writer sections including how to divide a document into sections, how to specify page layout settings for individual sections, and how to create special sections such as Table of Contents, Table of Illustrations, Endnotes, Bibliography, Index, and Outline.

Sections

A section is a part of a document that can consist of text and page settings that are different from other parts of the document. For example, if you are writing a novel, you might want to place each individual chapter in its own section. Even if you are not writing a novel, you can use sections to go from one page layout setting to another within the same document. For example, you might change some of the following settings for each section in a document:

- Number of columns
- Page number prefix
- Page number format
- Master page items
- Header and footer areas
- Edit area margins
- Section title or name

Final Writer sets up one section automatically when you begin a new document. If you do not intend to use multiple sections, section settings and text entered will be consistent for the entire document. If you do not wish to use multiple sections in your document, think of the entire document as a single section.

When using multiple sections, text from one section can not flow into another. In other words, when you enter text at the end of a section, the section simply gets bigger -- the text does not go into the next section. Furthermore, you can only edit and view one section at a time.

Special sections

Some of the section types that can be created in Final Writer are called "special sections". Special sections are ones that Final Writer generates for you, as opposed to you creating the text for the section yourself. Special sections in Final Writer include:

- Outline
- Table of Contents
- Table of Illustrations
- Endnotes
- Bibliography

Creating special sections is described later in this chapter .

Normal sections

Normal sections are those in which you enter text. The three types of normal sections are:

- Title Page
- Preface
- Main

A document can have more than one "Main" section, but it can only have one of each of the other section types. For example, your document might be an instruction book consisting of the following sections:

- Title Page
- Preface
- Table of Contents
- Chapter 1 (Main)
- Chapter 2 (Main)
- Chapter 3 (Main)
- Index

The manner in which Final Writer positions sections within a document is consistent with the way you would expect certain section types to appear in a book. For example, if you have been working in a Main section and decide to create a Title Page section, Final Writer will automatically place the Title Page section before the Main section.

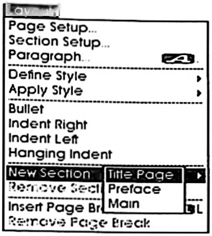
Creating a new section

The process of starting a new section depends on whether it is a special section or a normal section. Special sections such as Index, Table of Contents, etc., are generated by Final Writer using information you have set up in your document. The creation of special sections will be described later in this chapter. The following are instructions for beginning a normal section.

To begin a new Title Page, Preface, or Main section:

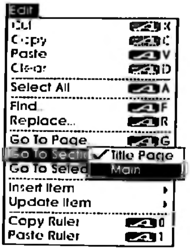
---

1. **Choose the desired section type from the "New Section" sub-menu.**


Layout
Page Setup...
Section Setup...
Paragraph...
Define Style
Apply Style
Bullet
Indent Right
Indent Left
Hanging Indent
New Section
Title Page
Preface
Main
Remove Secti
Insert Page Br
Remove Page Break

Going from one section to another

In Final Writer you may only edit and view one section at a time. The vertical scroll bar which you use to move through text will only let you move within the current section.


Edit
Cut X
Copy C
Paste V
Clear D
Select All A
Find... F
Replace... R
Go To Page G
Go To Secti
Go To Selec
✓ Title Page
Main
Insert Item
Update Item
Copy Ruler 0
Paste Ruler 1

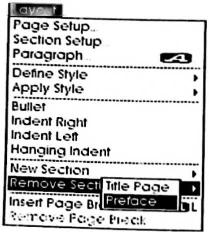
To access a different section than the one you are working in:

1. **Choose the section you want to access from the "Go To Section" sub-menu.**

   NOTE: The "Go To Section" sub-menu will consist only of sections that already exist in your document. You can not begin a new section using the "Go To Section" command.

Deleting a section

You can remove all but the first "Main" section from your document at any time. When you delete a section, Final Writer deletes all text and graphics that are in the section. If you want to keep any text or graphics in a section that you are deleting, you should copy the text or graphics to a different section.


Layout
Page Setup...
Section Setup...
Paragraph...
Define Style
Apply Style
Bullet
Indent Right
Indent Left
Hanging Indent
New Section
Remove Secti
Title Page
Preface
Insert Page Br
Remove Page Break

To delete a section:

1. **Choose the section you want to delete from the "Remove Section" sub-menu.**

Printing sections

When you print a document you can print one section at a time or all sections. Final Writer will print multiple sections in the order in which they exist in your document. Refer to Chapter 11 of this manual, Printing a Document, for details on printing.

Section types

The remainder of this chapter describes the types of sections you can create in Final Writer. Remember that each section can have its own page layout settings. For example, your Table of Contents might have 2 columns, your Main sections 1 column, and your Index 3 columns.

Title Page

Final Writer will position the Title Page section as the first page of your document. Use this section for titles of papers, stories, novels, etc. Title Page sections use the same set of paragraph styles as Main sections. You are responsible for entering any text and graphics that need to appear in your Title Page section.

Preface

Use the Preface section to introduce your document. A Preface is usually a statement or essay that introduces a book and explains its scope, intention, or background. Final Writer will place the Preface section after any Title Page section. You can use the same set of paragraph styles for a Preface section that you use for Main and Title Page sections. You are responsible for entering any text and graphics that need to appear in your Preface section.

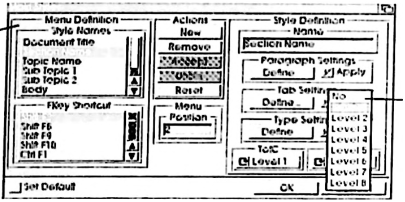
Main

Use Main sections for the body of your document. You can create as many Main sections as you want for a document. Typically you would use Main sections for different chapters of a book or paper. You can also use Main sections simply as a way of changing page layout and/or master pages within the same document. Final Writer places all Main sections together after any Title Page or Preface sections. Paragraph styles created for one Main section are shared with other Main sections, as well as Title Page and Preface sections.

Outlines

An Outline section is a summary of a document analyzed in headings and subheadings. To produce an outline of your document you are required to:

- Define which Main section paragraph styles you want to trigger the creation of an outline entry. You do this by assigning an outline level to the style. For complete information on paragraph styles see Chapter 7.
- Create your document and assign the appropriate Main section paragraph style to each paragraph that you want in your outline.


Menu Definition
Style Names
Document Title
Topic Name
Sub Topic 1
Sub Topic 2
Body
FKey Shortcut
Shift F8
Shift F9
Shift F10
Ctrl F1
Actions
New
Remove
Reset
Menu
Position
Style Definition
Name
Section Name
Paragraph Settings
Define
☒ Apply
Tab Settings
Define
Type Settings
Define
TofC
Level 1
No
Level 2
Level 3
Level 4
Level 5
Level 6
Level 7
Level 8
Set Default
OK

Main section's Paragraph Style Requester

Popup menu used to assign an outline level.

When Final Writer creates an outline, it scans a document looking for paragraphs that are supposed to generate an outline entry. When it finds one of these paragraphs it creates an outline entry by prefixing the paragraph's text with a sequential letter or number that is determined by the level being created and where the entry falls sequentially within the outline. It formats the outline entry according to the Outline section's paragraph style corresponding with the level being created. Typically you would set up Main section paragraph styles for topics, headings, and sub-headings in such a way as to generate an outline in the order these items should appear in an outline. For example, if you look at the default paragraph styles Final Writer uses, you will see the following styles and their outline assignments:

Style Name	**Outline assignment**
Section Name	Level 1
Topic Name	Level 2
Sub Topic 1	Level 3
Sub Topic 2	Level 4

An example of an outline created using the above styles is:

1. Section Name
    A. Topic Name
    B Topic Name
        1. Sub Topic 1
        2. Sub Topic 1
            a. Sub Topic 2
            b. Sub Topic 2
        3. Sub Topic 1
    C. Topic Name

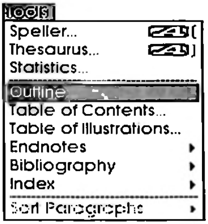
You can assign one of 8 outline levels to any Main section paragraph style. In the above example only 4 levels of outline are used. You can also modify the outline section's paragraph styles to suit your needs.

To set up a document so an outline can be created:

1. Either use Final Writer's default paragraph styles with outline levels already assigned, or create your own.

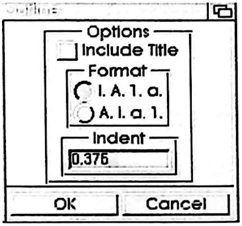
2. Create your document, and whenever you enter a paragraph such as a heading or topic name, assign it one of the paragraph styles that has been set up to generate an outline entry level.

To create an outline:


Tools
Speller...
Thesaurus...
Statistics...
Outline...
Table of Contents...
Table of Illustrations...
Endnotes
Bibliography
Index
Sort Paragraphs

1. Choose "Outline..." from the "Tools" menu.

The "Outline" requester will appear.


Outline
Options
☐ Include Title
Format
○ I. A. 1. a.
○ A. I. a. 1.
Indent
0.375
OK
Cancel

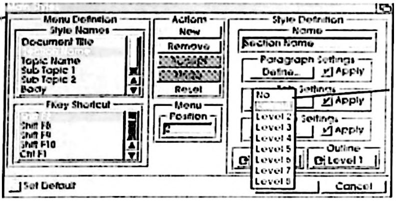
2. Make whatever settings you want in the requester and press "OK".

Final Writer will create and then display the Outline section.

Table of Contents

The Table of Contents section is a list of your document's headings and subheadings and includes page numbers where these items appear in the document. To produce a Table of Contents you are required to:

- Define which Main section paragraph styles that you want to trigger the creation of a Table of Contents entry. You do this by assigning a Table of Contents level to the style. For complete information on paragraph styles see Chapter 7.
- Create your document and assign the appropriate Main section paragraph style to each paragraph that you want in your Table of Contents.


Menu Definition
Style Names
Document Title
Topic Name
Sub Topic 1
Sub Topic 2
Body
FKey Shortcut
Shift F8
Shift F9
Shift F10
Ctrl F1
Actions
New
Remove
Reset
Menu
Position
Style Definition
Name
Paragraph Settings
Define...
☑ Apply
Settings
☑ Apply
Settings
☑ Apply
Outline
Level 1
No
Level 2
Level 3
Level 4
Level 5
Level 6
Level 7
Level 8
☐ Set Default
Cancel

Name: Section Name

Main section's Paragraph Style Requester

Popup menu used to assign a Table of Contents level

When Final Writer creates a Table of Contents, it scans a document looking for paragraphs that are supposed to generate a Table of Contents entry. When it finds one of these paragraphs it creates an entry in the Table of Contents using the paragraph's text along with the page number the paragraph is on. It formats the entry according to the Table of Contents section's paragraph style corresponding with the level being created. Typically you would set up Main section paragraph styles for topics, headings, and sub-headings in such a way as to generate a Table of Contents in the order of importance these items are to appear. For example, if you look at the default paragraph styles Final Writer uses, you will see the following styles and their Table of Contents assignments:

Style Name	Table of Contents assignment
Section Name	Level 1
Topic Name	Level 2
Sub Topic 1	Level 3
Sub Topic 2	Level 4

An example of a Table of Contents created using the above styles is:

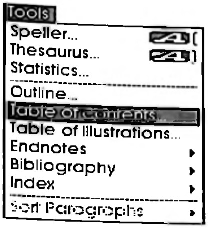
Section Name	
Topic Name	1
Topic Name	2
Sub Topic 1	3
Sub Topic 1	3
Sub Topic 2	3
Sub Topic 2	3
Sub Topic 1	4
Topic Name	5

You can assign one of 8 levels of Table of Contents to any Main section paragraph style. In the above example only 4 levels are used. You can also modify the Table of Contents section's paragraph styles to suit your needs.

To set up a document so a Table of Contents can be created:

1. **Either use Final Writer's default paragraph styles with Table of Contents levels already assigned, or create your own.**
2. **Create your document, and whenever you enter a paragraph such as a heading or topic name, assign it one of the paragraph styles that has been set up to generate a Table of Contents entry.**

To create a Table of Contents section:


Tools
Speller...
Thesaurus...
Statistics...
Outline...
Table of Contents...
Table of Illustrations...
Endnotes
Bibliography
Index
Sort Paragraphs

1. **Choose "Table of Contents..." from the "Tools" menu.**

   The "Table of Contents" requester will appear.

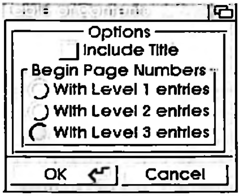


Table of Contents
Options
Include Title
Begin Page Numbers
With Level 1 entries
With Level 2 entries
With Level 3 entries
OK
Cancel

2. **Make whatever settings you want in the requester and press "OK".**

   Final Writer will create and then display the section.

Table of Illustrations

A Table of Illustrations section consists of a list of titles of graphics and image objects in your document, along with the page numbers on which these objects appear. To produce a Table of Illustrations, you are required to assign titles to all graphics and imported images within your document that you want referenced in the Table of Illustrations.

When Final Writer creates a Table of Illustrations, it scans a document's graphics and imported image objects looking for objects containing an "Illustration Title". When it finds one of these objects it generates a Table of Illustrations entry using the "Illustration Title" text along with the page number the object appears on.

To indicate that a graphic or imported image is to appear in the Table of Illustrations:

1. **Access the object's "Settings" requester by either 1) double-clicking the mouse on an object, or 2) selecting the object and choosing the appropriate item from the "Settings" sub-menu.**

   See Chapter 8 for more information on the "Settings" requesters.

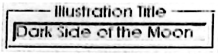
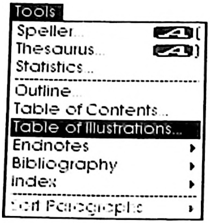


Illustration Title: Dark Side of the Moon

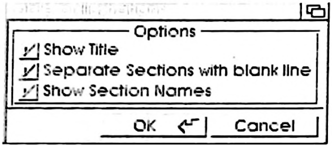
2. **Enter the title or name of the object in the requester's "Illustration Title" data entry area. If you do not enter anything in this area, the object will not be included in the Table of Illustrations.**

To create a Table of Illustrations section:



1. **Choose "Table of Illustrations..." from the "Tools" menu.**

   The "Table of Illustrations" requester will appear.



Options
☑ Show Title
☑ Separate Sections with blank line
☑ Show Section Names

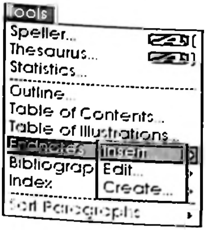
2. **Make whatever settings you want to in the requester and press "OK".**

   Final Writer will create and display the section.

Endnotes

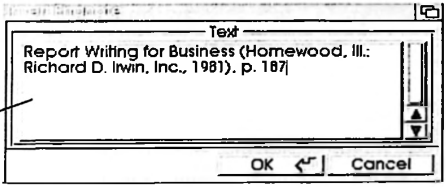
Endnotes are bibliographical information linked to a source and placed at the end of the document. Final Writer creates the Endnotes section using endnote text you enter as you insert endnotes into your document. The Endnotes section is always placed after the last Main section in your document.

To insert an endnote in your document:


Tools
Speller... [
Thesaurus...]
Statistics...
Outline...
Table of Contents...
Table of Illustrations...
Endnotes
Insert...
Edit...
Create...
Bibliograp
Index
Sort Paragraphs

1. **Set the insertion point (click the mouse) in your document where you want to insert an endnote.**
2. **Choose "Insert..." from the "Endnotes" sub-menu.**

   Final Writer will display the "Insert Endnote" requester.
3. **Click the mouse in the text rectangle so that you see an insertion point, and enter the text for the endnote.**


Text
OK
Cancel

Report Writing for Business (Homewood, Ill.: Richard D. Irwin, Inc., 1981), p. 187

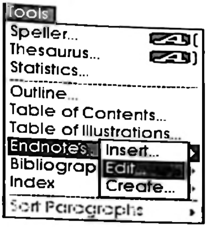
Click in this rectangle before you type in the endnote.

4. **Click on the "OK" button.**

   Final Writer will save the endnote text and place an endnote marker in your document at the insertion point is. The marker is a number whose value depends upon where the endnote's location is in relation to other endnotes in the document. Final Writer will automatically calculate which number to use.

Endnotes that you have inserted into a document may be edited or viewed at any time using the "Edit Endnotes" requester. Formatted endnotes only appear when you create the Endnotes section.

To access the "Edit Endnotes" requester:

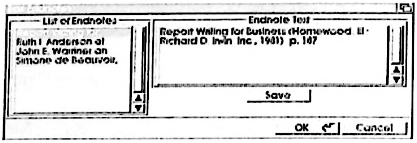

Tools
Speller... [
Thesaurus...]
Statistics...
Outline...
Table of Contents...
Table of Illustrations...
Endnotes
Insert...
Edit...
Create...
Bibliograp
Index
Sort Paragraphs

1. **Choose "Edit..." from the "Endnotes" sub-menu.**

   Final Writer will display the "Edit Endnotes" requester.

To edit an existing endnote:

1. **In the list titled "List of Endnotes" click the mouse on the line that contains the endnote to be edited.**


List of Endnotes
Ruth I. Anderson et al
John E. Warriner an
Simone de Beauvoir,
Endnote Text
Save
OK
Cancel

Endnote Text: Report Writing for Business (Homewood, Ill.: Richard D. Irwin Inc., 1981) p. 107

Final Writer will enter the complete text of the selected endnote in the data entry area titled "Endnote Text".

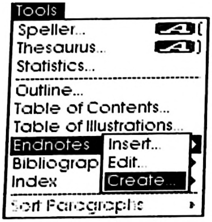
2. **Click the mouse in the area of the endnote text where you want to begin editing.**
3. **When you are finished editing, click on the "Save" button.**
4. **Repeat steps 1-3 for each endnote you wish to edit.**

To remove an endnote from a document:

1. **In the document text, delete the marker of the endnote to be removed.**

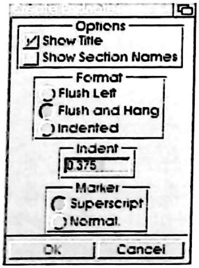
   Final Writer will remove the marker and the endnote text associated with it.

To create the Endnotes section:


Tools
Speller...
Thesaurus...
Statistics...
Outline...
Table of Contents...
Table of Illustrations...
Endnotes
Bibliograp
Index
Sort Paragraphs
Insert...
Edit...
Create...

1. **Choose "Create..." from the "EndNotes" sub-menu.**

   The "Endnotes" requester will appear.


Create Endnotes
OK
Cancel

Options
☑ Show Title
☐ Show Section Names

Format
○ Flush Left
● Flush and Hang
○ Indented

Indent
0.375

Marker
● Superscript
○ Normal

2. Make whatever settings you want to in the requester and press "OK".

Final Writer will create and display the Endnotes section.

The "Marker", "Indent", and "Format" settings in the Endnote requester instruct Final Writer how to format endnotes. The "Indent" setting defines the amount of white space that is to appear between the endnote marker and the endnote text. "Marker" and "Format" settings are as follows:

Marker options

Superscript

^{7} Ibid., p. 223.

Normal.

7. Ibid., p. 223.

Format options:

Flush Left

1. John E. Warriner and Francis Griffith, English Grammar and Composition (New York: Harcourt Brace Jovanovich, 1977), p. 208.
2. Ruth I. Anderson et al., The Administrative Secretary: Resource (New York: McGraw-Hill, 1970), p. 357.

Flush and Hang

1. John E. Warriner and Francis Griffith, English Grammar and Composition (New York: Harcourt Brace Jovanovich, 1977), p. 208.
2. Ruth I. Anderson et al., The Administrative Secretary: Resource (New York: McGraw-Hill, 1970), p. 357.

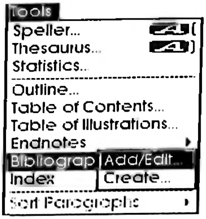
Indented

1. John E. Warriner and Francis Griffith, English Grammar and Composition (New York: Harcourt Brace Jovanovich, 1977), p. 208.
2. Ruth I. Anderson et al., The Administrative Secretary: Resource (New York: McGraw-Hill, 1970), p. 357.

Bibliography

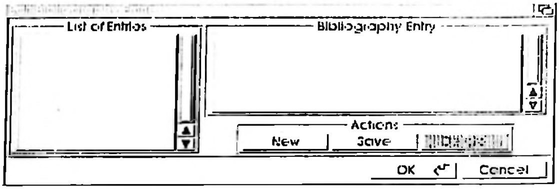
Use Final Writer's Bibliography feature to create a list of all works you have found relevant in writing a document. Final Writer places your Bibliography after the Endnotes section and before the Index section. You can create and/or edit Bibliography entries at any time during the creation of a document. Final Writer will save your entries with the document. When you instruct the program to create the Bibliography, Final Writer will create the Bibliography section consisting of your entries automatically arranged in alphabetical order. Bibliography entries are added, edited, and deleted using the "Edit Bibliography Entries" requester.

To access the "Edit Bibliography Entries" requester:


Tools
Speller...
Thesaurus...
Statistics...
Outline...
Table of Contents...
Table of Illustrations...
Endnotes
Bibliograp
Add/Edit...
Index
Create...
Sort Paragraphs

1. **Choose "Add/Edit..." from the "Bibliography" sub-menu.**

   Final Writer will display the "Edit Bibliography Entries" requester.


List of Entries
Bibliography Entry
Actions
New
Save
OK
Cancel

To add a new bibliography entry:

1. **Click the mouse in the data entry area titled "Bibliography Entry".**

   After you click the mouse you should see an insertion point.

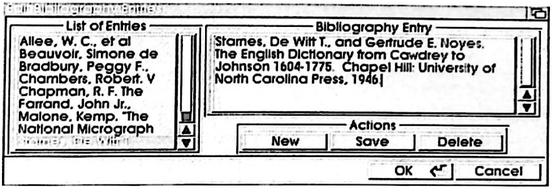
2. **Enter the text for the entry and press the "Save" button.**

   Final Writer will add the new entry to the list of bibliography entries it keeps for your document.

To edit an existing entry:

1. **In the list titled "List of Entries", click the mouse on the line containing the entry you wish to edit.**

   Final Writer will copy the full text of the entry into the data entry area.


List of Entries
Bibliography Entry
Actions
New
Save
Delete
OK
Cancel

Allee, W. C., et al
Beauvoir, Simone de
Bradbury, Peggy F.,
Chambers, Robert. V
Chapman, R. F. The
Farrand, John Jr.,
Malone, Kemp. "The
National Micrograph

Starnes, De Witt T., and Gertrude E. Noyes. The English Dictionary from Cawdrey to Johnson 1604-1775. Chapel Hill: University of North Carolina Press, 1946

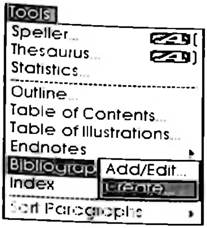
2. **Set the insertion point (click the mouse) where you want to edit, make your edits, and press the Save button.**

   Final Writer will replace the old text with the new text.

To delete an existing entry:

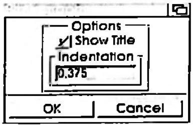
1. **In the list titled "List of Entries", click the mouse on the line containing the entry you wish to delete.**
2. **Click on the "Delete" button.**

To create the Bibliography section:


Tools
Speller...
Thesaurus...
Statistics...
Outline...
Table of Contents...
Table of Illustrations...
Endnotes
Bibliograp
Index
Sort Paragraphs
Add/Edit...
Create...

1. **Choose "Create..." from the "Bibliography" sub-menu.**

   Final Writer will display the "Bibliography" requester.


Options
OK
Cancel

☑ Show Title

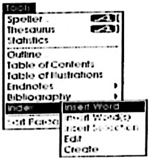
Indentation 0.375

2. **Make any settings you want to make in this requester and click on the OK button.**

   Final Writer will create the Bibliography section by arranging your entries in alphabetical order.

Index

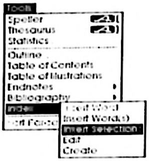
Final Writer's Index feature makes it very easy to create an excellent index for your document. You can index the current word, a phrase, or all words in a selected range. If what you index is on more than one page, Final Writer will automatically add those pages to the index. When you ask Final Writer to create your index, the program scans the document looking for every occurrence of the entries you have indexed. It formats the index in the Index section, and places this section as the very last one in the document.


Tools
Speller
Thesaurus
Statistics
Outline
Table of Contents
Table of Illustrations
Endnotes
Bibliography
Index
Sort Parag
Insert Word
Insert Word(s)
Insert Selection
Edit
Create

To index a word:

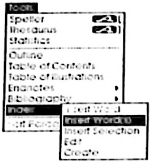
1. **Set the insertion point (click the mouse) on or before the word you want to index.**
2. **Choose "Insert Word" from the "Index" sub-menu.**

   Final Writer will add the word to a list of indexed words.


Tools
Speller
Thesaurus
Statistics
Outline
Table of Contents
Table of Illustrations
Endnotes
Bibliography
Index
Sort Parag
Insert Word
Insert Word(s)
Insert Selection
Edit
Create

To index a phrase or words as one index entry:

1. **Select the text that you want to index as one entry.**
2. **Choose "Insert Selection" from the menu.**

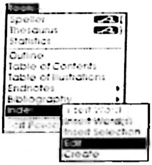

Tools
Speller
Thesaurus
Statistics
Outline
Table of Contents
Table of Illustrations
Endnotes
Bibliography
Index
Sort Parag
Insert Word
Insert Word(s)
Insert Selection
Edit
Create

To index all words in a selected range:

1. **Select the text that you want indexed.**
2. **Choose "Insert Word(s)" from the menu.**

   Final Writer will scan the selected range of text for words. Every time it finds a word or number it will add the word to the list of indexed entries.

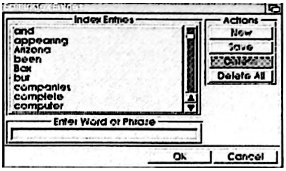
You can edit or delete indexed entries at any time. Indexed entries are edited and deleted from the "Edit Index Entries" requester.


Tools
Speller
Thesaurus
Statistics
Outline
Table of Contents
Table of Illustrations
Endnotes
Bibliography
Index
Sort Parag
Insert Word
Insert Word(s)
Insert Selection
Edit
Create

To access the "Edit Index Entries" requester:

1. **Choose "Edit..." from the "Index" sub-menu.**

   Final Writer will display the requester.


Index Entries
and
appearing
Arizona
been
Box
but
companies
complete
computer
Actions
New
Save
Delete All
Enter Word or Phrase
OK
Cancel

To edit an index entry:

1. **In the list titled "Index Entries" click the mouse on the entry you want to edit.**
2. **Change the entry to whatever you want it to be and click on the "Save" button.**

   Final Writer will replace the old entry with the edited one.

