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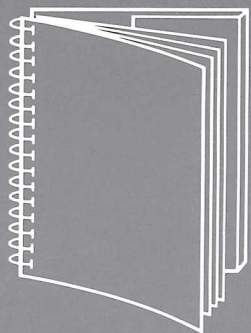
MacWrite® II

User's Guide

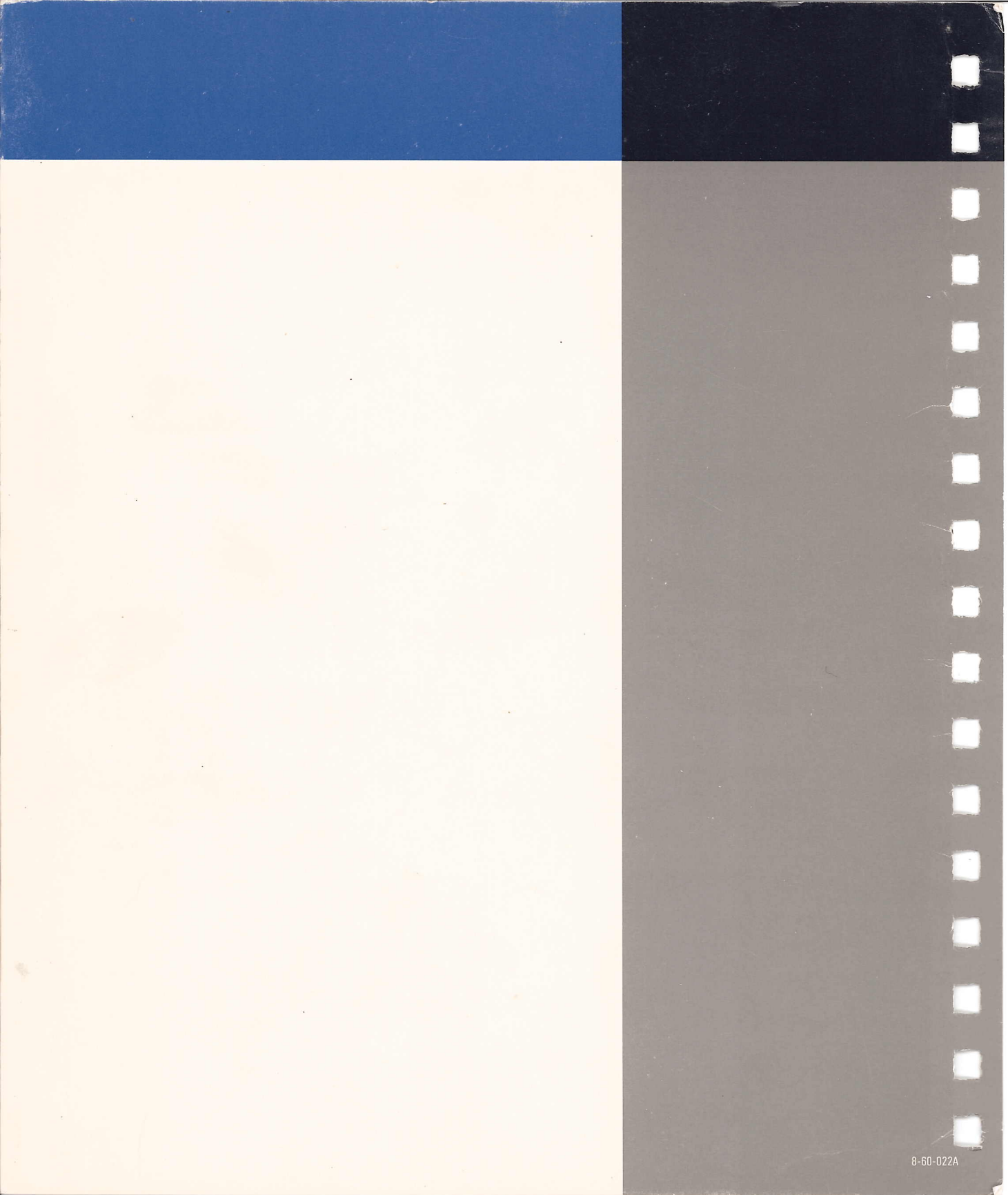


CLARIS™

MacWrite® II User's Guide



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CLARIS™

MacWrite® II

User's Guide

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CLARIS™

MacWrite® II

User's Guide

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Index

WELCOME



Welcome

This manual provides step-by-step procedures for creating and editing documents with the MacWrite® II application, and brief explanations of what every command and icon can do for you.

For Step-by-Step Procedures

Here's how to get the most out of the procedures outlined in the first three chapters: chapter 1, "Creating and Editing Text," chapter 2, "Formatting," and chapter 3, "Working with Documents and Files."

A sample page of procedures from the *MacWrite II User's Guide*

Scan the margin for the procedure you want to know more about.

Steps you take are in boldface

Explanations — if you need them — appear indented in plain text.

Aligning and Tabbing Text

When you open a new document, MacWrite II's preset alignment is flush left: every line of text is aligned with the left margin. You can change the alignment of each paragraph for either or both margins, and for any paragraph indents you make.

Using the Space bar to align text in proportionally spaced fonts creates irregular columns because individual characters have different widths. Tab stops let you precisely position text in a line so you can create a table, for instance, without using the Space bar to add spaces between the columns.

1. Click anywhere in a paragraph you want to change, select several paragraphs, or choose **Select All** from the Edit menu.
2. If it isn't already showing, choose **Show Ruler** from the Format menu.

The ruler displays the alignment setting for the paragraph you selected. When you select several paragraphs, the ruler shows the settings for the first paragraph. If the text alignment icons are hidden, double-click under the numbered scale on the ruler to

To Change Text

For Explanations of Commands and Features

If you wonder what a command does or what some icon means, turn to the reference material in chapters 4 and 5. Chapter 4, “MacWrite II Environment,” offers a visual tour of the MacWrite II window and icons. Chapter 5, “Command Reference,” provides details about each command on the menus. The menus appear in the same order as they do in the application.

A sample page from the command reference

Look at the top of the page for the
name of a menu or topic.

Each command appears in the margin
boldface, followed by an explanation of
what it does.

Edit Menu

Cut

Removes selected text, pictures, and special characters such as return characters, tabs, page breaks, and column breaks from your currently active document and puts them on the Clipboard. The shortcut is Command-X, or on an extended keyboard, F2.

◆ **Remember** The Clipboard stores only one selection at a time. When you choose Cut, you place the selection on the Clipboard, where it remains until you cut or copy something else or until you turn off the computer.

After you have cut a selection from the document, you can use the Paste command on the Edit menu to paste the selection into the document or into the Scrapbook.

Copy

Makes a duplicate of selected text, pictures, or special characters, and puts that copy on the Clipboard. The shortcut is Command-C, or on an extended keyboard, F3.

◆ **Remember** When you choose Copy, your selection replaces anything currently on the Clipboard.

How to Use the MacWrite II Help System

You may be able to leave this book on the shelf, because MacWrite II helps you as you go. When you want to find out how to perform a specific task, choose Help from the Apple menu to see definitions and instructions on-screen.

Help window

Click the retrace arrow to go to the last card you viewed.

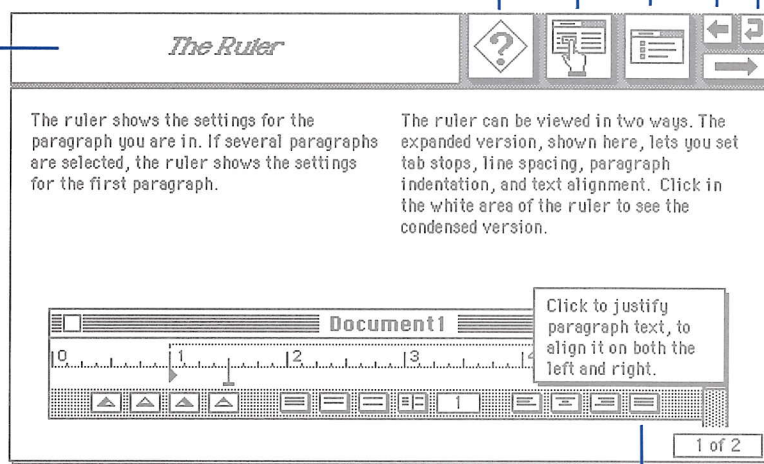
Click the left or right direction arrow to take you through the Help System topic by topic.

Click Table of Contents for a list of topics.

Click Find to locate a particular topic.

For information about using Help, click here.

The name of the topic you're in



Click an area or topic you want to explore.

Plain" quotation marks
"Curly" quotation marks

→Sun-dee

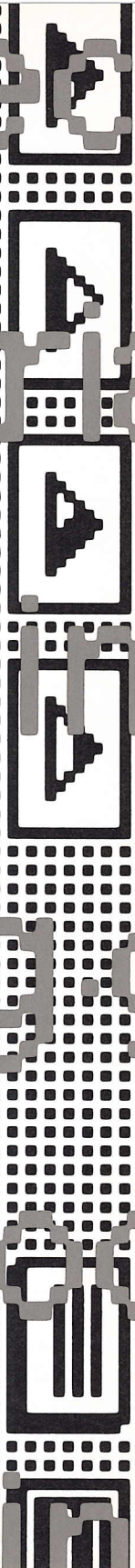
→Pedestria

→Fountain

→Parking

→Fast-fooc

→Shopping



1



Creating and Editing Text

In this chapter you'll find out how to start typing in a MacWrite II document, how to edit or change what you've written, and how to polish the text by checking your spelling.

You can type in any of a MacWrite II document's four distinct page elements: the main body of text, the header (the repeating text at the top of each page), the footer (the repeating text at the bottom of each page), and any footnotes (which can appear at the bottom of the referenced page or at the end of your document).

Typing Text

When you open MacWrite II, you see a new document, with a vertical bar blinking at the top. That is the *insertion point*, and it indicates where what you type will appear. You can start typing right away.

You also see a *pointer* that you can move with the mouse. The pointer appears as an I-beam when you move it in an area where text can be typed. The pointer appears as an arrow everywhere else. Use the pointer after you've started typing to select a new location for the insertion point, to select text for editing, to scroll, to choose a command from a menu, or to make a choice on the ruler.

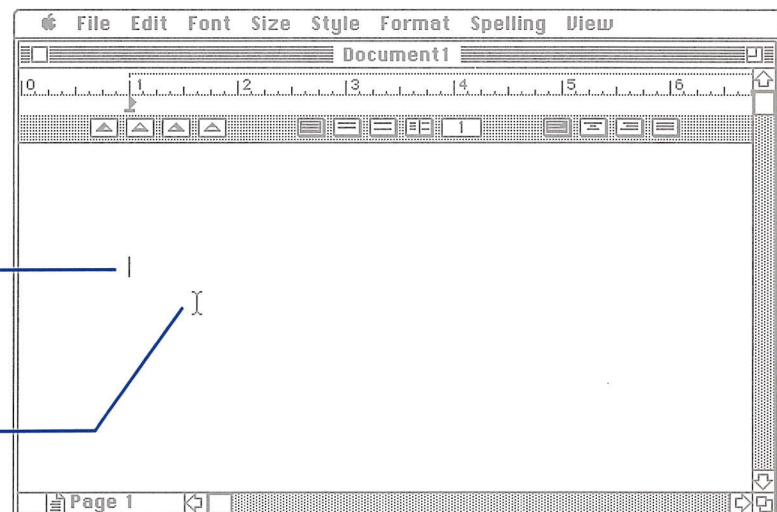
Here are some of the basics of typing in MacWrite II:

To Start Typing

Newly opened MacWrite II document

The blinking vertical bar is the insertion point—the place where what you type will appear.

I-beam pointer



When you open a new document, the insertion point appears at the beginning of the first line of the main body of text on the page. If you've opened an existing document, you can click where you want to resume typing. In a new document, you can start typing immediately.

2. Type the new text.

The insertion point moves to the right of the text as you type.

When you reach the end of a line, don't press Return; just keep typing. MacWrite II's *wordwrap* feature automatically moves the insertion point and the word you're typing to the beginning of the next line.

To Correct a Mistake

■ Press the Delete key to backspace and remove the mistake.

Hold the Delete key down to remove more than one or two characters. Your Macintosh keyboard may have a Backspace key instead of a Delete key. They work the same way.

To Start a New Paragraph, Line, or Column

■ To start a new paragraph, press Return.

A MacWrite II paragraph is any length of text followed by a return.

You can change the line spacing, text alignment, and indents for a whole paragraph using the ruler or the Paragraph command on the Format menu.

■ To start a new line within the current paragraph, press Shift-Return.

MacWrite II makes a new line and puts the insertion point at the beginning of the line. Any text you type will remain part of the preceding paragraph until you press Return by itself.

■ To start a new column choose Insert Column Break from the Format menu or press Enter.

When you've created a document with multiple columns, MacWrite II puts the insertion point at the beginning of the first line of the next column.

To Start a New Page

- **Choose Insert Page Break from the Format menu or press Shift-Enter.**

MacWrite II inserts a *page break*, which creates a new page following the page on which you were typing, and moves the insertion point to the top of the main body of text on the new page.

To Type Nonbreaking Spaces

- **To type a nonbreaking standard space, press Option-Space bar.**

MacWrite II's wordwrap will not break a line on either side of a *nonbreaking space* or expand the space when you justify a paragraph, as it does with normal spaces. Nonbreaking spaces are also called "hard spaces."

- **To type a nonbreaking en space, press Command-Option-Space bar.**

That makes a space about as wide as an uppercase N in the font you're using.

To Switch Between Curly and Plain Quotation Marks

- **Choose Preferences from the Edit menu and click Smart Quotes.**

If you want curly quotation marks, make sure that Smart Quotes is checked. Curly quotation marks are called Smart Quotes. When you select Smart Quotes, single quotation marks and apostrophes will be curly as well. If you want plain quotation marks and apostrophes, deselect Smart Quotes.

Most ImageWriter and LaserWriter fonts have a set of curly quotation marks built in that you can use instead of the plain quotation marks that are made by typewriters.

- **To switch for a single occurrence, press Command-' (single quotation mark) or Shift-Command-" (double quotation mark).**

These commands let you type a plain single or double quotation mark if you've been typing curly quotation marks.

"Plain" quotation marks

"Curly" quotation marks

Selecting Text to Edit

Once you've typed text, you can start to revise it. Basically, you select the text you want to work on and then apply a command or action to it. MacWrite II offers you many ways to select exactly the amount of text you need.

To Show Invisible Formatting Characters

■ Choose Show Invisibles from the View menu.

To be precise when editing and formatting your document, MacWrite II displays space, return, tab, and other formatting characters that are normally invisible.

Document with invisible characters showing

Normal space

Return for a new paragraph

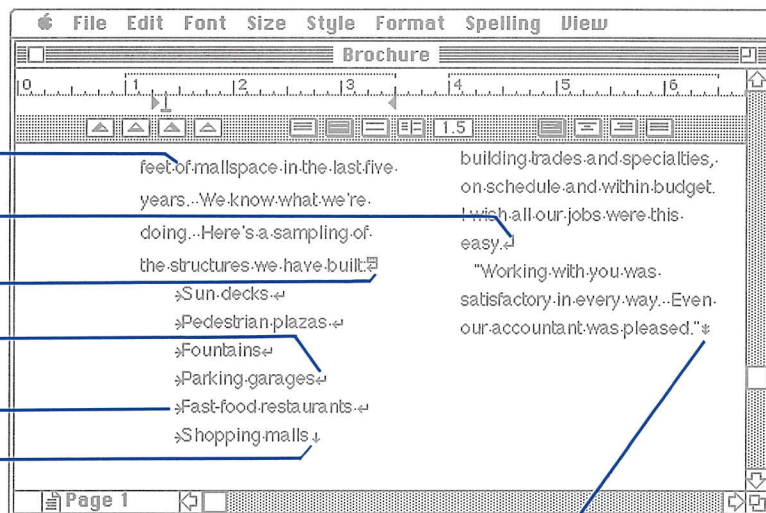
Return with a ruler change

Return within a paragraph

Tab

Column break

Page break



MacWrite II's formatting characters make it easy for you to edit text and format your document. When you make changes, you can see if you've left any extra spaces between words or put in one tab too many.

To hide the formatting characters, choose Hide Invisibles from the View menu.

Selecting Text to Edit

To Select One Word at a Time

- To select one word, double-click anywhere in the word.

MacWrite II selects text by whole words rather than by characters, making selection easier when you're editing text in small or italicized fonts.

To Select All the Text in One Line, Paragraph, or Page Element at a Time

- Click three times in the line you want to select.
- Click four times in the paragraph you want to select.
- Click five times in the page element you want to select.

You can also click once in a header, main body of text, footer, or footnote page element and then choose Select All from the Edit menu.

To Select Areas of Text

- Drag through a line of text in either direction.
- Or drag across several lines of text in any direction.

If you drag beyond the edge of the document window, MacWrite II scrolls the document as you continue to select text.

To Extend or Shorten Your Selection

1. Position the I-beam pointer.
2. Holding down the Shift key, click where you want the extended or shortened selection to end.

The text between your previous selection and the place you clicked is added to or removed from your selection.

To Select Large Areas of Text Quickly

1. Click at one end of the text you want to select.
2. Move to the other end, using the scroll bar if necessary.
3. Holding down the Shift key, click at the other end.

All the text between the two places you clicked is selected. This technique is called *Shift-clicking*.

To Select a MacWrite II Special Character

1. Choose Show Invisibles from the View menu.
2. Drag across the character to select it.

You can select every MacWrite II formatting character by double-clicking. You can also select the special characters when they are invisible.

Removing or Replacing Text

MacWrite II helps you cut a phrase or replace it with a new one at the click of a button.

To Remove Text and Keep It

1. Select the text you want to remove from your document.

2. Choose Cut from the Edit menu.

The selected text is removed from your document and placed on the *Clipboard*, a temporary storage place in your computer's memory. Use Cut if you intend to paste the text from the Clipboard into another part of your document or store it in the *Scrapbook*, a file in which you can keep your clippings. To restore the text, choose Undo before you take any other action or choose Paste from the Edit menu.

- ◆ **Remember** Your selection will remain on the Clipboard until the next time you cut or copy. When you cut or copy again, the selection on the Clipboard is replaced by your new selection.

If you want to see the text you've cut, choose Show Clipboard from the Edit menu.

To Remove Text Forever

1. Select the text you want to remove from your document.

2. Choose Clear from the Edit menu or press the Delete key.

When you remove text with Clear or with the Delete or Backspace key, your selection is not placed on the Clipboard and you cannot paste it anywhere.

- ◆ **Note** If you want to restore your selection, choose Undo from the Edit menu before you take any other action.

To Replace Text

1. Select the text you want to replace.

2. Replace your selection by doing any of the following:

- ☐ Type new text.
- ☐ Choose Paste from the Edit menu to replace the selected text with the contents of the Clipboard.

Moving or Copying Text

A large part of revision is moving phrases around. You can cut a word out of one paragraph and paste it into another, or you can make a copy, leaving the original behind, and paste the copy on another page.

Normally, when you cut or copy a word, MacWrite II places it on the Clipboard, a temporary storage place in your computer's memory. But for phrases that you think you may need to use again and again, or that you want to store for use at another session, you may want to use the Scrapbook, a file that stores those odd scraps for another day.

To Move or Copy Text

1. Select the text you want to move or copy.

2. Choose Cut or Copy from the Edit menu.

Cut removes the text; Copy leaves the original text in place. Both place a copy of the selection on the Clipboard.

3. Click where you want to put the contents of the Clipboard.

Or select anything you want replaced.

Or open another MacWrite II document and click where you want to place the material.

- ◆ **Remember** Your text stays safe on the Clipboard between the cut and paste as long as you don't cut or copy something else.

4. Choose Paste from the Edit menu.

A copy of the contents of the Clipboard appears where you clicked, and the insertion point moves to the end of the newly inserted material.

Text that you move or copy will take on the format of the paragraph in which you paste it, but it will retain its original font, style, size, and color.

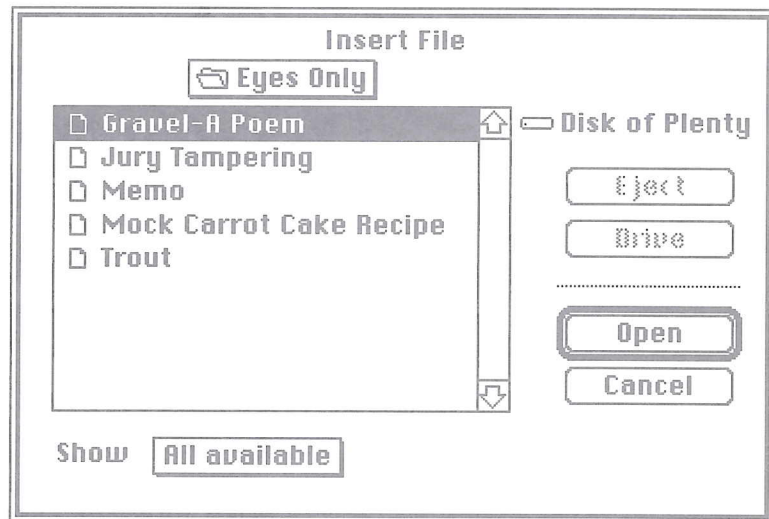
If you want to keep the old format in the new location, you must paste the material into a blank line, a paragraph that has no formatting.

To Insert All the Text from Another Document

1. Click where you want to insert the text.
2. Choose Insert File from the File menu.

You see the Insert File dialog box:

Insert file dialog box



Show

✓ All Available
MacWrite II
Text
MacWrite
WriteNow
Microsoft Word
Microsoft Works
Microsoft Write
PICT
MacPaint

The scrolling list is preset to show "All Available" documents, that is, documents in file formats that include MacWrite II, MacWrite, Microsoft Word, Microsoft Write, Microsoft Works, WriteNow, PICT, MacPaint®, and Text.

To keep the scrolling list short, you can limit its contents to one kind of file format within the selected folder. Choose the one you want from the Show pop-up menu.

Moving or Copying Text

- 3. Find the document you want in the scrolling list, click it, and then click Open.**

If the document you want is on a different disk, use the Eject and Drive buttons to switch disks and drives.

The contents of the document you selected are placed in your document starting at the insertion point. Then MacWrite II scrolls the document to the end of the inserted text and puts the insertion point there.

To Store a Copy with Formatting

- 1. Select the text you want to use again.**
- 2. Choose Copy from the Edit menu.**

A copy of your selection is placed on the Clipboard.

- 3. Open a new MacWrite II document and save it, or open a MacWrite II document you've already created for storing your clippings.**

If you've made a new document, name it "Clippings" or some other name that relates to the work you're doing.

- 4. Click where you want to place a copy of your selection and then choose Paste from the Edit menu.**

Your copy is placed at the insertion point.

Storing your copies in a MacWrite II document lets you see your whole selection, cut or copy parts of it, and paste to your main document while keeping the formatting. To use this material, just keep your clippings document open while you work.

To Store a Copy in the Scrapbook

1. Select the text you want to use again.

2. Choose Copy from the Edit menu.

A copy of your selection is placed on the Clipboard.

3. Choose Scrapbook from the Apple menu.

That opens the Scrapbook desk accessory. If the Scrapbook is already open, click it to make it active.

4. Choose Paste from the Edit menu.

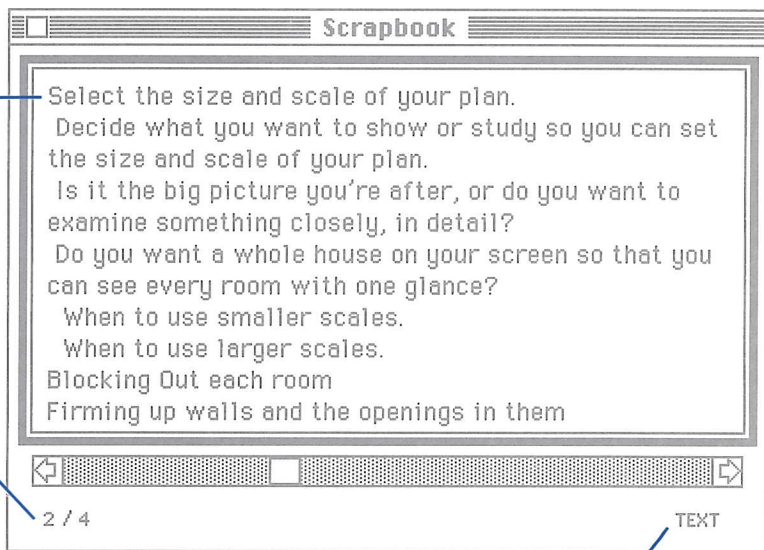
Your selection is pasted in a new page in front of the current selection you see in the Scrapbook. Text you paste into the Scrapbook always becomes Geneva, Plain Text, 12-point. Part of your selection may be hidden if it's larger than the Scrapbook window.

Scrapbook desk accessory

Your selection is pasted here.

Scrapbook page number.

Indicates that the pasted selection is from MacWrite II



Moving or Copying Text

To Copy from the Scrapbook

1. Choose Scrapbook from the Apple menu.

If the Scrapbook is already open, click it to make it active.

2. Use the scroll bar to find the selection you want.

The Scrapbook shows you one selection at a time. Click the scroll arrows or click in the scroll bar to go from one selection to the next.

3. Choose Copy from the Edit menu.

A copy of your selection is placed on the Clipboard.

4. Click in your document where you want your copy placed.

Or you can select anything you want replaced.

5. Choose Paste from the Edit menu.

A copy of the contents of the Clipboard appears where you clicked or replaces any other selection. The insertion point moves to the end of the newly inserted material.

Finding and Changing Text

MacWrite II can locate all the occurrences of a particular word or phrase in your document and can even replace it with a different word or phrase. MacWrite II can look for a word or any set of characters, even if they show up inside a longer word.

You can also have MacWrite II pay attention to which letters are uppercase and lowercase so that it finds Mr. Furnace but ignores the oil furnace.

For more information about changing the attributes of text, see “Changing the Font, Style, or Size Attributes of Text” in chapter 2.

To Find Words or Characters

1. Click where you want the search to start.

MacWrite II can find occurrences of text in the main body of text, header, footer, or footnote region of your document. The search will start where you clicked, go to the end of the document, wrap back to the beginning, and continue. MacWrite II searches through page elements in the following order: main body of text, header, footer, and footnotes.

2. Choose Find/Change from the Edit menu.

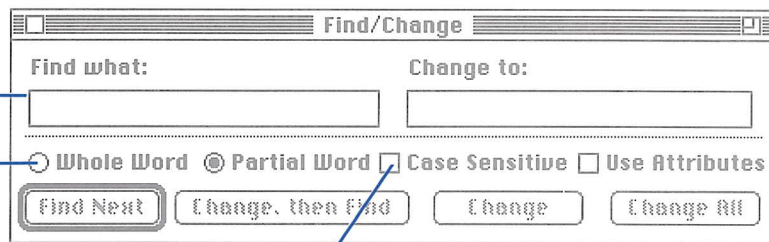
The Find/Change dialog box appears. It works just like any MacWrite II window; you can move it, and you can reactivate it if you’ve made another window active.

Find/Change dialog box

Here’s where you type or paste the characters you want to find.

To find a group of characters as whole words, click here.

To match capitalization, click Case Sensitive.



3. In the “Find what” box, type the characters you want to find.

You can enter up to 80 characters.

For a list of MacWrite II's special formatting characters that you can type in the “Find what” dialog box, refer to “Find/Change” in chapter 5.

4. To find a group of characters as whole words, click Whole Word.

Find/Change comes preset to search for the text anywhere, even if it appears as part of a word. Partial Word means that MacWrite II spots the characters whenever they appear, even in parts of other words. If you're searching for *be*, MacWrite II finds *be* in all these places: *be*, *Be*, *Ben*, *bee*, *because*, *maybe*.

Click Whole Word when you want to find occurrences of whole words: you're searching for *Smith*, the Whole Word setting lets you find *Smith* and *smith* but not *Smithson* or *blacksmith*.

5. To match capitalization, click Case Sensitive.

If you're searching for *Smith*, the Case Sensitive setting finds *Smith*, *Smiths*, and *Smithers* but ignores *smith*.

6. To find text in a certain font, size, or style, click Use Attributes.

The Find/Change dialog box expands. Proceed as follows:

**Expanded Find/Change dialog box
with text attributes displayed**

Click Text if it is not selected.

Click Font to find text in a particular
font used in your document and
then choose the font from the
pop-up menu.

Click Style to find text in a
particular style and then choose
each style you want.

Click Size to find text of a particular
size and then choose the size from
the pop-up menu.

Find/Change

Find what: ☒ Text

Change to: ☒ Text

spelunking

☒ Font Helvetica ☒ Size 12 pt

☒ Style

☒ Plain ☐ Underline

☐ Bold ☐ Wd. Underline

☐ Italic ☐ Dbl. Underline

☐ Strike Thru ☐ Superscript

☐ Outline ☐ Shadow

☐ UPPER CASE

☐ Whole Word ☒ Partial Word ☐ Case Sensitive ☒ Use Attributes

Find Next Change, then Find Change Change All

7. Click Find Next.

MacWrite II finds the first occurrence of the text and highlights it. If you want to change the selected text, click in the document window to make it active. Your text remains selected, and you can paste or type a replacement.