To delete an index entry:

1. **In the list titled "Index Entries" click the mouse on the entry you want to delete.**
2. **Click on the "Delete" button.**

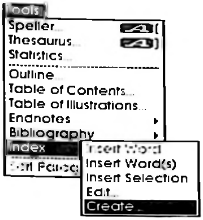
   Final Writer will remove the entry from its list of indexed entries.

To delete all indexed entries:

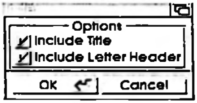
1. **Click the mouse on the "Delete All" button.**

   Final Writer will remove all words from the list of indexed entries.

To create the Index section:


Tools
Speller...
Thesaurus...
Statistics...
Outline...
Table of Contents...
Table of Illustrations...
Endnotes
Bibliography
Index
Insert Word
Insert Word(s)
Insert Selection
Edit...
Create...

1. **Choose "Create..." from the "Index" sub-menu.**


Options
OK
Cancel

☑ Include Title
☑ Include Letter Header

The "Index" requester will appear.

2. **Make any settings you want to make and click on "OK".**

Updating special sections

Final Writer creates the content of the Outline, Table of Contents, Table of Illustrations, Endnotes, Bibliography, and Index sections. If you have already created one or more of these special sections, and then modify the document so that these special sections need to be updated, you will need to instruct Final Writer to create the section again. When the program creates the section again, it will remove anything that is already in it. For example, if you have created an Index section, and then add pages in the middle of the document, the Index is now probably invalid. To update the index to reflect the new state of the document, simply instruct Final Writer to create the Index section. When it creates the Index section again, it will remove the old Index section automatically.

Warning, you can modify any text that Final Writer creates in a special section, but if you make modifications to your document that force you to create a new special section, you will lose all modifications you made within the special section.

Reformatting special sections

Final Writer formats all text within the Outline, Table of Contents, Table of Illustrations, Endnotes, Bibliography, and Index sections by using paragraph styles assigned to the respective section. By redefining these paragraph styles you can reformat existing sections or change the format of sections to be created.

Notes...

Printing a Document

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Printing a Document

Now that your document has been created, revised, formatted, and made perfect in every way, it is time to print. This chapter includes all the information you will need to know to print your document successfully.

Printing a document

Final Writer provides two ways of printing: draft and final.

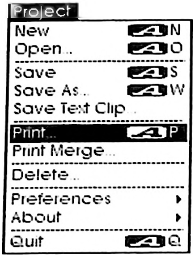
Draft In draft mode the program uses the built-in, mono-spaced font of a printer to produce output. Draft mode is used primarily for quick printouts of your text during proofing. In draft mode all graphics, headers, footers, and formatting are ignored. You can set margins to be used for draft printing, but these are used only in printing -- not on the screen.

Final In final mode the program prints a document exactly the way it appears on the screen. Final mode printed to a PostScript® printer or file is usually very fast. Final mode printed to a graphic printer is slower. Final mode always results in the best output a printer is capable of.

How to print a document

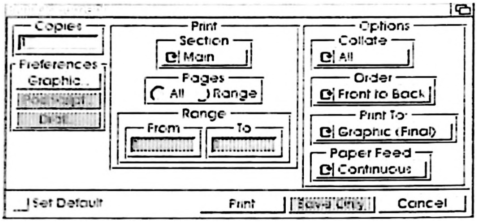
Printing a document is simple, however it is necessary to ensure that your computer is prepared to print. This includes installing and selecting the appropriate printer driver. In addition, you may want to modify some of Final Writer's print settings to suit your needs.

To print a document:


Project
New N
Open... O
Save S
Save As... W
Save Text Clip...
Print... P
Print Merge...
Delete...
Preferences
About
Quit Q

1. **Choose "Print..." from the "Project" menu.**

   The "Print Document" requester will appear.


Copies
Preferences
Graphic...
PostScript
Disk
Print
Section
Pages
All
Range
Range
From
To
Options
Collate
Order
Print To:
Paper Feed
Set Default
Print
Save Only
Cancel

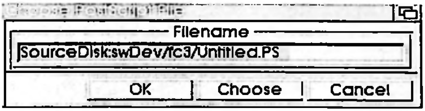
Section: Main
Collate: All
Order: Front to Back
Print To: Graphic (Final)
Paper Feed: Continuous

2. **Modify any settings you wish to change.**

   Refer to the next section for full details on settings that can be modified in the "Print Document" requester.

3. **Click on the "Print" button.**

If you are printing to a PostScript® file, a requester will appear prompting you for the name of a file to write the PostScript® information to.



SourceDisk:swDev/fc3/Untitled.PS

Supplied in the requester will be a default name. You can either use the default name, change the name in the requester, or use the "Choose" button to specify a name via a file requester.

How to stop printing

While a document is being printed, the program will display the "Printing Document..." requester. You can cancel or stop printing while printing is occurring as long as this requester is on the screen.

To stop printing:

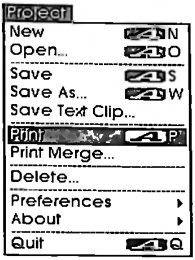
---

1. **Click on "Stop" in the "Printing Document..." requester.**

   Information in the print buffer will still be printed, but no more information will be sent to the printer by the program.

The "Print Document" requester

Final Writer provides considerable flexibility in producing printed output. The options and settings that are available via the "Print Document " requester can be modified to suit your needs. When the "Print Document" requester is displayed, all options are set to either their default values, values that you have saved, or values from your last print.

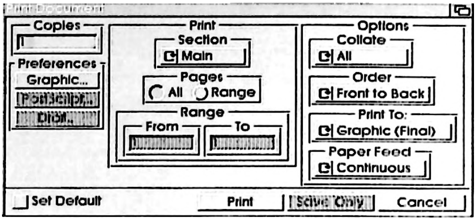


To access the "Print Document" requester:

---

1. **Choose "Print..." from the "Project" menu.**

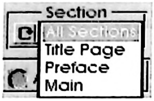
If you have not specifically saved the "Print Document" requester's settings, the settings displayed will be the program's default values set by SoftWood. If you have saved the "Print Document" requester's settings, those settings will be the program's default values, and will be shown in the "Print Document" requester. Some settings may be carried over from a previous printing as long as the document has not been closed since the last time it was printed.

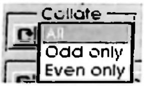

Print Document
Copies
Preferences
Graphic...
PostScript...
Disk...
Print
Range
From
To
Options
Set Default
Print
Save Only
Cancel

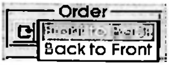
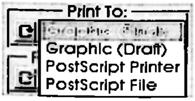
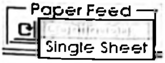
Section: Main
Pages: ○ All ○ Range
Collate: All
Order: Front to Back
Print To: Graphic (Final)
Paper Feed: Continuous

Below are descriptions of the settings found in the "Print Document" requester, and how you can use them:

Copies -	Enter the number of copies of your document that you want printed in the "Copies" data entry area.
Preferences -	Click on these buttons to access additional print options. These options are discussed in later sections of this chapter.
Section -	If your document has more than one section, you can either print just one section, or the entire document. This popup menu is used to indicate your choice.
Pages -	Clicking on the button preceding "All" will cause Final Writer to print your document in its entirety. If you only want a certain range of pages to print, click on the button preceding "Ranges" and enter the first and last pages of your desired range in the data entry areas under the words "From" and "To".
Collate -	This option defines which pages are printed when printing in Final print mode. Normally you will use the "All" setting. If you are printing two-sided pages, you can use the "Odd only" option to print pages 1,3,5, etc., turn the printed pages over, and then use the "Even only" option to print pages 2,4,6, etc.


Section
All Sections
Title Page
Preface
Main


Collate
All
Odd only
Even only

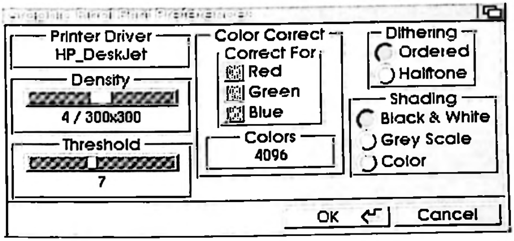
 Order Front to Back Back to Front	**Order** -	This option is used to specify the order in which pages of your document are printed when printing in Final print mode.
 Print To: Graphic (Final) Graphic (Draft) PostScript Printer PostScript File	**Print To** -	This option specifies where Final Writer is to print. If you are printing to a printer, you will either specify Graphic Printer or PostScript® Printer. If you are saving PostScript® data to a disk file so you can take it to someone who has a PostScript® printer, you should use the "PostScript® File" option. See "PostScript® Printing" later in this chapter for more information.
 Paper Feed Continuous Single Sheet	**Paper Feed** -	This option defines the way your printer handles pages. Laser printers and printers with sheet feeder are specified as "Single Sheet"; otherwise use "Continuous".
  ☑ Set Default	**Set Default** -	Check this if you want the "Print Document" requester's settings to be saved as the program's default values.

Graphic preferences

Settings that affect Final mode printing on graphic (non-PostScript®) printers are found in the "Graphic Final Print Preferences" requester.

To access the "Graphic Final Print Preferences" requester:

1. **Click on the "Graphic" button in the "Preferences" section of the "Print Document" requester.**



Graphic Final Print Preferences

Printer Driver: HP_DeskJet

Density: 4 / 300x300

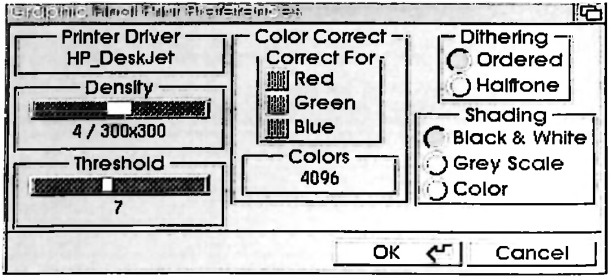
Threshold: 7

Color Correct — Correct For: ☐ Red ☐ Green ☐ Blue

Colors: 4096

Dithering: ● Ordered ○ Halftone

Shading: ● Black & White ○ Grey Scale ○ Color



Printer Driver: HP_DeskJet

Density: 4 / 300x300

Threshold: 7

Colors: 4096

Below are descriptions of the settings in the "Graphic Final Print Preferences" requester:

Printer Driver - The name of the printer driver you have installed is displayed here. You install a printer driver from the Workbench™ Preferences, not Final Writer.

Density - Graphic printers print by creating images out of a series of dots. Density is a term used to describe the quantity of graphic dots in a given space on the printed page. Different printers have different densities. Some have a number of available densities. Final Writer lets you select from seven different density settings (1 is low density, 7 is high density). However, not all density settings may be available for your printer. If you are unsure of the number of densities available for your printer, or the dots per inch of each, click on each density button and observe how the numbers in the "DPI" box change. A higher density will increase the amount of time it takes to print your document and, with some printers, may result in muddy colors.

Threshold - This setting determines which colors on the screen are printed as white, and which are printed as black when the "Shade" option is set to "Black & White".

Color Correct - If you are printing color graphics, this setting helps you to better match screen colors to the colors produced by the printer. Without color correction, the printer device can print all 4096 colors displayed by the Amiga® on a color printer. However, as color correction is applied, the total number of printed colors is reduced by 308 shades for each color selected for correction. The total number of colors available is always displayed in the area under the word "Colors".

To see the effect of color correction, you may wish to print a picture with solid red, green, and blue shades once with color correct on, and once with it off. Then compare the two pictures with the screen display.

Dithering - Dithering refers to the way in which colors are produced on the printed page. It enables you to produce printouts with various shades on a printer that only uses four colors. Dithering only applies to color or grey scale printing.

Ordered dithering - color intensities are formed using an ordered dither method. Ordered dithering produces shades on the printer using an ordered pattern of dots.

Halftone dithering - Color intensities on the printer are formed using a halftone dither method. This technique is similar to the one used in newspapers and comic books. It works best on high density printers (greater than 150 dots per inch).

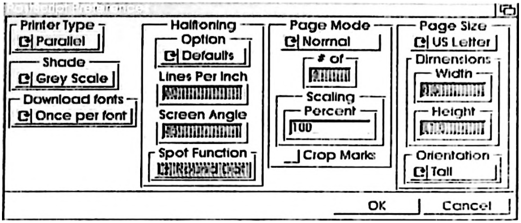
Shade - Use this setting to specify whether documents are to be printed in color, black & white, or shades of grey. For faster printouts use black & white.

PostScript® preferences

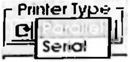
Settings that affect printing to a PostScript® printer, and printing PostScript® information to a disk file are made in the "PostScript® Preferences" requester.

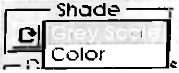
To access the "PostScript® Preferences" requester:

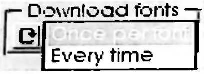
1. **Click on the "PostScript®" button in the "Print Document" requester.**

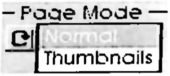

Printer Type
Parallel
Shade
Grey Scale
Download fonts
Once per font
Halftoning
Option
Defaults
Lines Per Inch
Screen Angle
Spot Function
Page Mode
Normal
# of
Scaling
Percent
100
Crop Marks
Page Size
US Letter
Dimensions
Width
Height
Orientation
Tall
OK
Cancel

Below are descriptions of the settings in the "PostScript® Preferences" requester.


Printer Type
Parallel
Serial


Shade
Grey Scale
Color


Download fonts
Once per font
Every time


Page Mode
Normal
Thumbnails

Printer Type -	Use this setting to which Amiga® port your PostScript® printer is connected to.
Shade -	This setting defines whether you want color PostScript® information generated. If you are not printing to a color PostScript® printer, set shade to "Grey Scale".
Download fonts-	Indicates how you want fonts not on a PostScript® printer to be downloaded.
Halftoning -	You can either use the default halftoning settings of your printer or specify your own. When "Custom" is selected, you can enter Lines Per Inch, Screen Angle, and Spot Function.
Page Mode -	Use this option to indicate whether you want to print in Normal mode or with thumbnails. If Thumbnails is selected, you can specify the number of thumbnails that are to appear on a page.

Page Size
US Letter
US Legal
A4
B5
Custom
A3
A5

Orientation
Tall
Wide

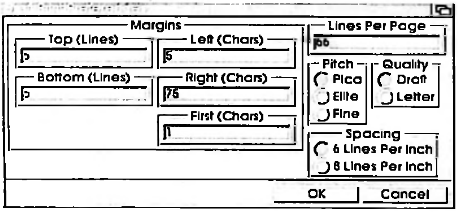
Scaling -	When printing in "Normal" Page Mode use this option to specify special print scaling.
Crop Marks -	Use this option to specify whether or not you want crop marks printed on your document.
Page Size -	This setting indicates what size paper you are using in your printer. If you choose "Custom", you can enter your own dimensions.
Orientation -	If you want your page printed in the normal fashion, set this option to "Tall". If you want to print sideways, set this option to "Wide".

"Draft Preferences" requester

The settings in the "Draft Preferences" requester affect printing in draft mode. Draft mode is not available on PostScript® printers. If you choose to print to a PostScript® printer or disk file, the Print Draft option is not available.

To access the "Draft Preferences" requester:

1. **Click the mouse on the "Draft" button in the "Print Document" requester.**



Top (Lines): 5
Left (Chars): 5
Bottom (Lines): 5
Right (Chars): 75
First (Chars): 1
Lines Per Page: 66
Pitch: ● Pica ○ Elite ○ Fine
Quality: ● Draft ○ Letter
Spacing: ● 6 Lines Per Inch ○ 8 Lines Per Inch

Below are definitions for the options and settings in the "Draft Preferences" requester:

Lines -	Use this option to specify the size of your page in terms of the maximum number of lines that can be printed on it. This setting will depend upon the vertical size of your page, the "Spacing" option (also found in the "Draft Prefer-

ences" requester), and the printable area on the page. Below are a few examples:

Page Size	Spacing	Feed	Paper Length
8 1/2 X 11	6	Continuous	66
8 1/2 X 11	8	Continuous	88
8 1/2 X 11	6	Sheet	54
Label	6	-	6

Margins

Top - Top margin is the number of lines from the top of the printable area of a page that you do not want to print on. This value is measured from the top of the printable area. For example, a one inch top margin on a continuous feed printer, using "6 lines Per Inch" spacing, would require a Top Margin value of 6. On a continuous feed printer, there will already be a top margin equal to the non-printable area at the top of the page.

Bottom - Bottom margin is the number of lines from the bottom of the printable area of a page that you do not want to print on. If you are using a sheet fed printer, there will already be an area at the bottom of the page where printing can not occur.

Left - The number of characters from the left of the printable area of a page that you do not want to print on. For example, a one inch left margin using Pica (10 characters per inch) pitch would mean a Left Margin value of 10.

Right - Right margin is measured from the left side of the printable area of a page. It defines the maximum width to print on. For example, on a page with a printable area of 8 inches, using Elite (12 characters per inch) pitch, a one inch Right Margin would require a value of 84 ((8 inches - 1 inch) X 12 characters per inch).

First - First margin is the number of characters from the left side of the printable area of a page you want to indent when printing the first line of a paragraph.

Pitch -	Pitch defines which mono-spaced printer font you want to print with. Pica gives you 10 characters per inch, Elite gives you 12 characters per inch, and Fine gives you condensed print.
Spacing -	Spacing defines the vertical placement of lines on a page as a function of lines per inch.
Quality-	Quality defines the type of printer font you want to print with.

PostScript® printing

If you have a PostScript® laser printer, or if you know someone who does, you can use Final Writer's built-in PostScript® printer driver.

Final Writer's PostScript® output can be directed to your Amiga®'s parallel (PAR:) or serial (SER:) device. It may also be redirected to a file which can be taken to a typesetting service and printed.

Communicating with the serial port

Final Writer will communicate through the serial (SER:) device to a PostScript® printer using the current serial preference settings. The output generated is strict (7-bit) ASCII to provide widest acceptance on the host PostScript® printer.

Preferences

Making sure your Amiga® has the proper serial connection with the printer is very dependent on the output device. The default settings of either 9600 or 1200 baud, 8 bits/char, No parity, 1 stop bit, and XON/XOFF handshaking usually work with no problems.

Handshaking

Often, when a simple document is printed, it works fine, but when a complex document is printed, the printer produces no output. In most cases, this is due to a handshaking problem and can be corrected by matching the handshake between the Amiga® and the printer.

To find out what handshaking your printer uses run the PostScript® program show below. Use a text editor like emacs or ed. You can also use Final Writer but make sure you save the file as ASCII.

```
/Helvetica findfont 20 scalefont setfont
40 200 moveto
statusdict begin
25 sccbatch
(The Options number is ) show
10 string cvs show
(.  The baud rate is ) show
10 string cvs show
end
showpage
```

Save the file as "shake" and exit the editor. From the CLI, copy the shake file to the serial port with a command such as "copy shake ser:" This will send the PostScript® program to the printer where it will be run. The printer should print a sheet of paper. If nothing seems to happen, cycle the power on the printer, wait a moment, and try again. The output should read:

The Options number is 0. The baud rate is 9600

If your options number is in the range of 0-3, the handshake is properly set to Xon/Xoff. If your options number is in the range 4-7, there is a problem - the printer is set to DTR handshake. This won't work well with the Amiga®.

The options number is interpreted as follows:

0 or 4	Ignore parity
1 or 5	Odd parity
2 or 6	Even parity
3 or 7	No parity

For the Amiga®, the options should be set to **0**.

Some printers have switches or front panel controls for the options and baud rate. If your have one of these, look in your manual for the correct settings. Other printers require a PostScript® program like the one given below.

Replace **BAUD** and **OPTIONS** with the numbers your wish to set.

```
serverdict begin 0000 exitserver
statusdict begin
25 BAUD OPTIONS setsccbatch
end
```

Type the program in using your text editor and run it by copying it to the SER: device as described above. This will change the internal baud and options settings. The settings will stay in effect even if you turn the power off. You should not change the settings more often than necessary, though. The EEPROM device that stores the settings wears out after about 10,000 uses.

After running the program, either send a CTRL-D to the printer or wait 30 seconds for the changes to take effect.

Advanced topics

The "sw_prologue.ps" file

Located in the "FCFiles" drawer is the file, "sw_prologue.ps" This file must be available for Final Writer to generate PostScript® output. If Final Writer is properly installed, this file will be available at all times. Please do not modify "sw_prologue.ps". PostScript® programmers can do customized procedures using the "user-def.ps" file.

The "User-Def.ps" file

Although the file "user-def.ps" is not included on your Final Writer disks, a PostScript® programmer may want to create a few custom PostScript® procedures for doing such things as color separations, page registration marks, etc. Final Writer leaves these options open for the PostScript® programmer.

When printing, Final Writer looks in the "FCFiles" directory for the file, "user-def.ps". If the file is found, it is inserted into the PostScript® output, giving the user a chance to define a few custom PostScript® procedures that will be called while the document is printing. Those PostScript® procedure names are:

UserDoc
UserBOP
UserEOP

UserDoc is called right before the document begins printing. This gives the PostScript® programmer the ability to set up device-dependent information such as undercolor removal, halftone screens, and the like.

UserBOP is called at the beginning of each page, and UserEOP is called right before each page is ejected from the printer. These two procedures can be used to print registration marks or other information that you want to print on each page.

Final Writer also keeps a few PostScript® variables current while the document is printing. These variables are:

u_doc - The document name
u_time - The current time (as of printing)
u_date - The current date
u_page - What page number we are printing
u_copy - What copy of this page is printing
u_pageht/u_pagewd - The document's page dimensions

The variables "u_doc," "u_time," and "u_date" are updated when the document begins printing, and can be used inside the user's procedures to print cover sheets or for typesetting information printed in the margins of each page.

The variables "u_page" and "u_copy" are also useful for typesetting information printed on each page. "u_copy" is particularly useful for doing color separations. You may specify that Final Writer print four copies of the document, and your "UserDoc" or "UserBOP" procedure may use the variable "u_copy" to set up halftone screens and color separations for Cyan, Magenta, Yellow and Black.

Notes...

Form Letters

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Form Letters

With Final Writer, you can create a form letter, a list of recipients, and print an individualized copy of the form letter for each recipient. Included in this chapter are instructions on:

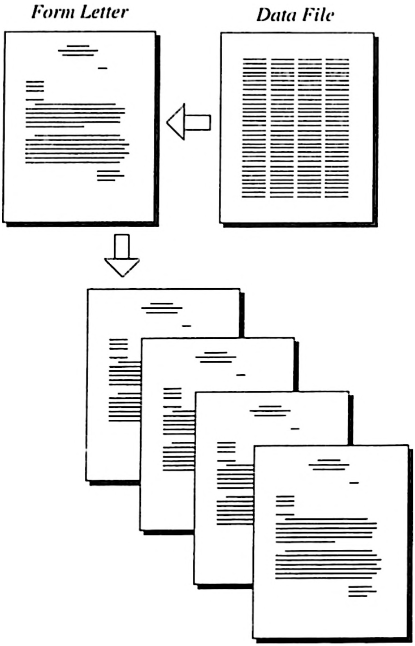
- Creating and saving merge data.
- Creating a form letter.
- Merging data with a form letter.

Producing form letters

To print form letters in Final Writer, you need:

- A form letter document containing text that is the same for every copy of the letter, and indication where custom data unique for each copy is to be inserted.
- A data file containing actual information that is different for each letter, such as the names and addresses of recipients.

The form letter and the data file are combined using the "Print Merge" command to print individualized form letters.



Multiple versions of printed document (Form Letters)

Creating a data file

In the discussions that follow, "row" is used to refer to a collection of related data; and "field" is used to refer to a piece of data within a row. For example, in a name and address data file, a row refers to all information for a person; while field refers to a person's name.

A data file is an ASCII disk file where fields are separated by comma or tab characters, and rows are separated by a newline (0x0a) or return (0x0d) character. For example, in a name and address data file, each person's name and address information (row) is separated from another person's name and address by a new line or return character. Within each row the name, address, city, state, etc., fields are separated from each other by either a comma or tab character. Although either a tab or comma can be used to separate data, only one method can be used in any given data file. Therefore, if data is separated with a tab for one row of data, a comma cannot be used to separate data on another row.

Final Writer uses the first row of a data file to determine the names of fields. Therefore in a name and address data file, the first row could contain the words "First" "Last" "Address" "City", etc. Subsequent rows would contain the actual names and address.

To summarize, the rules governing the format of data files that can be used in Final Writer's Form Letter feature are:

- Data file must be an ASCII data file.
- Rows within a data file are separated by either a new line or a return character.
- Fields within a row are separated by either a tab or a comma character. Only one method of separating fields can be used in any given data file.
- The first row of a data file must contain the names of the fields contained in the file.
- The sequence of fields within a row must follow the sequence of field names used in the first row.

A typical name and address data file might appear as:

First	Middle	Last	Street	City	State	Zip
Woody		Williams	1200 Company Str.	Tempe	AZ	12345
Terry	B.	Wright	43 Sailboat Ave.	Tempe	AZ	32321
Mary	L.	Unes	55 Golf Street	Phoenix	AZ	39393
Pat	F.	Brouilette	23 Rock Climb Rd.	Tempe	AZ	38290
Ben	T.	Fuller	553 Amiga Lane	Mesa	AZ	3234

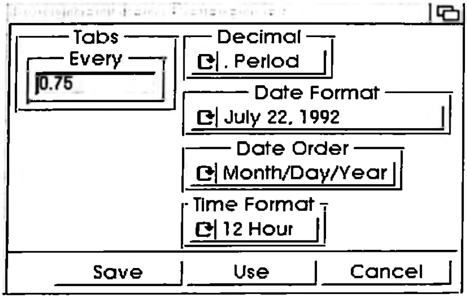
NOTE. Where a field does not exist within a row, only the separating character is entered.

Tips for setting up a data file document

You may want to modify two preference settings to make entering, saving, and opening a data file more convenient. These preferences are:

"Tabs every" value

Final Writer has a default tab distance value that is set in the "Document Preferences" requester. This value specifies the distance the program will move the insertion point whenever you press the Tab key where no tab stops are set. When you are creating a data file, and intend to use a tab character to separate data, you may want to set this value larger than Final Writer's original default value. We recommend setting the "Tabs Every" value in the "Document Item Preferences" requester to at least .75 inches.



Tabs
Every: 0.75

Decimal: . Period

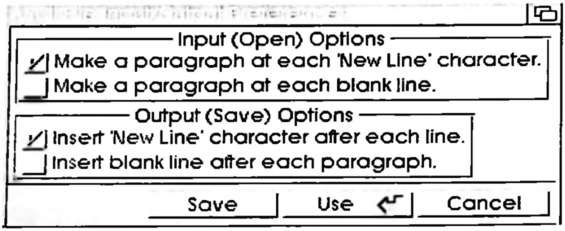
Date Format: July 22, 1992

Date Order: Month/Day/Year

Time Format: 12 Hour

ASCII I/O Preferences

We recommend the following settings for the ASCII I/O Preferences used to read and write your data file.



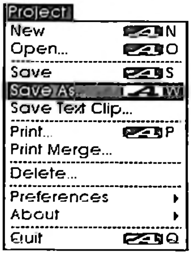
Input (Open) Options
- ☑ Make a paragraph at each 'New Line' character.
- ☐ Make a paragraph at each blank line.

Output (Save) Options
- ☑ Insert 'New Line' character after each line.
- ☐ Insert blank line after each paragraph.

Saving a data file

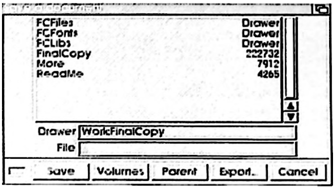
If you use Final Writer to edit and save your data file, you will need to save it as an ASCII file. In order to do this properly, always use the "Save Copy of Document" feature rather than "Save". The reason for this is that "Save" will always save an existing file as a formatted Final Writer document. By using the "Save Copy of Document" feature, you can specify that ASCII format is to be used.

To save a data file in Final Writer:


Project
New N
Open... O
Save S
Save As... W
Save Text Clip...
Print... P
Print Merge...
Delete...
Preferences
About
Quit Q

1. **Choose "Save As..." from the "Project" menu.**

   A file requester will appear.



FCFiles	Drawer
FCFonts	Drawer
FCLibs	Drawer
FinalCopy	222732
More	7912
ReadMe	4265

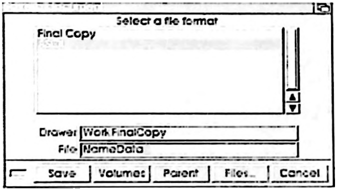
Drawer WorkFinalCopy

File

Save
Volumes
Parent
Export...
Cancel

2. **Use the file requester to locate where you want the data file to be saved.**
3. **Insert in "File" whatever name you want to save the file as. If you are saving a data file that already has been saved, click the mouse on the name of the file in the file requester's list.**
4. **Click on the "Export..." button in the file requester.**

   A list of file formats will be shown.


Select a file format
Final Copy

Drawer WorkFinalCopy

File NameData

Save
Volumes
Parent
Files...
Cancel

5. **Click on the word "ASCII", and then click on "Save".**
   The file will be saved as an ASCII file.

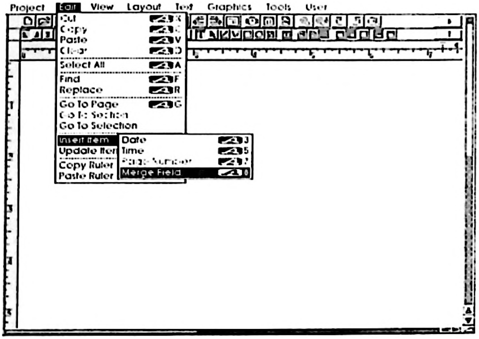
Creating a form letter

A form letter is created in Final Writer like any other document. The only difference is that wherever you want data to be merged into the text from a data file, you will choose the "Insert Merge Field" menu item and specify the name of the field that is to be merged. Once a merge field definition has been inserted, you can change it, remove it, and even change its type attributes.

To insert a merge field definition:

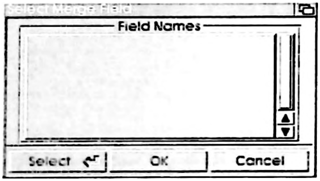
---

1. **Make sure the insertion point is where you want data to be inserted from the data file.**


Project
Edit
View
Layout
Text
Graphics
Tools
User
Cut
Copy
Paste
Clear
Select All
Find
Replace
Go To Page
Go To Section
Go To Selection
Insert Item
Update Item
Copy Ruler
Paste Ruler
Date
Time
Page Number
Merge Field

2. **Choose "Merge Field" from the "Insert item" sub-menu located in the "Edit" menu.**

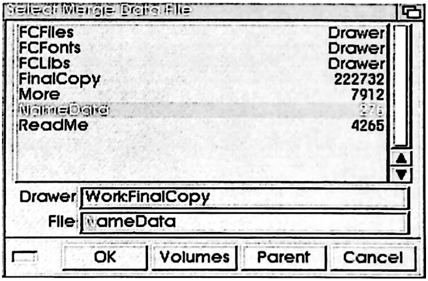
   The "Select Merge Field" requester will be displayed.


Select Merge Field
Field Names
Select
OK
Cancel

3. If the "Fields" list is empty:

A. Click on the "Select..." button.

A file requester will appear.



Select Merge Data File

FCFiles	Drawer
FCFonts	Drawer
FCLibs	Drawer
FinalCopy	222732
More	7912
NameData	276
ReadMe	4265

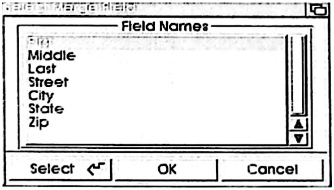
Drawer: WorkFinalCopy

File: NameData

B. Use the requester to locate a data file that contains the names of the merge fields in the first row of the file.

C. Once the data file is located, double-click the mouse on its name.

Final Writer will read the data file, locate the field names, and place the names into the "Field Names" list.



Select Merge Field

Field Names

- First
- Middle
- Last
- Street
- City
- State
- Zip

4. Double-click the mouse on the name of the field in the "Field Names" list whose data is to be merged.

Final Writer will remove the requester, and insert the field's name into your document surrounded by double-bracket characters.

For example, "<<First>>".

5. Continue typing your form letter and repeat the above steps for each merge field.

Changing a merge field's type attributes

A merge field created by Final Writer can have its own unique type attributes. For example, your form letter could be in Times-Roman while data merged into a particular merge field could be Times-Bold.

To change a merge field's type attributes:

1. **Click the mouse on the merge field whose attributes are to be changed.**

   Final Writer will select the entire merge field including its surrounding brackets.

2. **Set the type attributes using the "Text" menu items or the "Type Specs" requester.**

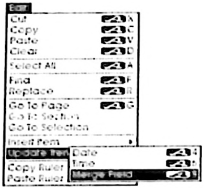
Changing a merge field's data name

You can change your mind as to what field is to be merged in a merge field that is already defined.

To change a merge field's data name:

1. **Click the mouse on the merge field whose data name is to be changed.**

   Final Writer will select the entire merge field including its surrounding brackets.


Edit
Cut X
Copy C
Paste V
Clear D
Select All A
Find F
Replace R
Go To Page G
Go To Section
Go To Selection
Insert Item
Update Item
Copy Ruler
Paste Ruler
Date 4
Time 5
Merge Field

2. **Choose "Merge Field" from the "Update item" sub-menu located in the "Edit" menu.**

   The "Select Merge Field" requester will be displayed.

3. **If the "Field Names" list is empty:**

   A. **Click on the "Select..." button.**

      A file requester will appear.

   B. **Use the file requester to locate a data file that contains the names of the merge fields in the first row of the file.**

   C. **Once the data file is located, double-click the mouse on its name.**

Final Writer will read the data file, locate the field names, and place the names into the "Fields" list.

4. **Double-click the mouse on the name of the field in the "Field Names" list whose data is to be merged.**

   Final Writer will remove the requester, and insert the field's name into your document replacing the name that was there before.

Removing a merge field

You can remove a merge field from a form letter at any time.

To remove a merge field:

---

1. **Click the mouse on the merge field to be removed.**

   Final Writer will select the entire merge field including its surrounding brackets.

2. **Press the DELETE or BACKSPACE key.**

   The merge field will be removed from the document.

Saving a form letter

A form letter is saved as a Final Writer document. There is nothing special about saving a form letter -- do it just as you save any other document.

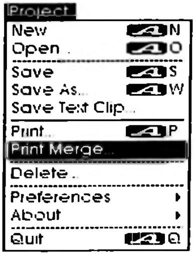
Merging data with a form letter

Once you have created a form letter and a data file you can instruct Final Writer to merge the data file with the form letter. This process will print an individualized copy of the letter for each recipient in the data file.

To merge data with a form letter:

---

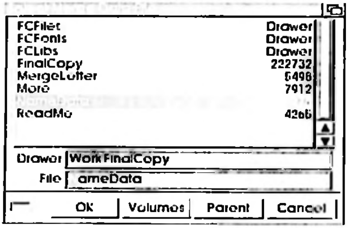
1. **If the form letter document is not already open, choose "Open" from the "Project" menu, and open the form letter like you do for any other document that you open.**


Project
New N
Open... O
Save S
Save As... W
Save Text Clip...
Print... P
Print Merge...
Delete...
Preferences
About
Quit Q

2. **Choose "Print Merge..." from the "Project" menu.**

   Final Writer will display the "Select Merge Data" file requester.

3. **Use the file requester to locate the data file you want to use for the merge.**



FCFilet	Drawer
FCFonts	Drawer
FCLibs	Drawer
FinalCopy	222732
MergeLetter	5498
More	7912
[illegible]	[illegible]
ReadMe	4266

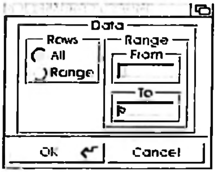
Drawer Work:FinalCopy

File ameData

OK
Volumes
Parent
Cancel

4. **Once the data file is located, double-click the mouse on its name in the file requester's list.**

   The "Select Merge Records" requester will appear.

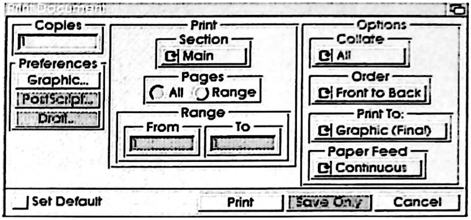

Data
Rows
All
Range
Range
From
To
OK
Cancel

Final Writer will analyze the data file and determine the number of rows (records) contained in the file. It will put the number "1" in the "From" range, and the last record number found in the "To" range. This gives you the ability to select which group of data records are to be merged. This feature is handy if you have to restart a merge because of a printer error or some other problem.

5. **If you want to print all rows in the data file, click the mouse on "All". If you want to print a range of rows, click the mouse on "Range", enter the beginning row # in the area labeled "From", and enter the ending row # in the area labeled "To".**

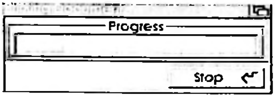
6. **Click on the "OK" button in the "Select Merge Rows" requester.**

   Final Writer will display the "Print Document" requester.


Copies
Preferences
Graphic...
PostScript...
Draft...
Print
Section
Main
Pages
All
Range
Range
From
To
Options
Collate
All
Order
Front to Back
Print To:
Graphic (Final)
Paper Feed
Continuous
Set Default
Print
Save Only
Cancel

7. **Use this requester just as you would if printing a single document. Refer to Chapter 11 for details on using this requester.**

   Final Writer will display the "Printing Document..." requester and will begin to merge rows of data with the form letter. Each page of the form letter will be printed for each data record merged. You can cancel this process at any time by clicking the mouse on the "Stop" button.


Progress
Stop

ARexx Support

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ARexx Support

Advanced users can use Final Writer's ARexx facility to create "macro" programs. These macros can execute Final Writer commands as well as commands understood by other programs. In order to use ARexx it must be installed on your system.

This chapter describes commands that can be used in an ARexx macro to execute Final Writer commands.

Using ARexx in Final Writer

To use ARexx in Final Writer you must have ARexx installed on your computer and be familiar with the ARexx language. ARexx is considered a feature for "advanced" users.

An ARexx macro program is usually created in a text editor, but can also be created in Final Writer and saved as an ASCII file. Each Final Writer document window has its own ARexx port. The name of this port always begins with "FinalW." and ends with a number indicating the order in which the window was opened. For example, the first window opened has an ARexx port name of "FinalW.1"; the second window opened has a port name of "FinalW.2".

Running ARexx scripts

You can create as many ARexx scripts as you want to execute Final Writer commands. These scripts can be run from within Final Writer as well as from other programs including the CLI. Within Final Writer you can access ARexx scripts in several ways:

1. Clicking on a "User Button Strip" icon to which you have assigned an ARexx script.
2. Selecting a "User Menu" item or pressing a function key to which you have assigned an ARexx script.
3. Locating and selecting a script from a file requester.

Refer to the "Preferences" chapter of this manual for instructions on assigning scripts to a User Button Strip icon or to a User Menu item.

ARexx errors

Final Writer returns one of the following numbers in the ARexx variable "RC" after each ARexx command it processes.

0	No errors
5	Warning
10	Command failed
20	Command has invalid arguments
100	Unknown or invalid command
200	Can't open fwarexx.library

Command syntax

The command arguments are given using the standard AmigaDOS argument template in which the arguments are separated by commas and followed by a slash and a capital letter which indicates the type of argument. The slash and the following letter, which are not to be typed as part of the command, are explained below:

argument/A	(Always) This means that the argument must always be given a value on the command line.
option/K	(Keyword) This means that the argument is optional. The option will only be filled if the keyword appears on the command line before the value to be assigned to the option.
option/S	(Switch) This also means that the argument is optional. However, with this option, only the keyword is specified on the command line (without a value).
string/F	(Final) This means that the argument is a string which must be the final argument on the command line. The remainder of the command line will be taken as the desired string.

Command list

The following is an alphabetical list of Final Writer's ARexx commands. After each command is a brief description of what the command is used for. Refer to the next section, Command definitions" for complete descriptions of each command.

Command	**Description**
AddIndexEntry	Add a word or a phrase to the index list.
AddIndexWords	Add words to the index entry list.
AltDown	Set ALT key status to DOWN.
AltUp	Set ALT key status to UP.
ASCIIPrefs	Change the ASCII I/O preferences.
BackSpace	Same as typing backspace key.
BibPrefs	Change the bibliography creation settings.

BoxPrefs	Change the box drawing settings.
Bullet	Bullet the current or selected paragraphs.
Case	Change the font case to the specified case.
ChangeWindow	Change the window position and size.
Clear	Delete the selected text or graphics objects.
ClearDoc	Clear out the entire document.
Close	Close the document.
Copy	Copy selected text or graphics to clipboard.
CopyRuler	Copy the current ruler settings.
Create	Create a new section.
CtrlDown	Set CTRL key status to DOWN.
CtrlUp	Set the CTRL key status to UP.
CurrentObject	Get the current object ID.
Cursor	Move the insertion point.
Cut	Copy text or objects to the clipboard.
Delete	Same as typing the delete key.
DeleteIndexEntry	Delete an entry from the index list.
DeleteObject	Delete a graphic object.
DisplayPrefs	Change the display preferences.
DocColorPrefs	Change document color preferences.
DocItemPrefs	Change document item preferences.
DraftPrintPrefs	Change the draft print preferences.
DrawBox	Draw a box.
DrawLine	Draw a line.
DrawOval	Draw an oval.
DrawTextBlock	Draw a text block.
EditBibliography	Present the edit bibliography requester.
EditBody	Edit the document's body pages.
EditEndNotes	Present the edit endnotes requester.
EditIndexList	Present the edit index requester.
EditLeftMaster	Edit the document's left master page.
EditRightMaster	Edit the document's right master page.
EndNotePrefs	Change the endnote creation settings.
Extract	Get document text.
Find	Find a text string.
FindCursor	Scroll to find the insertion point.
FindNext	Find the next occurrence of a text string.
FindReplace	Present the Find/Replace requester.
FirstObject	Get the object ID of the first graphic object.
Font	Change the font.
FontColor	Change the font color.
FontSize	Change the font size.
GetASCIIPrefs	Get ASCII I/O preferences.

GetBibPrefs	Get bibliography creation preferences.
GetBoxPrefs	Get box drawing preferences.
GetDisplayPrefs	Get display preferences.
GetDocColorPrefs	Get document color preferences.
GetDocItemPrefs	Get document item preferences.
GetDraftPrefs	Get draft print preferences.
GetEndNotePrefs	Get endnote creation preferences.
GetGfxPrintPrefs	Get graphics print preferences.
GetImportPrefs	Get graphic import preferences.
GetIndexList	Get a list of all the index entries.
GetIndexPrefs	Get index creation preferences.
GetLinePrefs	Get line drawing preferences.
GetObjectCoords	Get the object coordinates of an object.
GetObjectParams	Get the parameters of an object.
GetObjectRotation	Get the rotation of an object.
GetObjectTitle	Get the title of an object.
GetObjectType	Get the type of an object.
GetObjectTypeSpecs	Get the type specs of a text block.
GetOutlinePrefs	Get the outline creation preferences.
GetOvalPrefs	Get the oval drawing preferences.
GetPageSetup	Get the page setup preferences.
GetPrintSetup	Get the print setup preferences.
GetPSPrintPrefs	Get the postscript print preferences.
GetSectionList	Get a list of the document's sections.
GetSectionSetup	Get the section preferences.
GetTextBlockPrefs	Get the text block drawing preferences.
GetTextBlockText	Get the text of a text block.
GetTextBlockTypePrefs	Get the text block type preferences.
GetTOCPrefs	Get the table of contents preferences.
GetTOIPrefs	Get the table of illustrations preferences.
GfxPrintPrefs	Change the graphic print preferences.
GoToPage	Scroll to another page.
GoToSection	Switch to an existing section.
GraphicTool	Make the graphic tool the current tool.
Group	Group all selected graphic objects.
HotZone	Change the hyphenation zone.
Hyphen	Turn hyphenation on or off.
ImportPrefs	Change the graphic import preferences.
Indent	Change paragraph indent.
IndentLeft	Indent paragraph to the left.
IndentRight	Indent paragraph to the right.
IndexPrefs	Change the index creation preferences.
Insert	Insert a special item into the document.

InsertEndNote	Insert a new endnote and marker.
InsertImage	Import a graphic image.
InsertPageBreak	Insert a page break.
Justify	Change paragraph justification.
Leading	Change the font leading value.
LeftMargin	Change paragraph left margin.
LinePrefs	Change the line drawing preferences.
Lock	Lock the selected graphic objects in place.
MoveToLine	Move insertion point to a different position.
MoveToPara	Move insertion point to a different position.
MoveWindow	Move the document's window.
New	Create a new document window.
NewParagraph	Create a new paragraph.
NewSection	Create a new section.
NextObject	Get object ID of the next graphic object.
ObjectToBack	Send an object behind all others.
ObjectToFront	Bring an object to the front of all others.
Oblique	Change the font oblique angle.
Open	Open a document file.
OutlinePrefs	Change the outline creation settings.
OvalPrefs	Change the oval drawing preferences.
PageSetup	Change the page setup options.
Paragraph	Present the paragraph settings requester.
Paste	Paste text or graphic into the document.
PasteRuler	Paste copied ruler settings.
Position	Change the font script.
PostScriptFile	Set the PostScript® output file name.
Preferences	Present a preferences requester.
Print	Print using the current print settings.
PrintSetup	Change the current print settings.
PSPrintPrefs	Change the PostScript® print preferences.
Quit	Quit the program.
Redraw	Reformat and redraw the document.
RemovePageBreak	Remove a page break.
RemoveSection	Remove a section from the document.
RequestText	Request information from the user.
RightMargin	Change paragraph right margin.
Save	Save the document to a disk file.
SaveAs	Present the "Save Document" requester.
ScreenToBack	Send screen behind all others screens.
ScreenToFront	Bring the screen in front of all others.
SectionSetup	Change the section setup settings.
SelectAll	Select all the text.

SelectObject	Select (or deselect) graphic objects.
SetFind	Set options for find.
SetMeasure	Sets the measurement units.
SetObjectCoords	Change the coordinates of an object.
SetObjectParams	Change parameters of a graphic object.
SetObjectRotation	Set the rotation of a graphic object.
SetObjectTitle	Set the title of an object.
SetObjectTypeSpecs	Change an object's type specifications.
SetTab	Set a tab stop.
SetTextBlockText	Change the text of a text block object.
ShiftDown	Set SHIFT key status to DOWN.
ShiftUp	Set SHIFT key status to UP.
ShowMessage	Display a message requester to the user.
ShowRulers	Show or hide the rulers.
SizeWindow	Change the width and height of a window.
Sort	Sort the paragraphs.
Spacing	Change the line spacing.
Speller	Present the speller requester.
Statistics	Present the statistics requester.
Status	Get various document information.
Style	Change the font style.
StyleSheet	Change the paragraph's stylesheet.
TextBlockPrefs	Change the text block drawing preferences.
TextBlockTypePrefs	Change the text block drawing type specs.
TextTool	Make the text tool the current tool.
Thesaurus	Present the thesaurus requester.
TOCPrefs	Change table of contents creation settings.
TOIPrefs	Change the table of illustrations settings.
Type	Insert the characters into the document.
TypeSpecs	Present the type specs requester.
Ungroup	Ungroup the selected objects.
Unlock	Unlock the selected graphic objects.
UpdateDate	Update auto date strings.
UpdateTime	Update auto time strings.
View	Change the current view size.
Width	Change the font width.
WinToBack	Send window behind all others.
WinToFront	Bring window to the front of all others.

Command definitions

The ARexx commands require Workbench™ 2.0 or greater. In the examples below, the keywords are capitalized to help distinguish them from the values they are given. When a command returns results in the ARexx Result variable the options are put into the result string in the order in which they appear in the command's argument template NOT in the order in which they are specified on the command line.

AddIndexEntry "Entry/A/F"

Add a word or a phrase to the index entry list.
See also AddIndexWords.

Entry - The word or phrase to add to the index list.

Examples:

```
AddIndexEntry "SoftWood"
AddIndexEntry "Outline Fonts"
```

AddIndexWords "ONEENTRY/S"

Add words to the index entry list. If a range is not selected, then add the word at the insertion point to the index list. If a range is selected, then add each word in the range to the index list. If a range is selected and "ONEENTRY" is specified, then add the text in the range as one entry to the index list.

Examples:

```
AddIndexWords
AddIndexWords ONEENTRY
```

AltDown

Used with "Cursor" command. Set ALT key status to DOWN. See also AltUp, CtrlDown, CtrlUp, ShiftDown, ShiftUp.

AltUp

Used with "Cursor" command. Set ALT key status to UP. See also AltDown, CtrlDown, CtrlUp, ShiftDown, ShiftUp.

ASCIIPrefs "ParaNewLine/K,ParaBlankLine/K,InsertNewLine/K,InsertBlankLine/K,PROMPT/S"

Change the ASCII Input/Output preferences

ParaNewLine	Set the Input option for making a paragraph at each newline character. **Yes** Turn the option on. **No** Turn the option off.

ParaBlankLine	Set the Input option for making a paragraph at each blank line. **Yes** Turn the option on. **No** Turn the option off.
InsertNewLine	Set the Output option for inserting a newline character after each line. **Yes** Turn the option on. **No** Turn the option off.
InsertBlankLine	Set the Output option for inserting a blank line after each paragraph. **Yes** Turn the option on. **No** Turn the option off.
PROMPT	If specified, presents the ASCII I/O requester, ignoring all other arguments.

Examples:

```
ASCIIPrefs PARANEWLINE Yes PARABLANKLINE No
```

Turns on the first input option and turns off the second input option.

```
ASCIIPrefs PROMPT
```

Presents the ASCII I/O requester.

BackSpace

Erase the character to the left of the insertion point. If a range of text is selected, then delete the text in the range. This is the same as typing the backspace key.

See also Delete.

BibPrefs "Title/K,Indent/K"

Change the bibliography creation settings.

Title	Set the bibliography title option. Choose one of the following: **Yes** Include the bibliography title when creating the bibliography. **No** Do not include the bibliography title.
Indent	Indent specification in ruler or micropoints. (.125 - 5 inches)

Examples:

```
BibPrefs TITLE Yes INDENT .5
```

Include the title and make the indent .5 inches.

BoxPrefs "TextFlow/K,FlowDist/K,LineWt/K,LineColor/K,Fill/K,FillColor/K,PROMPT/S"

Change the box drawing settings.

TextFlow	Change the text flow option. Choose one of the following: **LeftVert** Set to left vertical. **LeftCont** Set to left contour. **RightVert** Set to right vertical. **RightCont** Set to right contour. **None** Set to no text flow.
FlowDist	Change the flow distance between box and text, specified in ruler or micropoints (0.025 - 2.0 inches).
LineWt	Change the line weight. Choose one of the following: **None, Hairline, .5, 1, 2, 4, 6, 8, 10, 12**
LineColor	Change the line color to a color specified by a color name.
Fill	Change the fill option. Choose one of the following: **Solid** Set the fill to solid. **Transparent** Set the fill to transparent.
FillColor	Change the fill color to a color specified by a color name.
PROMPT	Present box settings requester ignoring all other arguments.

Examples:

```
BoxPrefs LINEWT 2 LINECOLOR Black FILL Solid
BoxPrefs FILLCOLOR Red
BoxPrefs TEXTFLOW RightVert
BoxPrefs PROMPT
```

Bullet

Bullet the current or selected paragraphs.

Case "Case/A"

Change the font case to the specified case.

Case	Change the font case. Choose one of the following: **Normal** Set case to Normal. **SmallCaps** Set case to Small Caps.

AllCaps	Set case to All Caps.

Examples:

```
Case Normal
Case AllCaps
```

ChangeWindow "Left/A,Top/A,Width/A,Height/A"

Change a document's window position and size.
See also MoveWindow, SizeWindow.

Left	Left coordinate of window in absolute screen pixels.
Top	Top coordinate of window in absolute screen pixels.
Width	Width of window in absolute screen pixels.
Height	Height of window in absolute screen pixels.

Examples:

```
ChangeWindow 10 20 400 300
```

Clear

Delete the selected text or graphic objects from the document depending on the current tool. If the current tool is set to the text tool, then the command will clear any selected text, otherwise, it will clear any selected graphic objects.
See also Cut, Copy, Paste, GraphicTool, TextTool.

ClearDoc "FORCE/S"

Clear out the entire document prompting to save any changes.

FORCE	If specified, clear the document regardless of any changes made to the document.

Examples:

```
ClearDoc
ClearDoc FORCE
```

Close "FORCE/S"

Close the document prompting to save changes.

FORCE	Close the document no questions asked.