To find more occurrences of the specified text, click Find Next again.

- ◆ **By the way** Click the zoom box to reduce the size of the Find/Change dialog box so you can keep the dialog box open on the desktop and see most of your MacWrite II document while you work.

Finding and Changing Text

To Change Words or Characters

1. Click where you want the search to start.
2. Choose Find/Change from the Edit menu.

The Find/Change dialog box appears. Fill it out as follows:

Find/Change dialog box

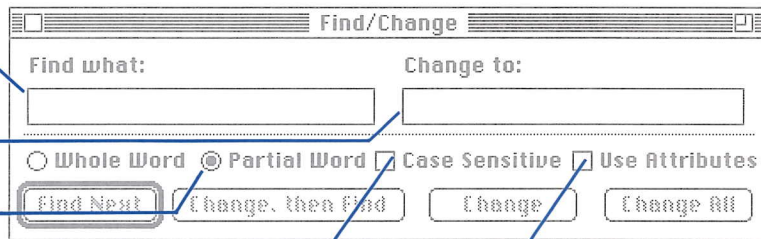
In the "Find what" box, type or paste the characters you want to change.

In the "Change to" box, type the new word or characters.

To find characters within words, click Partial Word.

To match capitalization, click Case Sensitive.

To find text in a certain font, size, or style, click Use Attributes and then use the right side of the dialog box to tell MacWrite II what font, size, and style to apply to the text, when found.



3. To change each occurrence of the text in the document one at a time, click Find Next.

MacWrite II finds the first occurrence of the text and highlights it. If you don't want to change this occurrence, click Find Next again. If you do want to make a change, click one of the options that follow:

- ☐ To change this occurrence and then find the next one, click "Change, then Find."

MacWrite II replaces this occurrence with your change and then finds the next occurrence and highlights it.

- ☐ To change this occurrence only, click Change.

MacWrite II replaces this occurrence with your change. You can find another occurrence, close the Find/Change dialog box, or activate the document window and make more changes later.

4. To change all occurrences of the text in the document at once, click Change All.

MacWrite II makes the changes and tells you how many were made.

◆ **Note** You cannot Undo Change All.

Working with Dictionaries

When you ask MacWrite II to check your spelling, it looks up your words in two kinds of dictionaries — in the Main Dictionary and then in the User Dictionary. The dictionaries may be named Main Dictionary or User Dictionary or any other name. You can open and close different dictionaries while you're editing a document, but only one Main Dictionary and one User Dictionary can be open at the same time.

MacWrite II's Main Dictionary contains more than 100,000 words. For trademarked terms, personal names and addresses, and local jargon, you can create your own dictionary to supplement the Main Dictionary.

You must place dictionaries where MacWrite II can find them to use them automatically when you check spelling.

To Set Up a Dictionary

■ Place the Main and User Dictionaries in the same location as the MacWrite II application.

On a hard disk, place the dictionary in the same folder that contains the MacWrite II application. On a 800K disk, you can put both in the same folder, or place both onto the disk, outside of any folders. (You'll have to drag the dictionaries out of the Dictionaries folder.)

Or,

■ Place the Main and User Dictionaries in the System Folder.

If you are using two 800K disks, your system disk may not have room for the dictionaries. You can reduce the size of the System Folder by throwing away any resources you do not need. *Do not* throw away the following resources: System, Finder, Clipboard, Scrapbook, and printer resources.

If you do not place your dictionary in the System Folder or in the same location as your MacWrite II application, you need to tell MacWrite II where to find it. Establishing the connection between your document and the dictionary is called installing the dictionary, described next.

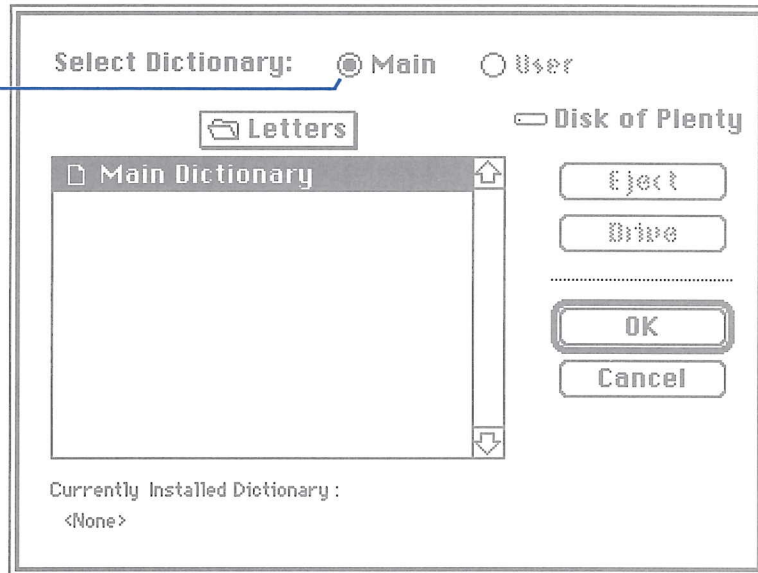
To Install a Dictionary

1. Choose Install Dictionaries from the Spelling menu.

You see the Install Dictionaries dialog box:

Install Dictionaries dialog box

Click here if you are installing a Main Dictionary.



2. Open the disk or folders that contain your dictionary.

3. When the dictionary appears on the list, highlight it and then click OK.

You have now installed a dictionary for this session.

If you do not place the dictionary in the System Folder or with the MacWrite II application, where MacWrite II will find it automatically, you will have to repeat this installation procedure each time you restart the application.

Working with Dictionaries

To Switch Dictionaries

1. Choose Install Dictionaries from the Spelling menu.

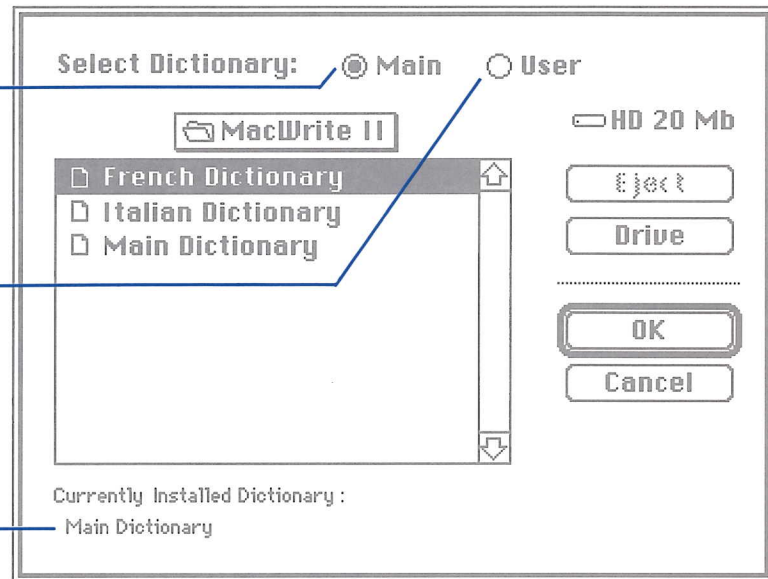
You see the Select Dictionaries dialog box:

Install Dictionaries dialog box

Click to display main dictionaries

Click to display user dictionaries

Any currently installed dictionary is displayed here.



The scrolling list displays the contents of the disk or folder containing a currently installed dictionary. If the folder contains any other dictionaries, their names appear on the list. You might have a User Dictionary you made, containing client names or uncommon technical terms. Or you may have a different Main Dictionary in a foreign language.

If no dictionaries appear when you click Main or User, you have no dictionaries or the dictionaries are located in a different disk or folder. You must open that disk or folder to use them.

2. Click the name of the dictionary you want and click OK.

MacWrite II will now use that dictionary when checking your spelling.

You can use only one Main and User dictionary at a time. To have MacWrite II consult additional dictionaries, have it check spelling with one and then install another dictionary and check spelling again.

To Have MacWrite II Ignore Your User Dictionary

1. Choose Install Dictionaries from the Spelling menu. Make sure User is selected.

2. Click None.

That tells MacWrite II not to look in any dictionary other than the Main Dictionary when checking your spelling. To use your own dictionary again, you need to install it again.

To Create a New Dictionary

1. Choose Install Dictionaries from the Spelling menu.

You see the Select Dictionary dialog box.

2. Click User.

The None and New buttons appear in the dialog box.

3. Click New.

A dialog box appears with a text box in which you can give your new dictionary a name.

Working with Dictionaries

4. Enter a name for the dictionary and click Save.

That will now be the currently installed User Dictionary. MacWrite II will consult it and the Main Dictionary when checking your spelling.

To Edit Your Dictionary

- To add a word to or remove a word from your new dictionary, choose User Dictionary from the Spelling menu.

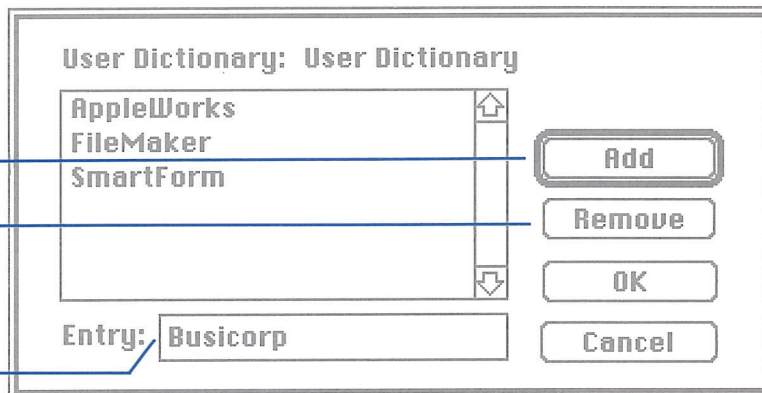
The User Dictionary dialog box appears. Proceed as follows:

User Dictionary dialog box

To add the word to the list, click Add.

To remove a word from the list, click the word and then click Remove.

Type the word you want to add in the Entry text box or select a word in the list and edit it in the box to create a new word.



You can create special dictionaries for different jobs, including product names, trademarks, codes, people's names and addresses, and foreign terms that the Main Dictionary would not recognize.

Checking Your Spelling

When it checks the spelling of a word, passage, or document, MacWrite II looks each word up in its Main Dictionary, which contains more than 100,000 words, and in the User Dictionary. If MacWrite II can't find a word in the dictionary, it considers the spelling questionable. The word may be someone's proper name, a word that is not in the dictionary, or, perhaps, a real misspelling. If the word is correct and you want MacWrite II to recognize it in the future, you can add it to the User Dictionary.

You can also have MacWrite II check your spelling as you go and alert you as soon as you type a word that is not in the installed dictionaries.

To Check What You've Written

- **To check a selected word or passage, choose Check Selection from the Spelling menu.**
- **To check the page element the insertion point is now in, choose Check Main Body (or Header, or Footer, or Footnote) from the Spelling menu.**
- **To check the whole document, choose Check All from the Spelling menu.**

MacWrite II checks whatever part of the document you asked it to and reports the results in the Spelling dialog box.

When you ask MacWrite II to check the whole document, it checks the headers, footers, footnotes, and the main body of text, in sequence, stopping only when it finds a questionable spelling.

If you want MacWrite II to pause after checking each page element so you can note the status of that section, turn off Auto Continue in the Spelling Options dialog box. The status line will tell you when MacWrite II is finished checking a page element. Press Continue to check the next page element.

Checking Your Spelling

Spelling dialog box

The word MacWrite II questions. You can revise the word here if the correct word isn't on the list.

MacWrite II's suggestions. If you see the correct word in the list, highlight it and click Replace.

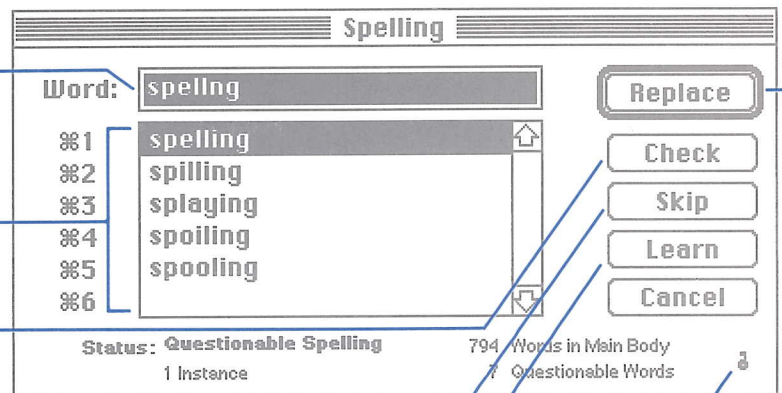
If you're not sure of your revision, click Check.

If you don't care about this word, click Skip.

If you want the User Dictionary to recognize this word in the future, click Learn.

To have MacWrite II display the questionable word, underlined and in context, click the little flag.

Click to replace the misspelled word with the proper spelling.



The first questionable word appears at the top of the window in the box named Word. Below it on the left, you see a numbered list of MacWrite II's best guesses as to the word you meant; if your word stumps MacWrite II, the box is empty. Below the list, MacWrite II tells you how many instances of the questionable spelling it found. When you correct the spelling, all those instances will be corrected at the same time.

On the right are buttons offering you actions you may want to take.

The little flag lets you expand the Spelling dialog box to display the questionable word in context. You see the word underlined at the bottom of the dialog box, surrounded by several words from the sentence in which it is contained.

To Replace the Misspelled Word

1. Scan the list of suggestions below the Word box.
2. When you see the correct spelling, click it and then click Replace.

The misspelling in your document is replaced by the correct word. All instances of the misspelled word that MacWrite II found are replaced at one time.

You can also press the combination of keys indicated next to the correct word or double-click the word, and MacWrite II will put that word into your document in place of the misspelled one.

If MacWrite II found other questionable words, the highlighting in your document moves to the next one, and MacWrite II displays that word in the Word box.

To Revise the Misspelled Word

1. Rewrite the word in the Word box.

Click in the box where you want to insert something and then type. To delete a character, click to the right of it and press the Delete key.

2. To see if your revision is correct, click Check.

MacWrite II looks up your new version in the dictionary. If the spelling is correct, you're told so in the status line at the lower left of the window.

If MacWrite II can't find the word in the dictionary, you're told that the spelling is still questionable, and, if possible, MacWrite II will suggest words you may have intended.

Checking Your Spelling

3. **When you have corrected the word, click Replace to put it into your document.**

MacWrite II replaces the mistake with the correction and then moves the highlighting to the next questionable word, which it puts in the Word box for you to consider.

To Skip a Word

- **If the word is correct and you do not want to add it to your dictionary, click Skip.**

Once you skip a word, MacWrite II won't come back to it in this round of checking. But if you ask MacWrite II to check the passage again, the word will be brought to your attention again as a questionable spelling.

- **If you want to skip all the rest of the words, click Cancel.**

To Teach MacWrite II Your Word

- **To add the word to your own dictionary, click Learn.**

The word is placed in your User Dictionary or any other special dictionary you have installed in MacWrite II during this session.

From now on, when you ask MacWrite II to check your spelling with this dictionary installed, this spelling of the word will be recognized as correct.

To Check As You Go

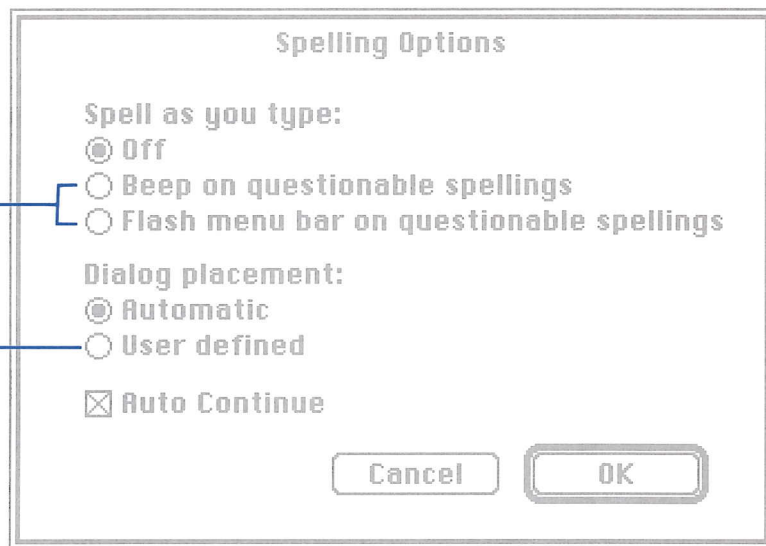
1. **Choose Spelling Options from the Spelling menu.**

You see the Spelling Options dialog box:

Spelling Options dialog box

To check spelling as you type, click one.

To have the Spelling dialog box appear where you place it, click here.



2. In the dialog box, click Beep or Flash to indicate how you want to be alerted to a questionable spelling.
3. Click OK.
4. Begin typing your text.

MacWrite II will alert you whenever you type a word not in the installed dictionaries.

5. When alerted, correct the last word you typed, or for help, choose **Spell Word** from the **Spelling** menu.

If you chose Spell Word, you will see the Spelling dialog box. If the word appears in the list of MacWrite II's suggestions, click it and then click Replace. If MacWrite II has no suggestions, edit your word and then click Check to see if the edited word is correct or to see if the revised word reminds MacWrite II of any other words you can replace it with.

Counting Words

Want to know if your article meets the editor's request for a thousand words? MacWrite II can count words for you.

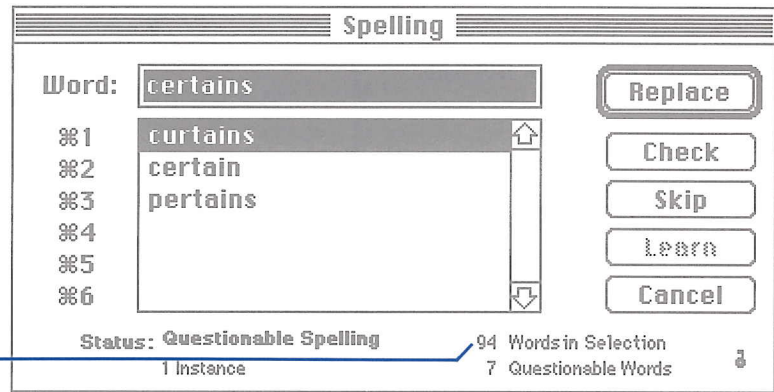
To Count the Number of Words in a Selection

- **Drag across the text you want to count and then choose Check Selection from the Spelling menu.**

You see the Spelling dialog box:

Spelling dialog box

The number of words in your selection.



At the bottom, MacWrite II tells you how many words are in your selection.

To Count All the Words in a Page Element

1. **Click once in the page element you want (the main body of text, header, footer, or footnote).**
2. **Choose a command from the Spelling menu to start the word count.**

Check Main Body will total all the words on every page of the main body of text in your document. Check Header and Check Footer will count the words in the header and footer, respectively. Check Footnotes counts the words in each footnote, beginning with the first footnote.

To count every word in your document, add up the word counts for the page elements.

Hyphenating

You can set MacWrite II to go through your whole document, automatically placing hyphens in words that need to be broken at the ends of lines.

MacWrite II follows the usual rules for hyphenating words. You can override those rules so that MacWrite II hyphenates a word your way. You can also tell MacWrite II never to hyphenate certain words so that they always appear whole. Essentially, you create a short list of exceptions to the rules, and MacWrite II consults that list — and the rules — whenever you tell it to start hyphenating a document.

To Show MacWrite II Where to Hyphenate

- **If you want to specify where a hyphen will occur for one instance of a word if it is ever needed, press Command while typing the hyphen in the word.**

The hyphen does not appear, but MacWrite II remembers that's where you'd like the hyphen to go if, when paragraphs are reformatted, the word is broken at the end of a line. This kind of hyphen, a discretionary hyphen, overrides any hyphenation you may have dictated as part of the list of exceptions to the rules; it overrides the rules too.

MacWrite II will apply this kind of hyphen to a single occurrence of the word whenever appropriate — whether or not you have turned on Automatic Hyphenation.

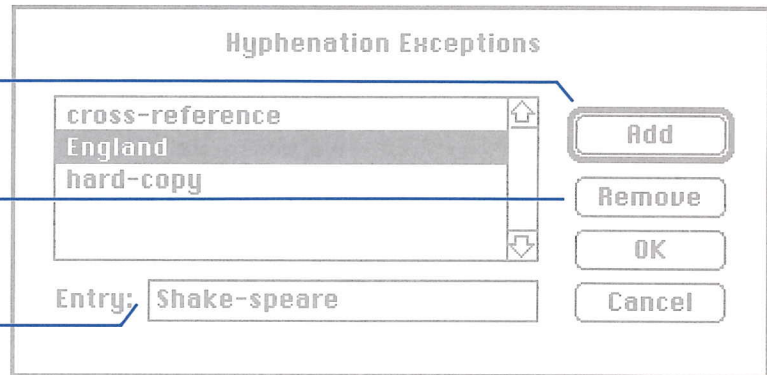
- **Choose Hyphenation Exceptions from the Spelling menu if you want to specify where a hyphen will occur for every instance of a word if it is ever needed.**

Hyphenation Exceptions dialog box

Click to add this hyphenation to the list.

Click to remove a highlighted hyphenation.

Type the word with hyphens where you want them.



If you would like to ensure that a specific word is never broken with a hyphen at the end of a line, type the word, without hyphens, in the dialog box.

Hyphenation exceptions are only implemented when you have chosen Auto Hyphenate from the Spelling menu.

To Have MacWrite II Hyphenate

- **Choose Auto Hyphenate from the Spelling menu.**

MacWrite II will now insert a hyphen in any word that comes close to the right margin or column guide, to even out the spacing between words in that line — rather than dropping that word down to the next line. MacWrite II will follow your list of exceptions, and if the word isn't there, apply the regular rules.

To Keep a Word from Being Hyphenated

1. **Choose Hyphenation Exceptions from the Spelling menu.**
2. **Type the word without any hyphens.**

To Type Hyphens

Standard hyphen: on-screen

Em dash: Typing — it's easy.

En dash: 8 A.M.-10 P.M.

3. Choose Add and then Click OK.

Whenever you choose Automatic Hyphenation, MacWrite II will not hyphenate this word. Of course, if you've specified a discretionary hyphen for some instance of the word, it will be hyphenated in the way you specified.

■ To make a standard-length hyphen, press the hyphen key (-).

■ To make a nonbreaking standard-length hyphen, press Command-Option-hyphen.

The words connected by a nonbreaking hyphen are always kept together, even when you have MacWrite II hyphenate your document.

■ To make a standard-length discretionary hyphen, press Command- hyphen.

An invisible hyphen appears that tells MacWrite II where you'd like a hyphen to go, if it's ever necessary.

For more information about discretionary hyphens, see "To Show MacWrite II Where to Hyphenate" earlier in this chapter.

■ To make a long dash (em dash), press Shift-Option- hyphen.

A long dash about as wide as an uppercase M appears in the font you're using. Use em dashes where you would normally use two hyphens for a dash.

■ To make a short dash (en dash), press Option- hyphen.

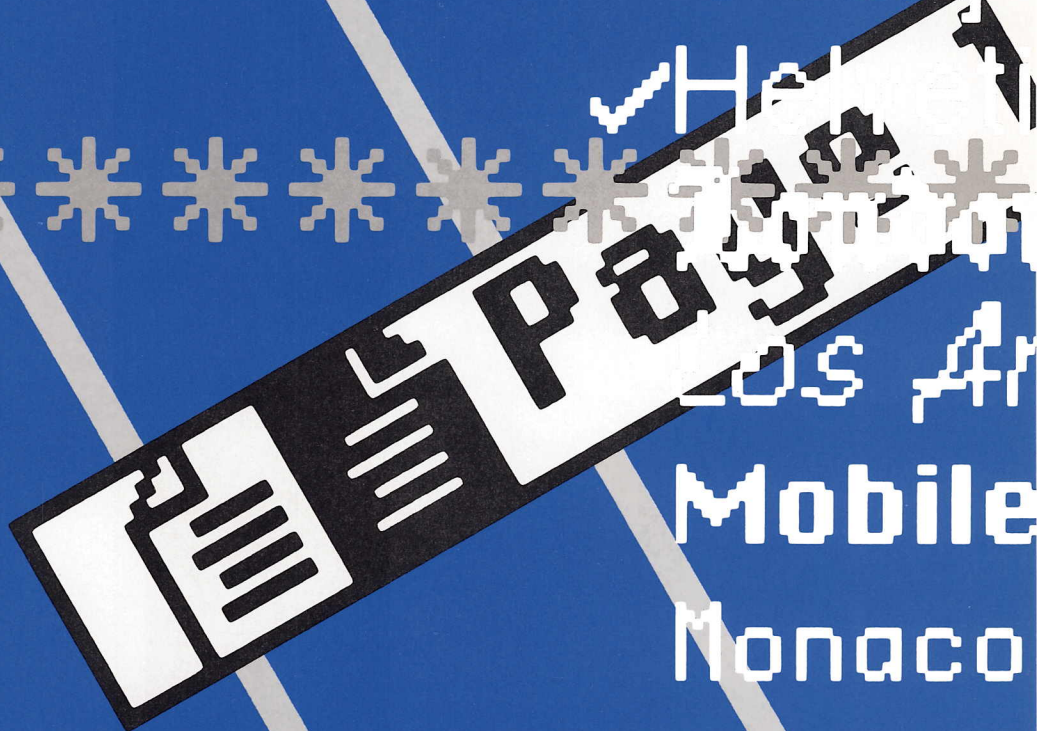
A short dash half the length of an em dash appears. Use en dashes between numbers and dates.

Shakespeare Chicago

reflections on Courier

staged King Lear

Geneva
Goudy



✓ Helix
Stamps
Los An
Mobile
Monaco
New Yo
San Fr
Symbo
Times

Color Magenta

2

Formatting

Formatting changes the appearance of text. You can apply formatting to an entire document, one or more paragraphs, a word or phrase, or even an individual character.

You can set the size of your page, and create borders all around with as much white space as you want. MacWrite II lets you create a title page, display and print pages with multiple columns, and make facing pages when you want to print on both sides of a page.

Technical documents and papers often require footnotes, tables, and pictures. MacWrite II lets you use all of them. You can emphasize the meaning of what you've written by changing fonts, sizes, and styles.

Laying Out a Document

You can set up a new document to fit the needs of your work before you begin typing, or you can put your ideas into words and then format them. Either way, you'll want to begin by setting the options that apply broadly across your whole document.

To Change Page Size and Orientation

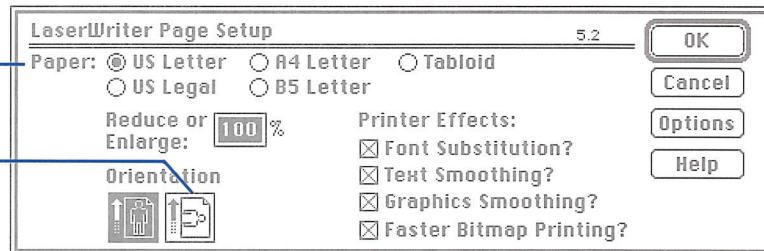
■ Choose Page Setup from the File menu.

You see the Page Setup dialog box:

Page Setup dialog box

Click the paper size you want.

Click if you want a horizontal page.



In general, choose the kind of printer you intend to use before you write. The LaserWriter doesn't print as close to the edge of the page as the ImageWriter does, so if you switch printers just before you print, you may find your tabs and line widths modified.

The options offered in the Page Setup dialog box depend on the printer, the version of the printing resource, and the version of the system files you're using. Refer to your Macintosh and printer user guides for detailed information about printing procedures.

For more about page sizes, refer to the description of the Page Setup command in "File Menu," chapter 5.

To Show or Hide Guide Lines

- Choose Show/Hide Page Guides from the View menu.

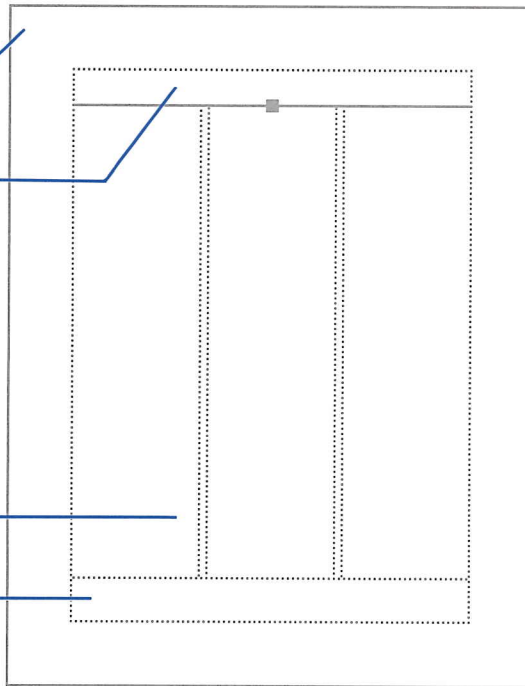
MacWrite II page with guides showing

Page margins limit text area.

Header element

Column division line

Footer element



Page guides let you see page margins, column division lines, and the boundaries between page elements. Display page guides to see how text will fit on your page. Hide them when you want to see exactly how your finished page will appear.

Page guides do not print.

To Set or Change Page Margins

1. Choose Page from the Format menu.

You see the Page dialog box.

Laying Out a Document

2. Proceed as follows:

Page dialog box

Width of your page between margins

Type the margins you want in the boxes.

To see how your change looks, click Apply.

Page margins are the spaces between text areas and the edge of the paper. There is a separate margin for the top, bottom, left, and right sides. MacWrite II presets all the margins to 1 inch.

When you click Apply, the margins you specified are temporarily applied to your document and the text is repositioned. If you want to experiment with other settings, type them in the appropriate boxes and then click Apply again. You can try as many settings as you like, and you can move the Page Format dialog box for a better view. You must click OK to save your new margins, or Cancel to keep the original margins.

To Make Facing Pages and Set Margins

1. Choose Page from the Format menu.

You see the Page dialog box.

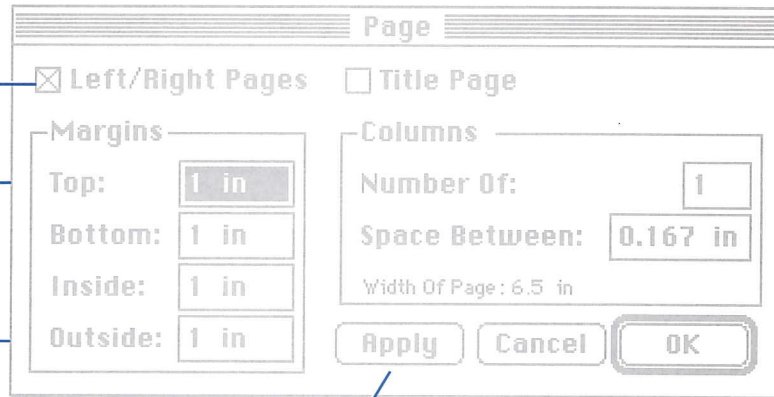
2. Click Left/Right Pages and then proceed as follows:

Page dialog box set for left and right pages

Left/Right Pages checked

Type the margins you want in the boxes.

To see how your change looks, click Apply.

The image shows the 'Page' dialog box in MacWrite II. It has a title bar 'Page'. Inside, there are two checkboxes: 'Left/Right Pages' (checked) and 'Title Page' (unchecked). Below these are two sections: 'Margins' and 'Columns'. The 'Margins' section has four input fields: 'Top:' (1 in), 'Bottom:' (1 in), 'Inside:' (1 in), and 'Outside:' (1 in). The 'Columns' section has 'Number Of:' (1) and 'Space Between:' (0.167 in). Below the columns section, it says 'Width Of Page: 6.5 in'. At the bottom are three buttons: 'Apply', 'Cancel', and 'OK'.

When you click Left/Right Pages, MacWrite II changes the Left and Right margin options to Inside and Outside. That lets you make margins that correctly position the text on each page for printing on both sides of the paper. Set the inside margin wide enough to allow for the binding method you're going to use.



Left-Right page icon

MacWrite II displays a Left-Right page icon to the left of the page number. The highlighted page shows you whether the insertion point is currently located on a left or right page.

Laying Out a Document

To Make Multiple Columns

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

You see the Page dialog box. Proceed as follows:

Page dialog box

Type the number of columns you want in the Number Of box.

Type the amount of space between columns in the Space Between box.

Width of column between column division lines

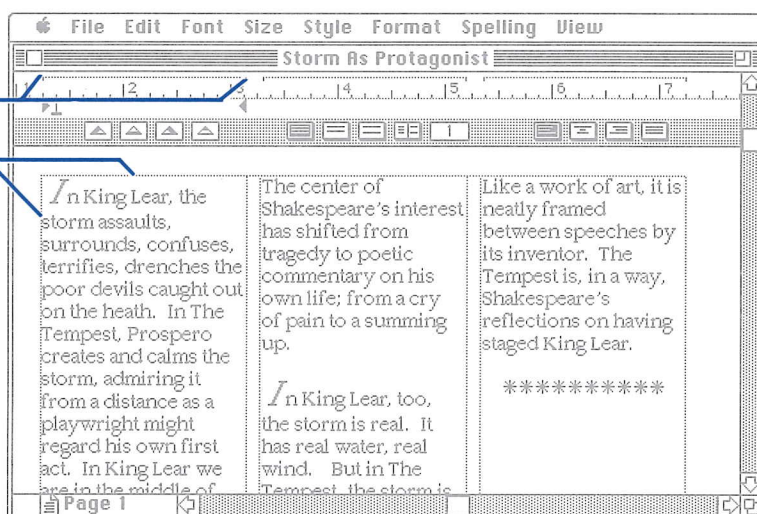
To see how your change looks, click Apply.

MacWrite II lets you make up to ten columns of equal width on a page. Column width is determined by your choice of page size, page orientation, and left and right margins, as well as the number of columns and the amount of space between them.

Page with rulers and columns

Column width

Column guides



Text flows down until it reaches the bottom of a column and then flows down the next column.

To Make a Title Page

1. Choose Page from the Format menu.

You see the Page dialog box.

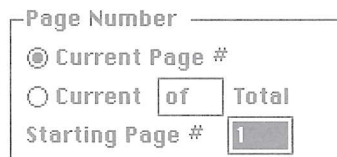
2. Click Title Page.

That makes the initial page of your document a title page. The title page does not contain a header, footer, or columns.

- ◆ **By the way** When the insertion point is in the title page, the header and footer commands on the Format menu are dimmed.

Laying Out a Document

To Change the Starting Page Number



Page Number box in the Preferences dialog box

1. Choose Preferences from the Edit menu.

You see the Preferences dialog box.

2. In the Page Number box, type a number in the Starting Page # box.

The page number of the initial page in your document is changed. All subsequent pages will be numbered from this new page number.

To Change the Unit of Measurement



Measure pop-up menu in Preferences dialog box

1. To change the unit of measurement, choose Preferences from the Edit menu.

You see the Preferences dialog box.

2. Choose the unit of measurement you want from the Measure pop-up menu.

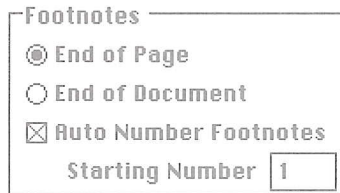
MacWrite II changes the unit of measurement displayed on the ruler and in the formatting dialog boxes to reflect the new unit of measurement. When you use either dialog box to change a measurement, you can enter a number in any of the measurements available in MacWrite II. After you click OK, the measurement will be converted to the unit of measurement currently set in the Preferences dialog box.

The actual sizes of page elements remain unchanged, so you can change the unit of measurement at any time, and as often as you need to. MacWrite II's preset unit of measurement is inches.

For more about units of measurement, see the Preferences command in "Edit Menu," chapter 5.

Creating Footnotes

To Set Footnote Location and Numbering



Footnotes

☒ End of Page

☐ End of Document

☒ Auto Number Footnotes

Starting Number

Footnotes box in the Preferences dialog box

MacWrite II lets you create a footnote region at the bottom of the page (above the footer) or gather footnotes at the end of your document. You can choose to have footnotes numbered automatically or create your own numbering.

1. Choose Preferences from the Edit menu.

You see the Preferences dialog box.

2. To show footnotes at the end of your document, click End of Document in the Footnotes box.

MacWrite II adds a new page at the end of your document and displays all your footnotes there.

MacWrite II's preset footnote location is End of Page, which displays your footnotes at the bottom of each page in a footnote region. If you have a footer element, the footnote region is located above it.

You can change the location of footnotes at any time. MacWrite II places them in the new location.

3. Enter the number you want to begin with in the Starting Number box.

Each footnote you add is numbered sequentially. MacWrite II automatically rennumbers footnotes when you cut, copy, paste, or insert a new footnote.

4. To assign characters other than numbers to footnotes, deselect Auto Number Footnotes.

You can now mark the footnotes with your own letters or symbols.

To Insert a Footnote

1. **Click where you want to insert a footnote in the main body of the text.**

2. **Choose Insert Footnote from the Format menu.**

When Auto Number is on, a footnote number appears where you clicked and a footnote with the same number is placed in the footnote region. The footnote number in the main body of the text appears in the same font, size, style, and color as the character preceding it. You can change the attributes of the number at any time.

MacWrite II puts the insertion point after the number in the footnote region so you can begin typing the text of the footnote immediately. MacWrite II's preset footnote text is Helvetica, 10-point, Plain. You can edit and format the text in the usual way.

When Auto Number is off, you see the Insert Footnote dialog box. In the Mark Footnote With box, you can type up to nine characters to mark your footnote.

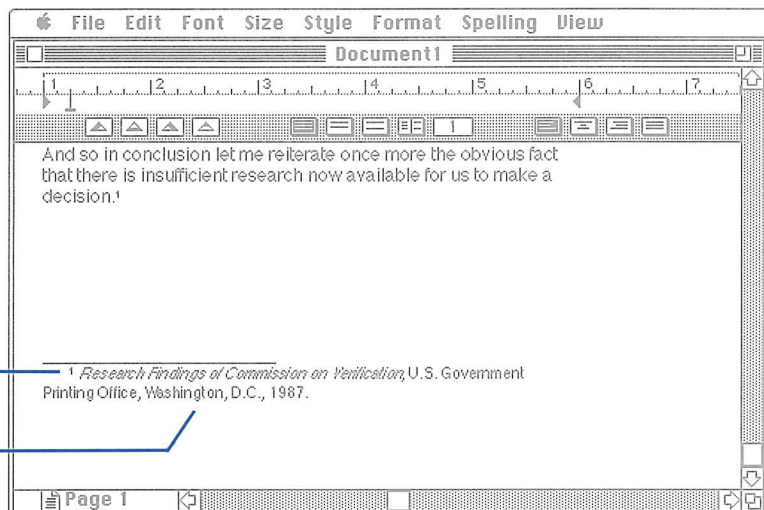
3. **Type your footnote text.**

MacWrite II also creates a line that extends one-third of the way across the page to separate the footnote region from the main body of text.

Footnote region at the bottom of a page

Footnote character

Footnote region (bottom of page)



- 4. To resume typing at the place where you inserted the footnote, press Command-Return.**

The insertion point moves to the right of the footnote you inserted in the main body of text, and you can resume typing where you left off.

To Remove a Footnote

- 1. In the main body of text, select the footnote number that you want to remove.**
- 2. Choose Cut or Clear from the Edit menu.**

The footnote number is removed from the main body text and the footnote from the footnote region. When Auto Number is turned on, the remaining footnotes are renumbered.

Creating the Header and Footer

You can use headers and footers to make a custom letterhead, to repeat chapter titles, or to position page numbers in the same place on every page.

A header is a page element located at the top of a page between the top margin and the main body of text of the page. A footer is a page element located at the bottom of a page between the bottom margin and the main body of text or the footnote region, if there is one. Both are as wide as the main body of text.

You can put any information in a header or footer that you want to appear on every page of your document, or on right or left pages only, including text, pictures, page numbers, dates, and times. When you change the content of a header or footer, every header or footer in the document changes.

To Create a Header or Footer

■ Choose Insert Header or Insert Footer from the Format menu.

MacWrite II creates a header or footer element and puts the insertion point at the top line so you can begin typing immediately. The header or footer automatically grows to include the text you type.

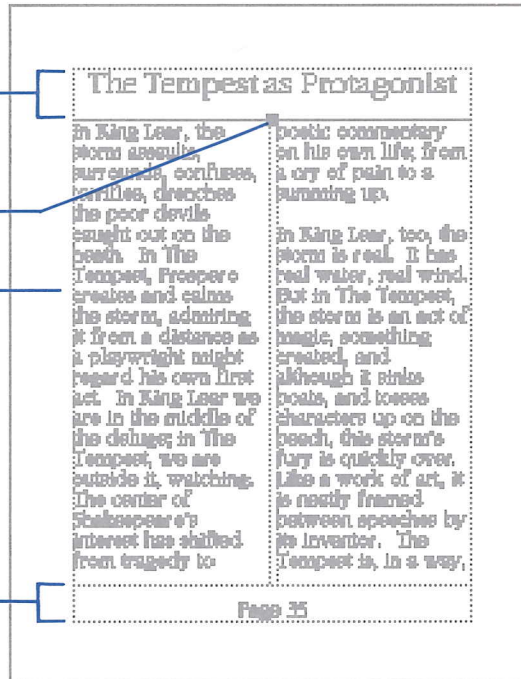
MacWrite II page with header and footer

Header region

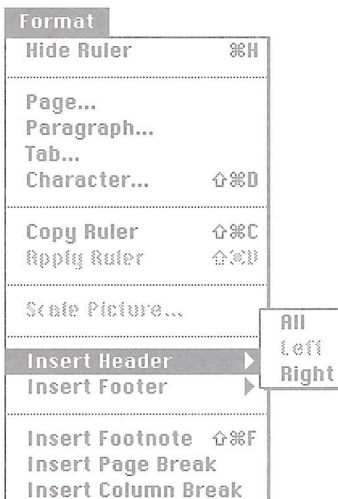
Header resizing handle

Main body of text

Footer region



When your document has left and right pages, the Insert Header and Insert Footer commands display submenus. Choose one of the following from the submenu:



Insert Header submenu

- ☐ To create a header or footer on every page, choose All. If you've created left and right pages, any text, graphics, dates, times, or page numbers will appear on every page.
- ☐ To create a header or footer on every left page, click in a left page and then choose Left. The insertion point must be located in a left-hand page.
- ☐ To create a header or footer on every right page, click in a right page and then choose Right. The insertion point must be located in a right-hand page.

To Create a Header or Footer

Creating the Header and Footer

The menu commands subsequently change to Remove Header or Remove Footer.

◆ **Remember** You can't put a header or footer on a title page.

To Remove a Header or Footer

■ Choose Remove Header or Remove Footer from the Format menu.

When your document has left and right pages, the Remove Header and Remove Footer commands display submenus. Choose one of the following:

- ☐ To remove a header or footer from every page, choose All.
- ☐ To remove a header or footer from every left page, choose Left.
- ☐ To remove a header or footer from every right page, choose Right.

◆ **Note** You cannot use Undo on Remove Header or Remove Footer. Any text or graphics will be removed permanently.

To Change the Size

1. Click in the header or footer to make it active.

A handle appears on the boundary line between the header or footer and the main body of text.

2. Drag the handle up or down.

You can resize the header or footer by dragging the handle up or down, but you cannot make it smaller than the number of lines it contains.

Page and Column Breaks

MacWrite II lets you start the next page or column without typing returns or creating blank lines. You can start a new page while you're typing; and you can create a new page anywhere in an existing document.

To Insert a Page Break

1. **Click where you want to end a page.**

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

MacWrite II inserts a page break where you clicked, and moves the insertion point and anything that follows it to the first line of the next page. When there isn't room for the text that follows the insertion point, MacWrite II adds a page to your document.

The header or footer is not affected by the page break. Footnotes are moved along with any text.

To Remove a Page Break

1. **Select the page break character.**

If MacWrite II's formatting characters aren't showing, choose Show Invisibles from the Format menu to display them.

2. **Choose Cut or Clear from the Edit menu.**

The page break is removed, and the text that followed it moves to the end of the last line in the preceding page.

The header or footer is not affected by removing the page break. Footnotes are moved along with any text.

To Insert a Column Break

1. **Click where you want to end a column.**

2. Choose Insert Column Break from the Format menu.

MacWrite II inserts a column break where you clicked, and moves the insertion point and anything that follows it to the first line of the next column. When there isn't room for the text that follows the insertion point, MacWrite II adds a page to your document.

To Remove a Column Break

1. Select the column break character.

If MacWrite II's formatting characters aren't showing, choose Show Invisibles from the Format menu to display them.

2. Choose Cut or Clear from the Edit menu.

The column break is removed, and the text that followed it moves to the end of the last line in the preceding column.

Indenting, Splitting, and Joining Paragraphs

To emphasize a paragraph or set it off from adjoining paragraphs, you may want to indent it.

MacWrite II lets you change the amount of space between paragraph text and the margins or column guides. You set page margins and column guides for a whole document; you create indents for selected paragraphs.

When you set indents before you type, the first paragraph and subsequent paragraphs are created with the indents you set. You can also change the indents of existing paragraphs one by one, or several at a time.

To Change the Indents of a Paragraph

1. **Click anywhere in a paragraph you want to change, or select several paragraphs.**
2. **If it is not already displayed, choose Show Ruler from the Format menu.**

The ruler displays the settings for the paragraph you selected. When you select several paragraphs, the ruler shows the settings for the first paragraph.

Proceed as follows:

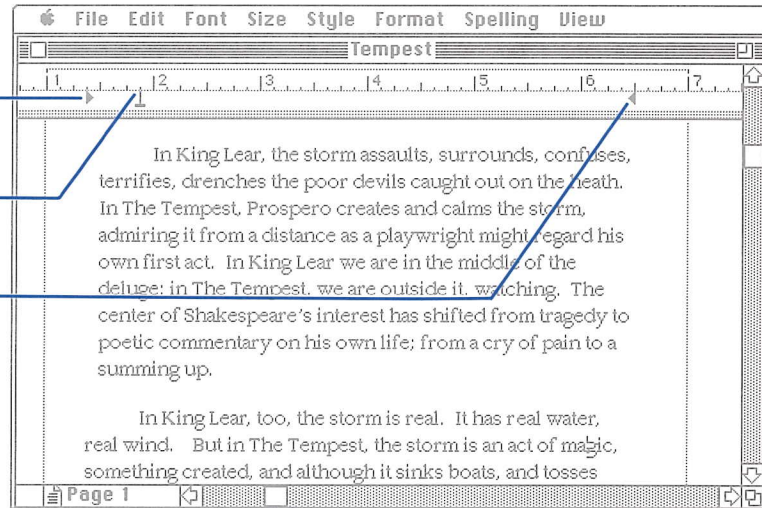
Indenting, Splitting, and Joining Paragraphs

MacWrite II's paragraph indent markers

Drag the left indent marker to set the distance from the text to the left margin or column guide.

Drag the first line indent marker to indent the first line of the paragraph from the left side of the text.

Drag the right indent marker to set the distance from the text to the right margin or column guide.



MacWrite II creates a space between the text of the entire paragraph and the margin or column guide. Adjust the indent markers until you get the spacing you want. The first line marker moves with the left indent marker.

To create paragraph indents more precisely:

1. **Click anywhere in a paragraph you want to change, or select several paragraphs.**
 2. **Choose Paragraph from the Format menu.**
- ◆ **By the way** You can also double-click a paragraph marker on the ruler to open the Paragraph dialog box.

You see the Paragraph dialog box. Proceed as follows:

Paragraph dialog box

Type the measurements you want in the Left Indent, First Line, and/or Right Indent boxes.

To see how your new indent appears, click Apply.

Paragraph				
▶ Left Indent	1 in	Line Spacing	1	li
└ First Line	+0 in	Space Before	0	pt
◀ Right Indent	7.5 in	Space After	0	pt
Apply		Cancel		OK

The units of measurement are those you set for your document. The preset unit of measurement is inches.

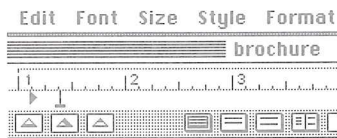
Measurements for the left and right indents are made from the left edge of the page. The first line indent is measured from the left indent marker.

When you click Apply, the indents you typed are temporarily applied to your document, and the text is repositioned to fit them. If you want to experiment with other settings, type them in the appropriate boxes and then click Apply again. You can try as many settings as you like, and you can move the Paragraph dialog box for a better view. If the ruler is showing, you see the paragraph markers change to reflect your new settings. Click OK to save your new settings or click Cancel to keep your original settings.

- ◆ **By the way** While the Paragraph dialog box is active, you can drag any indent marker on the ruler and see the measurement displayed in the corresponding box.

Indenting, Splitting, and Joining Paragraphs

To Indent the First Line of a Paragraph



Indented first line

1. Click anywhere in a paragraph you want to change, or select several paragraphs.
2. If it is not already displayed, choose Show Ruler from the Format menu.

The ruler displays the settings for the paragraph you selected. When you select several paragraphs, the ruler shows the settings for the first paragraph.

3. Drag the first line indent marker to the desired position.

The first line indent marker looks like an upside-down T.

To set the first line indent more precisely:

1. Click anywhere in a paragraph you want to change or select several paragraphs.
2. Choose Paragraph from the Format menu.

You see the Paragraph dialog box.

- ◆ **By the way** You can also double-click an indent marker on the ruler to open the Paragraph dialog box.

3. Type the measurement you want in the First Line box.

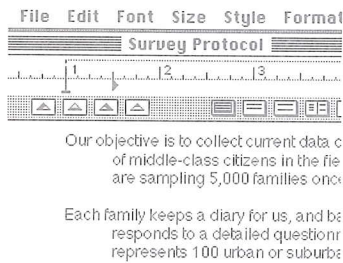
The units of measurement are those you set for your document. The preset unit of measurement is inches.

4. To see how your new indent appears, click Apply.

If the ruler is showing, you see the indent markers change to reflect your new settings.

5. Click OK to save your new settings.

To Make a Hanging Indent



Hanging indent

1. Click anywhere in a paragraph you want to change, or select several paragraphs.
2. If it is not already displayed, choose **Show Ruler** from the **Format** menu.
3. Drag the left indent marker to set the width of the paragraph and then drag the first line indent marker to the left.

The first line of the paragraph now “hangs” to the left of the body of the paragraph.

To set the hanging indent more precisely:

1. Click anywhere in a paragraph you want to change, or select several paragraphs.

2. Choose **Paragraph** from the **Format** menu.

The Paragraph dialog box appears.

3. Type a left indent measurement in the **Left Indent** box.

The left side of the paragraph is indented that distance from the left margin or column guide.

4. In the **First Line** box, type a minus sign and then the measurement you want.

The minus sign tells MacWrite II to move the first line to the left the distance you typed.

5. To see how your new indent appears, click **Apply**.
6. Click **OK** to save your new settings.

Indenting, Splitting, and Joining Paragraphs

To Split or Join Paragraphs

- **Click where you want to split a paragraph and then press Return.**

The text to the right of the insertion point moves down to the beginning of the next line, creating a new paragraph.

- **To join paragraphs, select the return character between the paragraphs you want to join and then press Delete.**

When you delete returns and page or column breaks between the paragraphs you want to join, the text moves up to the end of the last line in the previous paragraph.

If MacWrite II's formatting characters aren't already showing, choose Show Invisibles from the View menu, which will make selecting them easy.

Aligning and Tabbing Text

When you open a new document, MacWrite II's preset alignment is flush left: every line of text is aligned with the left margin. You can change the alignment of each paragraph for either or both margins, and for any paragraph indents you make.

Tab stops let you precisely position text in a line so you can create a table, for instance, without using the Space bar to add spaces between the columns.

To Change Text Alignment

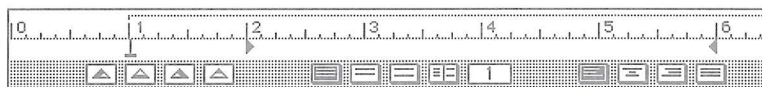
1. Click anywhere in a paragraph you want to change, select several paragraphs, or choose **Select All** from the Edit menu.
2. If it isn't already showing, choose **Show Ruler** from the Format menu.

The ruler displays the alignment setting for the paragraph you selected. When you select several paragraphs, the ruler shows the settings for the first paragraph. If the text alignment icons are hidden, double-click under the numbered scale on the ruler to display them.

3. Click the appropriate alignment button.

You see the new alignment for the paragraphs you selected.

Alignment buttons on ruler



Click to align text flush left.

Click to center lines of text.

Click to align text flush right.

Click to justify text.

Aligning and Tabbing Text

The justify button expands every line in a paragraph to fill the space between margins or paragraph indents. MacWrite II justifies all lines in a paragraph except the last one. Justification does not change the alignment of text at tab markers.

To Set Your Own Tab Stops

1. **Select a paragraph in which you want a tab stop, or select several paragraphs, or choose Select All from the Edit menu.**
2. **If it isn't already showing, choose Show Ruler from the Format menu.**

The ruler displays the settings for the paragraph you selected. When you select several paragraphs, the ruler shows the settings for the first paragraph. If the tab boxes are hidden, double-click in the white space on the ruler to display them.

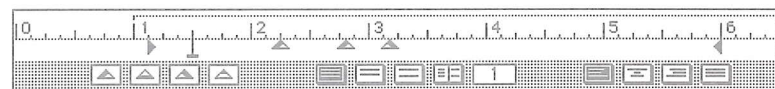
MacWrite II's tab markers

Use an align left tab marker to keep the tab stop to the left of text you type.

Use an align center tab marker to keep the tab stop in the center of text.

Use an align right tab marker to keep the tab stop to the right of text.

Use an align on tab marker to align text on either side of a specific character you choose. MacWrite II is preset to align on a decimal point.



For more information about the align on tab marker, see "To Specify a Tab Alignment Character" later in this chapter.

3. **Drag a tab marker from one of the tab marker boxes and position it on the ruler where you want to set a tab stop.**

Later, when you're typing and you press the Tab key, the insertion point jumps to the tab stop.

To see the tab stop formatting characters in your document, choose Show Invisibles from the View menu.

- ◆ **Note** MacWrite II has preset align left tab stops that are invisible, spaced every half-inch along the ruler. Just press Tab to move the insertion point to the next preset tab stop. When you set a tab stop of your own, MacWrite II removes the preset tab stops.

You can also use MacWrite II's Tab dialog box to set tab stops.

To Set Several Tab Stops Quickly

1. **Choose Tab from the Format menu or double-click one of the tab markers on the ruler.**

You see the Tab dialog box.

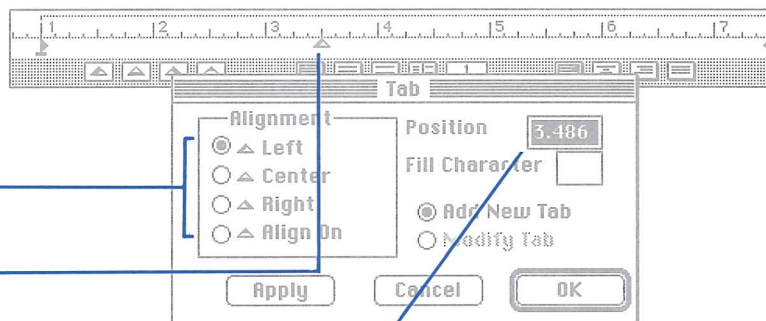
MacWrite II's preset tab alignment option is Left. When you double-click a tab marker box or a tab marker you've placed on the ruler, MacWrite II opens the Tab dialog box with that kind of tab marker chosen in the Alignment box. Proceed as follows:

Tab dialog box and the MacWrite II ruler

Click the kind of tab marker you want.

Click the ruler where you want to set a tab stop.

After you place a tab marker, its position appears here.



Aligning and Tabbing Text

2. **Click the numbered scale on the ruler where you want to set a tab stop.**

A tab marker appears on the ruler where you clicked. After you create a tab stop, MacWrite II displays its precise distance from the left edge of the page in the Position box.

Click the ruler again to make more tab stops. You can choose a different kind of tab marker at any time.

3. **Click OK to save your new tab stop settings or click Cancel to keep your old settings.**

To set tab stops more precisely:

- **In the Position box, enter the distance you want between the left edge of the page and the tab and then click OK.**

Every time you type a location and then click Apply, MacWrite II puts a tab marker on the ruler at the location you typed and selects the text in the Position box so you can immediately type another location for the next tab stop you want to set.

To Specify a Tab Alignment Character

1. **Choose Tab from the Format menu or double-click the “align on” tab marker box on the ruler.**

You see the Tab dialog box.

Make sure the Align On button is selected and type the character you want in Align On box.

2. **In the Align On box, type the character you want.**

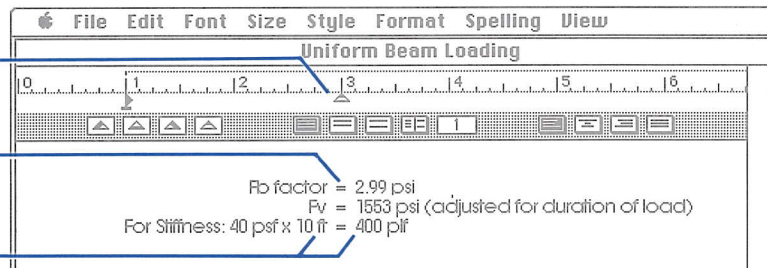
For instance, to align a column of formulas on the equal sign, type an equal sign (=) in the Align On box. Later, when you tab to the align on tab stop, text that you type will appear to the left of the tab stop. Type an equal sign, and subsequent text will appear to the right of the tab stop.

Text aligned around an equal sign

The Align On tab marker on the ruler

The equal sign at the tab stop

Text aligns on both sides of the equal sign.



MacWrite II's preset alignment character is a decimal point (.).

- ◆ **By the way** You can give each character alignment tab stop a different alignment character by repeating steps 1 and 2.

To Specify a Tab Fill Character

1. **Choose Tab from the Format menu, or double-click a tab marker on the ruler.**

You see the Tab dialog box.