Examples:

```
Close
Close FORCE
```

Copy

Copy the selected text or graphic objects to the clipboard depending on the current tool. If the current tool is set to the text tool, then the command will copy any selected text, otherwise, it will copy any selected graphic objects.
See also Cut, Paste, Clear, GraphicTool, TextTool.

CopyRuler

Copy the ruler settings of the paragraph that the insertion point is in.
See also PasteRuler.

Create "Section/A,PROMPT/S"

Create one of the special sections using its current settings.

Section	The section type to create. Choose one of the following:	
	Bibliography	Create bibliography.
	Contents	Create table of contents.
	EndNotes	Create endnotes.
	Illustrations	Create table of illustrations.
	Index	Create index.
	Outline	Create outline.
	PROMPT	Specify to present the settings requester before creating the section.

Examples:

```
Create Index
Create Contents PROMPT
```

CtrlDown

Used with "Cursor" command. Set CTRL key status to DOWN.
See also AltDown, AltUp, CtrlUp, ShiftDown, ShiftUp.

CtrlUp

Used with "Cursor" command. Set the CTRL key status to UP.
See also AltDown, AltUp, CtrlDown, ShiftDown, ShiftUp.

CurrentObject

Return in Result the object ID of the current (selected) graphic object. If there is not a current object, then Result is set to 0.

Cursor "Direction/A"

Move the insertion point in the specified direction. Additional action is determined by the ALT, SHIFT, and CTRL key status.
See AltDown, AltUp, CtrlDown, CtrlUp, ShiftDown, ShiftUp, MoveToLine, MoveToPara.

Direction	The direction to move. Choose one of the following:

Left	Same as pressing left arrow.
Right	Same as pressing right arrow.
Up	Same as pressing up arrow.
Down	Same as pressing down arrow.

Examples:

```
Cursor LEFT
Cursor UP
```

Cut

Copy the selected text or graphic objects to the clipboard, then clear the selection from the document depending on the current tool. If the current tool is set to the text tool, then the command will cut any selected text, otherwise, it will copy any selected graphic objects.
See also Copy, Paste, Clear, GraphicTool, TextTool.

Delete

Erase the character to the left of the insertion point. If a range of text is selected, delete the text in the range. Same as typing the delete key.
See also Backspace.

DeleteIndexEntry "Entry/A/F"

Delete an entry from the index list.

Entry	The text of the entry to delete.

Examples:

```
DeleteIndexEntry "house"
```

Removes the word 'house' from the index entry list.

```
DeleteIndexEntry "monthly report"
```

Removes 'monthly report' from the index entry list.

DeleteObject "ObjectId"

Delete a graphic object. If "ObjectId" is not specified, then delete all the selected objects.

ObjectId	The object ID of the graphic object to delete.

Examples:

```
DeleteObject
```

Deletes all selected objects.

```
DeleteObject 4
```

Deletes the object with an object ID of 4.

DisplayPrefs "Horizontal/K,Vertical/K,Guides/K,Rulers/K,Measure/K,Shading/K,WBDocColor/K,PROMPT/S"

Change the display preferences.

Horizontal	Set the Horizontal Screen DPI. Value from 40 to 600.
Vertical	Set the Vertical Screen DPI. Value from 40 to 600.
Guides	Set what page guides are to be shown. This is a combination of letters. Specify: **P** for Print Area guides **E** for Edit Area guides **H** for Header/Footer guides **C** for Column guides specify any other character to turn everything off. i.e. "PE", "PEHC", "E", etc.
Rulers	Set the rulers to be displayed. Choose one of the following: **None** Display no rulers. **Top** Display only the top ruler. **All** Display both left and top ruler.
Measure	Set the ruler measurement system. Choose one of the following: **Inches** Use inch measurements. **Metric** Use metric measurement (centimeters). **Pica** Use pica measurement (1 inch = 6 picas).
Shading	Set the Imported Graphic On Screen Shading method. Choose one of the following: **NTSCGray** Use NTSC gray mapping. **LightGray** Use light gray mapping. **Color** Use color mapping.
WBDocColor	Set the document page color. Choose one of the following: **Pen0** Use Pen 0 color. **HighLightPen** Use the highlight color.
PROMPT	Present the display preferences requester ignoring all other arguments.

Examples:

`DisplayPrefs GUIDES pe RULERS All`

sets up the document to have print and edit guides and both rulers.

`DisplayPrefs PROMPT`

presents the display preferences requester.

DocColorPrefs "ColorName/A,R/A,G/A,B/A,NewName/K"

Change the RGB color values for a color in the document color preferences.

ColorName	Name of the document color to set.
R	The red color value 0-15.
G	The green color value 0-15.
B	The blue color value 0-15.
NewName	A new name for the color (optional).

Examples:

`DocColorPrefs White 14 14 15`

Change the values for the color named White.

`DocColorPrefs Green 0 9 0 NEWNAME '"Dark Green"'`

Change the values for color Green and rename it Dark Green.

DocItemPrefs "Tabs/K,Decimal/K,DateFormat/K,DateOrder/K,TimeFormat/K,PROMPT/S"

Change the options in the document item preferences.

Tabs	Change the default tab stops in ruler or micropoints (0.125 - 10.0 inches).
Decimal	Change the decimal character for use in numbers. Choose one of the following: **Period** Use the period '.' character. **Comma** Use the comma ',' character.
DateFormat	Change the format to use in date strings. Choose one of the following: **1** 07/22/92 **2** Jul 22, 1992 **3** July, 22, 1992 **4** Mon, Jul 22, 1992 **5** Monday, July 22, 1992

DateOrder	Change the order in which the month day and year appear in date strings. Choose one of the following: **MDY** Month Day Year. **YMD** Year Month Day. **DMY** Day Month Year.
TimeFormat	Change the format to use for time strings. Choose one of the following: **12** 12 hour format. **24** 24 hour format.
PROMPT	Specify to present the document item requester (all other arguments ignored).

Examples:

```
DocItemPrefs TABS 1.0
```

sets the default tab stop to be 1 inch.

```
DocItemPrefs DATEFORMAT 1 DATEORDER MDY
```

sets dates to appear as "5/15/93".

```
DocItemPrefs PROMPT
```

presents the requester.

DraftPrintPrefs "Top/K,Bottom/K,Left/K,Right/K,First/K,LinesPerPage/K,Pitch/K,Quality/K,Spacing/K"

Change the draft print preferences.

Top	Number of lines for the top margin.
Bottom	Number of lines for the bottom margin.
Left	Number of character spaces for the left margin.
Right	Number of character spaces for the right margin.
First	Number of character spaces for the first margin (aka indent).
LinesPerPage	Total number of lines on a page.
Pitch	Print pitch. Choose one of the following: **Pica**, **Elite**, **Fine**
Quality	Print quality. Choose one of the following: **Draft**, **Letter**
Spacing	Printer line spacing in lines per inch. Choose one of the following: **Six**, **Eight**

Examples:

```
DraftPrintPrefs TOP 6 BOTTOM 6 LEFT 10 RIGHT
   70
DraftPrintPrefs PITCH Pica QUALITY Letter
   SPACING Eight
```

DrawBox "Page/A,Left/A,Top/A,Width/A,Height/A,BEVEL/S"

Draw a box using the current box settings. The box will become the current object. Result will contain the object ID of the new box. Use the Redraw command to show the image and reformat any text.

Page	Page number to draw the shape on (starting from page 1).
Left	Left horizontal position in ruler or micropoints.
Top	Top vertical position in ruler or micropoints.
Width	Width of box in ruler or micropoints.
Height	Height of box in ruler or micropoints.
BEVEL	Specify to draw a bevel box (rounded corners).

Examples:

```
DrawBox 1 2 1 3.5 2.5
DrawBox 1 3 2 1 1 BEVEL
```

DrawLine "Page/A,X1/A,Y1/A,X2/A,Y2/A,ARROW/S"

Draw a line using the current line settings. The line will become the current object. Result will contain the object ID of the new line. Use the Redraw command to show the image and reformat any text.

Page	Page number to draw the shape on (starting from page 1).
x1	Beginning horizontal position in ruler or micropoints.
y1	Beginning vertical position in ruler or micropoints.
x2	Ending horizontal position in ruler or micropoints.
y2	Ending vertical position in ruler or micropoints.

ARROW	Specify to draw an arrow line. The arrow tip is at the ending position (x2, y2).

Examples:

```
DrawLine 1 1 1 2 2
DrawLine 1 3 1.5 1.75 1.5 ARROW
```

DrawOval "Page/A,Left/A,Top/A,Width/A,Height/A"

Draw an oval using the current oval settings. The oval will become the current object. Result will contain the object id of the new oval. Use the Redraw command to show the image and reformat any text.

Page	Page number to draw the shape on (starting from page 1).
Left	Beginning horizontal position in ruler or micropoints.
Top	Beginning hertical position in ruler or micropoints.
Width	Horizontal diameter in ruler or micropoints.
Height	Vertical diameter in ruler or micropoints.

Examples:

```
DrawOval 1 2 2 1 1.5
```

DrawTextBlock "Page/A,Left/A,Top/A,Text/A/F"

Draw a text block object using the current text block settings. The text block will become the current object. Result will contain the object ID of the new text block. The width and height of the text block will be set by the program based on the size of the font and the width of the characters. Use the Redraw command to show the image and reformat any text.

Page	Page number to draw the shape on (starting from page 1).
Left	Left horizontal position in ruler or micropoints.
Top	Top vertical position in ruler or micropoints.
Text	The text to go into the text block (up to 31 characters).

Examples:

```
DrawTextBlock 1 2 1 "Hello There"
```

EditBibliography

Present the edit bibliography requester.

EditBody

Switch to edit the document's body pages.
See also EditLeftMaster, EditRightMaster.

EditEndNotes

Present the edit endnotes requester.

EditIndexList

Present the edit index requester.

EditLeftMaster

Switch to edit the document's left master page.
See also EditBody, EditRightMaster.

EditRightMaster

Switch to edit the document's right master page.
See also EditBody, EditLeftMaster.

EndNotePrefs "Title/K,Names/K,Format/K,Indent/K,Marker/K"

Change the endnote section creation settings.

Title	Change the endnote title option. Choose one of the following: **Yes** Include the endnote title when creating the endnote section. **No** Do not include the title.
Names	Change the section names option. Choose one of the following: **Yes** Show section names in endnote list. **No** Don't show section names in the list.
Format	Change the indenting format, Choose one of the following: **FlushLeft** Lines even with left margin. **FlushHang** First line even with left margin, subsequent lines indented. **Indented** First line indented, subsequent lines even with left margin.
Indent	Amount to indent in ruler or micropoints (.125 to 5 inches).

Marker	Change the marker style. Choose one of the following:	
	Superscript	Superscript the endnote markers.
	Normal	Don't superscript markers.

Examples:

```
EndNotePrefs TITLE Yes NAMES No FORMAT Indented INDENT .5 MARKER Normal
EndNotePrefs INDENT .25
```

Extract

Get the text of a selected range or the next character into Result. If there is a selected range, the text of the range is placed into Result. Paragraphs will be separated by a newline character (ASCII 10 or 0x0A). If a range is not selected, the character after the insertion point will be placed into Result. If the insertion point is at the end of a paragraph, a newline character will be returned.

Find "String/F"

If the find requester is not open, then present the find requester. If the String parameter is given, then open the requester with the given text string. If the find requester is already open, then search for the given string.
See also FindNext, SetFind.

String	The text String to search for.

Examples:

```
Find
Find "Final Writer"
```

FindCursor

Scroll the document to the location of the insertion point.

FindNext

Find the next occurrence of the text string specified in the Find requester (The find requester must be open).
See also Find, SetFind.

FindReplace

Present the Find/Replace requester.

FirstObject "SELECTED/S"

Return in Result the object ID of the first graphic object. If there are no graphic objects, then Result will be set to 0. If SELECTED

is specified then Result will be set to the ID of the first selected object.
See also CurrentObject, NextObject.

Examples:

```
FirstObject
FirstObject SELECTED
```

Font "FontName/F"

Present the font requester to change to a different font or skip the requester by specifying a font to change to.

FontName	If a font name is specified, change to this font without the font requester. The fontname can be just the font name or it can be a full font path name. If there is not a path name, then the font is looked for in the FWFonts/SWOLFonts drawer.

Examples:

```
Font
Font "SoftSans_BoldItalic"
Font "Work:SoftFaces/RageItalic"
```

FontColor "ColorName/F"

Present the font color requester to change the font color.

ColorName	If specified, change the font color to ColorName without the requester.

Examples:

```
FontColor
FontColor Red
FontColor Black
```

FontSize "PointSize"

Present the font size requester to change the font size.

PointSize	If specified, change the font size to PointSize without the requester.

Examples:

```
FontSize
FontSize 24
FontSize 10
```

GetASCIIPrefs "ParaNewLine/S,ParaBlankLine/S,InsertNewLine/S,InsertBlankLine/S"

Return in Result the specified ASCII I/O preference settings.

See the ASCIIPrefs command for the values returned.

Examples:

```
GetASCIIPrefs PARANEWLINE INSERTNEWLINE
```

might return "Yes No".

GetBibPrefs "Title/S,Indent/S"

Return in Result the specified bibliography creation preferences. See the BibPrefs command for the values returned.

Examples:

```
GetBibPrefs TITLE INDENT
```

might return "Yes 0.5".

GetBoxPrefs "TextFlow/S,FlowDist/S,LineWt/S,LineColor/S,Fill/S,FillColor/S"

Return in Result the specified box drawing preferences. See the BoxPrefs command for the values returned.

Examples:

```
GetBoxPrefs LINEWT LINECOLOR FILL FILLCOLOR
```

might return "2 Black Solid Red"

GetDisplayPrefs "Horizontal/S,Vertical/S,Guides/S,Rulers/S,Measure/S,Shading/S,WBDocColor/S"

Return in Result the specified display preferences. See the DisplayPrefs command for the values returned.

Examples:

```
GetDisplayPrefs HORIZONTAL VERTICAL
```

might return "80 72".

```
GetDisplayPrefs GUIDES
```

might return "PEH".

GetDocColorPrefs "ColorName/A"

Get the red green blue (RGB) color values for the named document color.

ColorName	Name of the document color to get the RGB values for.

Examples:

```
GetDocColorPrefs Black
```

might return "0 0 0".

```
GetDocColorPrefs White
```

might return "15 15 15".

```
GetDocColorPrefs Brown
```

might return "10 5 2".

GetDocItemPrefs "Tabs/S,Decimal/S,DateFormat/S,DateOrder/S,TimeFormat/S"

Return in Result the specified document item preferences. See the DocItemPrefs command for the values returned.

Examples:

`GetDocItemPrefs DATEFORMAT DATEORDER TIMEFORMAT`
might return "2 MDY 24".

GetDraftPrefs "Top/S,Bottom/S,Left/S,Right/S,First/S,LinesPerPage/S,Pitch/S,Quality/S,Spacing/S"

Return in Result the specified draft print preferences. See the DraftPrintPrefs command for the values returned.

Examples:

`GetDraftPrefs TOP BOTTOM LEFT RIGHT`
might return "6 6 10 70".

`GetDraftPrefs PITCH QUALITY SPACING`
might return "Pica Letter Eight".

GetEndNotePrefs "Title/S,Names/S,Format/S,Indent/S,Marker/S"

Return in Result the specified endnote creation preferences. See the EndNotePrefs command for the values returned.

Examples:

`GetEndNotePrefs FORMAT MARKER`
might return "FlushHang Superscript".

`GetEndNotePrefs INDENT`
might return "0.25".

GetGfxPrintPrefs "Density/S,Threshold/S,ColorCorrect/S,Dithering/S,Shading/S"

Return in Result the specified graphics print preferences. See the GfxPrintPrefs command for the values returned.

Examples:

`GetGfxPrintPrefs DENSITY THRESHOLD`
might return "4 12".

`GetGfxPrintPrefs COLORCORRECT SHADING`
might return "GB Color".

GetImportPrefs "TextFlow/S,FlowDist/S,LineWt/S,LineColor/S,Fill/S,Linked/S,Display/S"

Return in Result the specified graphic import preferences. See the ImportPrefs command for the values returned.

Examples:

`GetImportPrefs TEXTFLOW FLOWDIST LINEWT LINECOLOR`

might return "LeftVert .25 2 Black".

`GetImportPrefs FILL LINECOLOR`

might return "Transparent Blue".

GetIndexList "Seperator"

Get a list of all the index entries into Result.

Separator	Specifies a character to separate the index entries. If not specified, the entries will be separated with a newline character (Decimal 10, Hex 0x0A).

Examples:

`GetIndexList`

Retrieve the index list each entry separated by a newline.

`GetIndexList "#"`

Each entry separated by the number sign character.

`GetIndexList D2C(9)`

Each entry separated by a tab. (D2C is an internal ARexx function which converts a decimal number to a character. Tab is decimal 9.)

GetIndexPrefs "Title/S,Headers/S"

Return in Result the specified index creation preferences. See the IndexPrefs command for the values returned.

Examples:

`GetIndexPrefs TITLE HEADERS`

might return "Yes No".

GetLinePrefs "TextFlow/S,FlowDist/S,LineWt/S,LineColor/S"

Return in Result the specified line drawing preferences. See the LinePrefs command for the values returned.

Examples:

`GetLinePrefs TEXTFLOW FLOWDIST LINECOLOR`

might return "LeftVert .25 Black".

GetObjectCoords "ObjectId"

Return in Result the coordinates for the current or a specific graphic object. The coordinates are returned as a string with the format: "Page Left Top Width Height" for boxes, ovals, images, and text blocks. For lines the format is: "Page X1 Y1 X2 Y2". The coordinates will be in ruler or micropoints. The object specified will become the current object.

ObjectId	Object ID for the object to get coordinates for. If ObjectId is not specified or is 0, then the command will return the parameters for the current object.

Examples:

```
GetObjectCoords
```

might return "1 2 2 5 4".

```
GetObjectCoords 4
```

might return "3 1 3 1.5 2.75".

GetObjectParams "ObjectId/A,TextFlow/S,FlowDist/S,LineWt/S,LineColor/S,Fill/S,FillColor/S,Linked/S,Display/S"

Return in Result the requested parameters for the current or a specific object. The object will become the current object. (Not available for group objects.)
See the SetObjectParams command for the values returned.

ObjectId	Object ID for the object to get parameters for. If ObjectId is 0, then the command will return the parameters for the current object.

Examples:

```
GetObjectParams 0 LINEWT LINECOLOR FILL
    FILLCOLOR
```

might return "4 Blue Solid Red".

```
GetObjectParams 4 TEXTFLOW LINKED
```

might return "LeftVert No".

GetObjectRotation "ObjectId"

Return in "Result" the rotation of the specified graphic object.

ObjectId	The ID of the graphic object to get the rotation of. If ObjectId is not specified or is 0, then return the rotation for the current object. The object specified will become the current object.

Examples:

```
GetObjectRotation 4
```

GetObjectTitle "ObjectId"

Return in Result the title of the specified graphic object. The object will become the current object.

ObjectId	The ID of the object to get the title of. If ObjectId is not specified or is 0, then the

command will return the title for the current object.

Examples:

```
GetObjectTitle
GetObjectTitle 4
```

GetObjectType "ObjectId"

Return in Result the type of the specified graphic object. The object will become the current object.

ObjectId	The object ID of the graphic to get the type of. If not specified or is 0, then the command will return the type for the current object. The object specified by ObjectId will become the current object.

The possible return values are as follows:

1 - The object is an Imported Graphic File i.e. ILBM or EPS.
2 - The object is a Line.
3 - The object is an Arrow tipped line.
4 - The object is a Box.
5 - The object is a Beveled Box.
6 - The object is an Oval.
7 - The object is a Text Block.
8 - The object is a Group of other objects.

Examples:

```
GetObjectType 0
GetObjectType 8
```

GetObjectTypeSpecs "ObjectId/A,Size/S,Leading/S,Width/S,Oblique/S,Position/S,Case/S,Style/S,Color/S,Font/S"

Return in Result the specified text block type specifications for a text block object. The object will be come the current object. See the TextBlockTypePrefs command for the values returned.

ObjectId	The ID of the object to get type specs for. If 0, then get the current object.

Examples:

```
GetObjectTypeSpecs 0 SIZE WIDTH COLOR
```

might return "12 100 Black".

```
GetObjectTypeSpecs 4 SIZE FONT
```

might return "24 Work:PSFonts/Courier".

GetOutlinePrefs "Title/S,Format/S,Indent/S"

Return in Result the specified outline creation preferences.

See the OutlinePrefs command for the values returned.

Examples:

GetOutlinePrefs TITLE FORMAT INDENT
might return "Yes Roman 0.5".

GetOvalPrefs "TextFlow/S,FlowDist/S,LineWt/S,LineColor/S,Fill/S,FillColor/S"

Return in Result the specified oval drawing preferences.
See the BoxPrefs command for the values returned.

Examples:

`OvalPrefs LINEWT LINECOLOR FILL FILLCOLOR`
might return "2 Black Solid Red".

GetPageSetup "PageType/S,Width/S,Height/S,Orient/S,Pages/S,PrinterType/S,Top/S,Bottom/S,Left/S,Right/S,Number/S,FirstPage/S"

Return in Result the specified page setup preferences.
See the PageSetup command for the values returned.

Examples:

`GetPageSetup WIDTH HEIGHT`
might return "8.5 11.0".

`GetPageSetup TOP BOTTOM LEFT RIGHT`
might return "0.1875 .375 .25 .25".

GetPrintSetup "Copies/S,Section/S,Pages/S,FromPage/S,ToPage/S,Collate/S,Order/S,PrintTo/S,Feed/S"

Return in Result the specified print preferences.
See the PrintSetup command for the values returned.

Examples:

`GetPrintSetup COLLATE ORDER PRINTTO FEED`
might return "All FrontToBack PSFile SingleSheet".

`GetPrintSetup COPIES PAGES FROMPAGE TOPAGE`
might return "4 Range 5 10".

GetPSPrintPrefs "Port/S,Shade/S,Download/S,Halftone/S,LPI/S,Angle/S,Spot/S,Thumbnails/S,Scale/S,CropMarks/S,PageType/S,CustomWidth/S,CustomHeight/S,Orient/S"

Return in Result the specified postscript print preferences.
See the PSPrintPrefs command for the values returned.

Examples:

`GetPostPrefs PORT`
might return "Serial".

`GetPostPrefs HALFTONE LPI ANGLE SPOT`

might return "Custom 60 45 RoundDot".

GetSectionList "Seperator"

Return in Result a list of the document's section names.

Separator	Specifies a character to separate the section names. If not specified, then the entries will be separated with a newline character (Decimal 10, Hex 0x0A).

GetSectionSetup "Section/K,Name/S,Top/S,Bottom/S,Inside/S,Outside/S,PagePrefix/S,FirstPage/S,PageNumFormat/S,Columns/S,ColumnGap/S,Header/S,Footer/S"

Return in Result the specified section preferences.

Section	The name of the section to get info for. If Section is not specified, then information is returned for the current section.
Name	The name of the section.

See the SectionSetup command for other values returned.

Examples:

`GetSectionSetup NAME PAGENUMFORMAT`

might return "Index RomanUpper".

`GetSectionSetup TOP BOTTOM INSIDE OUTSIDE`

might return "1.0 1.0 0.5 0.5".

GetTextBlockPrefs "TextFlow/S,FlowDist/S,Text/S"

Return in Result the specified text block drawing preferences. See the TextBlockPrefs command for the values returned.

Examples:

`GetTextBlockPrefs TEXT`

might return "Hello World".

GetTextBlockText "ObjectId"

Return in Result the text of the specified text block. The object will become the current object.

ObjectId	The ID of the object to get the text of. If ObjectId is not specified or is 0, then get the text of the current object.

Examples:

`GetTextBlockText 2`

might return "Hello World".

GetTextBlockTypePrefs "Size/S,Leading/S,Width/S,Oblique/S,Position/S,Case/S,Style/S,Color/S,Font/S"

Return in Result the specified text block type preferences.
See the TextBlockTypePrefs command for the values returned.

Examples:

`GetTextBlockTypePrefs SIZE WIDTH COLOR`
might return "12 100 Red".

`GetTextBlockTypePrefs SIZE COLOR FONT`
might return "24 Black Work:FWFonts/SWOLFonts/SoftSans".

GetTOCPrefs "Title/S,Level/S"

Return in Result the specified table of contents creation preferences.
See the TOCPrefs command for the values returned.

Examples:

`GetTOCPrefs TITLE LEVEL`
might return "Yes 2".

GetTOIPrefs "Title/S,BlankLine/S,Names/S"

Return in Result the specified table of illustrations creation preferences.
See the TOIPrefs command for the values returned.

Examples:

`GetTOIPrefs TITLE BLANKLINE NAMES`
might return "Yes No Yes".

GfxPrintPrefs "Density/K,Threshold/K,ColorCorrect/K,Dithering/K,Shading/K"

Change the graphic print preferences.

Density	Print density 1-7
Threshold	Print threshold 1-14
ColorCorrect	Color correction mode. Combination of the letters R, G, and B. Specify R for red, B for Blue, and G for Green correction. Specify any other character to turn Red, Green, and Blue all off. For example "RGB", "GB", "B", etc., to turn on color corrections or "X" to clear all color corrections.

Dithering	Change the dithering method. Choose one of the following: **Ordered** Use ordered dithering. **Halftone** Use halftone dithering.
Shading	Change the shading mode. Choose one of the following: **BlackWhite** Print in black and white. **GreyScale** Print in grey scale. **Color** Print in color.

Examples:

```
GfxPrintPrefs DENSITY 4 THRESHOLD 5
GfxPrintPrefs COLORCORRECT RB SHADING Color
```

GoToPage "Page"

Scroll the document to another page. Note: this does not change the location of the insertion point, it just changes which page is in view.

Page	Scroll the document to this page. If page is not specified, then present the "Go To Page" requester.

Examples:

```
GoToPage
GoToPage 5
```

GoToSection "SectionName/A/F"

Switch to another existing section in the document.

SectionName	The name of the section to switch to.

Examples:

```
GoToSection Index
```

GraphicTool

Make the graphic select tool the current tool. The graphic tool must be the current tool to perform Cut, Copy, and Clear commands with graphic objects. The current selected graphic objects will not be deselected.
See also TextTool.

Group

Put all selected objects into a group. All objects in the group will act as a single graphic object. The group will become the current object.
See also Ungroup.

HotZone "Zone/A"

Change the hyphenation zone for the current or selected paragraphs.

Zone	Hyphenation hot zone specified in ruler or micropoints.

Examples:

```
HotZone 0.5
```

Hyphen "Status"

Turn hyphenation on or off for the current or selected paragraphs.

Status	The hyphenation status. If not specified, then hyphenation is turned on. Choose on of the following: **On** Turn hyphenation on. **Off** Turn hyphenation off.

Examples:

```
Hyphen
Hyphen OFF
```

ImportPrefs "TextFlow/K,FlowDist/K,LineWt/K,LineColor/K,Fill/K,Linked/K,Display/K,PROMPT/S"

Change the graphic import preferences.

TextFlow	Change the text flow option. Choose one of the following: **LeftVert** Set to left vertical. **LeftCont** Set to left contour. **RightVert** Set to right vertical. **RightCont** Set to right contour. **None** Set to no textflow.
FlowDist	Change the flow distance between graphic and text, specified in ruler or micropoints (0.025 - 2.0 inches).
LineWt	Change the border weight. Choose one of the following: **None, Hairline, .5, 1, 2, 4, 6, 8, 10, 12**
LineColor	Change the border color to a color specified by a color name.

Fill	Change the fill (background) option. Choose one of the following: **Solid** **Transparent**
Linked	Change the Save/Link option. Choose one of the following: **Yes** Save the entire image with the document. **No** Save a link (filename) to the image with the document.
Display	Change the display option. Choose one of the following: **Crossbox** Display a crossbox. **Preview** Display a preview. **Full** Display the full image.
PROMPT	Present the import graphic preferences requester ignoring all other arguments.

Examples:

```
ImportPrefs TEXTFLOW LeftVert FLOWDIST .25
   LINEWT 2 LINECOLOR Black
ImportPrefs FILL Transparent LINECOLOR Blue
ImportPrefs PROMPT
```

Indent “Indent/A”

Change the paragraph indent for the current or selected paragraphs.

Indent	Change the paragraph indent, specified in ruler or micropoints.

Examples:

```
Indent 0.25
Indent 1.25
```

IndentLeft

Move the first and left margins of the current or selected paragraphs to the left by the amount of the default tab setting. See also IndentRight.

IndentRight

Move the first and left margins of the current or selected paragraphs to the right by the amount of the default tab setting. See also IndentLeft.

IndexPrefs “Title/K,Headers/K”

Change the index creation preferences.

Title	Change the index title option. Choose one of the following: **Yes** Include the index title when creating the index. **No** Do not include the index title.
Headers	Change the index letter header option. Choose one of the following: **Yes** Include letter headers when creating the index. **No** Do not include the letter headers.

Examples:

```
IndexPrefs TITLE No
IndexPrefs TITLE Yes HEADERS No
```

Insert "Item/A"

Insert a special item into the document.

Item The item to insert. Choose one of the following:

Date	Insert an auto date string.
Time	Insert an auto time string.
PageNumber	Insert an auto page number (Must be editing a master page.)
MergeField	Insert a merge field w/ requester.
Graphic	Import a graphic image using the "Import Image" requester.

Examples:

```
Insert Date
Insert PageNumber
```

InsertEndNote

Present requester to insert a new endnote and marker at the insertion point.

InsertImage "Filename/A, POSITION/S, Page, Left, Top, Width, Height, LINKED/S"

Import a graphic image into the document by passing the import requester. Result will contain the object ID of the image. The image will become the current object. Use the Redraw command to draw the image and reformat any text.

See also 'Insert Graphic' command.

Filename	Complete path name of the image file.
POSITION	Optional switch parameter that indicates that the following five position and size parameters are present. If not specified, then the program will determine the size and position of the image.
Page	Page number to place the image on (starting from page 1).
Left	Location of the left edge of the image in ruler or micropoints. If -1, the program will determine the left edge.
Top	Location of the top edge of the image in ruler or micropoints. If -1, the program will determine the top edge.
Width	Width of the image in ruler or micropoints. If -1, the program will determine the width.
Height	Height of the image in ruler or micropoints. If -1, the program will determine the height.
LINKED	If specified, a link to the image will be saved with the file instead of the image data.

Examples:

```
InsertImage "Work:Bunny" POSITION 2 1.0 3.0 "-1" "-1"
```

will insert the image on page 2 with left edge at 1 inch, top edge at 3 inches and width and height determined by the program.

```
InsertImage "Work:Bunny"
```

will insert the image with the program determining the size and position of the image.

InsertPageBreak

Insert a page break at the insertion point.
See also RemovePageBreak.

Justify "Mode/A"

Change the paragraph justification for the current or selected paragraphs.

Mode	The type of justification. Choose one of the following:

Left	Set to Left justify.
Right	Set to Right justify.
Center	Set to Center justify.
Full	Set to Full justify.

Examples:

```
Justify Left
```

Leading “Leading”

Change the font leading value.

Leading	Leading value in points (from 4 to 255). If not specified, then present the font leading requester.

Examples:

```
Leading 24
```

LeftMargin “Margin/A”

Change the left margin of the current or selected paragraphs.

Margin	Value to set the left margin to in ruler or micropoints.

Examples:

```
LeftMargin .125
LeftMargin 1.25
```

LinePrefs “TextFlow/K,FlowDist/K,LineWt/K,LineColor/K,PROMPT/S”

Change the line drawing preferences.

TextFlow	Change the text flow option. Choose one of the following:

LeftVert	Set text flow to left vertical.
LeftCont	Set text flow to left contour.
RightVert	Set text flow to right vertical.
RightCont	Set to right contour.
None	Set to no text flow.

FlowDist	Change the flow distance between line and text, specified in ruler or micropoints (0.025 - 2.0 inches).
LineWt	Change the line weight. Choose one of the following: **None, Hairline, .5, 1, 2, 4, 6, 8, 10, 12**

LineColor	Change the line color to a color specified by a color name.
PROMPT	Present the line settings requester ignoring all other arguments.

Examples:

```
LinePrefs PROMPT
LinePrefs LINECOLOR Blue
LinePrefs TEXTFLOW None FLOWDIST .25 LINEWT 2
```

Lock

Lock the selected graphic objects in place.
See also Unlock.

MoveToLine "Line/A,Pos/A"

Move the insertion point to a line and position within the line. If the SHIFT status is down, then the text will be selected. See also ShiftDown, ShiftUp, Cursor, MoveToPara.

Line	Line number to move to (starting with 1).
Pos	Offset into the line (0 is at the beginning of the line).

Examples:

`MoveToLine 1 0`

moves the insertion point to the beginning of the document.

`MoveToLine 5 10`

moves the insertion point to offset 10 of the 5th line.

MoveToPara "Para/A,Pos/A"

Move the insertion point to a paragraph and position within the paragraph. If the SHIFT status is down, text will be selected. See also ShiftDown, ShiftUp, Cursor, MoveToLine.

Para	Paragraph number to move to (starting with 1).
Pos	Offset into the paragraph (0 is at the beginning of the paragraph).

Examples:

`MoveToPara 1 0`

moves the insertion point to the beginning of the first paragraph.

`MoveToPara 5 10`

moves the insertion point to offset 10 of the 5th paragraph.

MoveWindow "Left/A,Top/A"

Move the document's window to a new location on the screen.

Left	Absolute screen pixel of the left edge of the window.
Top	Absolute screen pixel of the top edge of the window.

Examples:

```
MoveWindow 100 50
```

New

Create a new document window.

NewParagraph

Create a new paragraph at the insertion point. This is the same as pressing the RETURN key from the keyboard.

NewSection "Type/A,Name/K,BEFORE/S,AFTER/S"

Create a new section. Only one section of each type may be created except for the Text section type which may have many sections.

Type	The type of section to create. Choose one of the following: **Outline** **TitlePage** **Preface** **Contents** **Illustrations** **Text** **Endnotes** **Bibliography** **Index**
Name	The name for the new section. If not specified, use the default name. The length of the name must be between 1 and 31 characters.
BEFORE	Place the new text section after the current section.
AFTER	Place the new text section before the current section.

If neither the BEFORE or AFTER switch is specified the newtext section will be place at the end of the text sections.

Examples:

```
NewSection Index
NewSection Text '"Chapter 2"'
```

NextObject "ObjectId,SELECTED/S"

Return in Result the object ID of the next graphic object.
See also FirstObject, CurrentObject.

ObjectId	Get the ID of the object that follows the object with this ID. If ObjectId is not specified or is 0, then the object ID of the object following the current object is returned. If there are no graphic objects after the specified object, then Result will be set to 0.
SELECTED	If specified, then the command will set Result to the ID of the next selected object.

Examples:

```
NextObject 2
```

might return 8.

```
NextObject 4 SELECTED
```

might return 10.

ObjectToBack "ObjectId"

Send a graphic object behind all others. The object will become the current object. Use the Redraw command to redraw the object.
See also ObjectToFront.

ObjectId	The ID of the graphic object to send to the back. If an ObjectId is not specified or is 0, send the current object to the back.

Examples:

```
ObjectToBack 8
```

ObjectToFront "ObjectId"

Bring a graphic object to the front of all others. The object will become the current object. Use the Redraw command to redraw the object.
See also ObjectToBack.

ObjectId	The Object id of the graphic object to bring to the front. If an ObjectId is not specified or is 0, bring the current object to the front.

Examples:

```
ObjectToFront 4
```

Oblique "Percent"

Change the text oblique angle.

Percent	Oblique percent value -20 through 20. If not specified, present the oblique requester.

Examples:

```
Oblique
Oblique 5
```

Open "File/F"

Open a document file.

File	The complete path name of the file to open. If a file is not specified, present the file requester to open a document file.

Examples:

```
Open
Open "Work:FWDocs/Monthly Report"
```

OutlinePrefs "Title/K,Format/K,Indent/K"

Change the outline creation settings.

Title	Change the outline title option. Choose one of the following: **Yes** Include the outline title when creating the index. **No** Do not include the outline title.
Format	Change the outline numbering format option. Choose one of the following: **Roman** Number the highest level with Roman numbers. **Alpha** Number the highest level with Alphabetic characters.
Indent	Set the Indent specification in ruler or micropoints (.125 - 5 inches).

OvalPrefs "TextFlow/K,FlowDist/K,LineWt/K,LineColor/K,Fill/K,FillColor/K,PROMPT/S"

Change the oval drawing preferences. See the BoxPrefs command for parameters values and meanings.

Examples:

```
OvalPrefs LINEWT 2 LINECOLOR Black FILL Solid
    FILLCOLOR Red
```

```
OvalPrefs TEXTFLOW RightVert
OvalPrefs PROMPT
```

PageSetup "PageType/K,Width/K,Height/K,Orient/K,Pages/K,PrinterType/K,Top/K,Bottom/K,Left/K,Right/K,Number/K,FirstPage/K,PROMPT/S"

Change the page setup options.

PageType	Change the page type. Choose one of the following: **USLetter** Use US Letter paper size. **USLegal** Use US Legal paper size. **A3** Use A3 paper size. **A4** Use A4 paper size. **A5** Use A5 paper size. **B5** Use B5 paper size. **Custom** Use a custom page size.
Width	Change the custom page width. This value is ignored unless a page type of custom is specified or the page type is already set to Custom.
Height	Change the custom page height. This value is ignored unless a page type of custom is specified or the page type is already set to Custom.
Orient	Change the page orientation. Choose one of the following: **Tall** Set the orientation to tall. **Wide** Set the orientation to wide.
Pages	Change pages to be right only or left and right. **RightOnly** Use right pages only. **LeftRight** Use left/right pages.
PrinterType	Choose one of the Print area's printer types: **Laser** **Deskjet** **Sheetfed** **Continuous** **Other**
Top	Change the print area's top margin, specified in ruler or micropoints.

Bottom	Change the print area's bottom margin, specified in ruler or micropoints.
Left	Change the print area's left margin, specified in ruler or micropoints.
Right	Change the print area's right margin, specified in ruler or micropoints.
Number	Number the document page using one of the following: **ByDocument** Number by document. **BySection** Number by section.
FirstPage	Change the document's first page number.
PROMPT	If specified, then presents the page setup requester ignoring all other arguments.

Examples:

```
PageSetup PROMPT
PageSetup PAGETYPE USLetter ORIENT TALL
PageSetup TOP .1875 BOTTOM .375 LEFT .25 RIGHT
   .25
```

Paragraph

Present the paragraph settings requester.

Paste

Paste text or graphic data on the clipboard into the document. See also Cut, Copy, Clear.

PasteRuler

Change the ruler settings of the current or selected paragraphs to the ruler settings from the previous CopyRuler operation. See also CopyRuler.

Position "Script/A"

Change the font script.

Script	The script to change to. Choose one of the following: **Normal** **SuperScript** **SubScript**

Examples:

```
Position Normal
Position SubScript
```

PostScriptFile "File/A/F"

Change the file name for printing to a PostScript file.

File	The path name for the PostScript file.

Examples:

```
PostScriptFile "Work:PSPrint"
PostScriptFile "Rad:Report.PS"
```

Preferences "Pref/A"

Present a preferences requester.

Pref	Which requester to present. Choose one of the following:

UserMenu	User Menu.
ButtonStrip	User Button Strip.
Display	Display.
ASCII	ASCII I/O.
Startup	Startup.
Speller	Speller & hyphenation.
Hyphenation	Speller & hyphenation.
Document	Document Item.
Colors	Document Colors.
ScreenColors	Screen Colors.
DocumentSave	Document Save.

Examples:

```
Preferences Display
Preferences Speller
```

Print "PROMPT/S"

Print using the current print settings and by-passing the print requester.

PROMPT	If specified, then the print requester will be presented before printing.

Examples:

```
Print
Print PROMPT
```

PrintSetup "Copies/K,Section/K,Pages/K,FromPage/K,ToPage/K,Collate/K,Order/K,PrintTo/K,Feed/K"

Change the current print settings.

Copies	Change the number of copies to be printed.
Section	Change which section to print. Specify the section name or "All" to print all sections.

Pages	Change the range of pages to print. Choose one of the following: **All** Print all pages. **Range** Print a range of pages from FromPage to ToPage.
FromPage	When range is chosen start printing from this page.
ToPage	When range is chosen the last page to print.
Collate	Change the collating method. Choose one of the following: **All** Print all pages. **OddOnly** Print only odd numbered pages. **EvenOnly** Print only even numbered pages.
Order	Change the order to print the pages. Choose one of the following: **FrontToBack** Print pages from front to back. **BackToFront** Print pages from back to front.
PrintTo	Change the type of printer to print to. Choose one of the following: **GfxPrinter** Print to a graphic printer in Final Mode. **DraftPrinter** Print to a graphic printer in Draft Mode. **PSPrinter** Print to a PostScript printer. **PSFile** Print to a PostScript file.
Feed	Change the printer's paper feed type. Choose one of the following: **Continuous** Printer is using continuous (tractor) feed. **SingleSheet** Printer is using single sheet feed.

Examples:

```
PrintSetup COPIES 3 SECTION All PRINTTO
    GFXPRINTER
```

will setup to print 3 copies of all sections to a graphics printer.

```
PrintSetup ORDER BackToFront
```

will setup to print the pages in reverse order.

PSPrintPrefs "Port/K,Shade/K,Download/K,Halftone/K,LPI/K,Angle/K,Spot/K,Thumbnails/K,Scale/K,CropMarks/K,PageType/K,CustomWidth/K,CustomHeight/K,Orient/K"

Change the PostScript print preferences.

Port	Change the port the print is connected to. Choose one of the following: **Parallel**, **Serial**
Shade	Change the print shading. Choose one of the following: **GreyScale**, **Color**
Download	Change when to download fonts. Choose one of the following: **OneTime** Download a font only once. **EveryTime** Download a font everytime the font is used.
Halftone	Change the halftoning method. Choose one of the following: **Default** Use the default halftone method. **Custom** Use a custom halftone method.
LPI	Change the custom halftone lines per inch. Value from 1 to 200.
Angle	Change the custom halftone screen angle. Value from -360 to 360.
Spot	Change the custom halftone spot function. Choose one of the following: **Line** Use a line spot function. **RoundDot** Use a round dot function.
Thumbnails	Change the number of thumbnails to print. **0,1** Print normal (no thumbnails). **2-16** Number of thumbnails to print per page.
Scale	Change the scaling percentage. Value from 1 to 100.
CropMarks	Change the crop marks. Choose one of the following:

	Yes Print crop marks. **No** Don't print crop marks.
PageType	Change the page type. Choose one of the following: **USLetter, USLegal, A3, A4, A5, B5, Custom**
CustomWidth	Width of a custom page size.
CustomHeight	Height of a custom page size.
Orient	Change the page orientation. Choose one of the following: **Tall** Use portrait mode. **Wide** Use landscape mode.

Examples:

```
PSPrintPrefs HALFTONE Custom LPI 75 ANGLE 30
   SPOT Line
PSPrintPrefs PORT Parallel SHADE GreyScale
   ORIENT Wide
```

Quit "FORCE/S"

Close all windows and quit the program prompting to save changes.

FORCE	Close all documents and quit the program no questions asked.

Examples:

```
Quit
Quit FORCE
```

Redraw

Reformat and redraw the document. This command must be used to reformat and redraw the document after a series of graphic commands are given to create and/or change graphic objects. Most of the graphic commands do not update or draw the screen themselves. This is to improve the performance of doing several graphic operations in a row.

RemovePageBreak

Remove a page break from the current paragraph.

RemoveSection "Name/A,FORCE/S"

Remove a section from the document.

Name	The name of the section to remove.

FORCE	Specify to by-pass confirming requesters.

Examples:

```
RemoveSection Index
RemoveSection Outline FORCE
RemoveSection '"Chapter Two"'
```

Two sets of quotes are used because of the space in the section name.

RequestText "Title/A,Prompt/A,Default/F"

Present a string gadget to request information from the user. Return in Result the text that is entered into the requester. See also ShowMessage.

Title	This string will appear in the requester's title bar.
Prompt	This string will appear above the string gadget.
Default	This string will be the initial default string in string gadget.

Examples:

```
RequestText '"Font Size" "Points" "12"'
RequestText '"Favorite Color" "What is your
   favorite color?" "Green"'
```

RightMargin "Margin/A"

Change the right margin of the current or selected paragraphs.

Margin	Value to set the right margin to in ruler or micropoints.

Examples:

```
RightMargin .125
RightMargin 1.25
```

Save "ASCII/S,Filename/F"

Save the document to a disk file.

ASCII	If specified and a filename is given, then the document will be saved as an ASCII file. This switch is IGNORED if no filename is given. If specified, ASCII must be the first argument.
Filename	If filename is NOT given, then save the file to the current name or present the file requester if the file has not yet been saved.

If a filename IS given, then save the document to that filename. Filename should be a complete path name. If a file with Filename already exists, then this command will save the document over the existing file without any warning.

Examples:

```
Save
Save ASCII "rad:MonthlyReport"
Save "Work:FWDocs/MonthlyReport"
```

SaveAs

Present the file requester to save a document to a new file.

ScreenToBack

Send the screen behind all others screens.

ScreenToFront

Bring the screen in front of all other screens.

SectionSetup "Name/K,NewName/K,Top/K,Bottom/K,Inside/K,Outside/K,PagePrefix/K,FirstPage/K,PageNumFormat/K,Columns/K,ColumnGap/K,Header/K,Footer/K,PROMPT/S"

Change the section setup settings.

Name	The section name of the section to change. If not specified, then the change will be for the current section.
NewName	A new name for the section (no more than 31 characters).
Top	Set the edit area top.
Bottom	Set the edit area bottom.
Inside	Set the edit area inside.
Outside	Set the edit area outside.
PagePrefix	Set the page number prefix (no more than 8 characters).
FirstPage	Set the first page number.
PageNumFormat	Set the page number format. Choose one of the following: **Normal** Normal numbers (1 2 3).

RomanUpper	Upper case Roman numerals (I II III).
RomanLower	Lower case Roman numerals (i ii iii).
AlphaUpper	Upper case alphabetic characters (A B C).
AlphaLower	Lower case alphabetic characters (a b c).

Columns	Set the number of columns (1-6).
ColumnGap	Set the column gap.
Header	Set the header margin.
Footer	Set the footer margin.
PROMPT	Specify to present the section setup requester (all other arguments ignored).

Examples

```
SectionSetup TOP 1 BOTTOM .5 INSIDE .5 OUTSIDE .5
```

Changes the current section's edit areas.

```
SectionSetup NAME Index COLUMNS 3
```

Changes the section "Index" to have 3 columns.

SelectAll

Select all the text in the section being edited.

SelectObject "ObjectId,MULTIPLE/S"

Select (or deselect) graphic objects.

ObjectId	Deselect any selected objects and select the object specified by ObjectId. The object will become the current object. If ObjectId is not specified or is 0, then all graphic objects will be deselected.
MULTIPLE	If specified, then the graphic object will be selected along with any other selected objects as a multiple selection.

Examples:

```
SelectObject
```

deselect all graphic objects.

```
SelectObject 4
```

select object with ID of 4.

```
SelectObject 8 MULTIPLE
```

select object with ID of 8 along with other selected objects.

SetFind "Case/K, Wrap/K"

Set various option for the "Find" requester.

Case

Same	Characters must be the same case to match.
Ignore	Ignore character case during the search.

Wrap

Yes	Wrap to the top of the document after coming to the end.
No	Stop at the end of the document.

Examples:

```
SetFind CASE Ignore WRAP No
```

SetMeasure "Mode/A"

Sets the units in which measurements will be given and returned. The default is set to ruler measurements.

Mode Set the measurement mode. Choose one of the following:

Micropoints	Measurements will be given and accepted in micropoints. (720 micropoints = 1 inch)
Ruler	Measurements will be given and accepted in the measurement system that the rulers are set to, either inches, centimeters, or picas.

Examples:

```
SetMeasure Ruler
SetMeasure Micropoints
```

SetObjectCoords "ObjectId/A,Page/A,Left/A,Top/A,Width/A,Height/A"

Change the coordinates (size and position) of a graphic object.

ObjectId	The object ID of the graphic object to change. The object will become the current object. If ObjectId is 0, then the current object will be changed.
Page	Page to move object to (starting from page 1).
Left (X1)	Left edge position in ruler or micropoints.

	(Horizontal coordinate of the beginning point of a line.)
Top (Y1)	Top edge position in ruler or micropoints. (Vertical coordinate of the beginning point of a line.)
Width (X2)	Width of graphic in ruler or micropoints. (Horizontal coordinate of the end point of a line.)
Height (Y2)	Height of graphic in ruler or micropoints. (Vertical coordinate of the end point of a line.)

Examples:

```
SetObjectCoords 2 1 1.5 2.0 4.0 5.25
```

set object 2 to page 1, left edge at 1.5 inches, top edge at 2.0 inches width of 4.0 inches and height to 5.25 inches.

SetObjectParams "ObjectId/A,TextFlow/K,FlowDist/K,LineWt/K,LineColor/K,Fill/K,FillColor/K,Linked/K,Display/K"

Change the parameters of a graphic object. The object will become the current object.

ObjectId	Object ID of the graphic object to change. If ObjectId is 0, then change the current object.
TextFlow	Change the text flow option of the object. Choose one of the following: **LeftVert** Set to left vertical. **LeftCont** Set to left contour. **RightVert** Set to right vertical. **RightCont** Set to right contour. **None** Set text flow to none.
FlowDist	Change the flow distance between the object and text, specified in ruler or micropoints (0.025 - 2.0 inches).
LineWt	Change the line weight of the object. Choose one of the following: **None, Hairline, .5, 1, 2, 4, 6, 8, 10, 12**
LineColor	Change the line color of the object to a color specified by a color name.
Fill	Change the fill (background) option. This

	option is ignored for line objects. Choose one of the following: **Solid** Set fill to solid. **Transparent** Set fill to transparent.
FillColor	Change the fill color of the object to a color specified by a color name. This option is ignored for all but box and oval objects.
Linked	Change the Save/Link option. This option is ignored for all but image files. Choose one of the following: **Yes** Save the graphic image with the document. **No** Save a link (filename) to the image with the document.
Display	Change the display option. This option is ignored for all but image files. Choose one of the following: **Crossbox** Display a crossbox. **Preview** Display a preview. **Full** Display the full image.

Examples:

```
SetObjectParams 0 TEXTFLOW LeftVert
SetObjectParams 0 LINEWT 10 LINECOLOR Red FILL
   Solid FILLCOLOR Blue
```

SetObjectRotation "ObjectId/A,Degrees,DELTA/S"

Set the rotation of the selected graphic objects. Note that imported graphics will not be rotated.

ObjectId	The ID of the object to rotate. If 0 is specified, then rotate the current selected objects. The specified object will become the current object.
Degrees	The angle in degrees to rotate the object to. (0 to 360 degrees). If the DELTA switch is specified, this is the number of degrees to rotate the object from its current rotation. (-360 to 360). If Degrees is not specified, then present the "Rotate Graphic To" requester or the "Rotate Graphic" requester to rotate the object.

DELTA	If specified, then the object will be rotated from its current rotation.

Examples:

```
SetObjectRotation 0 45
```

will rotate current objects to 45 degrees.

```
SetObjectRotation 4 10 DELTA
```

will rotate object with ID 4 an additional 10 degrees.

SetObjectTitle "ObjectId/A,Title/A/F"

Set an object's title which will appear in the table of illustrations. The object will become the current object.

ObjectId	The object ID of graphic object to change. If 0, use current object.
Title	The text to become the new title (up to 32 characters).

Examples:

```
SetObjectTitle 4 "Monthly Sales Figures"
```

SetObjectTypeSpecs "ObjectId/A,Size/K,Leading/K,Width/K,Oblique/K,Position/K,Case/K,Style/K,Color/K,Font/K/F"

Change an object's type specifications. Currently only valid for text block objects.

ObjectId	The object ID of the object to change. If 0, change the current object. See TextBlockTypePrefs for the other command options. Currently Position, Case, and Style options have no effect on the object.

Examples:

```
SetObjectTypeSpecs 0 SIZE 24 WIDTH 120 COLOR
   Blue
SetObjectTypeSpecs 4 SIZE 36 FONT "SoftSerif"
SetObjectTypeSpecs 2 FONT "Work:Type1Fonts/
   Bodoni"
```

SetTab "Position/A,Type/A"

Set a tab stop in the current or selected paragraphs.

Position	Position in ruler measurement or micropoints of the new tab stop.
Type	The type of tab stop. Choose one of the following:

Left	Set a Left Tab.
Right	Set a Right Tab.
Center	Set a Center Tab.
Decimal	Set a Decimal Tab.

Examples:

`SetTab 3.75 Left`

SetTextBlockText "ObjectId/A,Text/A/F"

Set a text block's text.