2. **In the Fill Character box, type the character you want.**

Later, when you're typing and you press Tab, the tab space will be filled with the character you specified. This procedure lets you fill the space between two widely separated columns with periods, hyphens, underlines, or any other character.

MacWrite II's preset tab fill character is a space.

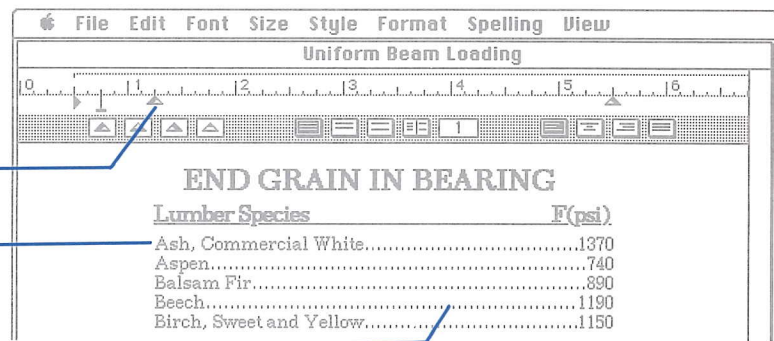
Aligning and Tabbing Text

Tabs with fill characters between them

Tab marker on the ruler

Text at the tab stop

Space between tab stops filled with a fill character



- ◆ **By the way** You can give each tab stop a different fill character by repeating steps 1 and 2.

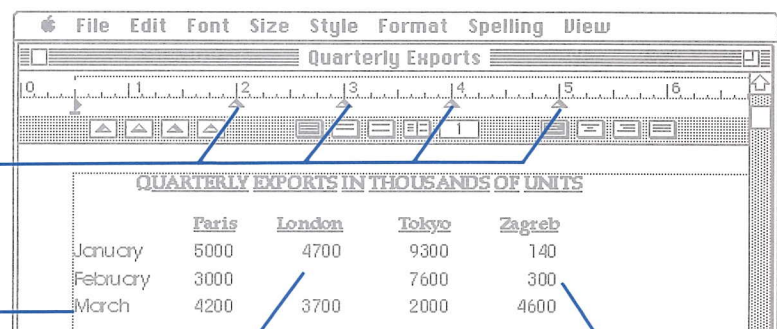
To Create a Table with Tabs

Table showing receipts for three months

Position tab markers on the ruler where you want each column of the table to align. You can move existing tab markers or add new ones.

Type each line of the table, pressing the Tab key to move to each succeeding column.

■ **Proceed as follows:**



Press Tab twice to leave a blank space.

When you reach the end of a line, press Shift-Return to start the next line.

- ◆ **By the way** If text from one tab runs into a second tab, MacWrite II bumps the text at the second tab to a third, text at the third tab to a fourth, and so on until it finds a paragraph return. Text at the end of the paragraph may wrap to the next line.

To Add a Column to Your Table

1. Select every line of your table.

You can now move all tab markers for all the paragraphs in your table at once.

2. Move the tab markers to make room for the new column.

When you move a tab marker, you see the column aligned under it move, pushing the other columns over.

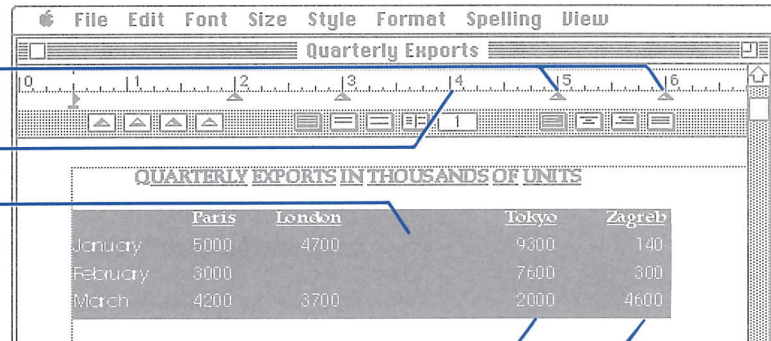
Adding a column to the table

Existing tab markers moved to the right

The new tab marker will be positioned here.

Space for the new column

Existing columns moved to the right



3. Add a tab marker to the ruler where you want the new column.

You see the column to the right of the new marker move left to align under the new marker. Each succeeding column to the right moves left one tab stop. Now the last marker has no column aligned under it.

4. In the first line of the table, click at the end of the entry preceding where you want your new column and then press Tab.

The insertion point aligns with the new tab marker, and moves the text under the following tab markers to the right one tab stop.

When you want to add a new first column, click at the beginning of the line.

Aligning and Tabbing Text

To Remove a Column

	<u>Paris</u>	<u>London</u>	<u>Rome</u>
January	5000	4700	5300
February	3000		6100
March	4200	3700	3500

Selected column in the first line

5. Type the entry for that line of the new column.

6. Repeat steps four and five for each line of your table.

1. In the first line of your table, select both the text in the column you want to remove and the space up to the text in the next column.

If you want to remove only the text and keep an empty column in your table, select only the text.

2. Choose Cut or Clear from the Edit menu or press Delete.

You see the text in the columns to the right move left one tab stop.

If you selected the text only, MacWrite II leaves an empty space in the column, and none of the text in the other columns moves.

3. Repeat for each line in your table.

Now the tab marker for the deleted column has no text aligned under it.

4. Drag the unwanted tab marker down to remove it from the ruler.

Changing Line Spacing

You can change the line spacing in your document, paragraph by paragraph, or all at once. You can even create custom line spacing and specify how much space you want before and after each paragraph.

When you open a new document, the first ruler is preset for single spacing. The height of a line is determined by the largest font size on that line and the line spacing setting. For instance, normally, when you put large characters on one line of a paragraph, MacWrite II increases the height of that line while leaving the remaining lines in the paragraph unchanged.

Every time you press Return, the new paragraph copies the line spacing from the previous paragraph.

To Change Line Spacing

1. Select the paragraphs you want to change.

You can select one or more paragraphs in any page element. If no paragraphs are selected during this procedure, the new spacing will affect only the paragraph that contains the insertion point.

2. If it is not already displayed, choose **Show Ruler** from the **Format** menu.

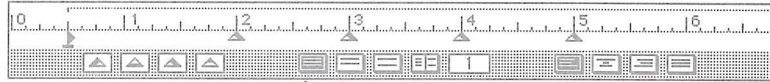
If you don't see the spacing options, double-click in the white space of the ruler to display those boxes.

When you select several paragraphs, the ruler shows the settings for the first paragraph.

3. Click the appropriate button to choose **single-**, **1¹/₂ -**, or **double-spacing**.

Changing Line Spacing

Line spacing buttons



Click for single-spacing.

Click for 1 1/2-spacing.

Click for double-spacing.

To Fine-Tune Spacing

1. Select the paragraphs you want to change.

You can select one or more paragraphs in any page element.

2. If it is not already displayed, choose **Show Ruler** from the **Format** menu and then click the buttons for reducing or enlarging the spacing.

Increase/decrease line spacing buttons



Click to decrease spacing.

Click to increase spacing.

Current spacing appears in the custom spacing box.

Every time you click the increase or decrease button, the height of the line is changed by an amount that depends on the unit of measurement currently specified for line spacing. MacWrite II's preset unit of measurement is Lines (li).

- ◆ **Note** If you've chosen to work with spacing defined in lines, your spacing changes by half a line each time you click. If you've chosen to work with spacing defined in points, the spacing changes by 1 point (about 1/72 of an inch) at each click. If you make the line spacing smaller than the size of a font you're using, text characters will be clipped at the top both on the screen and after printing.

The line spacing measurement is displayed to one decimal place in the custom spacing box on the ruler and to three decimal places in the Line Spacing box of the Paragraph dialog box.

To Space Lines

1. Choose Paragraph from the Format menu.

You can also double-click a paragraph marker on the ruler to open the Paragraph dialog box.

You see the Paragraph dialog box:

Paragraph dialog box

Pop-up menu button offers various units of measurement.

Paragraph	
▶ Left Indent	2 in
└ First Line	+0.5 in
◀ Right Indent	6 in
Line Spacing	1 li
Space Before	0 pt
Space After	0 pt
[Apply] [Cancel] [OK]	

2. Choose a unit of measurement for the new line spacing from the pop-up menu.

Click on the button to the right of the Line Spacing box to see the pop-up menu.

3. Enter the spacing you want in the Line Spacing box and then click Apply, Cancel, or OK.

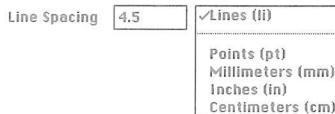
When you click Apply, your new spacing is temporarily applied to your document and the text is repositioned. If you want to experiment with other settings, type them and then click Apply again. You can try as many settings as you like, and you can move the Paragraph dialog box for a better view.

Changing Line Spacing

Use the Paragraph dialog box when you want to set line spacing faster and more precisely than when using the increase or decrease buttons. You can enter a number in the Line Spacing box that is precise to three decimal places.

For more information about the units of measurement, see the next section.

To Change the Line Spacing Unit of Measurement



The Line Spacing box indicates how many units (in lines, points, millimeters, inches, or centimeters) you've assigned to each line.

1. Select the paragraphs you want to change.

You can select one or more paragraphs in any page element.

2. Choose Paragraph from the Format menu.

You see the Paragraph dialog box.

3. Choose one of the options from the line spacing pop-up menu.

- ☐ Lines (li) lets you specify spacing using a number of lines as the unit of measurement. For instance, “1” corresponds to single line spacing, while “4” corresponds to quadruple line spacing. MacWrite II’s preset line spacing is single-spacing.

The height of a line is determined by the font size of the largest character in the line, plus some space to make room for the next line. In a paragraph containing several lines of text in one font size, when you change a character in one of the lines to a larger size, MacWrite II increases the height of that line.

- ☐ Points (pt) is a unit of measurement used in printing and typesetting. There are 72 points in an inch, so 1 pt = 1/72 inch. Using points, you set an absolute height for the line, and MacWrite II will clip the tops of any characters in a font size that is larger than the line height.

To Add Space Before or After a Paragraph

- ☐ Millimeters (mm) lets you use metric measurements. 1 mm = .039 inch = 2.835 pts. Millimeters is also an absolute measurement, and MacWrite II will clip the tops of any characters in a font size that is larger than the line height.
- ☐ Inches (in) lets you measure in inches. Inches is also an absolute measurement, and MacWrite II will clip the tops of any characters in a font size that is larger than the line height.
- ☐ Centimeters (cm) lets you use a larger metric unit of measurement than millimeters. 1 cm = .39 inch = 28.35 pts. Centimeters is also an absolute measurement, and MacWrite II will clip the tops of any characters in a font size that is larger than the line height.

1. Select the paragraphs you want to change.

You can select one or more paragraphs in any page element.

2. Choose Paragraph from the Format menu.

You see the Paragraph dialog box.

3. Choose a unit of measurement for the additional space from the pop-up menu.

4. Using those units, type the space you want in the Space Before or Space After boxes.

Space Before adds a space that precedes the first lines of selected paragraphs; Space After adds a space following the last lines of selected paragraphs. Use these spaces to set off your paragraphs.

5. To see how your new spacing appears, click Apply.

Copying Paragraph Formatting

You can copy indents, tab stops, text alignment, and line spacing from one paragraph to another without setting each option separately.

Test the settings on one paragraph until you find the combination you want and then apply them all to other paragraphs in your document.

To Copy Paragraph Formatting

- 1. Click in the paragraph you want the formatting copied from.**

You see that paragraph's formatting options displayed on the ruler.

- 2. Choose Copy Ruler from the Format menu.**

- 3. Click in the paragraph you want to reformat.**

Use the scroll bars to locate the paragraph, if necessary. You can also select as many paragraphs as you want to reformat.

- 4. Choose Apply Ruler from the Format menu.**

Apply Ruler changes the formatting for the paragraph you selected. The ruler and the Paragraph and Tab dialog boxes will display the new settings.

- ◆ **Note** You can also apply ruler settings by clicking in the paragraph you want to change, and then holding down the Shift and Option keys while you click in the paragraph with the desired ruler settings.

Inserting the Date, Time, and Page Number

You can place the current date or time and the current or total page number anywhere in a MacWrite II document and have them automatically updated.

To Insert the Date or Time

1. Click where you want the date or time to appear.
2. Choose Insert Date or Insert Time from the Edit Menu.

The current date or time appears where you clicked. MacWrite II is preset to Always Update, which automatically updates the date or time to the current date or time whenever you open your document. You can insert a date or time in any of the page elements: the header, footer, footnote, or main body of text.

To Timestamp or Datestamp

1. Choose Preferences from the Edit menu.

You see the Preferences dialog box.

2. Click Never Update in the Date & Time box.

With Never Update turned on, the current date or time becomes frozen after you insert it into a document and never changes.

The Update settings in the Preferences dialog box apply only to dates or times you subsequently add to a document. Previously inserted dates or times are not affected, so you can have both updated and frozen dates or times in the same document.

Date & Time

- ☒ Always Update
☐ Never Update

Date & Time box in the Preferences dialog box

Inserting the Date, Time, and Page Number

To Change the Date Format

Date Format

☒ 6/26/88

☐ Jun 26, 1988

☐ June 26, 1988

☐ Sun, Jun 26, 1988

☐ Sunday, June 26, 1988

Date Format box in the Preferences dialog box

1. Choose Preferences from the Edit menu.

You see the Preferences dialog box.

2. In the Date Format box, click the format you prefer.

The Date Format settings in the Preferences dialog box apply only to dates you subsequently add to a document. Previously inserted dates are not affected, so you can have dates in any of the formats in the same document.

To Insert the Page Number

Page Number

☒ Current Page #

☐ Current Total

Starting Page #

Page Number box in the Preferences dialog box

1. Click where you want the page number to appear.

2. Choose Insert Page # from the Edit menu.

The current page number appears where you clicked. You can insert a page number in any of the page elements: the header, footer, footnote, or main body of text.

- ◆ **By the way** You can also insert text that represents a combination of the current page number and the total page number. Choose Preferences from the Edit menu and then click Current Total. MacWrite II inserts a divider symbol or a word containing up to seven characters between the current and total page numbers. MacWrite II is preset to display “of.” You can type a different character, such as a hyphen, dash, or asterisk, in the text box.

The page number settings in the Preferences dialog box apply only to page numbers you subsequently add to a document. Previously inserted page numbers are not affected, so you can have page numbers in either format in the same document.

Page numbers you insert in either format are automatically updated as pages are added or removed from a document.

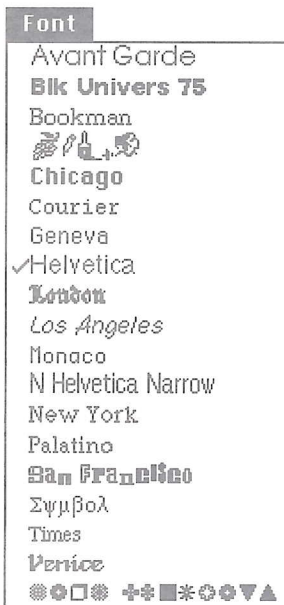
Changing the Font, Style, or Size Attributes of Text

Fonts are sets of characters in one typeface design. There are hundreds of different fonts available. Styles modify the appearance of fonts. For instance, you can make a font bold or italic, outlined or underlined. You can display and print fonts in many sizes. MacWrite II lets you combine fonts, styles, sizes, and colors to create the text effects you want.

When you open a new document, MacWrite II presets the font to Helvetica, the font style to Plain Text, and the font size to 12-point. Every character you type will have those attributes, including spaces, tabs, and returns.

You can inspect text attributes by selecting the text you want to examine and then pulling down the MacWrite II Font, Size, or Style menu. The currently selected command will be checked in the corresponding menu. When the text you selected includes more than one font, size, or style, none of the commands in the menu will be checked, except for the style attributes common to the entire selection.

To Change the Font



Font menu

1. Select the text you want in a new font, or click where you want to type text in a new font.

2. Choose the font you want from the Font menu.

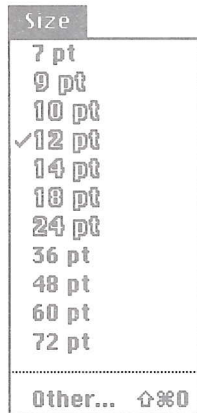
Your selection changes to the new font and the font name is checked on the Font menu. MacWrite II adjusts line spacing and paragraph length, if necessary.

MacWrite II's Font menu displays all the fonts currently installed in your System File. Each font is displayed there in its respective typeface.

◆ **Note** Some fonts will not be displayed in their respective typeface if they cannot be scaled properly to fit in the menu—these fonts are displayed in Chicago 12 point.

Changing the Font, Style, or Size Attributes of Text

To Change the Size



Size menu

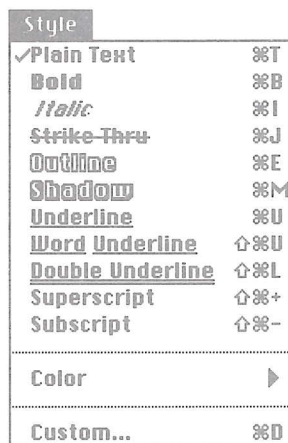
1. Select the text you want to resize, or click where you want to type text in a new size.
2. Choose the font size you want from the Size menu or choose Other if the size you want isn't listed.

When you choose a size from the menu, your selection changes to the new font size, and the size is checked on the Size menu. MacWrite II adjusts line spacing and paragraph length, as necessary.

MacWrite II's Size menu lists font sizes from 7-point to 72-point. Outlined sizes are currently installed in your System File. MacWrite II scales installed font sizes to create the sizes on the list that are not outlined, although scaled fonts often display and print in lower quality.

When you choose Other from the Size menu, the "Font size" dialog box appears. You can enter a font size between 2-point and 500-point. Click OK to change your selection to the new size.

To Change the Style



Style menu

1. Select the text you want in a new style, or click where you want to type text in a new style.
2. Choose the font style you want from the Style menu.

Your selection changes to the new font style, and the style is checked on the Style menu. MacWrite II adjusts line spacing and paragraph length, as necessary.

You can combine different font styles for a variety of effects. Just choose each from the Style menu.

To Change All Attributes at Once

1. Select the text you want to change.
2. Choose Character from the Format menu.

You see the Character dialog box, which displays the attributes of your current selection. When the text you selected includes more than one font, size, or style, MacWrite II displays the attributes of the first character in the selection.

Character dialog box

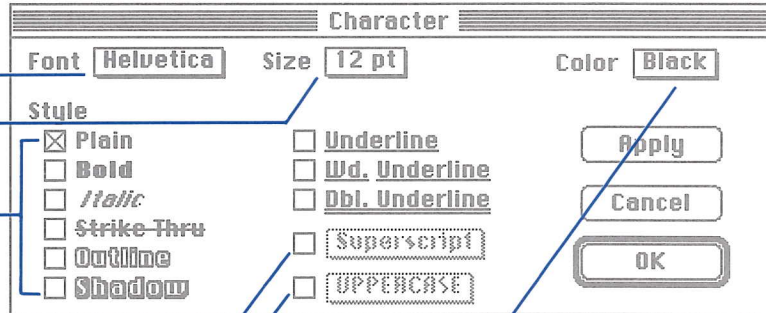
Choose a font from this pop-up menu.

Choose a size from this pop-up menu.

Check the styles you want.

Choose additional styles from these pop-up menus.

Choose a color from this pop-up menu.



3. Choose the Font, Size, and Color you want from the pop-up menus.

All the fonts, sizes, and colors listed in the menus are available. To specify a custom font size, choose Other from the Size pop-up menu. Type the size you want in the text box that appears.

4. Check the styles you want applied to your text.

All the font styles listed in the menu are available, plus some additional styles. For more information about them, see the Character command in "Format Menu," chapter 5.

Changing the Font, Style, or Size Attributes of Text

5. To see how your changes appear, click Apply.

When you click Apply, the text attributes you chose are temporarily applied to your selected text. You can experiment with as many combinations of settings as you like, and you can move the Character dialog box for a better view.

You can also use a custom style to change all attributes with one command:

1. Select the text you want to change.

2. Choose a Custom Style from the Style menu.

A custom style you created is applied to the selected text. For more information about creating custom styles, see “To Add a Custom Style to the Style Menu” later in this chapter.

To Change the Attributes of a Character, Word, or Phrase Throughout

1. Click where you want the search to start.

2. Choose Find/Change from the Edit Menu.

You see the Find/Change dialog box.

3. Click Use Attributes.

You see the expanded Find/Change dialog box. You can type the text you want replaced, with or without specifying any attributes, and have it replaced with formatted text. The style attribute options appear dimmed until you click the Style check box.

4. Proceed as follows:

Find/Change dialog box with attributes

Click Text if it is unchecked.

Type the words or characters you want to change here.

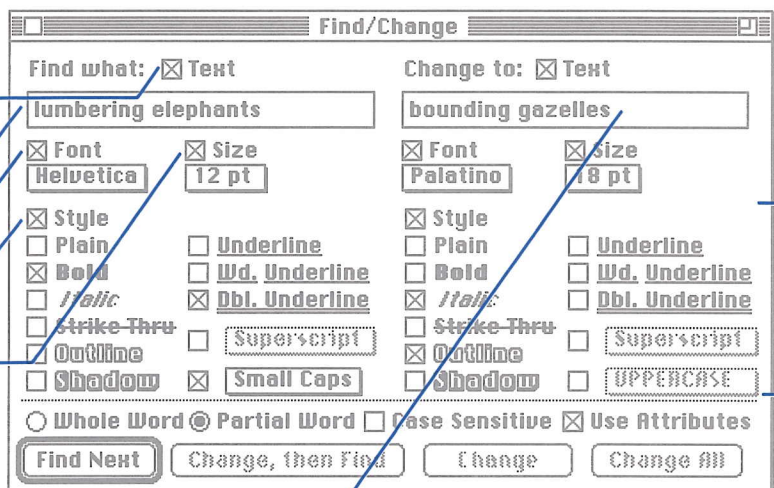
Click Font and then choose from the pop-up menu.

Click Style and then check the current combination of attributes.

Click Size and then choose from the pop-up menu.

In the "Change to" box, type the replacement words or characters.

Choose the combination of attributes for the replacement.



5. Click Find Next and continue as you would when you find or change text.

For more information, see "Finding and Changing Text" in chapter 1.

To Change Attributes Regardless of Text Content

1. Click where you want the search to start.
2. Choose Find/Change from the Edit Menu.

You see the Find/Change dialog box.

3. Click Use Attributes.

You see the expanded Find/Change dialog box.

Changing the Font, Style, or Size Attributes of Text

4. If Text is already checked in the "Find what" side of the dialog box, click it to deselect it.

The "Find what" text box and any characters in it appear dimmed. That lets you specify a combination of font, size, and style without typing any text in the "Find what" box. MacWrite II will search for every occurrence of the combination of attributes you specified.

5. In the "Change to" side of the dialog box, choose font, size, and style attributes and then click Find Next and continue as you would when you find or change text.

For more information, see "Finding and Changing Text" in chapter 1.

Creating Custom Styles

You can create and add to the Style menu up to 30 custom styles that combine a font, size, and style. This technique allows you to use a single command to change all the style attributes of text you select or to begin typing with a custom style.

MacWrite II automatically gives Command-key equivalents to the first ten custom styles you create, and displays them next to the custom style names on the Style menu.

To Add a Custom Style to the Style Menu

1. Choose Custom from the Style menu.

You see the Custom Style dialog box, which displays the attributes of your current selection. When the text you selected includes more than one font, font size, or font style, MacWrite II displays the attributes of the first character in the selection.

Custom Style dialog box

Font, Size, and Color pop-up menu buttons

Font styles

List of current custom styles

Custom Styles name box

Custom Style

Font **Goudy** Size **18 pt** Color **Magenta**

Style

☒ Plain ☐ Underline

☐ Bold ☐ Wd. Underline

☐ Italic ☐ Dbl. Underline

☐ Strike Thru ☐ Superior

☐ Outline ☐ UPPERCASE

☐ Shadow

Custom Styles

AVANT GARDE 18

Red Palatino 14

Courier 12

Cyan Garamond 14

Magenta Goudy 18

Add Modify Remove OK Cancel

In the Custom Styles name box, MacWrite II gives a preliminary name to the style you're creating, consisting of the font name, size, and color. You can keep it or give the style a name that is meaningful to you. But don't enter the name yet.

2. Choose the font, size, and color you want from the pop-up menus.

All the fonts, sizes, and colors listed in the menus are available. To specify a custom font size, choose Other from the Size pop-up menu. Type the size you want in the text entry box that appears.

When you change the font, size, or color, MacWrite II renames your custom style with the new font, size, or color.

You can keep or modify any of the attributes of the text you started with.

3. Click the font styles you want.

All the styles listed in the menu are available, plus additional styles. For more information about them, see "Format Menu" in chapter 5.

4. Type the name you want in the Custom Styles name box.

5. To create the custom style, click Add.

Your custom style name appears on the Custom Styles list. MacWrite II displays the name with the corresponding font and style attributes. Style names are always displayed on the list in 12-point size regardless of the actual size of the custom style.

6. Type another name in the Custom Style name box and create another style, or click OK to save your new style.

When you drag across the Style menu, MacWrite II displays your custom style at the bottom of the list, along with a Command-key equivalent.

To Change a Custom Style

- ◆ **By the way** You can also add a custom style by selecting an existing custom style from the list, making the changes to it, and then clicking Add. The existing style remains unchanged and the new style is created.

1. **Choose Custom from the Style menu. Scroll through the list of Custom Styles and click the one you want to modify.**
2. **Use the Font, Size, and Color pop-up menus and the Style options.**

When you change the font, size, or color, you may want to rename your custom style with the new combination.

3. **Click Modify.**

The selected style name in the list displays the style changes you made.

- ◆ **By the way** If you decide to keep the existing style and add the new style, click Add.

4. **To save your changes, click OK.**

To Remove a Custom Style

1. **Scroll through the list of Custom Styles and click the one you want to remove.**

The style you clicked is highlighted.

2. **Click Remove.**

That style is removed from the Custom Styles list and from the Style menu. If you want to put it back in, just click Add or Cancel.

Working with Graphics

You can bring images into MacWrite II from other Macintosh applications such as MacPaint or MacDraw® II. Use the graphic application to create the picture and then insert the file containing the picture directly into your MacWrite II document, or use the Clipboard or Scrapbook to hold it until you're ready to insert it.

You can crop and resize the picture after you've pasted the image into your MacWrite II document.

To Prepare a Picture

- **Use your painting or drawing application to create the picture, and save it.**

You may save it in the MacPaint or PICT formats for MacWrite II.

If you want to use the entire graphic, you can now return to MacWrite II. You can crop or rescale the picture after you've inserted it into your MacWrite II document.

You can also use your painting or drawing application to create the picture and then copy portions of the image to the Clipboard or Scrapbook.

The Clipboard provides a temporary holding place for images. For images you think you may want to use over and over, use the Scrapbook, which can preserve them in either the MacPaint or PICT and PICT2 formats (file formats used by drawing applications such as MacDraw II to transfer documents to other applications).

To Insert a Picture from Another Document

1. **Click where you want the bottom left corner of the picture to appear.**

You can place a picture within a line of text; it will act as a giant character, pushing the following characters over to the right or onto the next line. Or you can create a new blank line as the starting point.



Show pop-up menu

To Insert a Picture from the Scrapbook or Clipboard

2. Choose Insert File from the File menu.

You see the Insert File dialog box.

3. Choose the MacPaint or PICT file format from the Show pop-up menu.

The scrolling list is preset to “All available” documents, including the following formats: MacWrite II, MacWrite, Microsoft Word, Microsoft Write, Microsoft Works, WriteNow, PICT, MacPaint, and Text.

4. Find the document you want in the scrolling list, click it, and then click Open.

If the document you want is on a different disk, use the Eject and Drive buttons to switch drives and disks.

The contents of the document you selected are placed in your document starting at the place where you clicked. MacWrite II puts the insertion point on the right side of the picture.

1. Click where you want the lower-left corner of the picture to appear.

If your picture is already on the Clipboard, you’re ready to insert it.

2. If the picture is in the Scrapbook, choose Scrapbook from the Apple menu, click in the horizontal scroll bar until your picture appears and then choose Copy from the Edit menu and close the Scrapbook.

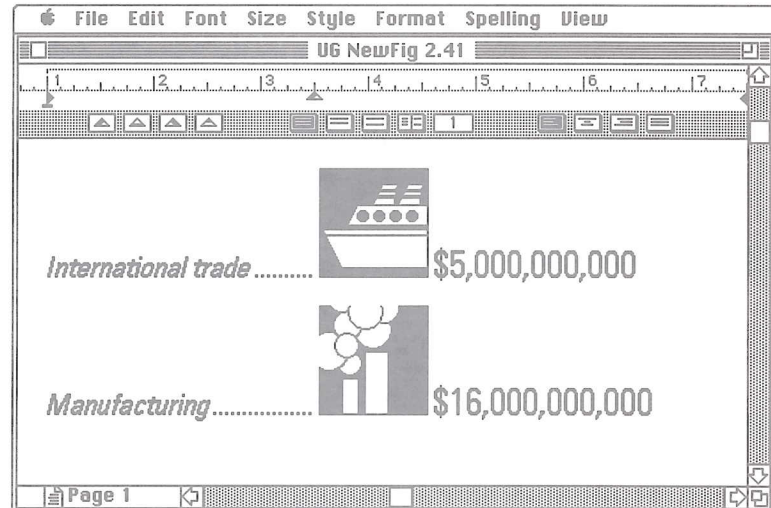
A copy of your picture is placed on the Clipboard.