ObjectId	The object ID of the object to change. If 0, then set text of the current object.
Text	The new text for the text block. (Up to 31 characters.)

Examples:

`SetTextBlockText 0 "Hello World"`

ShiftDown

Used with "Cursor" command. Set SHIFT key status to DOWN. See also AtlDown, AltUp, CtrlDown, CtrlUp, ShiftUp.

ShiftUp

Used with "Cursor" command. Set SHIFT key status to UP. See also AltDown, AtlUp, CtrlDown, CtrlUp, ShiftDown.

ShowMessage "DefBut/A,Beep/A,Text1/A,Text2/A,Text3/A,ButText1/A,ButText2/A,ButText3/A"

Display a message requester to the user and return a response in Result. Result will be the number of the button that was selected. The requester may have up to three text lines and up to three buttons.
See also RequestText.

DefBut	The default button number starting from left 1, 2, or 3.
Beep	0 = no beep. 1 = display beep.
Text1	First line of text.
Text2	Second line of text or empty string if not used.
Text3	Third line of text or empty string if not used.

ButText1	Text for first button.
ButText2	Text for second button or empty string if not used.
ButText3	Text for third button or empty string if not used.

Examples:

```
ShowMessage 1 1 '"Text Line 1" "Text Line 2"
   "Text Line 3" "Buttton1" "Button2" "But-
   ton3"'
ShowMessage 2 0 '"Do you want to continue" "or
   halt the operation?" "" "Continue" "Halt"
   ""'
```

ShowRulers "Mode/A"

Show or hide the document rulers.

Mode	Which rulers to display. Choose one of the following: **None** Hide all rulers. **Top** Show only top ruler. **All** Show top and left ruler.

Examples:

```
ShowRulers Top
ShowRulers None
```

SizeWindow "Width/A,Height/A"

Change the width and height of a document window.
See also ChangeWindow, MoveWindow.

Width	Width of the window in absolute screen pixels.
Height	Height of the window in absolute screen pixels.

Examples:

```
SizeWindow 500 300
```

Sort "Method"

Sort the paragraphs in a selected range.

Method	The sort method. If Method is not specified, then the sort will be from low to high. Choose one of the following: **LowToHigh** Sort from low to high (abc).

HighToLow	Sort from high to low (cba).

Examples:

`Sort LowToHigh`

Spacing "Spacing/A"

Change the line spacing of the current or selected paragraphs.

Spacing The spacing method. Choose one of the following:

Single	Single spacing.
OneHalf	One and a half spacing.
Double	Double spacing.
Variable	Variable - use leading value.

Examples:

`Spacing Double`

Speller

Present the speller requester.

Statistics

Present the statistics requester.

Status "Option/A,Extra1"

Returns in Result information for various options.

Option	What to get status on. See below for a list of the available options.

Style "Style/A"

Change the font style.

Style Change the font style. Choose one of the following:

Normal	Normal.
Underline	Underlined.
DUnderline	Double underlined.
StrikeThru	Strike through.

Examples:

```
Style Underline
Style Normal
```

StyleSheet "StyleName/A/F"

Change the style sheet for the current or selected paragraphs or present the style define requester to define or change a style.

StyleName	Change paragraph style to the named style sheet. If StyleName is "Define", then the style definition requester will be presented.

Examples:

```
StyleSheet Define
StyleSheet "No Style"
StyleSheet "Sub Topic 1"
```

TextBlockPrefs "TextFlow/K,TextFlow/K,Text/K/F,PROMPT/S"

Set the text block drawing preferences.

TextFlow	Change the text flow around the text block. Choose one of the following: **Left** Set text flow to left. **Right** Set text flow to right. **None** Set text flow to none.
FlowDist	Change the flow distance, specified in ruler or micropoints (0.025 - 2.0 inches).
Text	The text to appear in the text block. (Up to 31 characters.)
PROMPT	Present the text block settings requester, ignoring all other arguments.

Examples:

```
TextBlockPrefs TEXTFLOW Left TEXT "SoftWood"
```

TextBlockTypePrefs "Size/K,Leading/K,Width/K,Oblique/K,Position/K,Case/K,Style/K,Color/K,Font/K/F"

Set the text block drawing type specs preferences.

Size	Change the font size (4 - 360).
Leading	Change the font leading (4 - 255).
Width	Change the font width (4 - 255).
Oblique	Change the font oblique percent (-20 - 20).
Position	Change the font script. Choose one of the following: **Normal**, **SuperScript**, **SubScript**
Case	Change the font case. Choose one of the following: **Normal** Set the case to Normal. **SmallCaps** Set the case to Small Caps. **AllCaps** Set the case to All Caps.
Style	Change the font style. Choose one of the following: **Normal** Normal. **Underline** Underlined.

DUnderline	Double underlined.
StrikeThru	Strike through.

Color	Change the font color to the specified color name.
Font	Change the font to the specified font name.

Examples:

```
TextBlockTypePrefs SIZE 24 WIDTH 120 COLOR
   Blue
TextBlockTypePrefs SIZE 36 FONT "SoftSans"
TextBlockTypePrefs FONT "Work:Type1Fonts/
   Bodoni"
```

TextTool

Make the text tool the current tool. The text tool must be the current tool to perform Cut, Copy, and Clear commands with text. All selected graphic objects will become deselected. See also GraphicTool.

Thesaurus

Present the thesaurus requester.

TOCPrefs "Title/K,Level/K"

Change table of contents creation settings.

Title	Change the table of contents title option. Choose one of the following: **Yes** Include the table of contents title when creating the table of contents. **No** Do not include the title.
Level	Set the level to begin page numbers with. Choose 1-3.

Examples:

```
TOCPrefs TITLE No LEVEL 2
```

TOIPrefs "Title/K,BlankLine/K,Names/K"

Change the table of illustrations creation settings.

Title	Change the table of illustrations title option. Choose one of the following: **Yes** Include the title when creating the Table of Illustrations. **No** Do not include the title.
BlankLine	Change the blank line option. Choose one of the following:

Yes	Separate sections with a blank line.
No	Don't separate with a blank line.

Names	Change the section names option. Choose one of the following: **Yes** Show section names in the list. **No** Don't show section names in the list.

Examples:

```
TOIPrefs TITLE Yes BLANKLINE No NAMES Yes
```

Type "Text/A/F"

Enter the characters specified into the document at the insertion point. (Same as typing the characters from the keyboard.)

Text	Text to be inserted into the document.

Examples:

```
Type "Hello world"
```

TypeSpecs

Present the type specs requester.

Ungroup

Ungroup the selected objects.
See also Group

Unlock

Unlock the selected graphic objects so that they may be moved or resized.
See also Lock.

UpdateDate

Update the auto date strings in a selected range of text to the current date. If no text is selected, then update all the auto date strings in the current paragraph.

UpdateTime

Update the auto time strings in a selected range of text to the current time. If no text is selected, then update all the auto time strings in the current paragraph.

View "Size"

Change the view size of the document.

Size	Change the view size. If size is not specified, then set the view to normal or choose one of the following: **25, 50, 75, 100, 125, 150, 200, 400**

Width "Width"

Change the font width.

Width	Change the font width to the given value. If not specified, then present the text width requester.

4 - 255	Set the width to the percent value.
Normal	Set font width to normal or 100%.

Examples:

```
Width
Width 75
Width Normal
```

WinToBack

Send the document window behind all other windows. See also WinToFront.

WinToFront

Bring the document window to the front of all other windows. See also WinToBack.

List of status command options:

BodyTextHeight	Return the total height of the document's body text in ruler or micropoints.
Filename	Return the file name of the document (without a path). See also Status Pathname.
FontCase	Return the font case of the text at the insertion point ("Normal" "AllCaps" "SmallCaps").
FontColor	Return the color name of the text at the insertion point.
FontLeading	Return the leading value of the text at the insertion point.
FontName "Id"	If "Id" is not specified, return the filename (without path) of the font at the insertion point. If "Id" is specified, then return the filename of the corresponding font. The valid range for "Id" is from 1 to the number of fonts in the document. See also Status FontPath, Status NumFonts.

Examples:

```
Status FontName
Status FontName 4
```

FontOblique	Return the oblique value of the text at theinsertion point.
FontPath "Id"	If "Id" is not specified, return the complete pathname of the font at the insertion point. If "Id" is specified, then return the filename of the corresponding font. The valid range for "Id" is from 1 to the number of fonts in the document. See also Status FontPath, Status NumFonts.
FontPosition	Return the font position (script) of the text at the insertion point. ("Normal" "Subscript" "SuperScript")
FontSize	Return the point size of the text at the insertion point.
FontStyle	Return the font style of the text at the insertion point. ("Normal" "Underline" "DUnderline" "StrikThru")
FontWidth	Return the font width of the text at the insertion point.
HotZone	Return the current paragraph's hyphenation hot zone in ruler or micropoints.
Hyphen	Return the current paragraph's hyphenation status. ("On" "Off")
Indent	Return the current paragraph's indent in ruler or micropoints.
Justify	Return the current paragraph's justification. ("Left" "Right" "Center" "Full")
LeftMargin	Return the current paragraph's left margin setting in ruler or micropoints.
LineHeight	Return the height of the current line in ruler or micropoints.
LinePos	Return the position of the insertion point as "Line Position", where Line is the line number and Position is the character position on the line. (0 is at the beginning of a line.) If a range of text is selected, then Result is returned as "BegLine BegPosition EndLine EndPosition".
NumFonts	Return the number of fonts opened in the document.
Page "Insert"	Return the page number currently in view. If "Insert" is specified, then return the page number that the insertion point is in.

Pages	Return the number of pages in the current section.
ParaChars	Return the number of characters in the current paragraph or the first paragraph of a selected range. (This is not the number of characters in the range but rather the number of characters in the paragraph.)
ParaPos	Return the position of the insertion point as "Para Position", where Para is the paragraph number and Position is the character beginning of a paragraph.) If a range of text is selected, then Result is returned as "BegPara BegPosition EndPara EndPosition".
Pathname	Return the complete path and file name of the document. See also Status Filename.
PortName	Return the ARexx port name for the document.
PostScriptFile	Return the filename for printing to a PostScript file.
RightMargin	Return the current paragraph's right margin setting in ruler or micropoints.
Screen	Return the screen's width and height as "Width Height" in screen pixels.
Spacing	Return the spacing of the current paragraph. ("Single" "One and One Half" "Double" "Variable")
ScrollPos	Returns the X Y position of the document at the upper left corner of the window in ruler or micropoints.
StyleSheet	Return the stylesheet name of the current paragraph.
View	Return the current view size. "25", "50", "75", "100", "125", "150", "200", or "400".
Window	Return information about the size and location of the document's window as "Left Top Width Height MinWidth MinHeight MaxWidth MaxHeight".

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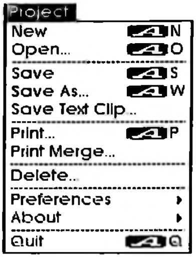
Reference

This chapter contains descriptions of Final Writer's menus, rulers, startup options, and other information. These descriptions may include page numbers of this manual where additional information may be found.

Menus

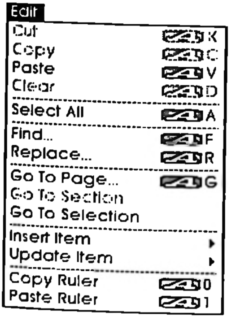
Below are descriptions of Final Writer's menus. The page numbers that accompany the descriptions refer to pages in this manual where additional information can be found.

Project menu

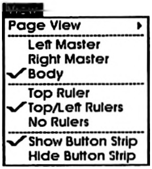

Project
New N
Open... O
Save S
Save As... W
Save Text Clip...
Print... P
Print Merge...
Delete...
Preferences
About
Quit Q

Command	Action
New	Begin a new document (page 5-2).
Open...	Open an existing document (page 6-2).
Save	Save a document.
Save As...	Save a copy of a document.
Save Text Clip...	Save a text clip.
Print...	Print a document and/or make print settings (Chapter 10).
Print Merge...	Print form letters using current document and a data file (Chapter 11).
Delete...	Delete a file from disk.
Preferences	Set program preferences (Chapter 3).
About	Access information about Final Writer (its licensers, and applicable patent numbers), as well as information about SoftWood, Inc. (address and phone number for technical support) (page 1-11).
Quit	Exit Final Writer program (pages 1-10 and 2-16).

Edit menu


Edit
Cut K
Copy C
Paste V
Clear D
Select All A
Find... F
Replace... R
Go To Page... G
Go To Section
Go To Selection
Insert Item
Update Item
Copy Ruler 0
Paste Ruler 1

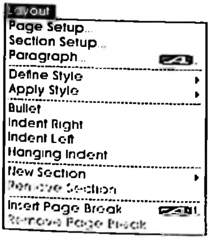
Command	Action
Cut	Remove selected text from the document and place it on the Clipboard.
Copy	Copy selected text to the Clipboard (page 6-6).
Paste	Transfer text from the Clipboard into your document at the insertion point (page 6-6).
Clear...	Remove selected text from the document.
Select All	Select all text in the part of your document being edited (Body, Header, or Footer) (page 5-4).
Find...	Locate specific text in your document (page 6-8).
Replace...	Replace specific text in a document with other text (page 6-10).
Go to Page...	Go to a specific page (page 6-4).
Go to Section	Go to a specific section (page 10-4).
Go to Selection	Go to any selected text in a document.
Insert Item	Insert the item named in the sub-menu at the insertion point. Insert Merge Field displays a requester so you can choose a data name (page 6-12).
Update Item	Update all instances of inserted dates and times in a document by choosing "Date" or "Time" from the "Update" sub-menu. Update selected "Merge Field" by choosing a data name from a requester (page 6-13).
Copy Ruler	Make a copy of the ruler settings for the paragraph in which the insertion point is set.
Paste Ruler	Transfer copied ruler settings into the paragraph where the insertion point is.


Page View
Left Master
Right Master
✓ Body
Top Ruler
✓ Top/Left Rulers
No Rulers
✓ Show Button Strip
Hide Button Strip

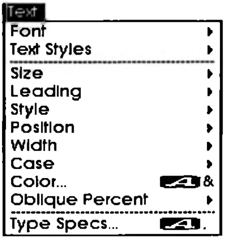
View menu

Command	Action
Page View	Change page view magnification (page 7-2).
Left Master	Access Left Master page.
Right Master	Access Right Master page.
Body	Access Body of document.
Top Ruler	Show top ruler only.
Top/Left Rulers	Show top and left rulers.
No Rulers	Hide top and left rulers.
Show Button Strip	Show button strip.
Hide Button Strip	Hide button strip.

Layout menu

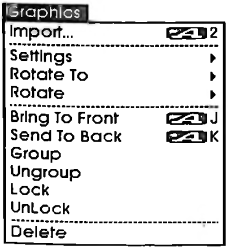

Layout
Page Setup...
Section Setup...
Paragraph...
Define Style
Apply Style
Bullet
Indent Right
Indent Left
Hanging Indent
New Section
Remove Section
Insert Page Break
Remove Page Break

Command	Action
Page Setup...	Page parameters for entire document (Chapter 4).
Section Setup...	Page parameters for a section (Chapter 4).
Paragraph...	Set parameters for the current paragraph and/or program default values (p. 7-52).
Define Style	Commands to create and edit Paragraph styles (Chapter 7).
Apply Style	Commands to apply paragraph styles.
Bullet	Convert current or selected paragraphs to a bullet format.
Indent Right	Indent current or selected paragraphs to the right.
Indent Left	Indent current or selected paragraphs to the left.
Hanging Indent	Convert current or selected paragraphs to a hanging indent format.
New Section	Create a new section of a specific type (page 10-3).
Remove Section	Delete a section from the document (page 10-4).
Insert Page Break	Insert a page break at the insertion point (page 7-29).
Remove Page Break	Remove a page break in the paragraph in which the insertion point appears (page 7-29).


Text
Font
Text Styles
Size
Leading
Style
Position
Width
Case
Color... &
Oblique Percent
Type Specs... .

Text menu

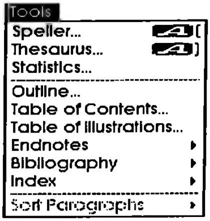
Command	Action
Font	Open fonts or choose fonts that have already been opened (page 7-12).
Text Styles	Commands to create, edit, and assign Text Styles (Chapter 7).
Size	Specify size of text (page 7-13).
Leading	Specify leading (line spacing) of lines of text within paragraphs having "Variable" line spacing (page 7-14).
Style	Specify the style of text to use—normal, underline, double underline, or strike through (page 7-14).
Position	Specify the position of text—normal, superscript, or subscript (page 7-15).
Width	Specify the width of text (page 7-15).
Case	Specify the case of your text—normal, small caps, or all caps (page 7-16).
Color...	Specify the color of text (page 7-16).
Oblique Percent	Specify the slant percentage of italicized text (page 7-17).
Type Specs...	Change any or all characteristics of existing or about-to-be-entered text (page 7-18).


Graphics
Import... 2
Settings
Rotate To
Rotate
Bring To Front J
Send To Back K
Group
Ungroup
Lock
UnLock
Delete

Graphics menu

Command	Action
Import...	Import an IFF ILBM or EPS image into your document (page 8-8).
Settings	Access default settings for various graphic object types (page 8-2).
Rotate To	Rotate a graphic object to a specific degree (page 8-15).
Rotate	Rotate a graphic object by a specific degree increment. (page 8-15).
Bring to Front	Bring a selected graphic item to the front of several layers of graphic items.
Send to Back	Send a selected graphic item to the back of several layers of graphic items.
Group	Place multiple selected objects into a single group (page 8-18).
Ungroup	Remove objects from a group (page 8-18).
Lock	Lock the position and size of selected graphic object(s).
UnLock...	Unlock the position and size of selected graphic object(s).
Delete	Delete the selected graphic object(s) (page 8-12).

Tools menu


Tools
Speller... [
Thesaurus...]
Statistics...
Outline...
Table of Contents...
Table of Illustrations...
Endnotes
Bibliography
Index
Sort Paragraphs

Command	Action
Speller...	Access Speller (Chapter 9).
Thesaurus...	Access Thesaurus (page 9-7).
Statistics...	Display document statistics (page 9-8).
Outline...	Create Outline section (page 10-6).
Table of Contents...	Create Table of Contents section (page 10-8).
Table of Illustrations...	Create Table of Illustrations section (page 10-10).
Endnotes	Commands to insert and edit endnotes and to create the Endnotes section (page 10-11).
Bibliography...	Commands to create bibliography entries and to create the Bibliography section (page 10-14).
Index...	Commands to add to and edit index entries and to create the Index section (page 10-16).
Sort Paragraphs	Sort paragraphs from low to high or from high to low.

User menu

User
Other
ARexx Script...
Text Clip...
Command...

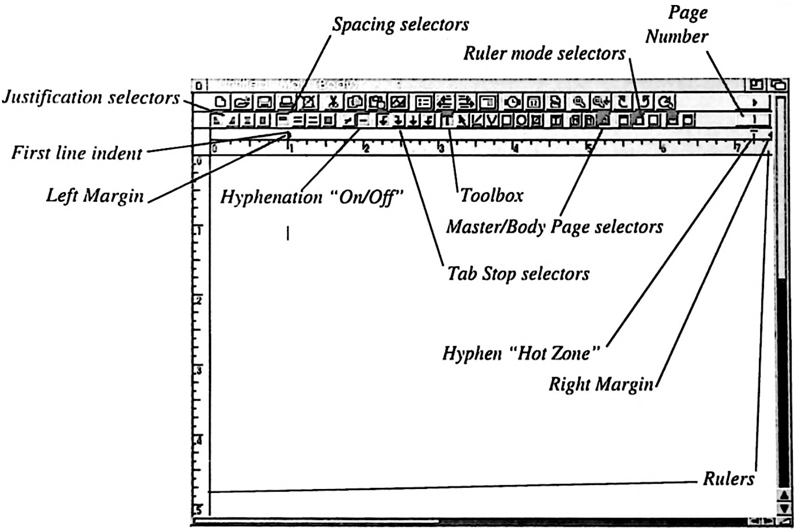
Command	Action
Other	Commands to Select an ARexx script, select a text clip, and execute a string command.

The Rulers

Final Writer's rulers are used to show horizontal and vertical distances in a document. In addition, the horizontal ruler provides an easy, visual way to set paragraph characteristics. A paragraph is defined as zero or more characters terminated by a RETURN key. Every paragraph can have its own ruler settings. When you terminate one paragraph by pressing the RETURN key, the program automatically copies the ruler settings of the paragraph just terminated to the new paragraph. Ruler settings that can be made are:

- Left and right margins
- First line indent
- Tab stops
- Hyphenation "hot-zone"
- Paragraph justification
- Line spacing
- Hyphenation ON/OFF

In addition to making paragraph settings, the ruler may also be used to select master pages and various drawing tools, and to specify which rulers are actually visible on your screen.


Spacing selectors
Page Number
Ruler mode selectors
Justification selectors
First line indent
Left Margin
Hyphenation "On/Off"
Toolbox
Master/Body Page selectors
Tab Stop selectors
Hyphen "Hot Zone"
Right Margin
Rulers

Starting Final Writer from CLI

Final Writer can be operated in either its own custom screen or on the Workbench™ screen. The program's custom screen is a 4 color screen that uses pre-defined colors that you cannot change. If you want control over screen colors, you will need to operate Final Writer on your Workbench™ screen.

You can start Final Writer from either its Workbench™ icon, a Workbench™ icon of a Final Writer document, or from the CLI. When you start Final Writer from the CLI you can specify an optional command line parameter to specify the type of screen you want to use. The options for this parameter are:

-WB	Workbench™ screen
-CL	Custom interlace screen
-CN	Custom non-interlace screen

Below are examples of starting Final Writer from the CLI. These examples assume you are within the FinalWriter drawer.

FinalWriter -CL Work:Docs/Letter
Start FinalWriter on a custom interlaced screen, and open the document titled "Letter".

FinalWriter -WB
Start FinalWriter on the Workbench™ screen.

ToolTypes

The following are Final Writer tooltypes that you can define. The term "**pathname**" below means the complete path that identifies a directory For example, WORK:FinalWriter/FWMacros is the pathname containing the ARexx macros that comes with Final Writer. To assign this directory as the default MACRODRAWER, set the tooltype as "MACRODRAWER=WORK:FinalWriter/FWMacros".

NOICON
Don't create icons for saved documents.

DOCDRAWER=pathname
Use "pathname" as the default drawer when opening or saving a document.

GFXDRAWER=pathname
Use "pathname" as the default drawer when inserting an IFF ILBM graphic.

MACRODRAWER=pathname
Use "pathname" as the default drawer when "Other" is selected from the ARexx menu.

FONTDRAWER=pathname
Use "pathname" as the default drawer when opening a font.

MAKEBACKUP
Instructs Final Writer to make a backup copy of a document when it is resaved. The backup copy is the document as it existed the last time it was saved. The name of the backup document is the same as the original with ".BAK" appended to the end. For example, "Hello.BAK" would be the backup copy of "Hello". Use of this tooltype ensures that you always have a backup of a document prior to new changes you make. The only downside is that the backup copy requires disk space.

Defining Tool Types

Final Writer tool types are defined from the Workbench "Information" requester.

To access the "Information" requester for Final Writer:

1. **Locate the "Final Writer" program icon.**
2. **Click the mouse once on the icon to select it.**
3. **Select "Information" from the "Icon" menu.**

   A requester will be displayed showing information about the Final Writer program's icon. In the list titled "Tool Types" are the Final Writer tool types listed above. If the tool type is enclosed in parenthesis, the tool type is disabled. Tool types not enclosed in parenthesis are active.

To define or disable a tool type:

1. **In the "Tool Types" list, click the mouse on the tool type to be defined or disabled.**

   The tool type will be shown in the data entry area.
2. **Make the desired changes to the text and press the RETURN key.**
3. **After all changes have been made, click on "Save".**

FWMacros scripts

Final Writer comes with several useful ARexx macro scripts that you can use to enhance the power of Final Writer. These scripts are located in the "FWMacros" drawer. You can assign these scripts to buttons in the User Button Strip and to menu items in the "User" menu. The names of the scripts and their purpose are:

Script	Purpose
GfxDuplicate	Make copy of selected graphic object.
GfxLineWt_Decr	Decrement selected graphic's line weight.
GfxLineWt_Incr	Increment selected graphic's line weight.
GfxNudge_Down	Move selected graphic's position down.
GfxNudge_Up	Move selected graphic's position up.
GfxNudge_Right	Move selected graphic's position to the right.
GfxNudge_Left	Move selected graphic's position to the left.
GfxShadowBox	Create shadow of selected graphic.
GfxClip	Create a graphic clip macro file.
Magnify_Down	Reduce page view magnification.
Magnify_Up	Increase page view magnification.
SectNumCols_1	Set current section to 1 column.
SectNumCols_2	Set current section to 2 columns.
SectNumCols_3	Set current section to 3 columns.
TxtDelete_ToEndOfLine	Delete text from insertion point to end of line.
TxtLeading_Decr	Decrement by 1 point the leading of paragraph whose line spacing is set to variable by.
TxtLeading_Incr	Increment by 1 point the leading of paragraph whose line spacing is set to variable.
TxtSelect_Off	Unselect selected text.
TxtSize_Decr	Decrement text size by 1 point.
TxtSize_Incr	Increment text size by 1 point.
TxtStyle_Bold	Open "_Bold" version of font.
TxtStyle_BoldItalic	Open "_BoldItalic" version of font.
TxtStyle_Italic	Open "_Italic" version of font.
TxtStyle_Plain	Open plain version of font.
TxtWidth_Decr	Decrement text width.
TxtWidth_Incr	Increment text width.

Bold, Italic, and BoldItalic text

Final Writer's outline font engine uses separate fonts for the plain, bold, italic, and bold-italic styles. Therefore, if you are typing in "SoftSans" and you want to bold your text, you will need to open the "SoftSans_Bold" typeface. Once a bold, italic, or bold-italic typeface is used in a document, it will be in the "Font" sub-menu. However, opening the font and later selecting it from the menu can be nuisance.

Four of the ARexx scripts in Final Writer's FWMacros drawer can be used to conveniently open the bold, italic, and bold-italic versions of a typeface. The names of these macros are:

TxtStyle_Bold
TxtStyle_Italic
TxtStyle_BoldItalic
TxtStyle_Plain

For maximum convenience you can assign these macros to buttons in a User Button Strip. For example, once these macros have been assigned to buttons, you can set text to bold by clicking on the button that has been assigned the "TxtStyle_Bold" macro. Refer to the "User Button Strip" section of Chapter 3 - Preferences for details on working with the button strip. When you choose buttons to use for these macros, you may want to use the ones provided for this purpose.