3. Choose Paste from the Edit menu.

Working with Graphics

Picture in a MacWrite II document

You can put text on both sides of the picture.



To Remove a Picture

1. Click anywhere on the picture to select it.
2. Choose Cut from the Edit menu if you want to place the picture on the Clipboard, or press Delete to throw it away.

To Move a Picture

- To move the picture down a line, click to the left of it and press Return.
- To move the picture to the left within a line of text, delete characters to its left.

The picture acts like another character in the line, moving over as those characters disappear. You can use any of the ruler formatting options to change the position of a picture.

For example, you can also move the left indent marker for the paragraph your picture is in. Accompanying text also takes on the new indent.

The left indent marker is the black triangle on the left of the ruler, pointing to the right. If you push the picture too far to the right, you'll squash your image.

To Resize or Crop a Picture

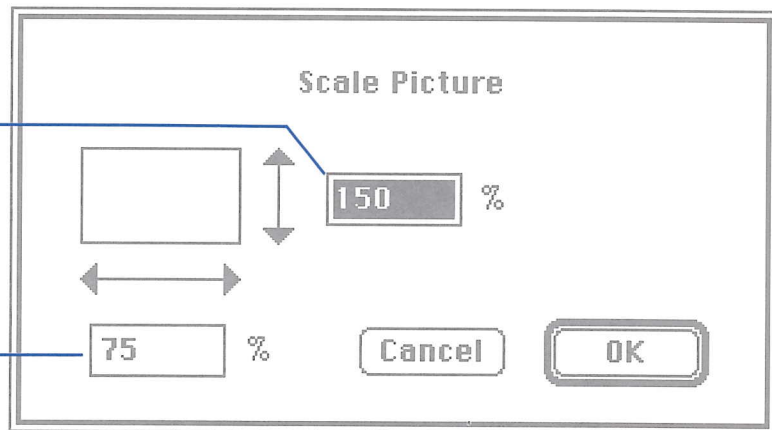
- Click the picture and then choose **Scale Picture** from the **Format** menu.

You see the Scale Picture dialog box:

Scale Picture dialog box

Enter the percentage by which you want to enlarge or reduce the picture vertically.

Do the same for horizontal changes.



Enter numbers smaller than 100 to reduce the size of the picture, or larger than 100 to enlarge it. You can make the picture as wide or as tall as the page or column, and you can resize the picture as many times as you like.

- To resize approximately, click the picture to select it and then drag one of the handles.

To maintain proportion, hold down Shift while rescaling.

- **To crop off part of the picture, hold down Option while dragging to resize.**

- ◆ **Note** Once you have cropped off a segment, you can recover it by holding down Option while dragging back out.

To Hide All Your Pictures

1. **Choose Hide Pictures from the View menu.**

MacWrite II replaces the actual pictures with an outline box on the screen, which makes scrolling faster.

2. **To bring the pictures back to the screen, choose Show Pictures from the View menu.**

CHAPTER

3



Working with Documents and Files

In this chapter you'll find step-by-step instructions on how to handle your files — opening a MacWrite II document, using MacWrite II stationery templates, looking at the MacWrite II window, working with multiple windows, saving, and printing.

Opening a Document

Before you begin to use MacWrite II, make a working copy of your MacWrite II disk. Start up MacWrite II with your working copy, and use it to create documents. Save your master disk as a backup. For information about making a working copy of MacWrite II, refer to chapter 1 of “Getting Started with MacWrite II,” the other manual in the MacWrite II package.

Starting MacWrite II always opens a document. From the Macintosh desktop, you can open either a new or existing document when you start MacWrite II. Once you’re working with MacWrite II, you can open additional documents; you can have up to seven open at one time.

Every document you open is listed at the bottom of the View menu.

To Open a New Document



MacWrite II

MacWrite II application icon

- **To open a new document from the Macintosh desktop, double-click the MacWrite II application icon.**

You see a blank document on the MacWrite II screen, with the provisional title Document 1. If you open additional new documents they’re numbered sequentially.

- **To open a new document when you are already working in MacWrite II, choose New from the File menu.**

To Open an Existing Document



Memo

Document icon

- **To open an existing document from the Macintosh desktop, double-click the document icon.**
- **To open an existing document when you are already working in MacWrite II, choose Open from the File menu and double-click the document you want in the dialog box that appears.**

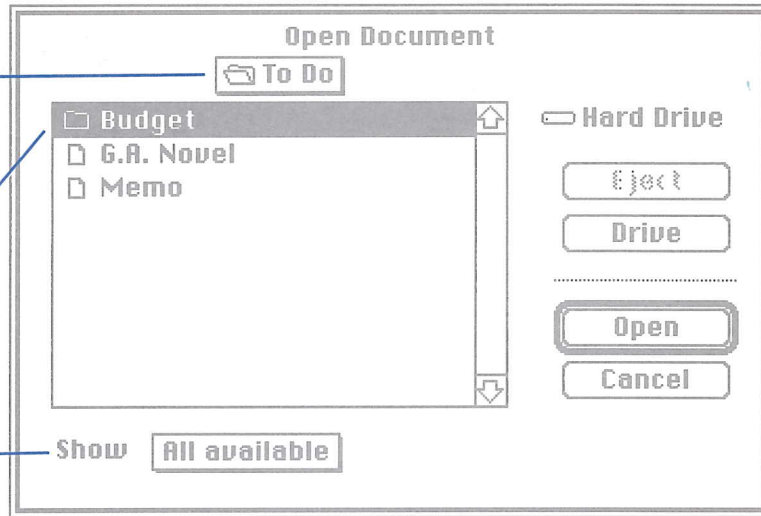
You see the document you chose on the MacWrite II screen.

Open Document dialog box

Name of disk or folder containing the documents and folders listed in the box below.

Double-click any document or folder to open it.

Shorten the list by choosing a document format from the Show pop-up menu.



Stationery

Stationery icon

- To open a template of MacWrite II stationery, double-click the icon (a MacWrite II document with the lower-right corner of the first page turned up, to reveal other pages underneath).

You get a new sheet of that stationery with all the formatting in place, and a title such as Document 2. You can rename this document when you save it.

- ◆ **Note** If you almost always use the same formatting, you may want to set up a document with that formatting. Choose Save As, specify that you want to save the document as MacWrite II Stationery, and then name it MacWrite II Options and place it in the System Folder. From then on, whenever you start MacWrite II or choose New from the File menu, you will see a new document with that custom formatting. This is known as “automatic stationery.” Having set up automatic stationery, you can occasionally ignore it if you want; just press Option when you select New, and MacWrite II will present you with a document with the standard MacWrite II formatting.

Moving Through a Document

When you open a document and begin to type, the text ordinarily appears in its actual size. Unless you have a large-screen monitor, you see just part of a page.

To get a sense of how the entire page will look when printed, you can choose to view the page in a reduced size. You can work on your document in reduced size, but text in many fonts may be difficult to read. You'll probably do most of your editing in actual size and switch to reduced size to check your document's overall appearance.

◆ **By the way** If you have an extended keyboard, you have several shortcuts available — keystroke combinations that move you up and down through the document. See “Moving Around” in chapter 5 for a list.

To Scroll Vertically

■ **To scroll text one line up or down, click an arrow at the top or bottom of the vertical scroll bar.**

The up arrow lets you see the line hidden above the top of the document window. The down arrow lets you see the line hidden below the bottom of the document window.

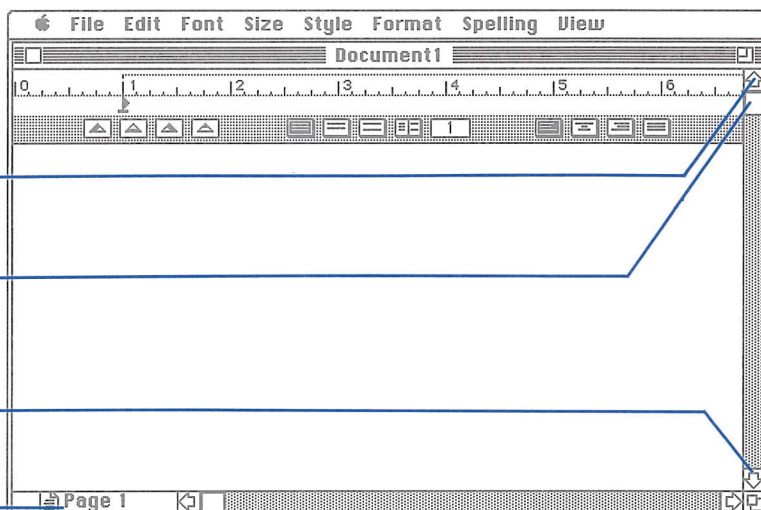
Scrolling in a MacWrite II document

To scroll up continuously through text, click on the up arrow continuously.

To go to a specific page, drag the scroll box up or down until you see the number of the page you want.

To scroll down continuously through text, click on the down arrow continuously.

The current page



To Scroll Horizontally

- To scroll one-quarter inch at a time, click the arrow at the left or right of the horizontal scroll bar.
- To scroll continuously, click on an arrow continuously.
- To scroll all the way to the right or left margin, click in the gray area to the right or left of the scroll box.
- Choose **Reduced Size** from the **View** menu.

The menu command changes to **Actual Size**. To enlarge the view once more, choose **Actual Size** from the view menu.

In the reduced view, you can revise your document in the usual ways.

To See More of the Page at Once

To See Two Pages Side by Side

- Choose **Side By Side** from the **View** menu.

Choosing **Side By Side** places a check mark next to the menu command.

Working with Windows

When you open a document, you see its text framed by a document window. If you have opened several documents, their windows initially look like a row of cards, one in front of the other, with just enough space between them to see all the titles.

When more than one document is open, only one window is active. Commands you choose (except Quit) affect only the document in the active window, so to make changes to a document or its window, you must first make the window active.

By moving document windows or changing their size, you can arrange the desktop to your liking. For example, you can fit one window into the top half of the screen, and another into the bottom half, so you can view two documents and easily switch back and forth.

MacWrite II document window

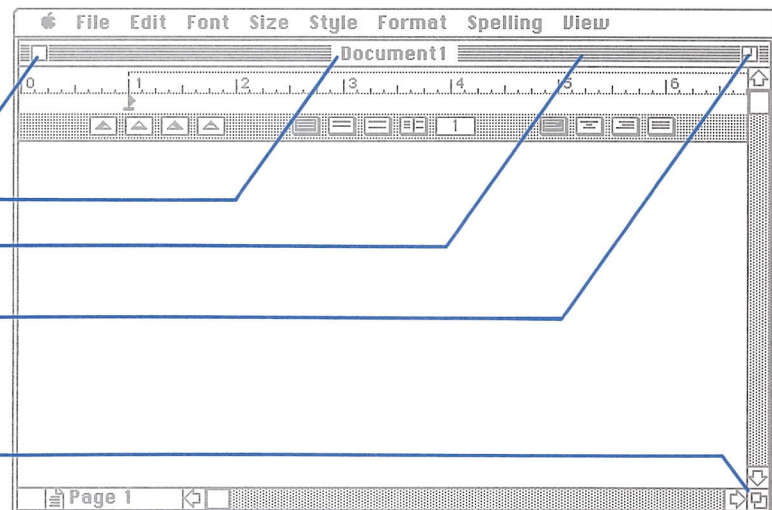
Use the close box to put away the document.

Document name

Drag the title bar to move the window.

Click the zoom box to open the window fully or shrink it.

Drag the size box to adjust the size of the window.



To Make a Window Active

- **Choose the document you want from the list at the bottom of the View menu.**

The window you selected moves in front of any others on the desktop. You see lines in the title bar, gray scroll bars, close, zoom, and size boxes in the corners. The name of the document moves to the top of the list of documents in the View menu.

Or, if you can see any part of the document:

- **Click anywhere inside the window you want active.**

To switch to the next document in the stack:

- **Press Command-Shift-W.**

The currently active window is moved to the back, revealing whatever document lay just below it. (You can see the order of documents from front to back at the bottom of the View menu.)

To Move a Window

1. **Position the pointer anywhere on the title bar (but not on the close or zoom boxes).**
2. **Drag an outline of the window to the new location.**

The window moves to the new position when you release the mouse button, and it becomes active if it wasn't already.

To move a window without making it active, hold down the Command key while dragging the window.

To Change the Size of a Window

1. **If necessary, click inside the window to make it active.**
2. **Drag the size box until the window's outline is the size you want.**

Working with Windows

To Enlarge a Window to Full Size

1. If necessary, click inside the window to make it active.
2. Click the zoom box.

Clicking the zoom box again shrinks the window to its previous size.

To Close a Window

- Click the close box.

If you haven't saved the current version of the document, you're asked if you want to save the changes you've made. Click Yes to save them, No to discard them, or Cancel to bring your document back to the screen.

Saving Your Work

You can save copies of the current version of a document onto a disk, where your work is stored as an electronic file. Once saved, your work is safe from tampering or accident.

◆ **Important** Save your work every few minutes. Make backup copies of important documents. This cannot be stressed enough. Don't lose your work to a power failure or accident.

When you save a document for the first time, you're asked to give it a name. You can also select a different disk to keep it on or a folder to put it in. Thereafter, saving updates the stored document, the current version on your screen replacing the original version on the disk.

At times, you may want to keep both the current and original versions. You can do this by giving the current version a new name when you save it. (You can't have two documents with the same name in a folder.)

Saving Your Work

To Save a Document for the First Time

Save As dialog box

Name of disk or folder containing the documents and folders listed in the box below.

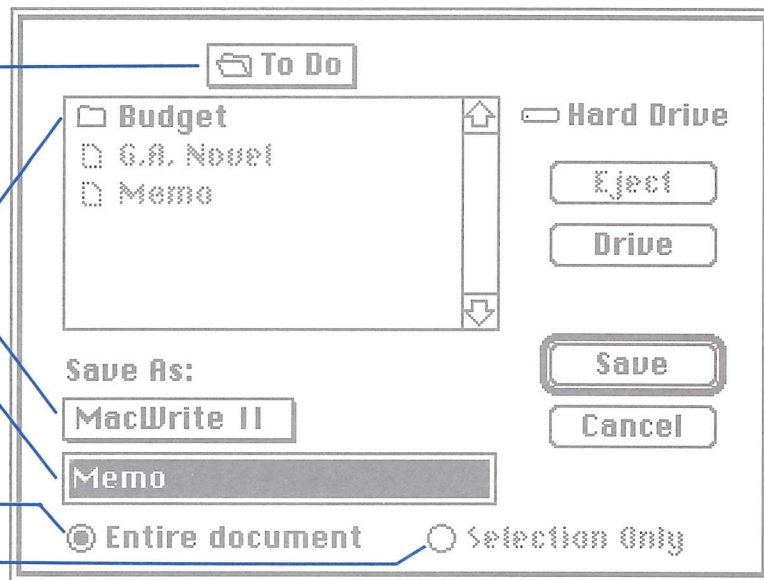
Double-click a folder in the list to open it.

Choose a file format from the pop-up menu.

Enter a different document name, if you want one.

Click to save the entire document.

Click to save the selected part of the document.



2. Open the folder or disk where you want to store this document.

3. Enter the name of the document in the text box and then click Save.

■ Choose Save from the File menu.

That saves your current version on the same disk, with the same name and format as the original, replacing it. Use Save regularly to update the file as you continue to revise it; if the power fails, you won't lose much of your work.

■ Choose Save As from the File menu.

You see the Save As dialog box. Proceed as described earlier in this chapter in "To Save a Document for the First Time."

To Save Your Current Version

To Preserve the Current and Original Versions

When you use Save As on a MacWrite II document you've made changes to since you last saved it, your original document is closed and the newly created document is opened on the screen with any new name you assigned. The new document contains any changes you made to the original.

When you use Save As to create a document in a different file format, your original document remains open on the screen.

To Save in Another Format, Location, or Name

1. Choose Save As from the File menu.

2. In the dialog box, proceed as follows:

- ☐ Open a different disk or folder for the document.
- ☐ Type in a new name for the document.
- ☐ Use the Save As pop-up menu to choose a different format.

For more details on this dialog box, see the illustration earlier in this chapter in "To Save a Document for the First Time."

3. Click Save.

The document is saved under that name, in that location and format. If you used MacWrite II format and gave the document a new name, that becomes the name of the document on your screen, and all future saves will update this version of the document. If you used MacWrite II format and saved to a new location, all future saves will update the version at that location.

To Save Part of a Document

1. Select the block of text you want to save.

2. Choose Save As from the File menu.

3. In the dialog box, click Selection Only.

4. Type a name for the selection.

Saving Your Work

To Return to an Earlier Version

5 Find the disk and folder you want to put the selection in.

6. Click Save.

The text you selected is saved as a new document. The current version of your document remains on the screen.

1. Choose Revert to Saved from the File menu.

You see a message warning you that you are about to go back to the last version you saved. This dialog box offers you a last chance to preserve the changes you've made since you last saved.

2. Click OK.

The current version closes, without being saved, and the most recently saved version of the document opens.

To Make a Backup Copy

1. Choose Save As from the File menu.

2. Choose a new location for this version of the document.

If you regularly store your documents on your hard disk, you should place your backup copy on a 800K disk so that if the hard disk crashes, you still have a copy of your document.

3. Rename the document, if necessary.

4. Click Save.

You can also select the document from the Macintosh desktop, choose Duplicate from the File menu, and then drag the copy to its new location.

Printing Documents

You can print on a variety of paper sizes and stocks, with different orientations, with any printer connected to your Macintosh, and with a specified amount of reduction and smoothing. You can print individual documents and sequences, or you can combine data with a standard letter to create form letters.

You choose one of the printing options in dialog boxes. The options offered in the Page Setup and Print dialog boxes depend on the printer, the version of the printing resource, and the version of the system files you're using. Refer to your Macintosh and printer user guides for detailed information about printing procedures.

To Specify a Printer

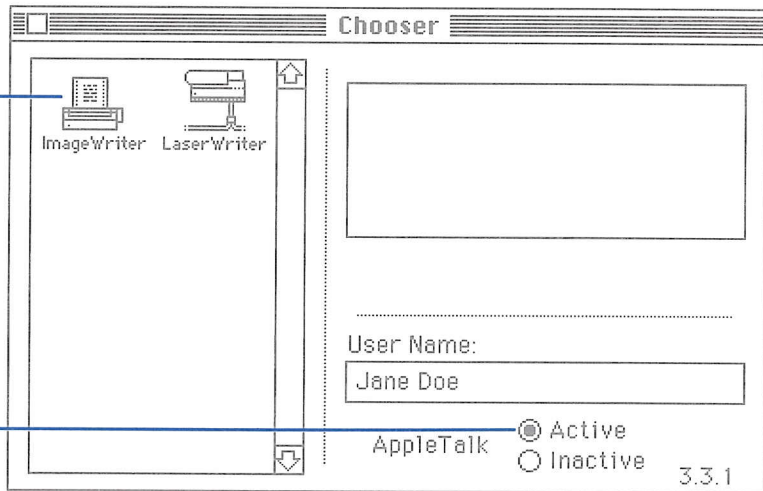
1. On the Apple menu, choose Chooser.

You see a dialog box with icons for each printer available.

Chooser dialog box

Click the printer you want.

To use the LaserWriter, make AppleTalk Active.



- ◆ **Remember** You must have a printing resource for your ImageWriter, LaserWriter, or other printer installed in your System Folder; if there's no resource there, you won't see the icon for that printer in the Chooser.

Printing Documents

2. Select the printer and close the Chooser.

- ◆ **By the way** In general, it's best to choose the kind of printer you intend to use before you write. The LaserWriter doesn't print as close to the edge of the page as the ImageWriter does, so if you switch printers just before you print, you may find your tabs and line widths thrown off.

To Describe Your Paper

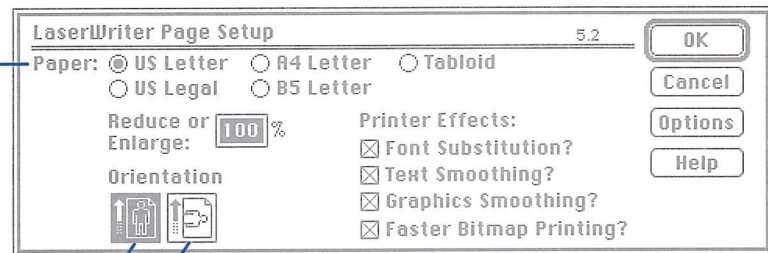
■ Choose Page Setup from the File menu.

Make your choices in the dialog box that appears.

LaserWriter Page Setup dialog box

Select the paper size you intend to use.

Click the way you want the type to appear — vertically or horizontally



Paper size and orientation options may differ from printer to printer. For more details on the options shown here, see “Page Setup” in chapter 5, or refer to your printer manual.

To Reduce When Printing

■ Choose Page Setup from the File menu.

You see the Page Setup dialog box.

If you're printing on an ImageWriter, you can reduce the size at which your page prints. Choose one of the options provided. For example:

- To reduce the size of text by one-half, check 50% Reduction.

If you're printing on a LaserWriter, you can enlarge or reduce the size at which your page prints.

To Smooth When Printing with a LaserWriter

- Enter the amount of enlargement or reduction you want.

1. Choose Page Setup from the File menu.

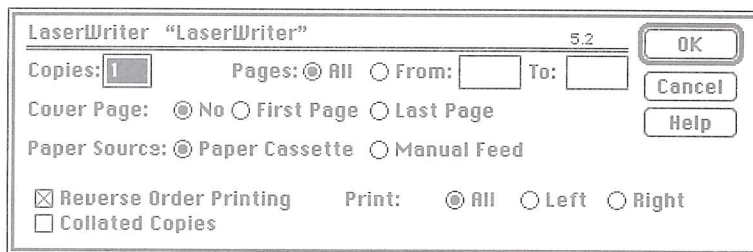
You see the Page Setup dialog box.

2. Check Text Smoothing in the dialog box.

Smoothing makes graphics and bitmapped fonts print crisper. You do not need to smooth text if your LaserWriter already has the font you want.

To Print a Document

LaserWriter Print dialog box



Make your choices in the dialog box that appears.

The options available to you depend on the printer you've chosen. The main options are:

- ☐ To print more than one copy, enter the number you want in the Copies text box.
- ☐ To have MacWrite II print last page first, click Reverse Order Printing.

The first page of the document will be on top of the stack of printed pages from your printer.

- ☐ To print a specific range of pages, enter the number of the first page of the range in the From text box, and then the last page of the range in the To text box.
- ☐ To print each sequence in order when you're printing more than one copy, click Collated Copies.
- ☐ To print all pages, click all, or to print only left or right pages, click the Left or Right buttons.

Collated copies come out 1-10 and then 1-10 again. Without collating, if you choose two copies, you get two copies of page 1 and then two copies of page 2, and so on.

2. Make sure your printer is on and warmed up.

3. Click OK.

To Print Several Documents

1. Save all open documents and then quit MacWrite II.

2. On the desktop, select each document you want to print.

3. Choose Print from the File menu.

You see the standard Print dialog box.

4. Confirm that the settings are what you want and then click OK.

You can print any number of documents this way, but you can print only one copy of each. Be sure to choose 1 copy only.

To Print Form Letters

1. With both your data document and your letter open, choose **Merge** from the **File** menu, make sure the settings are the way you want them and then click **Merge**.

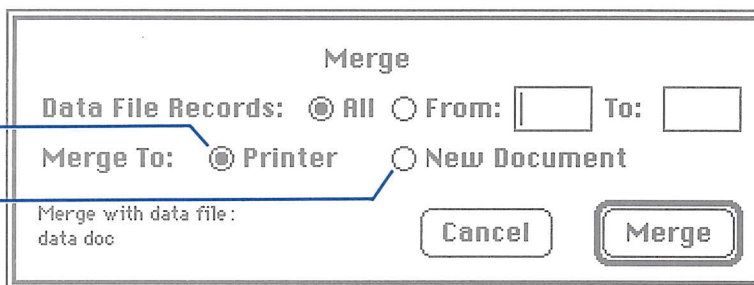
(You must use the Open Merge Data File command to open the data document. For information on merging data files, see “Creating Form Letters” later in this chapter.)

You see this dialog box:

Merge dialog box

To print the form letters, click **Printer**.

To import the data into your letters and save the whole series of form letters in a new document, click **New Document**.



2. If you chose to send the form letters to the printer, make sure the settings suit you in the **Printer** dialog box and then click **OK**.

Importing and Exporting to Other Applications

You can open documents created in Microsoft Word, Microsoft Works, Microsoft Write, WriteNow, or MacWrite. Opening those documents in MacWrite II, you can quickly modify someone else's work, borrow from it, or improve on it.

In turn, you can take your MacWrite II document and save it in the most common formats used by those applications — specifically, MacWrite 5.0, Microsoft Word 3.0, Microsoft Works 1.1, Microsoft Write 1.0, WriteNow 1.0, and Text (unformatted text in ASCII format). You can exchange documents with colleagues who use other word processing applications; they can open your file, incorporating parts of your document into their own or modifying your document for their own purposes.

To Import a File from Another Application

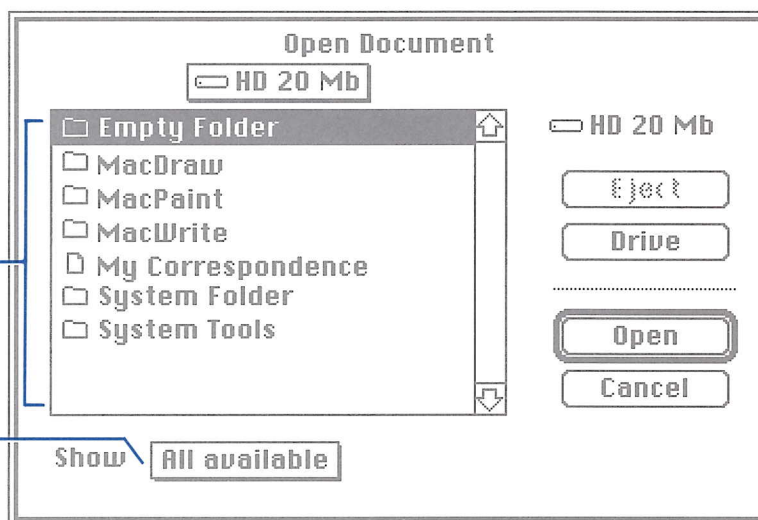
■ Choose Open from the File menu.

You see the Open Document dialog box:

Open Document dialog box

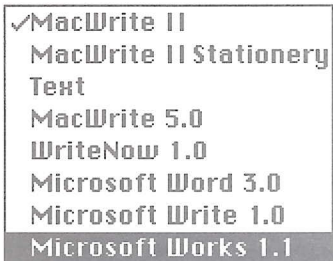
Find the document you want on the list and double-click the document you want to open or click the Open button.

To limit the number of documents listed in the box, choose a file format from the Show pop-up menu.



A copy of the document is converted to MacWrite II format and opened with "(Converted)" as part of its title. The original document is left on the disk in its original format.

To Export a File to Another Application



A screenshot of a 'Save As' pop-up menu. The menu is a vertical list of application formats. The first item, 'MacWrite II', is preceded by a checkmark. The last item, 'Microsoft Works 1.1', is highlighted with a dark background. The other items are: 'MacWrite II Stationery', 'Text', 'MacWrite 5.0', 'WriteNow 1.0', 'Microsoft Word 3.0', and 'Microsoft Write 1.0'.

- ✓MacWrite II
- MacWrite II Stationery
- Text
- MacWrite 5.0
- WriteNow 1.0
- Microsoft Word 3.0
- Microsoft Write 1.0
- Microsoft Works 1.1

Save As pop-up menu

1. Choose **Save As** from the **File** menu.
2. In the dialog box, choose the application format you want from the **Save As** pop-up menu.
3. Click **Save**.

A copy of the document is saved in the new format. The current version of your MacWrite II document remains on the screen.

Working with Stationery

Sometimes you want to use the same format over and over for a certain type of document; for instance, you may want all your internal memos to be set up exactly the same way or all reports to appear with the same font, margins, and headers. To ensure consistency from one document to another, you can create a template with precisely the right style and formatting and then save it as stationery.

A stationery template acts like a pad of paper. Every time you open the stationery, you get a copy of whatever you set up and saved originally; stationery may include text such as your name and address, a picture such as a corporate logo, and a full range of formatting for your page, paragraphs, and text. Unlike a regular document, though, each sheet of stationery has a new name; that way, no matter what you write, you can't accidentally destroy your original by saving over it.

In addition, if you write most documents in one format, you can set up that format as a stationery template and then arrange to have MacWrite II open that stationery every time you start the application or choose New from the File menu. This stationery format is called "automatic stationery."

To Save a Document as Stationery

1. Choose Save As from the File menu.

You see the Save As dialog box.

2. Choose MacWrite II Stationery from the Save As pop-up menu.

3. Type the name of the stationery document and then click Save.

A copy of the document is saved in stationery format. The current version of the document, in MacWrite II format, stays on the screen.

To Open Stationery

1. Choose Open from the File menu.

You see the Open Document dialog box.

To Set Up Your Own Defaults (Automatic Stationery)

2. Choose MacWrite II Stationery from the Show pop-up menu.

You see available stationery documents in the document list.

3. Double-click the document you want to open.

MacWrite II automatically makes a copy of the document and opens it. The new document is untitled until you save it and give it a name. The original remains on the disk in stationery format, available for you to call up again.

You can also open a stationery document from the Macintosh desktop by double-clicking its icon.

1. Choose Save As from the File menu.

You see the Save As dialog box.

2. Choose MacWrite II Stationery from the Save As pop-up menu.

3. Name the document MacWrite II Options.

4. Save the document in the System Folder.

From now on when you start MacWrite II or choose New from the File menu, you'll see all your settings in that new document. Use this technique if you always want the same settings to appear in new documents. You can save only one document as automatic stationery.

If you want to return to the standard MacWrite II settings for one document, hold down Option while you choose New from the File menu. A new document with MacWrite II's standard format is opened. The next time you choose New, though, you will get the automatic stationery again. To get rid of the automatic stationery, remove it from the System Folder or name it something other than MacWrite II Options.

Creating Form Letters

You can have MacWrite II insert data from a list into a standard letter, creating a series of “personalized” form letters. For instance, you can take names and addresses from a database, and have MacWrite II merge those with copies of a standard letter, to create unique versions for each person.

First, set up your data in its own document. A data document contains information in lists. The first line contains the categories of information, or field names, separated by commas or tabs. Each subsequent line contains entries in each category, with each entry separated from the next by a comma or tab, and the whole line known as a record. For example, in an address list, one person’s record includes his or her name, address, and phone number.

Then write a standard letter. You tell MacWrite II where you want to insert the data from the records in the data document. For instance, you might write, “Dear <<First Name>>,” as an opening, and let MacWrite II fill in the name as it goes.

When the data document is open, and your standard letter ready, you tell MacWrite II to merge the data with the letter, producing one form letter after another.

To Prepare Your Data Document Using MacWrite II

1. Choose New from the File menu.

You are going to create a table with columns of information. The first column will be flush left, against the left margin.

2. Drag tab markers into place to mark all the columns beyond the first.

Use the align left tab marker, the first triangle in the gray area below the ruler.

To Prepare Your Data in Other Applications

3. Type the name of the first field of information.

This field will contain one type of data, such as First Name or Zip Code. You can think of the field name as the title of a column of information.

4. Press Tab and enter the next field name. Continue until you have entered all field names in one line across the top of the page. Then press Return.

5. Enter each record of information the same way.

For instance, if the first field contains first names and this record is for Jonathan, you would type "Jonathan," then tab to the next field and enter the appropriate information, and go on like that, pressing Return at the end of the line.

The rule of thumb: Use tabs to separate each entry, and Return to indicate the end of a record. When typing information, you may find that you don't have an entry for a particular category. If so, press Tab to move to the next category.

6. Choose Save from the File menu to store this document on disk.

■ In another word processing application, prepare your data the way you would in MacWrite II.

Devote the first line to field names, separated by tabs or commas; then, in each record, use a tab or comma after each entry and press Return to indicate the end of a record.

■ In Microsoft Works, just save your database.

MacWrite II can read a Microsoft Works database directly as a data document.

■ In any other database — such as FileMaker® II — save the document in Merge format (with commas between entries).

Creating Form Letters

- In any other application, set the data up the same way, but save as a Text (ASCII) file.

MacWrite II recognizes tabs and commas as the delimiters, or dividing lines, between one field name and the next, and between one entry and the next.

To Insert Fields into Your Letter

1. In your letter, click where you want to insert information from the data document.

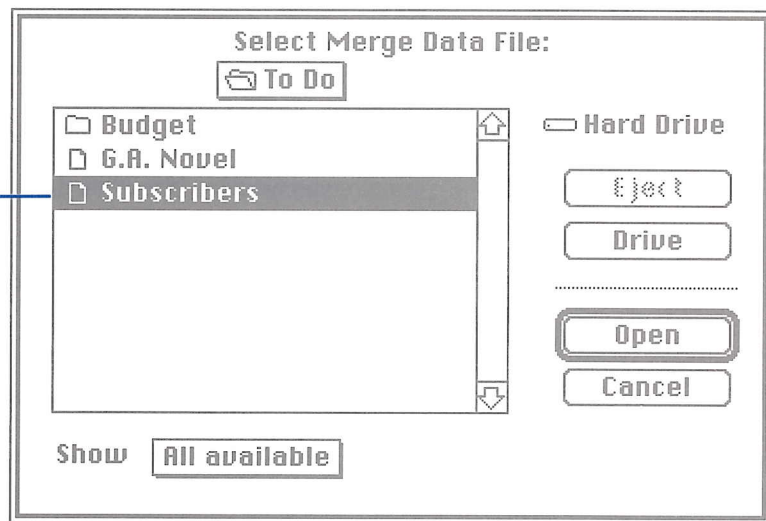
For instance, after the salutation "Dear," you might want to put the name of one of your customers, drawn from the Name field in your data document. Press the Space bar once and then leave the insertion point at that spot.

2. Choose Open Merge Data File from the File menu.

Use this dialog box to select the document containing the information you want to insert:

Open Merge Data File dialog box

Double-click to open a folder and double-click again to open the document you want.

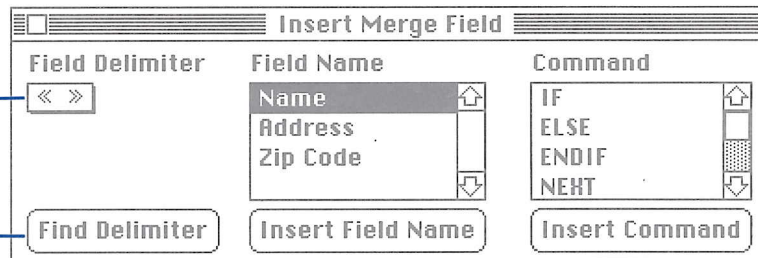


The document you need contains lists of entries arranged in fields; for example, names and addresses. When you open the data document this way, you do not see it in a window; instead, the Insert Merge Field dialog box appears, displaying the field names of the data document.

Insert Merge Field dialog box

Use this pop-up menu to change the delimiters, the punctuation that sets field names apart from the regular text of your letter.

If you've already inserted field delimiters in the letter, use this button to find the next ones in the letter.



3. In the dialog box, highlight the name of the field containing the information you want inserted at this point in your letter.
4. Click **Insert Field Name** to have the selected field name placed at the insertion point in your letter.

MacWrite II places the field name in the letter along with the correct delimiters — punctuation that distinguishes the field name from ordinary text.

From now on, to enter any other fields, choose **Insert Merge Field** from the **File** menu to get the Insert Merge Field dialog box.

To Change or Find Field Delimiters

1. Open your data document by choosing **Open Merge Data File** from the **File** menu or, if you have already opened that document, choose **Insert Merge Field** from the **File** menu.

MacWrite II displays the data document's field names in the Insert Merge Field dialog box.

To Insert a Field Name Yourself

2. **Choose a pair of field delimiters from the pop-up menu on the Insert Merge Field dialog box.**

Field delimiters surround the name of the field, setting it off from ordinary text in your letter, so that MacWrite II understands it should take data from that field in the data document, and insert that data here when merging.

3. **To move the insertion point to the next instance of those delimiters in your letter, click Find Delimiter.**

1. **In your letter, type the opening delimiter to set the field name off from ordinary text.**

To create the standard opening delimiter (⌘), press Option- \ (backslash). You can also type the less-than character twice (<<).

2. **Type the name of the field.**

Be sure you've got it exactly. Any misspelling will thwart MacWrite II's search for that field in the data document; MacWrite II will ignore the field and move on.

3. **Type the closing delimiter.**

To create the standard closing delimiter, press Option-Shift- \ (backslash). You can also type the greater-than character twice (>>).

You can also type all the field delimiters yourself and then choose Insert Merge Field from the File menu, have MacWrite II move the insertion point to the next pair of delimiters, and then tell MacWrite II to insert a selected field name between them. This guarantees that the field name is spelled correctly.

To Format the Data That Will Be Inserted

1. **Select the field name.**
2. **Format the name in whatever way you want.**

You can choose any character format — font, style, size, or color. That format will be applied to the information inserted at this point.

To Set Up If-Then Conditions

1. **In the letter, click where you want to set up a condition.**

A typical conditional statement might be: “If this customer owes more than \$100, then add the statement, ‘We appreciate your prompt payment.’” Of course, you need to format the statement so that MacWrite II can distinguish it from the ordinary text of your form letter.

2. **Choose Open Merge Data File from the File menu and select the data document.**

You see a list of field names and commands in the Insert Merge Field dialog box.

3. **Select IF and then click Insert Command.**

MacWrite II inserts the correct delimiter and then adds IF. (You could also double-click the command to have it inserted.)

4. **Select a field name and then click Insert Field Name.**

The IF clause can have three parts: a field name, a mathematical operator, and a value (a number or some text). The three parts together state a particular condition. For instance, <<IF Last Name = “Smith”>>.

Notice that because the field name already appears inside the delimiters for the IF clause, you don’t need to surround it with delimiters.

5. In the Command list, pick a mathematical operator, choose Insert Command.

MacWrite II will automatically make the document window active.

You can use the following operators:

=	Equals or (for text) exactly matches
<>	Does not equal
<	Is less than
<=	Is less than or equal to
>	Is greater than
>=	Is greater than or equal to
CONTAINS	Contains the following text

6. Enter the value.

Make sure that you're inside the closing delimiter for the IF clause. This is the value you want to test each entry against, to see whether or not they're equal. If you want to see if the entry matches some particular text, put that text in quotes.

Here are some examples of conditional statements and what they mean:

<<IF Zip > 50540>> means "If the zip code is higher than 50540."

<<IF State = "CA">> means "If the entry in the State field is CA."

<<IF NOT State = "CA">> is the same as
<<IF State <> "CA">>, and means
"If the entry under State is not CA."

.....

7. Type the text to be inserted if that condition is met.

For instance, your clause might read:

```
<<If State = "CA">> Please include California sales  
tax.
```

The message you inserted at this point in the letter must appear outside of the field delimiters surrounding the IF clause.

8. Conclude the conditional statement with <<ENDIF>>.

You can type this in yourself, or you can select ENDIF from the list of commands in the dialog box; then click Insert Command. That tells MacWrite II you've ended the if-then statement.

Here are some examples of complete conditional statements:

```
<<IF Balance > 100>> You are a valued customer.  
<<ENDIF>>
```

```
<<IF State = "CA">> Please pay California sales  
tax. <<ENDIF>>
```

```
<<IF City = "Paris">> Only Parisians know Paris.  
<<ENDIF>>
```

To Add an Else Clause

1. After the IF clause and after the text you want inserted if that condition is met, but before <<ENDIF>>, type

```
<<ELSE>>
```

2. Enter the text to be used if the original conditions are not met.

For instance, you might write:

```
<<If State = "CA">> Please include California  
sales tax. <<ELSE>> No sales tax is needed.  
<<ENDIF>>
```

ELSE lets you set up a second message — one to be used if your first IF clause turns out not to be true.

To Compound Your Conditions

1. In your IF clause, add AND, OR, or NOT.

AND adds another IF. Both conditions have to be met for MacWrite II to print the text that follows. For instance, if you had to apply sales tax to every customer living in California, plus a special sales tax in the California zip code of 94609, you might write:

```
<<IF State = "CA" AND Zip = 94609>> Please include  
both the California sales tax and the Oakland  
Special Tax with your payment. <<ENDIF>>
```

OR is inclusive. You use OR when you want MacWrite II to add the following text if either one or both of the two conditions are met. For instance, if you want to add a special message to people who subscribe to either the *Morning News* or the *Evening Journal*, or to both, you might write:

```
<<IF Newspaper = "Morning News" OR Newspaper =  
"Evening Journal">> Subscribers will receive a  
free News Headband, with our thanks. <<ENDIF>>
```

NOT lets you rule out certain entries that might be included in the first part of your IF clause. For instance, if you want to send a message to anyone who lives in Massachusetts, but not in West Newbury, you might write:

```
<<IF State = "MA" AND NOT Zip = 01985>> What do  
you think of West Newbury? <<ENDIF>>
```

2. Use parentheses to surround further refinements.

Parentheses act as they would in algebra: MacWrite II works on the material in parentheses first. For instance, if you want to address a special message to Belgians whose main language is French and who speak no Flemish at all, you might write:

<<IF Nationality = "Belgian" AND (Main Language = "French" AND NOT Other Languages CONTAINS "Flemish")>> Paris vaut une messe. <<ENDIF>>

To Merge Data into a Form Letter

- With both your data document and your letter open, choose Merge from the File menu, making sure the settings are the way you want them in the Merge dialog box, and click Merge.

You must have used the Open Merge Data File command to open the data document.

You see this dialog box:

Merge dialog box

Type in the numbers of the first and last records you want to use, or click All.

To merge the data into form letters during printing, select Printer.

To create a new document with the data combined with the letters, select New Document.

Merge

Data File Records: ☒ All ☐ From: To:

Merge To: ☒ Printer ☐ New Document

Merge with data file:
Client Data

Cancel Merge

- If you choose to send the form letters to the printer, make sure the settings suit you in the Print dialog box.

For details about printing, see "Printing Documents" earlier in this chapter.

- If you choose to put the sequence of form letters into a new document, MacWrite II automatically creates a new document with the original title appended with "Merged."

The document will be saved in the regular way. You can then edit it or print it at a later time.

The Tempest as Protagonist

In *King Lear*, the storm assaults, surrounds, confuses, terrifies, drenches the poor devils caught out on the heath... In *The Tempest*, Prospero creates and calms the storm, admiring it from a distance as a playwright might regard his own first act... In *King Lear*, we are in the middle of the deluge; in *The Tempest*, we are outside it, watching... The center of Shakespeare's interest has shifted from tragedy to poetic commentary on his own life: from a cry of pain to a summing up.

To sum up in a table:
King Lear

We are in the middle of it

The Tempest
We watch

4

MacWrite II Environment

This chapter guides you through the MacWrite II visual environment: first exploring the standard MacWrite II apparatus of menu bar, dialog boxes, on-line help, and icons; then examining an individual document in its own window. The window may include a ruler for the current paragraph, page guides showing you how your text will fit onto the piece of paper, and distinct areas for the various elements in your document — main body of text, header, footer, and footnotes.

If you're looking at the screen, then, and wondering what some image represents, glance through this chapter for an explanation.

MacWrite II Environment

Whenever you open a MacWrite II document, you see the MacWrite II menu bar spread across the top of the screen. You choose commands from the menus. Occasionally, a menu command requires further information. In such an instance a dialog box will appear asking for more direction. And sometimes you may need a little more explanation. You can get information and instructions from MacWrite II's on-line Help system. To let you move quickly through these aspects of the application, MacWrite II presents a lot of information visually, in pictures and icons.

Here's how to get the most out of these visual aspects of the MacWrite II environment.

Menu Bar

The menu bar contains the title of each pull-down menu. To choose a command, drag down from the menu title, and when you've highlighted the command you want, release the mouse button.

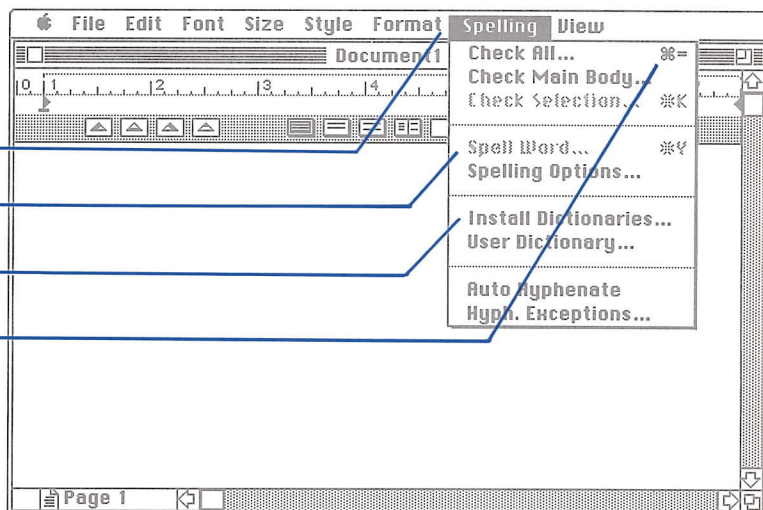
Menu bar with the Spelling menu pulled down

Menu title

Dimmed commands aren't active now

A command

A shortcut



Listed beside many commands you'll find a shortcut — a combination of keys you can press to get the same effect as choosing the command. For instance, pressing Command-Y has the same effect as choosing Spell Word.

- ◆ **By the way** An upward-pointing arrow in a keyboard shortcut adds the Shift key to the combination.

Dialog Boxes

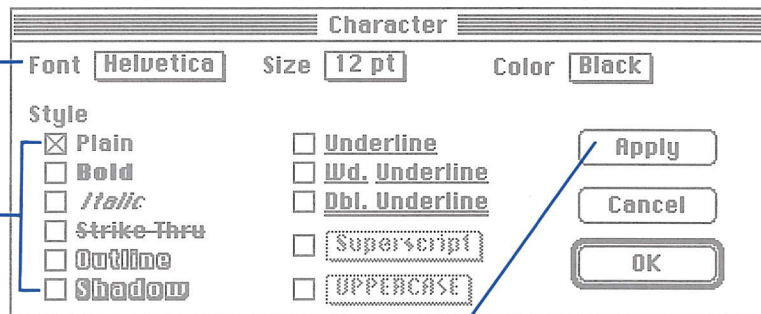
When MacWrite II needs more information from you to carry out your command, a dialog box will appear, asking you to select settings, choose additional commands, enter text, or make other choices.

Character dialog box

Click this pop-up menu button to display additional choices. Release the mouse button to choose one.

Check boxes: You can often click more than one.

Click to temporarily apply all your settings to the currently selected text.



Help

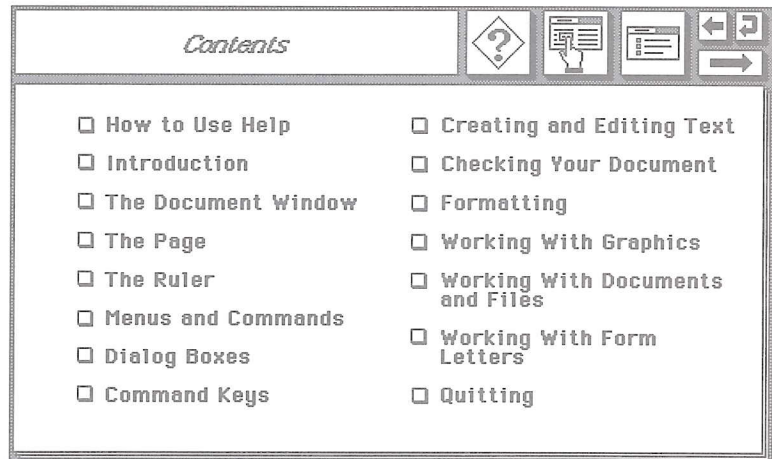
You can get help directly from MacWrite II in two ways. For step-by-step advice, or information about other topics, choose Help on the Apple menu or press Command-? (question mark). On an extended keyboard, you can also reach Help by pressing the Help key, Control-E, or Control-Shift-E.

MacWrite II Environment

- ◆ **Note** The Help system is so extensive that if you are using 800K disks, you may not have had room for it on your working copy of MacWrite II. You'll be asked where to find MacWrite II Help. Eject the disk that contains your System Folder, and replace it with a copy of the *MacWrite II Reference* disk.

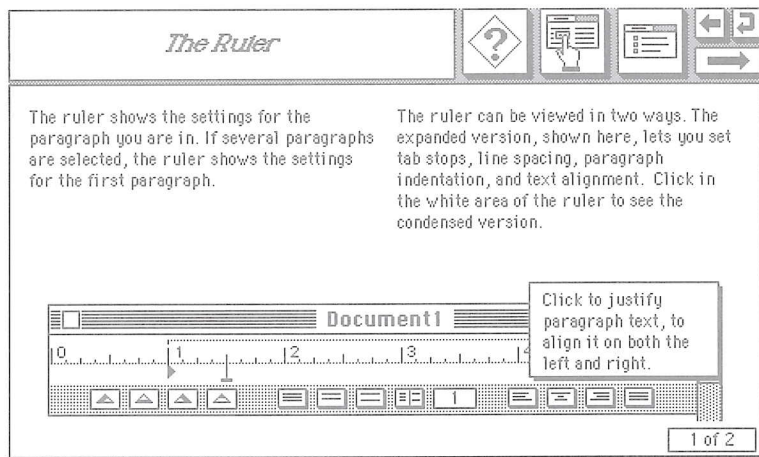
You start at the table of contents:

MacWrite II Help table of contents



When you click a topic, you get a card with more details. Often you can click an area of the image to get further explanations.

Help with rulers



Icons

MacWrite II follows the Macintosh approach, representing documents and files as icons. When you are in the Finder or MultiFinder and want to open a document or launch MacWrite II, double-click the icon. To move a document, just drag its icon.

Here are the MacWrite II icons for documents and files:



MacWrite II Environment

Document Window

A document appears in the standard MacWrite II window, below the menu bar. You can have up to seven documents open at one time, copying, cutting, and pasting between them; so you need to be able to resize windows, and move forward and backward through the documents.

MacWrite II document window

Close box: Click here to put away the document.

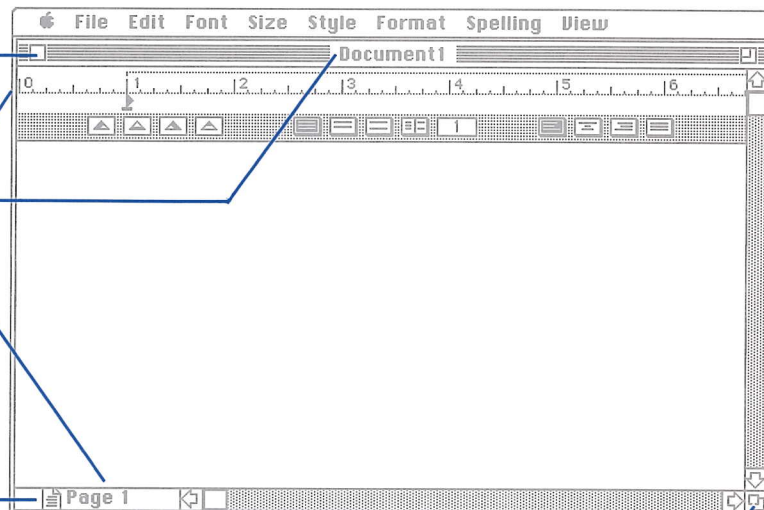
The ruler: Refer to "The Ruler" in this chapter for details.

Title bar: Displays the current title of your document. You can change the title when you save the document to disk.

Your current page number: If several pages are showing, this number represents the first of them.

This icon indicates whether this is a left- or right-hand page when you've chosen Left/Right Pages in the Page dialog box.

Size box: Drag this box to resize the window.



Several MacWrite II document windows on screen

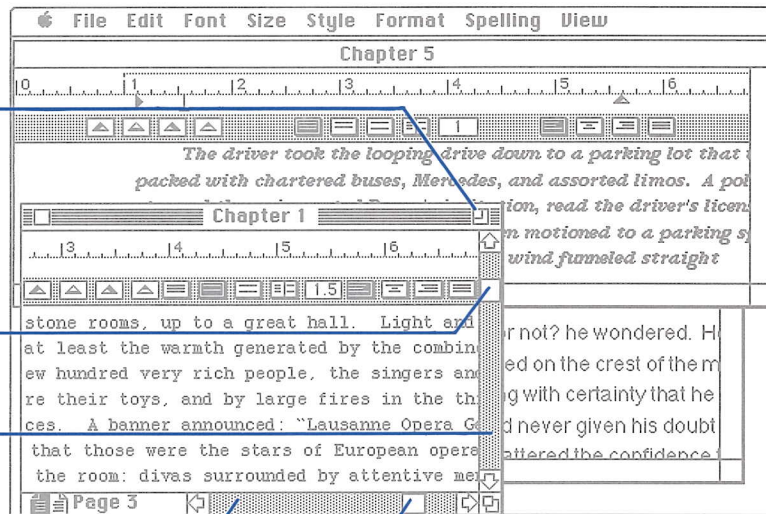
Zoom box: When you've changed the size of your window, click here to change back to the other size.

Vertical scroll box: To move through large chunks of your document, drag this box up or down.

Vertical scroll bar: To move through your document one line at a time, click the down arrow or the up arrow.

Horizontal scroll bar: Click the left or right arrows to move a quarter-inch left or right on your page.

Horizontal scroll box: Drag this box left or right to move horizontally.



Ruler

MacWrite II displays only one ruler. The ruler shows you the page margins, paragraph indents, tab stops, line spacing, and alignment settings for the paragraph you're currently working in, or if you've selected several paragraphs, the settings for the first one.

The preset unit of measurement for the scale on the ruler is inches. You can change the ruler's unit of measurement in the Preferences dialog box. MacWrite II gives you several measurement systems, including inches, inches decimal, picas, points, millimeters, or centimeters.

MacWrite II Environment

By double-clicking anywhere in the white part of the ruler, you can have MacWrite II display the ruler in a condensed or expanded version. In addition, by double-clicking the first line indicator or the paragraph indent markers, you can open the Paragraph dialog box. And by double-clicking one of the boxes containing tabs, you can open the Tab dialog box. The ruler interacts with the Tab or Paragraph dialog boxes when they are on screen; the settings displayed in the dialog box are updated to reflect changes you make when you drag a paragraph indent marker, or click to insert a tab stop on the ruler. Only the tab, line spacing, and text alignment boxes are inactive when the dialog boxes are open.

The condensed ruler for a page with one column looks like this:

Condensed ruler for a page with one column

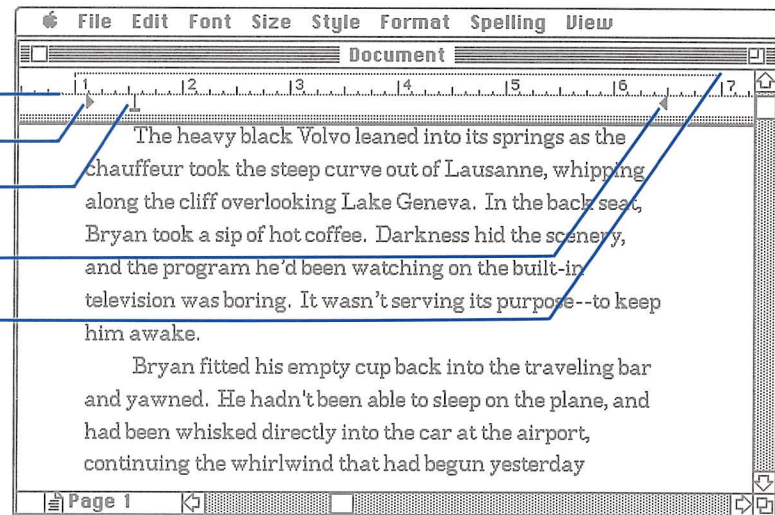
Left margin of page

Left paragraph indent marker

Indentation for first line of a paragraph

Right paragraph indent marker

Right margin of page



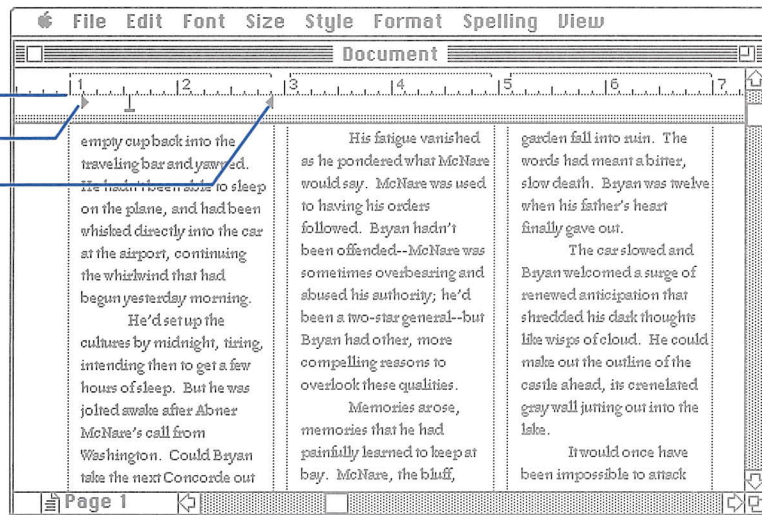
The condensed ruler for a page with three columns looks like this:

Condensed ruler for a page with three columns

Left margin of page and column

Left paragraph margin

Right paragraph margin

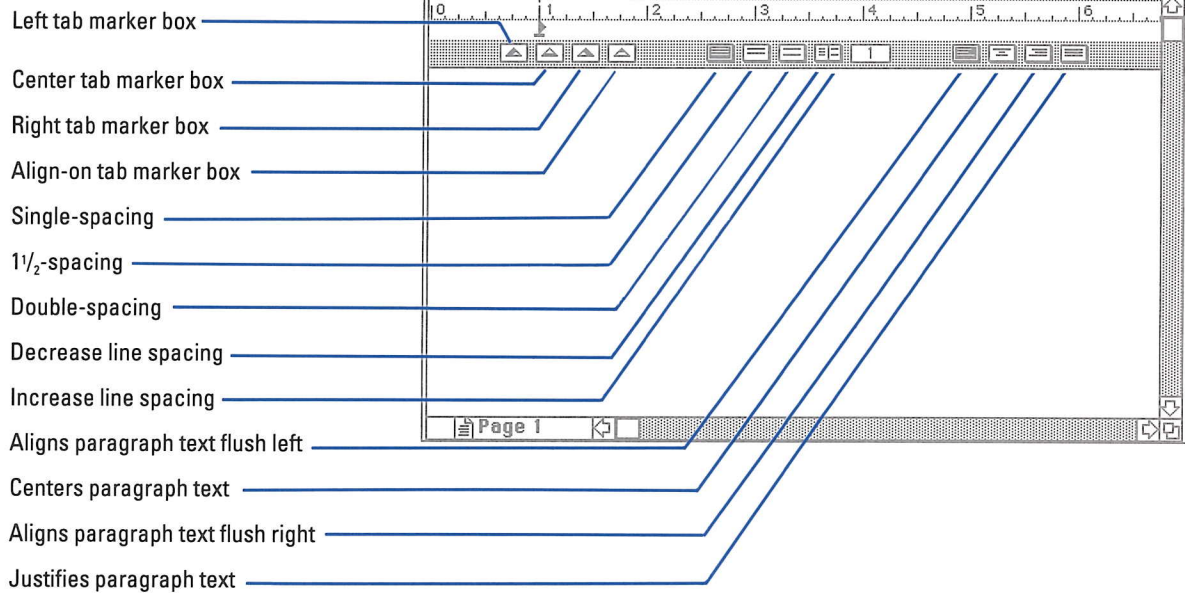


To expand the ruler, double-click in the white space. In its expanded form, the MacWrite II ruler lets you set tab stops, line spacing, paragraph indentation, and text alignment for your current paragraph.