You can also assign the above ARexx macro scripts to menu items in the "User" menu. Refer to the "User Menu" section of Chapter 3 for details on working with the "User" menu. One of the options you have when defining a "User" menu item is to assign an Amiga® function key to the item. For example, if you assign "F1" to the menu item that has been assigned "TxtStyle_Bold", you simply press the "F1" key to set your text to bold.

Opening foreign documents

Final Writer can open documents created in WordPerfect™, ProWrite™, and PenPal™. You open a document created in any of these word processors just as you open documents created in Final Writer. There is no conversion process that you are required to do. When you instruct Final Writer to open a document, it checks to see who created the document. If the document was created in one of the above word processors, Final Writer automatically converts it to a Final Writer document as it is opened. Warning, if you save the document, it will be saved as a Final Writer document. Therefore, if you want to retain the document in its original format, you should make a copy of it before opening it in Final Writer.

Any information contained in documents created by other word processors that Final Writer can not process will be ignored. WordPerfect™ documents contain the most information that can not be processed in Final Writer.

Program and document settings

When you run Final Writer after it is first installed on your hard drive, preference and style settings are set by Final Writer to values contained within the program itself. Whenever you save preference or style settings they are saved to a disk file named "FW.Prefs" which is located in the "FWFiles" drawer. From then on whenever you start Final Writer or begin a new document the preference and style settings are obtained from the "FW.Prefs" file. If you ever want to revert back to the original program settings that existed before the "FW.Prefs" file was created, simply delete the "FW.Prefs" file. The easiest way to do this is to use Final Writer's "Delete" command located in the "Project" menu.

Based upon the "Document Save Preferences" Final Writer can save unique preference and style settings with each document. When a document is opened, Final Writer replaces its current preference and style settings with any that are stored with the document. In some situations you may wish to reset one or more of the preference and style settings saved with a document to the Final Writer default settings.

To reset a document's preference or style settings to the program defaults:

1. **Open the document.**
2. **Access the "Document Save Preferences" requester.**

   See the section "Document Save Preferences" in Chapter 3 for details on accessing this requester.
3. **Remove the check mark in front of the setting you want to reset.**
4. **Click on "Use".**
5. **Save the document.**
6. **Close the document.**

   The next time you open the document, the settings will be reset.

Automatic page numbering

You can insert a page number anywhere on a master page in your document. The "Page Setup" requester and the "Section Setup" requester (refer to Chapter 4) allow you to specify the first number that Final Writer is to use for numbering pages in your document when you use the automatic page numbering feature.

To use the automatic page numbering feature:

1. **Click on the Master Page icon you wish your page number to appear on (refer to page 2-13).**
2. **Move the insertion point to the position where you want the page number to appear.**
3. **Select "Insert Item/Page Number" from the "Edit" menu.**
   A "#" symbol will appear at the insertion point.
4. **Click on the "Body Page" icon (refer to page 2-15) to return to the main body of text.**
   The correct page number will be displayed at the selected position.

Appendix A:
Cursor Key Functions

Cursor Key Functions

As you get used to using Final Writer, you may wish to learn some of its cursor key functions. The cursor keys are the up, down, right, and left arrow keys on the right side of your keyboard. When pressed, the cursor keys achieve the following actions:

Cursor Key	**Cursor Action**
Left_Arrow	Move to previous character
Right_Arrow	Move to next character
Up_Arrow	Move to previous line
Down_Arrow	Move to next line

The CTRL and ALT keys can be used to modify the action of the above cursor keys. In the list that follows the "+" character indicates that keys are pressed together. When cursor keys are pressed while also holding the CTRL, and /or ALT keys down, these actions result:

Keys	**Cursor Action**
CTRL+Left_Arrow	Move to beginning of current or previous word
CTRL+Right_Arrow	Move to beginning of next word
CTRL+Up_Arrow	Move to beginning of current or previous line
CTRL+Down_Arrow	Move to beginning of next line
ALT+Left_Arrow	Move to beginning of current or previous sentence
ALT+Right_Arrow	Move to beginning of next sentence
ALT+Up_Arrow	Move to beginning of current of previous paragraph
ALT+Down_Arrow	Move to beginning of next paragraph
CTRL+ALT+Left_Arrow	Move to beginning of current line
CTRL+ALT+Right_Arrow	Move to end of current line
CTRL+ALT+Up_Arrow	Move to beginning of document
CTRL+ALT+Down_Arrow	Move to end of document

If you also depress the Shift key with any of the functions described above, the text through which you are moving will be selected (if not already selected) or deselected (if already selected).

Appendix B:
Keyboard Shortcuts

Keyboard Shortcuts

Whenever a menu item appears with a letter to the far right of the item's border, you have the option of using the keyboard to choose the menu item rather than using the mouse.

To use the keyboard to choose a menu item:

1. **Hold down the "A" key that is on the right side of the space bar on the keyboard.**
2. **While continuing to hold down the "A" key, press the key that is appropriate for the menu item you want to choose.**

Project Menu

N	New
O	Open
S	Save
W	Save As
P	Print
Q	Quit

Edit Menu

X	Cut
C	Copy
V	Paste
D	Clear
A	Select All
F	Find
R	Replace
G	Go To Page
3	Insert Date
5	Insert Time
7	Insert Page #
8	Insert Merge Field
4	Update Date
6	Update Time
9	Update Merge Field
0	Copy Ruler
1	Paste Ruler

Layout Menu

.	Paragraph
L	Insert Page Break

Text Menu

T	Open Font
B	Normal Style
U	Underline
E	Double-Underline
I	StrikeThru
!	Normal Position
@	Superscript
#	Subscript
$	Normal Case
%	Small Caps
^	All Caps
,	Type Specs

Graphics Menu

2	Import
J	Bring to Front
K	Send to Back

Tools Menu

[	Speller
]	Thesaurus

Appendix C: Helpful Hints for Better Documents

Helpful Hints for Better Documents

Readability and Layout

The ultimate goal of any document is to be read. Your job, as the creator of that document is to do everything in your power to make it appealing and readable. Layout is merely a way of drawing the reader through the page and should never interfere with the reader's ability to read and understand the message of the document.

The following are some suggestions on how to make your documents look good and get read. These are just guidelines. There is no substitute for your own instinct and experimentation when it comes to making your document the best it can be.

Serif vs. Sans Serif

A serif typeface is one in which the strokes of the letters end with small finishing strokes. Sans serif type faces do not. For example, this sentence is in a serif typeface. This sentence is in a sans serif typeface.

Mixing Typefaces

Final Writer gives you the flexibility to combine any number of typefaces in your documents. If you follow a few general guidelines when mixing fonts, your results will be very effective.

First, similar typefaces are normally not used together. That's why you should not use two serif (or two sans serif) faces on the same page. The subtleties that make each typeface unique are lost when two or more similar faces are competing.

Second, minimize the number of typefaces, sizes, styles, case formats, etc. on each page. It may be tempting to use as many of Final Writer's exciting features as possible in each document, but the result would be a very busy, confusing jumble. By all means, experiment with your type, but keep each document clean and readable.

Third, provide a contrast between headlines and body text in your document. You will notice that most publications use a bold sans serif typeface for headlines and a serif face for the text. There are reasons for this tried and true practice. A bold sans serif face provides an instant "pop" of recognition and legibility (an important requirement for headlines), while a serif face gives the readability that is so important in larger blocks of text.

Body Text

Sans serif type gives a clean, less conventional look to your text, but is not as readable in large quantities as serif text. So while you might wish to use a sans serif type face occasionally for your body text, remember that it is not usually as readable as a serif face.

Headlines

In order to be effective, headlines should be left justified. This guideline is based on the rudiments of reading. Your eye naturally wants to move to the right and downward. A left justified headline has the effect of pulling your reader's eye into the body text below.

Avoid all caps in a headline, too. A series of capital letters slows down the reader's ability to decipher the words, and you want the headline to grab them quickly and pull them into the text.

Above all, be consistent. All headlines in a document should be of uniform size and style.

Columns and Line Length

Studies have shown that seven to eight words per line are most readable (a serif typeface may handle nine to ten words per line without sacrificing too much readability). This may be achieved in several ways using Final Writer's columns and type features.

First, consider increasing the number of columns if you have large blocks of text. If you elect to use very narrow columns, use left justified type to avoid hyphenation and spacing problems that can occur with full justified type.

Second, consider increasing the size of your type if it is very small. Typically, body text is set in 10 or 12 point type. Anything smaller than that alienates an older reader and impairs readability for readers of all ages.

White Space

When designing your documents, do not hesitate to leave blank spots, or white space, in your documents. A page that is filled completely with text and graphics can look overwhelming to a reader and decrease his or her likelihood of actually reading your document. White space, however, gives the page a feeling of openness and gives your reader room to breathe.

White space may be achieved in many ways. Try using wide margins, or leaving empty space before or after a headline. To see how white space is used by designers, study a few magazines, paying special attention to the advertisements. Then take what you like and apply it to your own documents.

Widows, Orphans, and Rivers

These are three big typographical problems with funny little names. Avoid them whenever possible.

A widow occurs when a paragraph ends and leaves less than seven characters on the last line (the last line is called the widow). This is made even worse when the last line is only a portion of a hyphenated word. Adding a word or widening a margin slightly will usually correct a widow.

An orphan occurs when the last line of a paragraph is too long to fit entirely at the bottom of a column and continues at the top of the next column. An orphan may be corrected by removing words or lengthening a column slightly.

A river occurs when the space between words becomes greater than the space between the lines. This phenomenon typically occurs only when you are working with full justified text. Be alert to any rivers of white running vertically through your text. It may be possible to correct this problem by switching to left justified text.

Appendix D: Glossary

Glossary

all caps All capital letters.

ARexx Amiga Rexx macro language.

ascender The part of a lowercase letter that moves above the x-height (*letters with ascenders include b, t, f, and l*). Leading or line spacing must allow enough room for ascenders.

ASCII File format used in most text editors.

baseline An imaginary line that runs along the bottom of letters. A portion of some letters descend below the baseline.

body copy A page or column of body type.

body type Type sized 12 points or smaller.

boldface type Type that is blacker and heavier than its normal appearance.

bullet A bold dot or mark that is used to draw attention or to set off an element in a series or list.

cache An internal-memory listing used by the speller to store recently used words, thereby eliminating the need for disk accesses to verify their spelling.

column A section of a page that runs from top to bottom.

copy A word used to refer to written material.

crop The act of removing unwanted areas of a graphic.

descender The part of a lowercase that descends below the baseline. Leading or line spacing must leave enough room for descenders.

display type Any type larger than 12 points, such as that used for headlines and titles.

flush left Type that is aligned even with the left margin.

flush right Type that is aligned even with the right margin.

font The word used to refer to a complete family of type in a particular style or design.

gadgets Areas on a window or requester that are clicked on to perform some action.

hanging indent An indent where the second and all following lines of a paragraph are indented a preset amount of space.

hyphen hot zone The point in a line of text where a word becomes eligible for hyphenation.

italic type Type that slants to the right. May be used instead of underlining to designate names of publications, etc. Also may be used for emphasis or decoration.

leading The amount of space between lines of type, as measured in points. *Leading* rhymes with *bedding*.

lowercase Small (non-capitalized) letters.

orphan A solitary line of type at the top of a page or column; usually the continuation of text in the previous column.

pica One-sixth of an inch, or 12 points.

point A unit of measure applied to type. There are 72 points in an inch.

RAM The abbreviation for random access memory. This is your computer's internal memory bank which is used for running programs such as Final Writer.

sans serif type A typeface in which all strokes in the letters are similar in size and do not have serifs. The beginning words of this entry, "**sans serif type**" appear in a sans serif type.

script Type that resembles calligraphy or handwriting.

scroll gadget The Final Writer gadget that enables you to scroll through your document. The scroll gadget has three components: the scroll bar, the scroll box, and the scroll arrows.

serif Small finishing strokes appearing at the end of a letter stroke. The definition portion of this entry appears in a serif typeface. The beginning word "serif" appears in a sans-serif face.

small caps Capital letters that appear smaller than regular capital letters for a specified point size.

tombstone headlines Side-by-side headlines in the same size and style - An undesirable occurrence.

typeface A particular style of type.

upper case Capital letters.

white space The space on a page that is not occupied by text or graphics.

widow A line of type at the bottom of a page or column; usually the beginning of text in the next page or column.

x-height The height of the lowercase x in a certain typeface.

Appendix E: Accessing Special Characters

Accessing Special Characters

Accented characters contained in a font can be accessed through the use of a "Dead Key" combination. A "Dead Key" combination is entered by pressing the ALT key and another key at the same time. When the Dead Key combination is pressed, nothing appears on the screen until you release the keys pressed, and press a third key such as an "a", "e", "i", "o", "u", "y", "n", "A", "E", "I", "O", "U", "Y", or "N". For example, if you want the character "á", first press the ALT and "f" keys at the same time, release these keys, and then press the letter "a". If you do this correctly, you will see the "á" character when you press the letter "a".

In the following chart the "+" character indicates the ALT key and the character following the "+" is to be entered at the same time (don't press the "+" character). When a third character is shown, enter it after the Alt key combination has been pressed and released.

NOTE. Not all typefaces contain these characters.

Character	How to access it		Character	How to access it	
á	Alt+f	a	Á	Alt+F	A
à	Alt+g	a	À	Alt+G	A
â	Alt+h	a	Â	Alt+H	A
ã	Alt+j	a	Ã	Alt+J	A
ä	Alt+k	a	Ä	Alt+K	A
å	Alt+q		Å	Alt+Q	
é	Alt+f	e	É	Alt+F	E
è	Alt+g	e	È	Alt+G	E
ê	Alt+h	e	Ê	Alt+H	E
ë	Alt+k	e	Ë	Alt+K	E
í	Alt+f	i	Í	Alt+F	I
ì	Alt+g	i	Ì	Alt+G	I
î	Alt+h	i	Î	Alt+H	I
ï	Alt+k	i	Ï	Alt+K	I
ó	Alt+f	o	Ó	Alt+F	O
ò	Alt+g	o	Ò	Alt+G	O
ô	Alt+h	o	Ô	Alt+H	O
õ	Alt+j	o	Ö	Alt+J	O
ö	Alt+k	o	Õ	Alt+K	O
ú	Alt+f	u	Ú	Alt+F	U
ù	Alt+g	u	Ù	Alt+G	U
û	Alt+h	u	Û	Alt+H	U
ü	Alt+k	u	Ü	Alt+K	U
ñ	Alt+j	n	Ñ	Alt+J	N
ÿ	Alt+k	y	Ÿ	Alt+K	Y

Other characters not on the keyboard can be accessed by pressing the ALT key and some other keyboard character. For example, the "©" character is obtained by pressing the ALT and "e" keys at the same time.

Character	How to access it	Character	How to access it
¢	Alt+4	æ	Alt+a
•	Alt+8	Æ	Alt+A
·	Alt+9	ß	Alt+s
▪	Alt+0	§	Alt+S
°	Alt+w	£	Alt+l
©	Alt+e	±	Alt+z
®	Alt+r	¬	Alt+Z
¤	Alt+y	÷	Alt+X
Y	Alt+Y	ç	Alt+c
µ	Alt+u	Ç	Alt+C
¡	Alt+i	«	Alt+v
ø	Alt+o	»	Alt+b
Ø	Alt+O	–	Alt+n
¶	Alt+p	¿	Alt+M

Appendix F: EPS CLip Art

EPS Clip Art

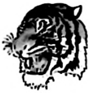
You can import Encapsulated PostScript® Clip Art (EPS Clip Art) into your Final Writer documents. EPS clip art is to graphic images as outline fonts are to type -- both are printed using the full resolution of a printer. The result is a very sharp and clear image unlike the way bit-mapped images appear on printouts.

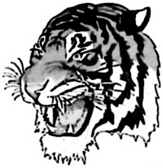
Final Writer will print EPS images on any graphic or PostScript® printer. In addition, you can view EPS images on the screen. The only disadvantage of EPS images is the amount of time it takes the computer to process an image. When you print a document with an EPS image, it will take longer to print the portion of the document containing the EPS image. Also, if you instruct Final Writer to display an EPS image on the screen, it will take considerably longer for the program to open or resize the image.

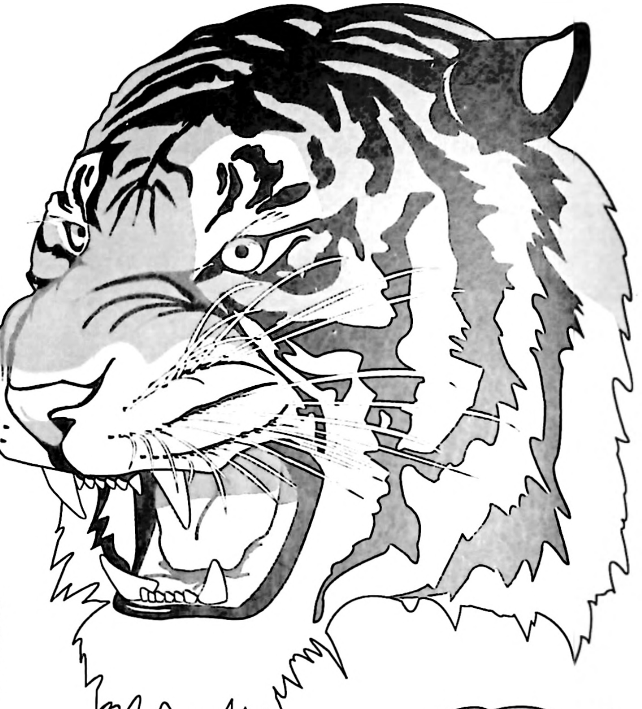
Some EPS images contain text that is to be created using fonts in a laser's PostScript® ROM. If you are printing one of these images to a PostScript® printer, the text should appear correctly. If you are printing one of these images to a graphic printer, the text will not appear.

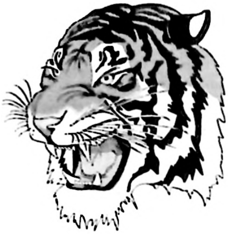
Because of the length of time needed to load and display an EPS image on screen, Final Writer gives you the option of showing either a preview of the image (if one exists), or simply a box that indicates the image's size and position. This option is set in the "Imported Graphics Settings" requester. If you are about to import an EPS image, you may want to first access the "Imported Graphics Settings" requester and make sure either the "Preview" or "Cross Box" options are selected. If you decide to show the full EPS image on the screen, Final Writer will not display it in color on the screen. Whenever you print, all EPS images are printed in full color (if possible) and in full detail regardless of how they are displayed on the screen.

The EPS images that are included with Final Writer are not in the public domain. The owners of these images have agreed to let SoftWood include the images with Final Writer in order to advertise their clip-art collections. You can use these images in your documents, but the images themselves may not be freely distributed or resold. On the following pages of clip-art the copyright owner of the clip-art is mentioned at the bottom of each page. At the end of the Appendix is information on each of these companies.

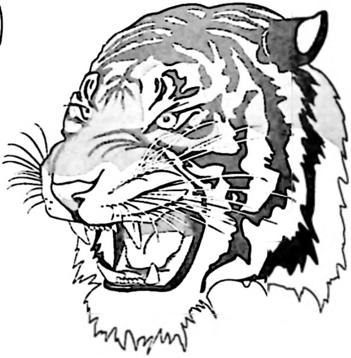


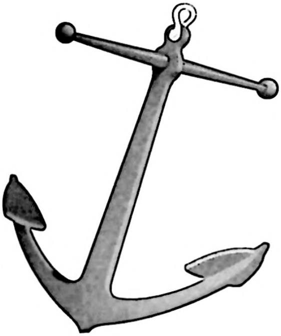






Any of the EPS images that you see on the following pages may be sized as small or as large as you wish without any loss of clarity.





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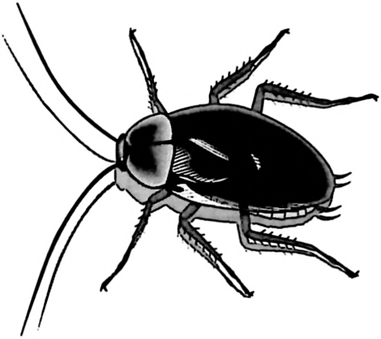
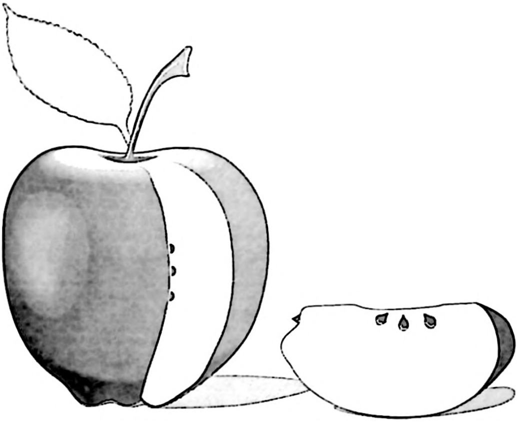
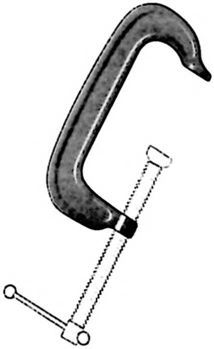


"Cockroach" from "Insects" volume



"Apple" from "Food" volume



"C-Clamp" from "Tools" volume

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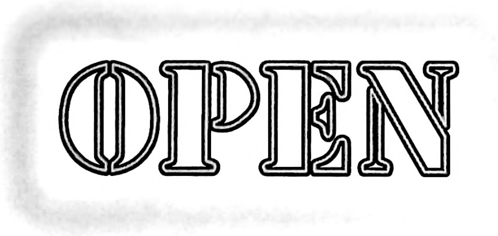
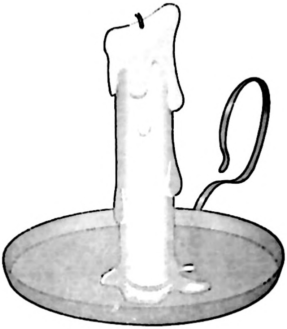


"Open Sign" from "Deluxe Business Images #1" volume



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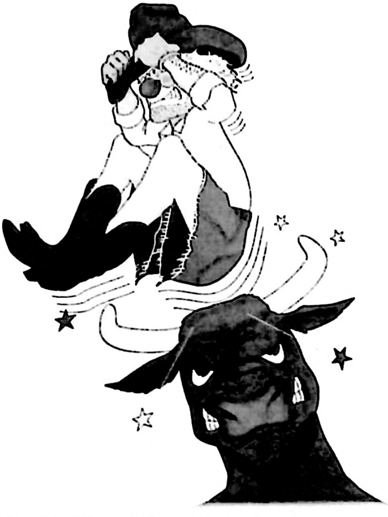

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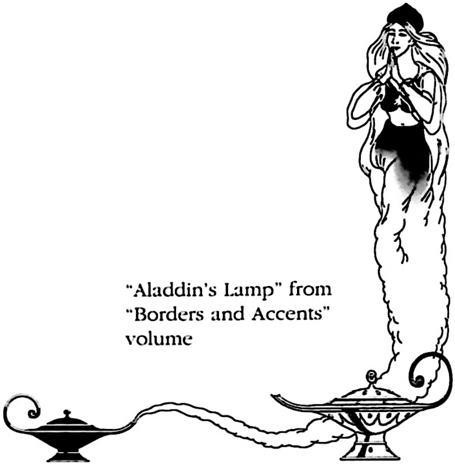

"Aladdin's Lamp" from "Borders and Accents" volume

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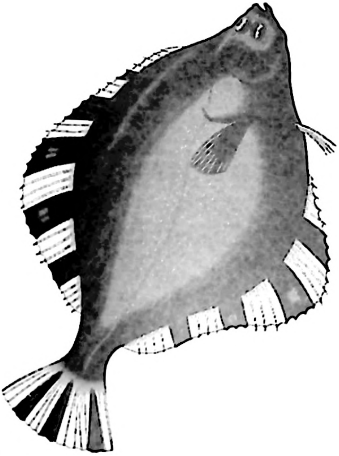

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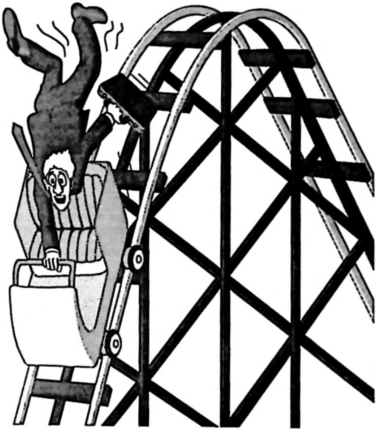

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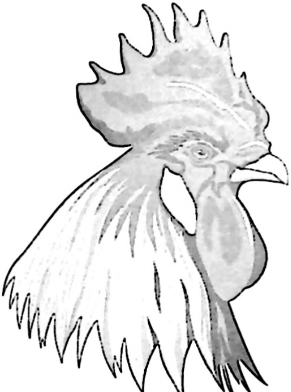
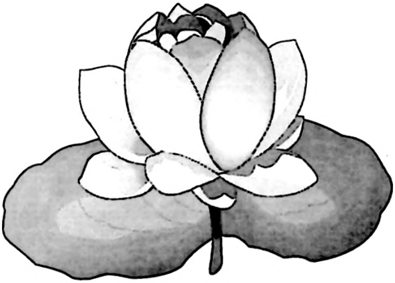


"Rooster" from "Domestic Animals" volume



"Lotus Flower" from "Flowers" volume

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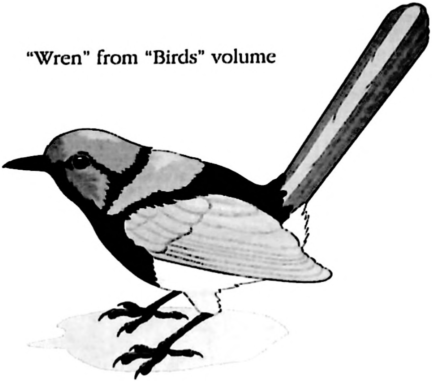
"Wren" from "Birds" volume