For a page with one column, the expanded ruler looks like this:

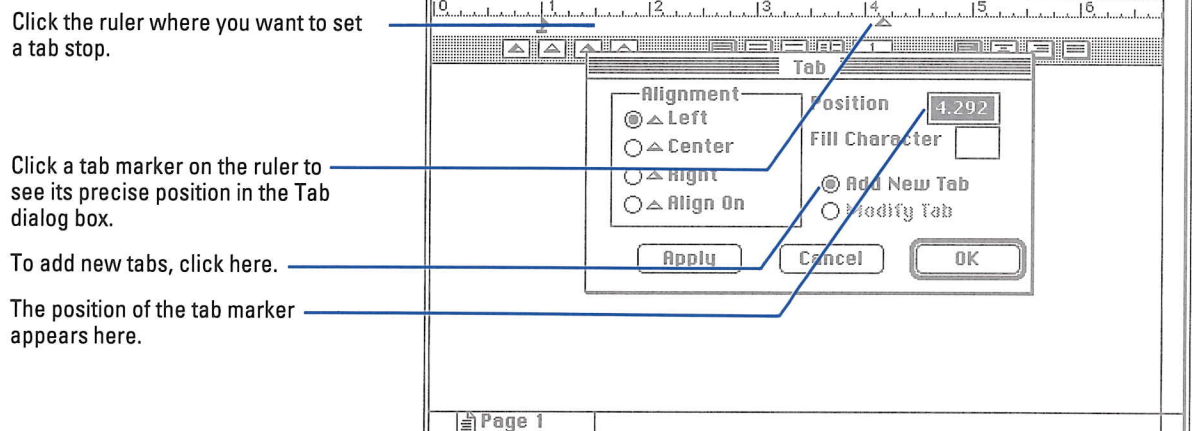
MacWrite II Environment

Expanded ruler



The Tab dialog box allows you to set tab markers on the ruler.

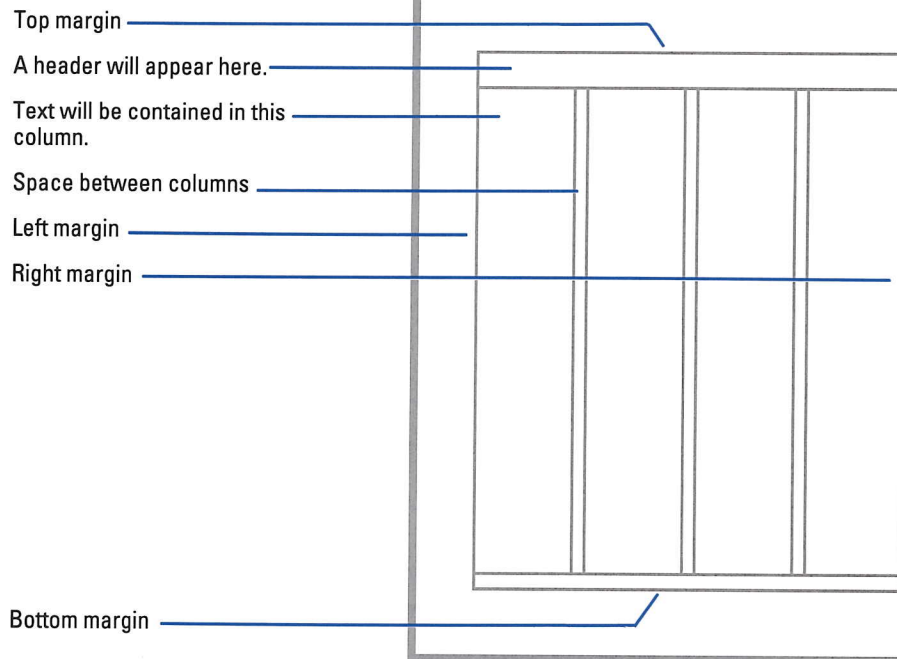
Expanded ruler and the Tab dialog box



Page Guides

You can have MacWrite II hide or show page guides. To show you where your text will appear, MacWrite II displays the page or column margins in delicate dotted lines.

Page guides



Elements of the Document

Documents may have four distinct page elements: the main body of text, the header (the repeating text at the top of each page), the footer (the repeating text at the bottom of every page), and any footnotes (which can appear at the bottom of the referenced page or at the end of your document).

Page elements

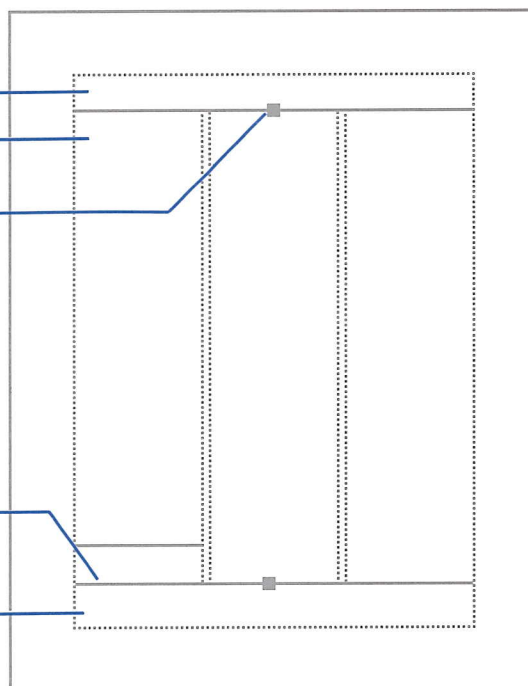
A header will appear here.

The main body of text will appear here.

The handle: Drag to expand or contract the area that contains the header or footer.

If you choose to have footnotes accompany the reference, they appear here.

A footer drops to the bottom, in this area.



When you ask MacWrite II to check spelling in an entire document, it inspects each page element separately. If you want, you can have MacWrite II report the results of its examination for each element — or just run through them all, and give you the final totals.

Invisible Characters

When you type a space, MacWrite II normally moves the insertion point a little to the right and leaves a blank space behind. But that blank space is actually a character. So is a return, a tab, even a page break. Because most people don't want to be bothered looking at these little "extra" characters, MacWrite II hides them most of the time.

When you are about to reformat an area or cut some passages and move things around, you may find it helpful to use the Show Invisibles command on the View menu to reveal all these “invisible characters” so you can include them in your selections. For instance, when moving a list, you can be sure to include all the tab characters needed to keep the items lined up properly.

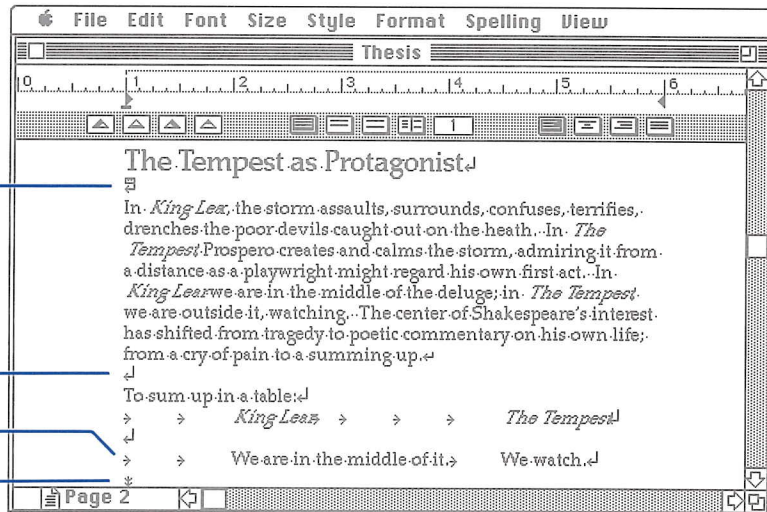
Some invisible characters made visible

Return with ruler change

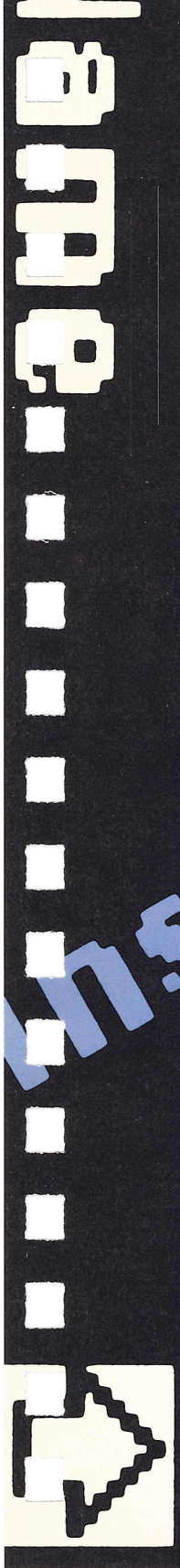
Return for new paragraph

Tab

Page break



For your convenience, commands on the View menu also allow you to hide or display the page guides and any pictures you’ve included in the document.



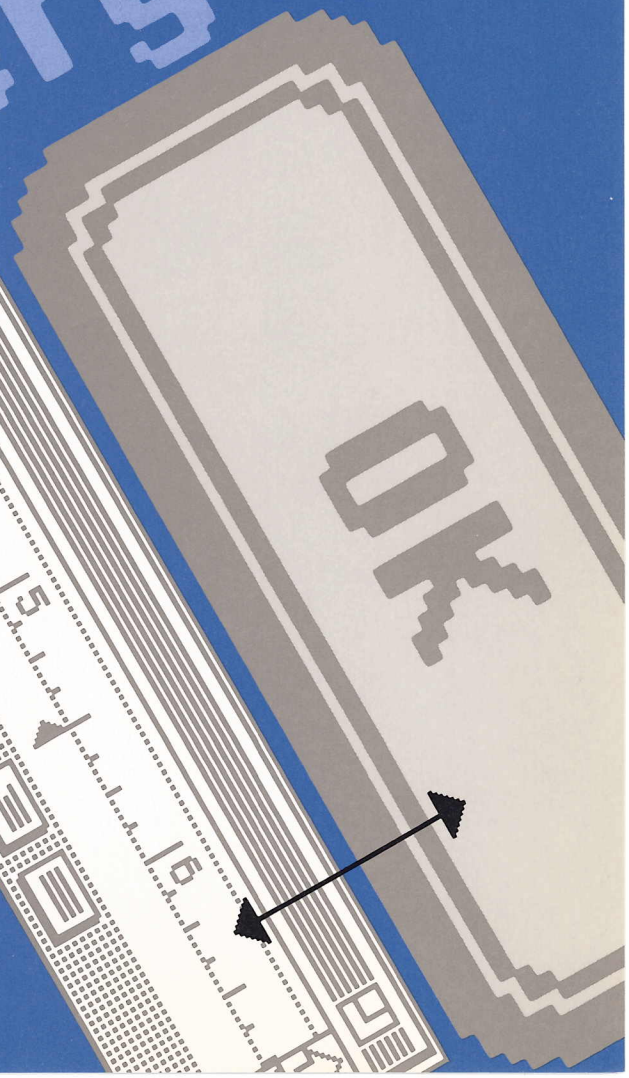
89

1 John Doe, "Remembrance and Farewell," *Shakespeare Quarterly*, pp. 34-46, Volume X, 1982.

Thesis: Shakespeare's Closing Act

Scale Picture

Merge Field

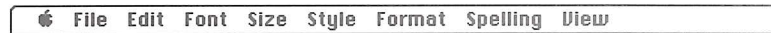


5

Command Reference

Above the title of your MacWrite II document, you see a bar beginning with the Apple icon and extending across the screen with the names of MacWrite II's pull-down menus. Each menu contains a group of related commands. To locate a command, scan the menu bar for a relevant menu title.

MacWrite II menu bar



To open a menu, place your pointer on the menu title and press the mouse button; the list of commands drops down. Without releasing the button, move the pointer down the menu, and when you've highlighted the command you want, release the mouse button to choose the command.

With some commands you can take shortcuts — pressing a combination of two or three keys (at once) to get the same effect as choosing the command from the menu. For instance, you can issue the Copy command by choosing it from the Edit menu or by pressing Command-C. Command shortcuts appear on the menus on-screen and in the last section of this chapter.

Command Reference

Edit		
Can't Undo		⌘Z
Cut		⌘H
Copy		⌘C
Paste		⌘V
Clear		
Select All		⌘A
Find/Change...		⌘F
Insert Date	⇧	⌘A
Insert Time	⇧	⌘T
Insert Page #	⇧	⌘P
Preferences...		
Show Clipboard		

Edit menu

Sometimes a command appears dimmed. In such cases, you can't use it at the moment because there's nothing for it to act upon. For instance, until you select some text to cut, Cut appears dimmed in the Edit menu.

You'll notice that some commands are followed by three dots. In such cases, MacWrite II needs additional information from you before it can act on the command. When you choose one of these three-dot commands, a dialog box will appear in which you can enter text or check options. Enter the information and click OK to have MacWrite II proceed or click Cancel to stop the whole process. As a shortcut, press Return or Enter to choose OK; press Command- (period) to choose Cancel.

Apple Menu



Apple menu

About MacWrite II...

The Apple menu provides you with information about MacWrite II, help while you are using MacWrite II, and various desk accessories — mini-applications that you can open, use, and put away without quitting MacWrite II. For more information about desk accessories, read your Macintosh owner's guide.

Displays a box that tells you the version number, date, and the creators of the application. For additional details about the system currently in use, size of the current system, ROM in use, available memory, and information of interest mainly to programmers, hold down Option while you choose About MacWrite II. To put either box away, click inside it.

Help...

Shortcut: Command-?

Provides a table of contents leading to detailed information about MacWrite II commands, dialog boxes, and visual environments such as the ruler and page elements, and includes step-by-step procedures for the most common tasks for which you'll use MacWrite II. For a shortcut to reach Help, press Command-? (question mark). On an extended keyboard, press Help or Control-E.

You can switch back and forth between Help and your MacWrite II document by clicking the window you want to make active. That way you can apply the advice to your work.

- ◆ **Note** If you have not placed your Help document in the same folder or disk as the MacWrite II application, you'll need to tell MacWrite II where Help is, and, if necessary, insert the disk containing it.

Help...

Help window

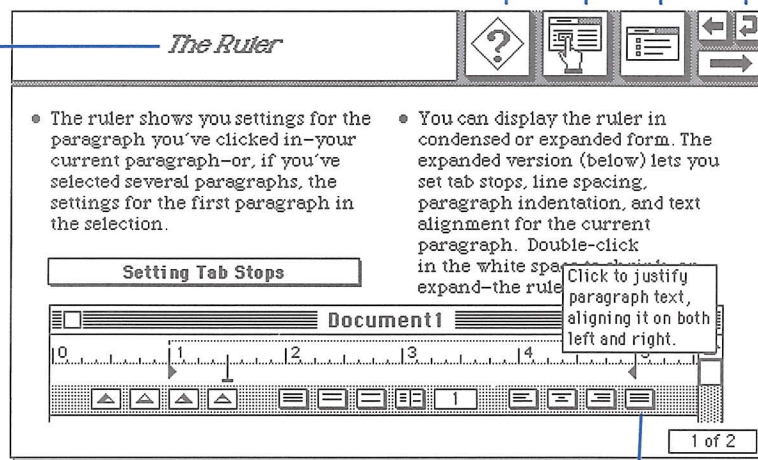
Direction arrows take you through the Help System topic by topic.

Click Table of Contents for a list of topics.

Use Find to locate a particular topic.

For information about using Help, click here.

The name of the chapter you're in



Click an area or topic you want to explore.

File Menu

File		
New		⌘N
Open...		⌘O
Close		⌘W
Save		⌘S
Save As...		
Revert to Saved		
Insert File...		⇧⌘I
Open Merge Data File...		
Insert Merge Field...	⇧⌘M	
Merge...		
Page Setup...		
Print...		⌘P
Quit		⌘Q

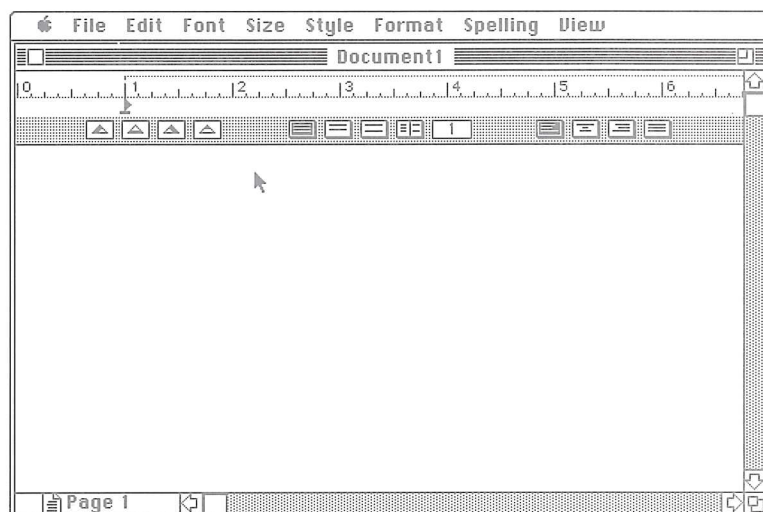
The File menu contains commands for creating, saving, and printing documents; opening and closing existing documents; and merging names and addresses into form letters.

File menu

New

Shortcut: Command-N
New, untitled MacWrite II document

Creates and opens a new, untitled MacWrite II document.



The new document opens with standard tab stops set every half-inch (they don't appear on the ruler), single-spacing selected, left alignment on, all margins set at one inch, plain 12-point Helvetica font chosen, black on white, with text in one column, with each paragraph's first line flush left, and no extra space before or after any paragraph.

If the preset options don't match the settings you frequently use, you can create a document with the settings you do need and save it as a MacWrite II Stationery template; then, whenever you need those particular settings, you open the template.

If you want to use those settings all the time, save the stationery template under the name MacWrite II Options in the System Folder; MacWrite II will automatically use those settings any time you start the application or choose New from the File menu. Once you have set up the MacWrite II Options template in this way, you can go back to MacWrite II's normal settings for a particular document by pressing Option as you choose New. See "Working with Stationery" in chapter 3.

You can have up to seven new (or existing) documents open on-screen at a time. When you have seven documents open, the Open command appears dimmed, and you can't choose New. Close one of the documents before you choose New.

Open...

Shortcut: Command-O

Lets you open an existing MacWrite II document or a document in one of many other file formats. As a shortcut, you can press Command-O or double-click the icon or name of the document.

When you choose Open, you see the Open Document dialog box:

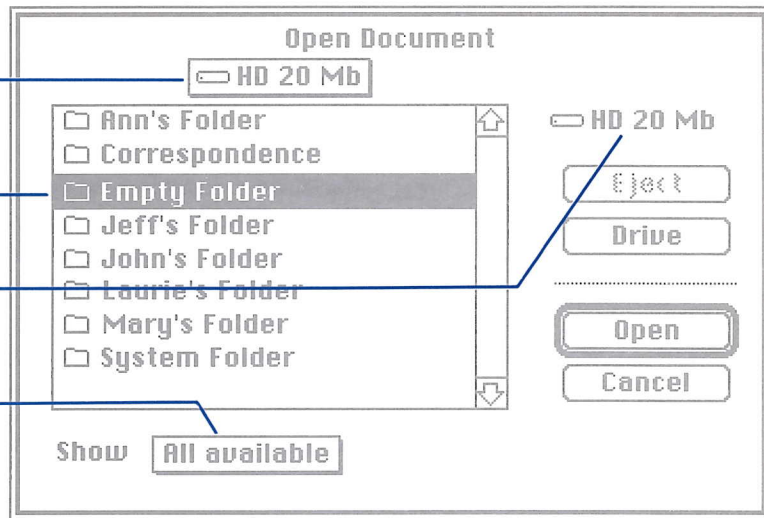
Open Document dialog box

Name of disk or folder containing the documents and folders listed in the box below.

Double-click any document or folder to open it.

Name of the disk you are currently using. Click to move up a level in the hierarchical file system.

Shorten the list by choosing a document format from the Show pop-up menu.



In the upper-right corner of the Open Document dialog box, you see an icon for the disk on which MacWrite II is looking for documents that you might want to open. In the upper-left corner, you see the name of the disk again above a list of the applications, documents, and folders it contains. Click any document or folder to select it and then choose Open.

If you open one or more folders looking for a document, you'll notice that the name above your list changes to reflect whatever folder you're currently investigating. Click that name to see the disk and any folders that contain this folder. Simply select one of these folders to go back to it.

All documents in the following document formats are displayed: MacWrite II, MacWrite II Stationery, MacWrite, Microsoft Word, Microsoft Write, Microsoft Works, WriteNow, and Text (or ASCII). When you open a document from one of these formats, MacWrite II makes a copy in MacWrite II format and adds the word "(Converted)" to the title.

If there are a large number of documents in the list and you know the format of the document you're looking for, choose that kind of document from the Show pop-up menu. MacWrite II will display only the kind of document you choose.

You can use Open to open any MacWrite II Stationery template; MacWrite II creates a new, untitled document that contains all the settings in the original stationery document. That means you don't have to change any settings in the document; you can begin typing immediately. (If you've saved a particular stationery template as MacWrite II Options in the System Folder, you can open that in two other ways — by opening the MacWrite II application or by choosing New from the File menu.)

For more information about locating a document, see "Opening a Document" in chapter 3.

Close

Shortcut: Command-W

Closes the currently active window on the screen, including the document window, the Help window, or the Clipboard. As a shortcut, press Command-W or click the close box in the upper-left corner of the active window.

Only the currently active window is closed. Any other windows on the screen remain open. To close a window that is not active, click the window and then choose Close.

If you've made changes to the document since the last time you saved it, a message offers you the chance to save the document before closing.

After you close the last window on the screen, you see an empty desktop.

Save

Shortcut: Command-S

Makes a copy on a disk of the currently active document including all the changes you've made since the last time you saved.

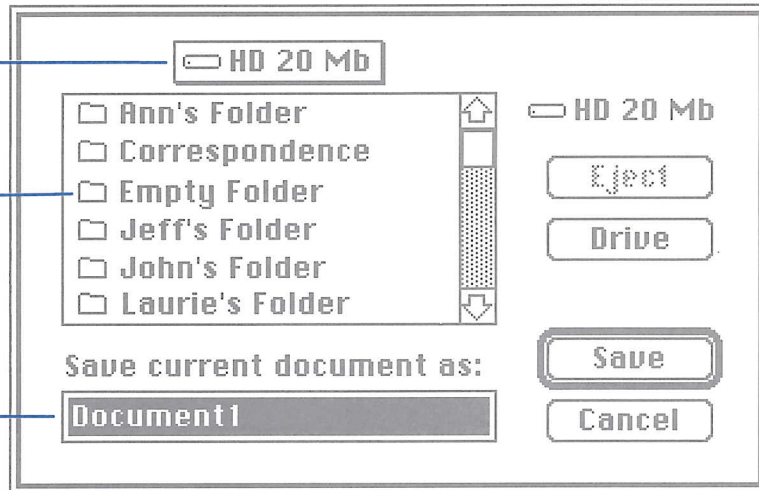
If you have already saved the document earlier, you see no dialog box or message. The version on the disk is replaced with the version on the screen, using the same name, format, and disk as before. When you choose Save for the first time, however, you see the Save dialog box:

Save dialog box

Name of disk or folder containing all the documents and folders listed in the scroll box below

Double-click any folder to open it.

Type the name you want to give the document.



The dialog box allows you to choose where you want to save the document. Essentially, you locate the right disk and then open any number of folders until you see the contents of the appropriate folder in the scroll box. Name the document and then click Save to drop it into that location.

If there isn't enough room on the disk to hold the document you want to save, a message announces that the disk is full; you should save the document elsewhere. Switch disk drives or eject a current disk and insert another.

Use Save to update a document on a disk with the most recent changes you've made. When you want to make a copy of a document with the changes you've made, but you also want to keep the original document unchanged, use Save As to give your new version a different name, format, or location.

- ◆ **By the way** It's a good idea to save your changes frequently so that if an unexpected interruption in electric service occurs, and your Macintosh is turned off, you won't lose more than a few minutes of your work.

Save As...

Shortcut: Command-Shift-S

Makes a copy on a disk of the currently active document or a selected portion of the document, using a different name, format, or location.

When you choose Save As, you see the Save As dialog box:

Save As dialog box

Name of disk or folder in which your document will be saved.

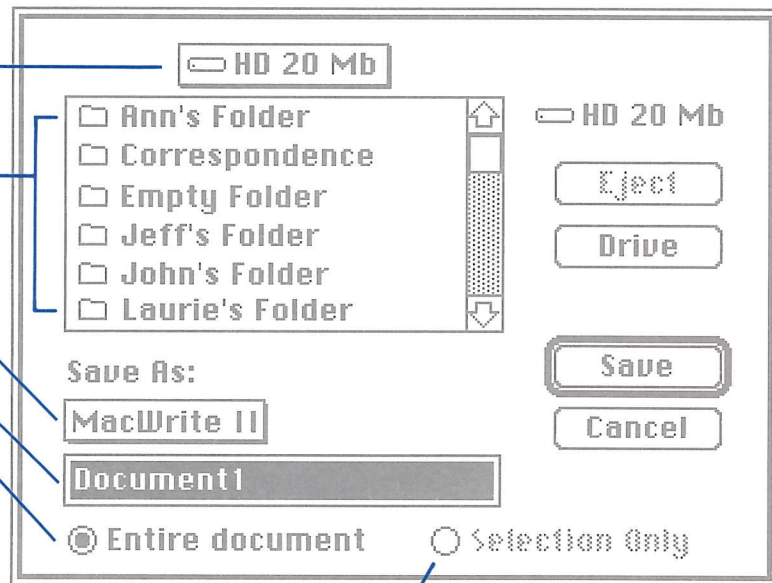
List of all documents and folders contained in the disk or folder named above. Double-click any folder to open it.

Choose a document format here.

Type the name you want to give the document.

Click here to make a copy of the entire document.

Click here to make a copy of a selection.



When you use Save As to store the document in the MacWrite II format, the original document you were working on is closed and replaced on-screen with the new document you created. If you give the new document a different name, that name appears in the title bar.

When you use Save As to store the document in a different format, MacWrite II makes a copy in that format but leaves the original MacWrite II document open on the screen. A pop-up menu in the dialog box allows you to save the document in the format used by MacWrite 5.0, Microsoft Word 3.0, Microsoft Write 1.0, Microsoft Works 1.1, WriteNow 1.0, and Text (or ASCII), as well as MacWrite II Stationery.

Use Save As when you want to make a backup copy of a document in another folder or on another disk, when you want to keep both the original version of a document and a version with changes, or when you want to make a copy of a document with a different name or file format.

◆ **Remember** If you've made changes to the document but haven't used the Save command recently, using Save As saves those changes to the new document only.

Revert to Saved

Removes all changes made to a document since the last time you saved it; re-opens the last-saved version of the document from the disk.

After you choose Revert to Saved, a message asks if you really want to revert to the last version saved. Click OK to revert; click Cancel to keep the changes you've made.