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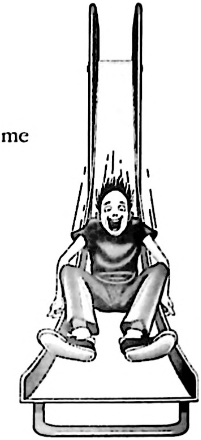
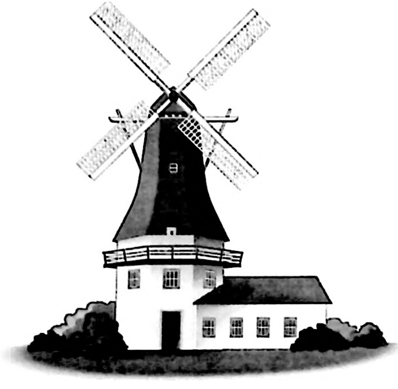
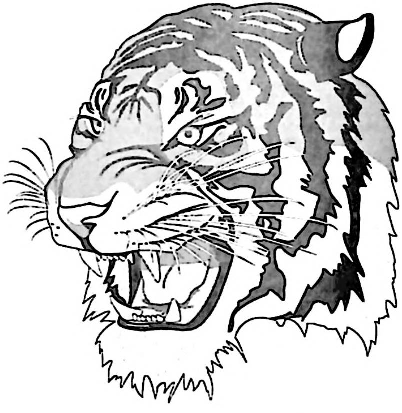




"Windmill" from
"Travel" volume



"Siberian Tiger" from
"Wild Animals" volume

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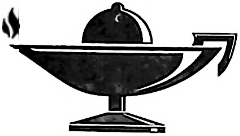

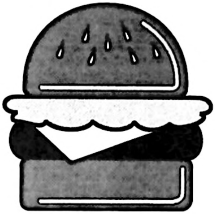

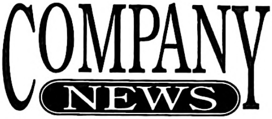
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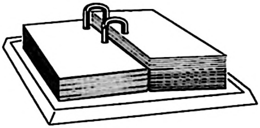
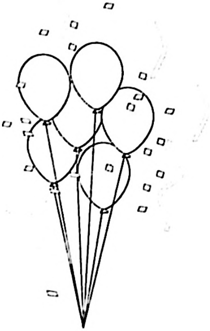
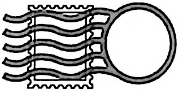
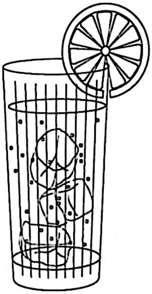
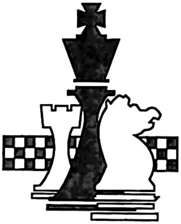
NEWS

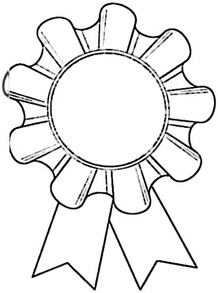


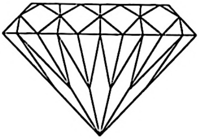


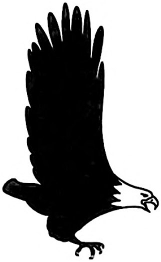












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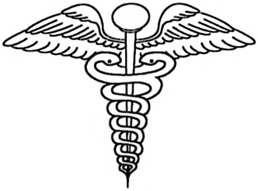

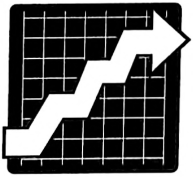

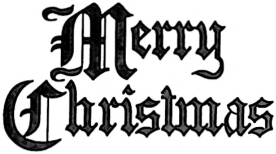
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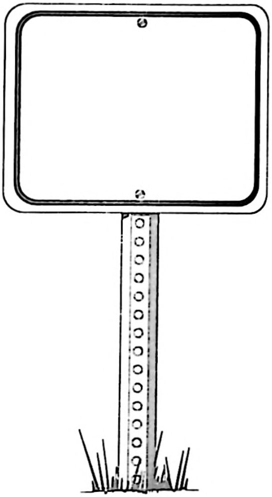

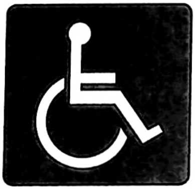

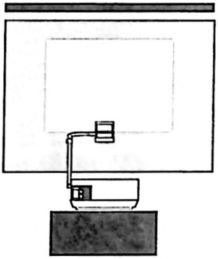

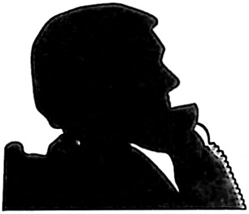

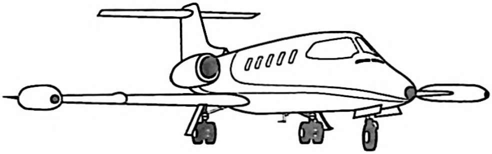

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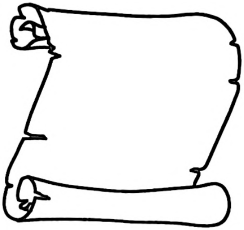

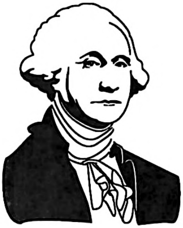

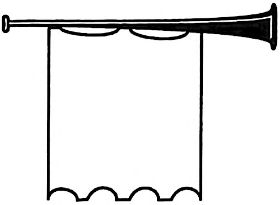

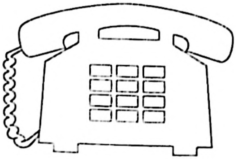

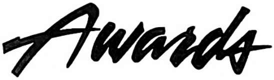

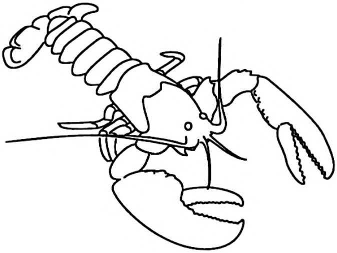

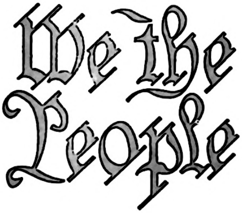
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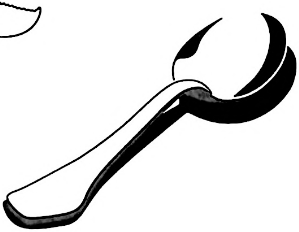

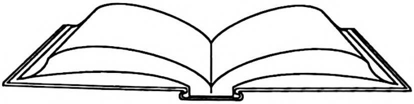

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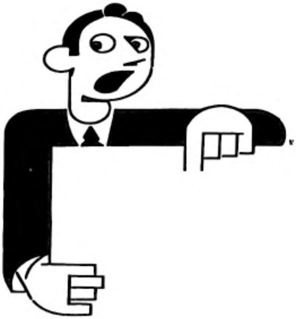

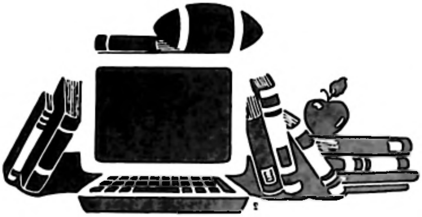

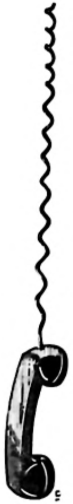

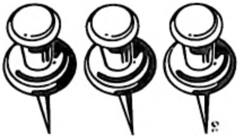

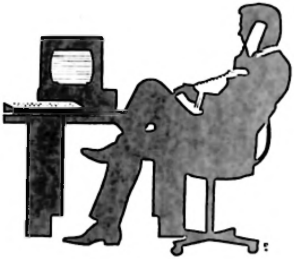

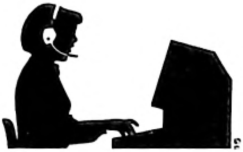

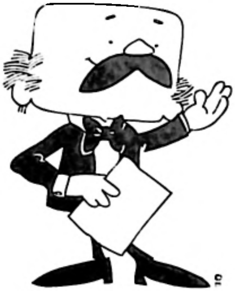

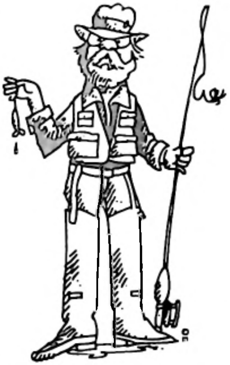

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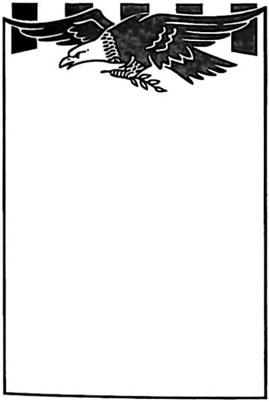
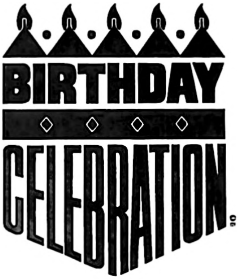
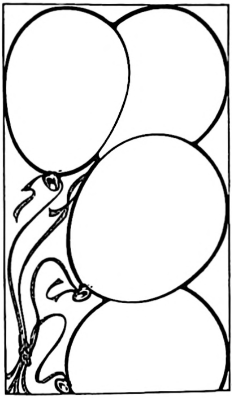
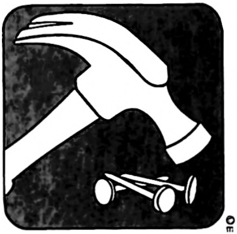
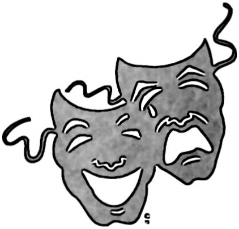
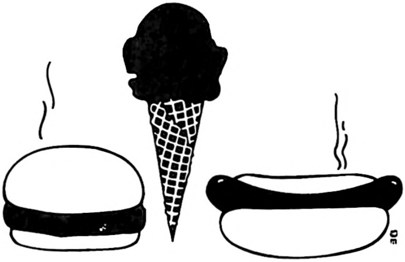



BIRTHDAY
CELEBRATION









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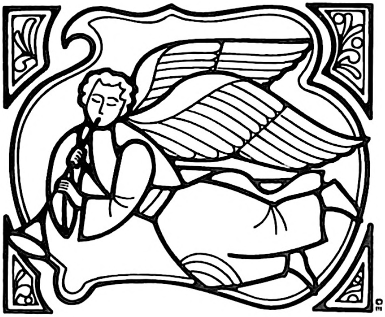

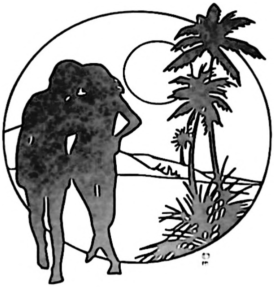

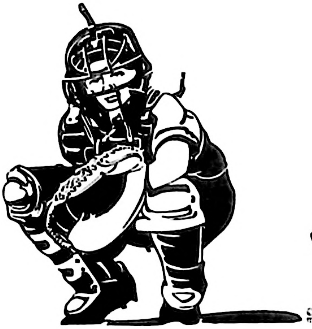

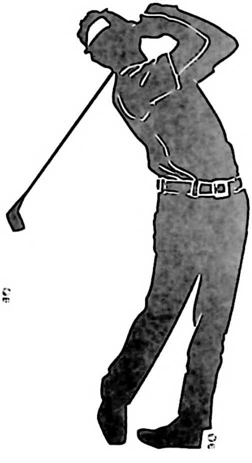

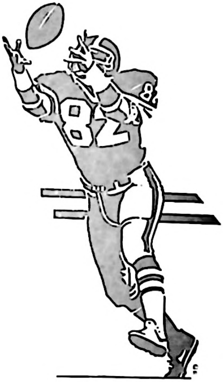

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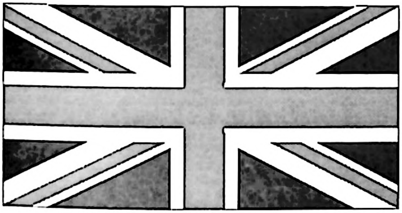

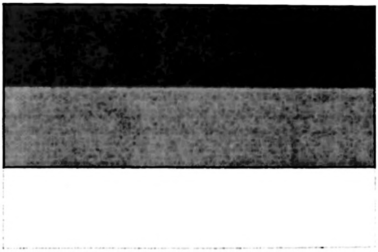

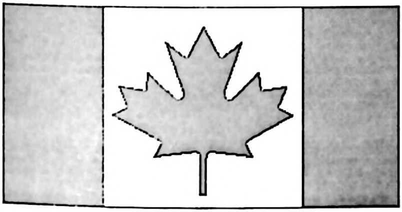

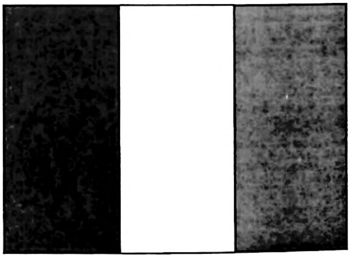

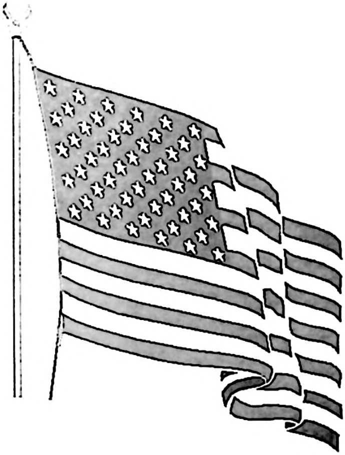

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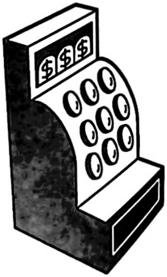
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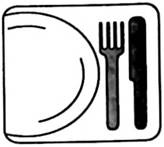
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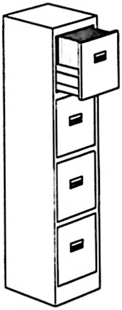
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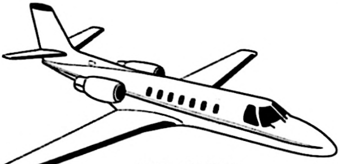
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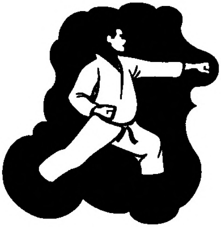

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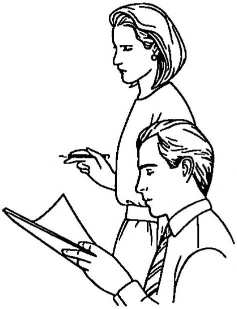

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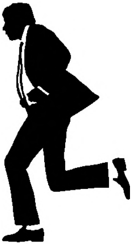

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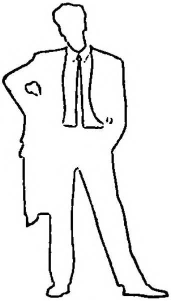

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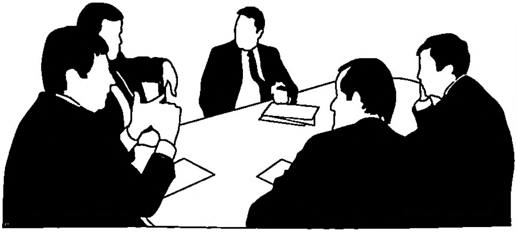

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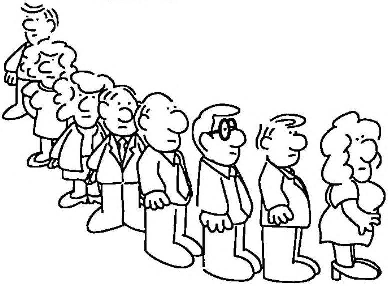

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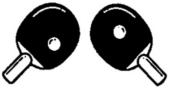

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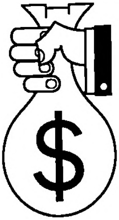

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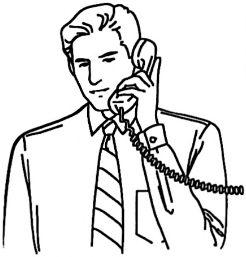

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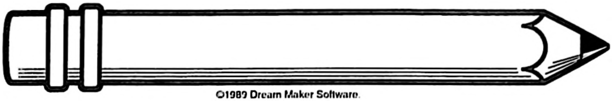

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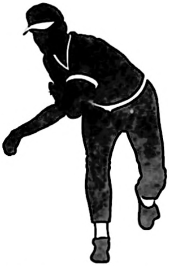

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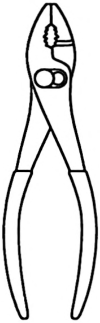

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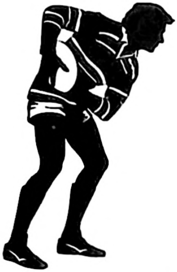

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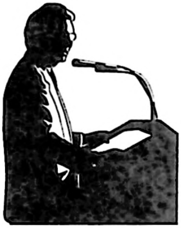

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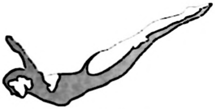

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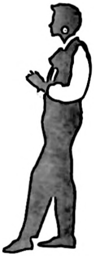

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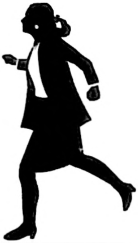

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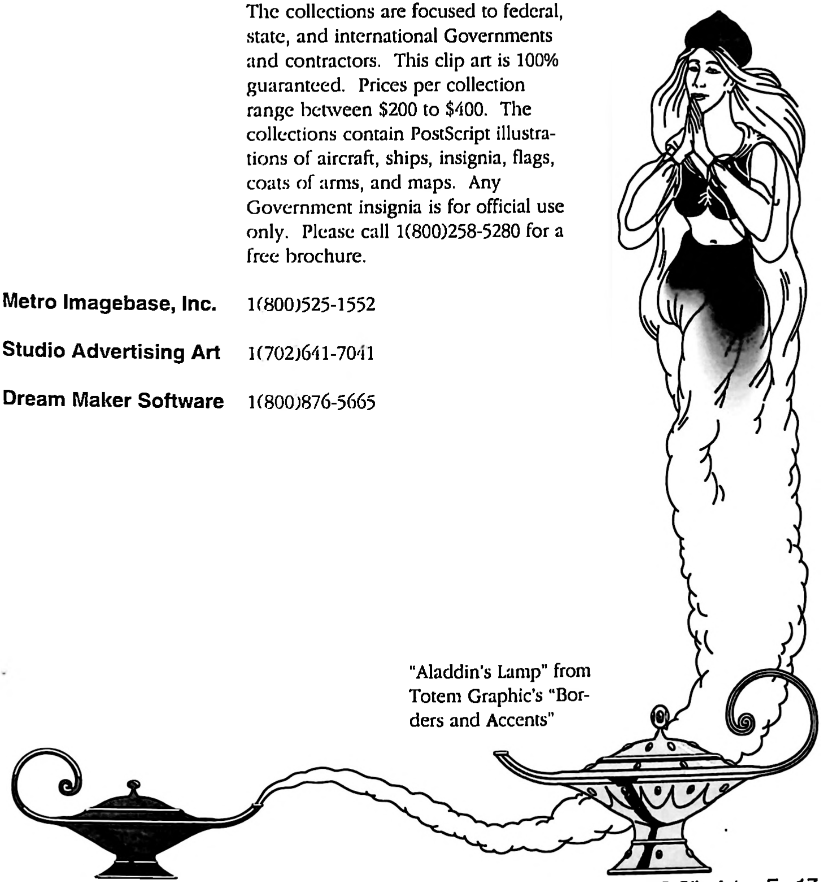

"Aladdin's Lamp" from Totem Graphic's "Borders and Accents"

Appendix G:
Outline Fonts

Outline Fonts

Final Writer supports 3 outline font formats: Type-1, Compugraphic, and NimbusQ. In order to use Compugraphic fonts, you must have Workbench 2.1 or higher. The NimbusQ file format used in Final Writer is similar to, but not the same as the NimbusQ format on other computers.

Compugraphic fonts are supported in Final Writer because at one time the Compugraphic format was supposed to be the standard outline font format for the Amiga, and many Amiga owners now own Compugraphic fonts. Type-1 fonts are supported because there are thousands available and are more industry standard than Compugraphic fonts. Through public-domain sources one can find hundreds of Type-1 fonts that can be used with Final Writer. Unfortunately most of the public domain Type-1 fonts were not created by professional typeface designers, and are not as good as ones available commercially. NimbusQ fonts are faster to use than either Compugraphic or Type-1 fonts, yet they have the same and sometimes better quality.

There are over 100 outline typefaces included with Final Writer -- all in the NimbusQ format. 100 of these typefaces are licensed from B&P Graphics from their "Serials" collection. On the following pages fonts from B&P Graphics are shown in three categories: Sans Serif Fonts, Serif Fonts, and Decorative Fonts. All fonts listed in the remaining pages of this Appendix are Copyright © B&P Graphics, Inc.

Sans Serif fonts

Chantilly	The quick brown fox jumped over the...
Chantilly Italic	*The quick brown fox jumped over the...*
Chantilly Bold	**The quick brown fox jumped over...**
Chantilly BoldItalic	***The quick brown fox jumped over...***
Cleargothic	The quick brown fox jumped over the lazy...
Cleargothic Italic	*The quick brown fox jumped over the lazy...*
Cleargothic Bold	**The quick brown fox jumped over the...**
Cleargothic BoldItalic	***The quick brown fox jumped over the...***
Columbia	The quick brown fox jumped over the...
Columbia Italic	*The quick brown fox jumped over the...*
Columbia Bold	**The quick brown fox jumped over the...**
Columbia BoldItalic	***The quick brown fox jumped over...***
Koblenz	The quick brown fox jumped over the...
Koblenz Italic	*The quick brown fox jumped over the...*
Koblenz Bold	**The quick brown fox jumped over...**
Koblenz BoldItalic	***The quick brown fox jumped over...***
Montreal	The quick brown fox jumped over the...
Montreal Italic	*The quick brown fox jumped over the...*
Montreal Bold	**The quick brown fox jumped over the...**
Montreal BoldItalic	***The quick brown fox jumped over the...***
Olympia	The quick brown fox jumped over the...
Olympia Italic	*The quick brown fox jumped over the...*
Olympia Bold	**The quick brown fox jumped over the...**
Olympia BoldItalic	***The quick brown fox jumped over the...***
Quebec	The quick brown fox jumped over the...
Quebec Italic	*The quick brown fox jumped over the...*
Quebec Bold	**The quick brown fox jumped over the...**
Quebec BoldItalic	***The quick brown fox jumped over the...***

Ravenna	The quick brown fox jumped over the...
Ravenna Italic	*The quick brown fox jumped over the...*
Ravenna Bold	**The quick brown fox jumped over...**
Ravenna BoldItalic	***The quick brown fox jumped over...***
Rochester	The quick brown fox jumped over the ...
Rochester Italic	*The quick brown fox jumped over the...*
Rochester Bold	**The quick brown fox jumped over the...**
Rochester BoldItalic	***The quick brown fox jumped over the...***
Ultimate	The quick brown fox jumped over the...
Ultimate Italic	*The quick brown fox jumped over the...*
Ultimate Bold	**The quick brown fox jumped over...**
Ultimate BoldItalic	***The quick brown fox jumped over...***

Serif Fonts

Clearface	The quick brown fox jumped over the lazy...
Clearface Italic	*The quick brown fox jumped over the lazy...*
Clearface Bold	**The quick brown fox jumped over...**
Clearface BoldItalic	***The quick brown fox jumped over...***
Dragon	The quick brown fox jumped over the lazy dog.
Dragon Italic	*The quick brown fox jumped over the lazy dog.*
Dragon Bold	**The quick brown fox jumped over the lazy...**
Dragon BoldItalic	***The quick brown fox jumped over the lazy...***
Lingwood	The quick brown fox jumped over the...
Lingwood Italic	*The quick brown fox jumped over the...*
Lingwood Bold	**The quick brown fox jumped over...**
Lingwood BoldItalic	***The quick brown fox jumped over...***

Riccione	The quick brown fox jumped over the lazy...
Riccione Italic	*The quick brown fox jumped over the...*
Riccione Bold	**The quick brown fox jumped over the...**
Riccione BoldItalic	***The quick brown fox jumped over...***
Quadrat	The quick brown fox jumped over the...
Quadrat Italic	*The quick brown fox jumped over the...*
Quadrat Bold	**The quick brown fox jumped over...**
Quadrat BoldItalic	***The quick brown fox jumped over...***
Stafford	The quick brown fox jumped over the...
Stafford Italic	*The quick brown fox jumped over the...*
Stafford Bold	**The quick brown fox jumped...**
Stafford BoldItalic	***The quick brown fox jumped...***
Thames	The quick brown fox jumped over the lazy...
Thames Italic	*The quick brown fox jumped over the lazy...*
Thames Bold	**The quick brown fox jumped over the lazy...**
Thames BoldItalic	***The quick brown fox jumped over the lazy...***
Valencia	The quick brown fox jumped over the lazy...
Valencia Italic	*The quick brown fox jumped over the...*
Valencia Bold	**The quick brown fox jumped over the...**
Valencia BoldItalic	***The quick brown fox jumped over...***
Veracruz	The quick brown fox jumped over the...
Veracruz Italic	*The quick brown fox jumped over the...*
Veracruz Bold	**The quick brown fox jumped over...**
Veracruz BoldItalic	***The quick brown fox jumped over...***
Worchester	The quick brown fox jumped over the lazy...
Worchester Italic	*The quick brown fox jumped over the lazy dog.*
Worchester Bold	**The quick brown fox jumped over the...**
Worchester BoldItalic	***The quick brown fox jumped over the...***

Decorative Fonts

Amelia	The quick brown fox jumped...
Ballentines	The quick brown fox jumped over the lazy dog.
Broadway	The quick brown fox...
Commercial Script	The quick brown fox jumped...
DAVIDA BOLD	THE QUICK BROWN FOX JUMPED...
Deko Black Open	The quick brown fox jumped...
Disco	The quick brown fox...
Dom Casual	The quick brown fox jumped over the...
Fraktur fett	The quick brown fox jumped...
Hobo Bold	The quick brown fox...
Japanette	The quick brown fox jumped over...
Lucifer	The quick brown fox jumped over the...
QUARTZ OPEN	THE QUICK BROWN FOX JUMPED...
Regency	The quick brown fox jumped over...
Rosslaire	The quick brown fox jumped...
STENCIL	THE QUICK BROWN FOX...
STOP	THE QUICK BROWN...
Studio	The quick brown fox...
Tabasaco Twin	The quick brown fox......
Yorkshire	The quick brown fox jumped over the lazy dog.

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