▼ **Caution** You cannot use the Undo command to cancel the Revert to Saved command. All changes are thrown away.

Insert File...

Shortcut: Shift-Command-I

Lets you select a document to be inserted as a whole right into your current document, at the insertion point.

You see the Insert File dialog box in which you can choose a file in the same way you would if you were using the Open command. You can insert MacPaint, PICT, and PICT2 pictures, any Text Only or ASCII files, and documents saved in the format of MacWrite II, Microsoft Word, Microsoft Write, Microsoft Works, WriteNow, and MacWrite.

Open Merge Data File/ Close Merge Data File...

Lets you select a document containing the data you want to combine with a standard letter to produce form letters. You see a dialog box in which you can choose a document in the same way you would if you had chosen the Open command.

A data document contains information arranged in a list. The first line contains the categories of information, or "field names," separated by commas or tabs. Each of the following lines is a complete record containing data entered under those categories with each entry separated from the next by a comma or a tab (for example, an address list). Across the top row of the list, your categories or field names might be First Name, Last Name, Street Address, City, State or Province, Zip Code, Country. Beneath that first row, each row would provide the name and address of one individual, with entries under each category. For instance, under City, one person's record might show the entry Furnace Village.

You can create such a document in MacWrite II. You can also create a data document with any computer database that saves documents with commas or tabs between entries. Or you do the same using merge format, a computer industry standard.

MacWrite II can handle up to 256 fields in your data document. Each field name can have up to 250 characters, and the entry in each field can be 250 characters long as well.

You can have only one data document open at a time for each MacWrite II document, but you can open and close a series of different data documents for one MacWrite II document.

To close the data document, choose Close Merge Data File.

Insert Merge Field...

Shortcut: Shift-Command-M

Opens a dialog box with which you can insert field names, field delimiters, and commands into a form letter so that during the process of merging, your letter will receive data (such as names and addresses) from your data document. This command becomes active only after you have chosen Open Merge Data File from the File menu and selected a data document.

The dialog box has three columns devoted to these subjects:

- ☐ Field delimiters: Here you can set the punctuation that will separate, or “delimit,” a data field in your form letter and then have MacWrite II search through your form letter for the next instance of that punctuation.
- ☐ Field names: Here you can select the name of a field from a list of the fields MacWrite II found in the data document you opened earlier with the Open Merge Data File command. You can also have MacWrite II insert the field name at the insertion point in your letter, with the correct delimiters surrounding it, when necessary.
- ☐ Commands: Here you can select additional commands to control or refine the actual merging of data and letter and then have MacWrite II place the commands in your form letter, with all necessary punctuation.

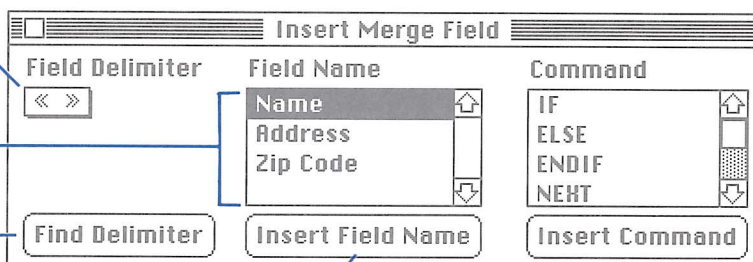
Insert Merge Field dialog box

Punctuation that will be used to separate these fields from the rest of the letter.

The names of all the fields MacWrite II found in the data document

Click here to have MacWrite II search through the letter for the next field delimiter.

When you have selected a field, click here to have MacWrite II enter it into the letter at the insertion point.



Find Delimiter

A field is a category of information, such as Occupation or State. The Field Delimiter pop-up menu offers three kinds of brackets necessary to delimit the field (surrounding the name of a field and setting it off from ordinary text). When MacWrite II encounters the brackets you choose here, it recognizes that the text you've enclosed in brackets will be either the name of one of the fields in your data document or a command specifying what to do with the data. Click Find Delimiter to have MacWrite II highlight the next instance of the delimiting punctuation in your letter.

Insert Field Name

Here MacWrite II lists the names of the fields found in your data document. Each field contains a category of information, such as Address or Salary. To have MacWrite II insert that information into your letter during mail merge, you click in your letter at the spot where you want to insert data from your records. Then you choose Insert Merge Field, select the field, and click Insert Field Name. At the insertion point in your letter, MacWrite II inserts the field name, with the punctuation that separates it from the ordinary text of the letter. For instance, after the salutation, you might insert the field First Name, with angle brackets to delimit the field, which would look like this:

Dear <<First Name>>

Later, when you choose the Merge command, MacWrite II creates a new version of the form letter for each record in your data document, and takes the first name of each person, placing it after the Dear, to address each recipient personally.

Insert Command

Here you can select and insert into a form letter commands about what MacWrite II should do when the data meets certain conditions. For instance, you can set up conditional situations, such as “If the state is Missouri, add a sales tax of 5 percent to the total bill.”

These conditional statements take a three-part form: <<IF the information found in a certain field is a certain value>>...then print this statement...<<ENDIF>>.

Here are the commands and operators:

- ☐ IF sets up a condition, spelled out in the first clause of the sentence you create. The IF clause tells MacWrite II to use a mathematical or logical operator to make some comparison between the data found in a certain field and some value or text you declare. If the condition is met, MacWrite II prints whatever text follows — up to the <<ENDIF>>. For instance, if you wanted to add a special statement for people with zip codes greater than 95000, the complete statement might be:

```
<<IF Zip > 95000>> Extra postage applies in your  
area. <<ENDIF>>
```

- ☐ ELSE adds an alternative message to be used if the original IF clause turns out not to be true. For instance, if you had to collect sales tax from customers in British Columbia, but wanted to point out to everyone else that they were getting by without paying any sales tax, you could write:

```
<<IF Province = "BC">> Please include British  
Columbia sales tax. <<ELSE>> No sales tax is  
needed. <<ENDIF>>
```


- ENDIF concludes the sentence begun with IF; it too must be surrounded with delimiters so that MacWrite II knows it is a command and not ordinary text.
- NEXT tells MacWrite II to go to the next record in the data document and use its information to replace the field names that follow. You could use NEXT when you want to create an address list, like this:

<<First Name>> <<Last Name>> <<Hometown>> <<NEXT>>

<<First Name>> <<Last Name>> <<Hometown>> <<NEXT>>

<<First Name>> <<Last Name>> <<Hometown>> <<NEXT>>

<<First Name>> <<Last Name>> <<Hometown>>

- Operators compare the value in the field you've named with the value you place right after the operator. (If the value is text, put it in quotation marks.)

= Equals or (in the case of text) exactly matches

<> Does not equal

< Is less than

<= Is less than or equal to

> Is greater than

>= Is greater than or equal to

CONTAINS Contains the text that follows in quotation marks

- ◆ **Note** Operators must be surrounded by spaces.

- AND lets you connect two conditions; essentially, AND adds another IF. For instance, if you had to apply sales tax to every customer living in California — and a special sales tax in all California zip codes above 94609, you might write:

```
<<IF State = "CA" AND Zip > 94609>> Please include  
both the California sales tax and the Special  
Northern California Sales Tax. <<ENDIF>>
```

- OR adds a second condition and tells MacWrite II to print the following message if either one or both of the conditions are met. For instance, if you want to add a special message to people who subscribe to either the *Morning News* or the *Evening Journal*, you might write:

```
<<IF Newspaper = "Morning News" OR Newspaper =  
"Evening Journal">> Subscribers will receive a  
free News Headband. <<ENDIF>>
```

- NOT lets you rule out certain entries that might be included in the first part of your IF clause. For instance, if you want to send a message to anyone who lives in Massachusetts but not to those who live in one part of Cambridge, you might write:

```
<<IF State = "MA" AND NOT Zip = 01238>> What do  
you think of Harvard Square? <<ENDIF>>
```

You can create conditions within conditions, if you want, using up to 10 pairs of parentheses; these parentheses act as they would in algebra. MacWrite II looks within parentheses first, determining whether or not those statements are true before looking at other conditions. For instance, if you wanted to address a special message to Belgians whose main language is French and who speak no Flemish at all, you might write:

```
<<IF Nationality = "Belgian" AND (Main Language =  
"French" AND NOT Other Languages CONTAIN  
"Flemish")>>
```

Merge...

Blends together data from the data document (opened with the Open Merge Data File command) with the standard text in the letter you are working on, producing printed copies of a form letter or a document containing all of the form letters for you to review, modify, and print later. This command becomes active only after you have opened a form letter, chosen Open Merge Data File from the File menu, and selected a data document.

Merge tells MacWrite II to look through your letter for the delimiters that signal the field names and IF sentences. When MacWrite II encounters delimiters around a field name, it inserts into the letter data from that field in the data document. When MacWrite II encounters an IF sentence, it makes the requested comparison and, based on that decision, imports some data from the data document or prints an additional message.

Unless you have specifically told MacWrite II to move on to the NEXT record, it takes entries from one record for one letter, moves on to the next record for the next letter, and continues until it has used the last record. You end up with as many form letters as you have records in your data document.

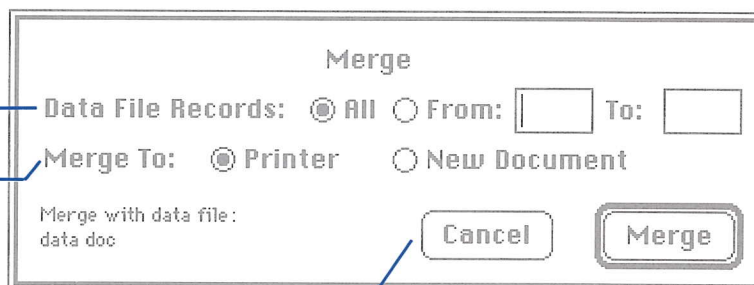
When you choose Merge, you see this dialog box:

Merge dialog box

You can specify which records to read from the data document.

You can have MacWrite II save the merged documents in a new file on a disk or print them.

Canceling stops the merging — it doesn't erase your fields or commands.



You can save the merged document — consisting of a series of form letters — on a disk for future use. If you intend to merge to a document on a disk, make sure that your standard letter does not have a title page, page numbering, footnote numbering, or left and right pages because the new document will interfere with your preset options. For similar reasons, your letter must not have different margins for left and right pages.

You can also print the letters immediately. In this case, you can use title pages, page numbers, footnote numbers, and left and right pages. When you choose to print, you see the Print dialog box, in which you can choose to print from Z to A (Reverse Order Printing) or in sets (Collated Copies).

Page Setup...

Lets you specify the way you want to print the document.

You see a dialog box with options that vary slightly depending on what printer resource you have and what kind of printer you've selected in the Chooser on the Apple menu. For specific details, see the manual that came with your printer.

File Menu

LaserWriter Page Setup dialog box

Specify paper size:

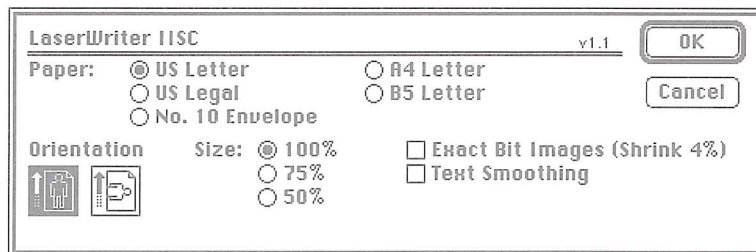
U.S. Letter:
8.5 inches wide, 11 inches tall

U.S. Legal:
8.5 inches wide, 14 inches tall

No.10 Envelope: standard
business envelope

A4 European standard:
8.25 inches wide, 11.66 inches tall

B5 International standard:
8.25 inches wide, 12 inches tall



When displaying your actual pages on the screen, MacWrite II considers the size and orientation of the paper on which you'll be printing, so you can always see where the text falls within the margins and where one page stops and the next begins.

You must have a document open for this command to be active. You see the dialog box corresponding to the printer selected in the Chooser on the Apple menu.

Print...

Shortcut: Command-P

Prints a copy of the current document using the printer indicated at the top of the dialog box.

Print dialog box

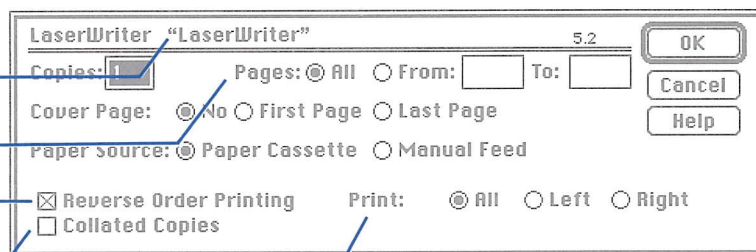
Printer specified in the Chooser on the Apple menu.

Specify the pages you want printed.

If you want MacWrite II to print the last page first, click here.

To print each sequence separately if you've specified more than one copy, click Collated Copies.

If you want to print only left-hand pages, or only right-hand pages, click Left or Right. Otherwise, click All.



You can choose any range of pages or the whole document to be printed, and you can have MacWrite II print any number of copies. If you want to stack the pages with page 1 on top, choose Reverse Order Printing, and MacWrite II will print from back to front. If you want MacWrite II to print each copy completely before going on to the next one, choose Collated Copies. You can also choose to print only left-hand pages or only right-hand pages.

Click OK to print.

◆ **By the way** If you write the document with the ImageWriter selected in the Chooser and then print on the LaserWriter, you'll see your margins shrink by about one-quarter inch. This may disrupt tables and line breaks. To avoid this problem, select LaserWriter in the Chooser on the Apple menu before creating documents with tables. You can subsequently use the Chooser to print with a LaserWriter or ImageWriter without disrupting tables.

Quit

Shortcut: Command-Q

Leaves MacWrite II and returns to the Finder. If you've made changes since last saving any open document, a dialog box reminds you to save those changes before MacWrite II closes.

Edit Menu

Edit	
Can't Undo	⌘Z
Cut	⌘H
Copy	⌘C
Paste	⌘V
Clear	
Select All	⌘A
Find/Change...	⌘F
Insert Date	⇧⌘A
Insert Time	⇧⌘T
Insert Page #	⇧⌘P
Preferences...	
Show Clipboard	

The Edit menu includes commands for changing or modifying text, pictures, and special characters in the document. This menu also lets you look at what's on the Clipboard.

Edit menu

Undo

Shortcut: Command-Z

Cancels the last action that changed a document. The shortcut is Command-Z, or on an extended keyboard, F1.

Use Undo to cancel the last typing or editing change you made. For instance, if you select some text and remove it, and then decide you need that text where it was, choose Undo to restore the text.

◆ **Remember** Undo works only for the *last* action you took. Once another action changes the document, you can't undo the preceding action.

You can undo most typing, editing, and formatting changes. When Undo isn't applicable, the dimmed phrase Can't Undo appears on the menu.

You can also undo Undo. After you choose Undo, the command becomes Redo. Choosing Redo cancels the previous Undo command and restores the last change to the document.

Cut

Shortcut: Command-X

Removes selected text, pictures, and special characters such as return characters, tabs, page breaks, and column breaks from your currently active document and puts them on the Clipboard. The shortcut is Command-X, or on an extended keyboard, F2.

- ◆ **Remember** The Clipboard stores only one selection at a time. When you choose Cut, you place the selection on the Clipboard, where it remains until you cut or copy something else or until you turn off the computer.

After you have cut a selection from the document, you can use the Paste command on the Edit menu to paste the selection into the document or into the Scrapbook.

Copy

Shortcut: Command-C

Makes a duplicate of selected text, pictures, or special characters, and puts that copy on the Clipboard. The shortcut is Command-C, or on an extended keyboard, F3.

- ◆ **Remember** When you choose Copy, your selection replaces anything currently on the Clipboard.

You can use Copy when you want to duplicate a selection in the same document or in another one. After copying a selection to the Clipboard, you can paste the Clipboard's contents into another part of the same document, into a different document, into the Scrapbook, or into a document of another application. You can also copy text from any text box in a dialog box or desk accessory.

Paste

Shortcut: Command-V

Places a copy of the contents of the Clipboard in the document at the location of your insertion point. The shortcut is Command-V, or on an extended keyboard, F4.

Before using Paste, you must click where you want the material to go.

After you've cut or copied a selection, use Paste to put a copy in a MacWrite II document or into a document of another application. You can use Paste repeatedly to put multiple copies in the document, because the contents of the Clipboard remain on the Clipboard until you cut or copy again or until you turn off the computer. You can also paste text into text boxes and most dialog boxes.

Clear

Shortcut: Delete or Backspace

Removes selected text, pictures, and special characters from the document without storing them on the Clipboard.

Use Clear to remove a selection from a document when you don't want to change the contents of the Clipboard. For instance, the Clipboard may contain a selection you just cut and want to paste somewhere else in the document. While scrolling to the new location, you spot a sentence you want to remove. You select it, choose Clear to remove it, and complete your scrolling to the new location. Then you paste your text from the Clipboard into the document.

◆ **By the way** You can use Undo to restore a selection that you removed by choosing Clear or by pressing the Delete or Backspace key. You must choose Undo immediately after clearing the selection because Undo applies only to the last action you took.

Select All

Shortcut: Command-A

Selects everything in the main body of text, header, footer, or the footnote region in a document.

To use Select All, first click in the page element that contains the text, pictures, or special characters you want to select. When you choose Select All, everything in the page element, on every page in the document, is selected.

Find/Change...

Shortcut: Command-F

Lets you specify text, locate and select it, and change it if you want to; also lets you specify text attributes, locate them, and change them.

When you choose Find/Change, you see this dialog box:

Find/Change dialog box

If you want to change the text you find, enter the replacement here.

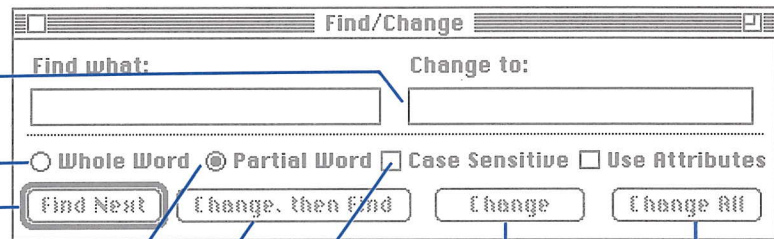
Lets you find whole words only

Lets you find the first and subsequent occurrences of the text you're searching for

Click here to find the text anywhere, even if it is embedded in another word.

Lets you change the selected instance and then search for the next occurrence

Click here to find or change only instances of the word that match the capitalization you enter.



Lets you change the selected instance without searching for another occurrence

Lets you change all occurrences of the text in the document at once

When you want to find specific text, but are not sure exactly how it is spelled, or when you want to find several variations of the same word, you can include a “wild-card” character to stand for each individual letter of which you’re not sure. Press Command-8 to substitute for each character you’re unsure of. You see * in the dialog box.

In entering material for MacWrite II to find or change, you can also use invisible characters. MacWrite II represents some of these characters with a backslash followed by a visible character in the text rectangle. The invisible characters, and the symbols by which they are represented, follow:

To find this:	Press:	You see this in the box:
Return character	Command-Return	\p
Return character within paragraph (line break)	Command-Shift-Return	\n
Tab	Command-Tab	\t
Space	Space	empty space
Nonbreaking em space	Command-Option-Space	\%

Edit Menu

Column break	Command-Enter	\c
Page break	Command-Shift-Enter	\b
Merge break	Command-M	\m
Graphic	Command-G	\g
Footnote	Command-Option-F	\f
Time	Command-Option-T	\t
Short date	Command-S	\s
Abbreviated date	Command-A	\a
Long date	Command-L	\l
Discretionary hyphen	Command-hyphen	\-
Back slash(\)	\\	

When you choose to Change All, a message warns that you cannot undo this command. If you want to continue, click OK. MacWrite II makes the change and tells you how many changes were made.

When you click Use Attributes, you see this expanded dialog box:

Expanded Find/Change dialog box

Click here to find text; click again to deselect text, if you just want to find a certain font, size, or style.

Fonts shown are the ones you've used in the document.

Click whatever combination of attributes you want to find.

Click to activate pop-up menu of Superscript, Subscript, and Superior styles.

Click to activate pop-up menu of all-uppercase letters, all-lowercase letters, or all small capital letters.

Select Text and then enter the new text you want used; if you just want to change attributes, deselect this.

The image shows the 'Find/Change' dialog box with two main sections: 'Find what:' and 'Change to:'. Both sections have a text input field at the top. Below these are checkboxes for 'Font', 'Size', and 'Style'. The 'Find what:' section has a 'Style' dropdown menu. The 'Change to:' section has a 'Style' dropdown menu. Below these are checkboxes for 'Underline', 'Wd. Underline', 'Dbl. Underline', 'Strike-Thru', 'Outline', 'Shadow', 'Superscript', and 'UPPERCASE'. At the bottom are radio buttons for 'Whole Word', 'Partial Word', and 'Case Sensitive', and a checkbox for 'Use Attributes'. There are four buttons at the bottom: 'Find Next', 'Change, then Find', 'Change', and 'Change All'. Blue lines with text annotations point to various parts of the dialog box.

Click whatever combination of attributes you want to change to.

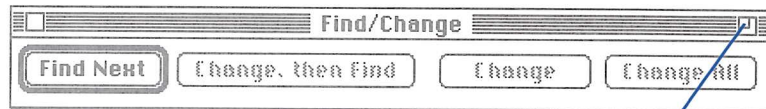
You can now search for text in a certain font, size, and style; you can also search for the font, size, or style without specifying any particular text. Similarly, you can change to a certain text with a particular font, size, and style. By deselecting Text, you can also leave the text unchanged but change the font, size, or style.

You can use Find/Change to find occurrences of text or attributes in the main body of text, header, footer, or footnote region of the document. Click in the page element you want MacWrite II to begin searching. The search starts in that page element and then continues through the other elements.

When the text or text attribute is found, MacWrite II lets you change it or leave it unchanged and search for the next occurrence. Or, you can skip the search and elect to change every occurrence at once.

◆ **By the way** You can shrink the Find/Change dialog box to see more of the document window while you're working with it. (This does not change the settings.) Just click the zoom box on the right side of the title bar. The dialog box shrinks:

Smallest version of the Find/Change dialog box



Click here to expand the dialog box again.

For more information about finding and changing text, see “Finding and Changing Text” in chapter 1, and “Changing the Font, Size, or Style Attributes of Text” in chapter 2.

Insert Date

Shortcut: Shift -Command-A

Places the current date at your insertion point in the main body of text, header, footer, or footnote region of a document.

Using Preferences on the Edit menu, you can freeze the date so that it never changes once you've inserted it, or you can have it updated so that the current date is always displayed and printed. MacWrite II also lets you specify the date format you want. These settings apply to any dates you insert from then on. Any previously inserted dates retain their original updating and formatting settings.

Insert Time

Shortcut: Shift-Command-T

Places the current time at the insertion point in the main body of text, header, footer, or footnote region of a document.

Using Preferences on the Edit menu, you can freeze the time so that it never changes once you've inserted it, or you can have it updated so that the current time is always displayed and printed. These settings apply to any time you insert from then on. Any previously inserted times retain their original settings.

Insert Page

Shortcut: Shift-Command-P

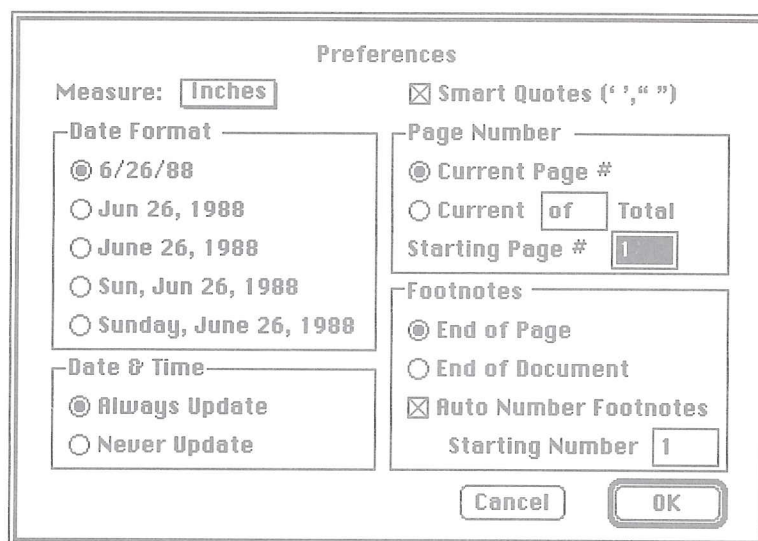
Places the current page number or a combination of the current and the total page number at the insertion point in the main body of text, header, footer, or footnote region of the document. Click where you want to insert the page number and then choose the command.

Page numbers are always updated when the document shrinks or expands. Using Preferences, also on the Edit menu, you can specify the number you want applied to the first page of the document, when MacWrite II calculates what page you're now on. And you can decide on the format for the page number; it can appear as a simple number or as a number and a phrase such as "out of" and another number indicating the total number of pages in the document. These settings apply only to subsequent page numbers that you insert. Any previously inserted page numbers retain their original numbering and format.

Preferences...

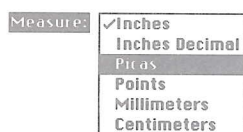
Lets you specify your preferences for the measurement system, date formats, date and time updating, page numbering, starting page number, and positioning and numbering of footnotes. When you choose Preferences, you see this dialog box:

Preferences dialog box



Measure

Lets you specify the units of measurement used in the Page, Paragraph, and Tab dialog boxes, and the ruler. The actual sizes of page elements remain unchanged, so you can change the unit of measurement at any time, and as often as you need to.



Pop-up menu for measure

When you've set a unit of measurement, you can still enter a measurement into a dialog box using some other unit; MacWrite II will later convert that information to the units you choose in Preferences, so the next time you return to that dialog box, you'll see the entry shown in the standard unit of measurement.

MacWrite II's preset unit of measurement is inches. You can choose another unit of measurement from the pop-up menu. The options available are:

- ☐ Inches: MacWrite II's preset horizontal unit of measurement. The ruler is numbered in inches, with 8 divisions per inch.
Abbreviations: in, i, "

- ☐ Inches Decimal: The ruler is numbered in inches, with 10 divisions per inch. Abbreviations: in, i, "
- ☐ Picas: The ruler is numbered in picas, with 12 divisions per inch. Abbreviation: p
- ☐ Points: The ruler is numbered in points, with 12 divisions per inch. Points are a smaller unit of measurement than picas. There are 6 points to a pica, 72 points to an inch. MacWrite II's font sizes are shown in points. Abbreviation: pt
- ☐ Millimeters: The ruler is numbered in millimeters, with 5 divisions per 10 millimeters (one every 2 millimeters). Abbreviations: mm, m
- ☐ Centimeters: The ruler is numbered in centimeters, with 5 divisions per centimeter. Abbreviations: cm, c

Smart Quotes

To use smart quotation marks — the curly marks that indicate the opening or closing of a quotation — click Smart Quotes. Smart Quotes will also enable you to type curly single quotation marks and apostrophes. To use plain quotation marks — the vertical marks that give no indication whether they open or close a quotation — make sure that Smart Quotes is not selected.

Once you have set this preference, MacWrite II will use smart or plain quotation marks throughout the document. If you want to override that general rule, however, you can press Command-' or Shift-Command-" to type the other kind of quotation mark. This does not change your setting in Preferences; it just allows you to change styles in this one instance.

Date Format

Lets you choose the format you prefer for dates you add to a document.
The options available are:

- ☐ 6/26/88 (MacWrite II's preset date format)
- ☐ Jun 26, 1988
- ☐ June 26, 1988
- ☐ Sun, Jun 26, 1988
- ☐ Sunday, June 26, 1988

Date & Time

Lets you specify whether dates and times you inserted in a MacWrite II document should be updated or not.

- ☐ Always Update is MacWrite II's preset date/time format. This setting continually updates the date or time so that the current time is always displayed and printed.
- ☐ Never Update freezes the time so that it never changes once you've inserted it.

Page Number

Lets you change the number of the starting page and the numbering option for page numbers you insert in a document. Inserted page numbers are always updated as the document shrinks or expands.

- ☐ Current Page #: The inserted number will always be that of the current page.
- ☐ Current Total: The inserted number will be the current page, followed by text you type in the box, followed by the page total. For instance, "3 of 10". MacWrite II's preset text is "of."

- ☐ **Starting Page #:** Lets you set the starting page number of a document. MacWrite II's preset starting page number is 1.

Footnotes

Lets you specify where you want footnotes located; turns auto numbering on and off; and sets the starting number.

- ☐ **End of Page:** MacWrite II's preset option, which puts each page's footnotes in a region at the bottom of the page, below the main body of text, but above the footer, if there is one.
- ☐ **End of Document:** Collects all your footnotes and puts them on one or more new pages at the end of the document.
- ☐ **Auto Number Footnotes:** MacWrite II's preset option. When you insert a footnote in the main body of text, MacWrite II places a number at the insertion point and prefaces the footnote text with the same number. Each footnote you add is numbered sequentially.

MacWrite II automatically rennumbers footnotes when you cut, copy, paste, or insert a new footnote.

Turn Auto Number Footnotes off when you want to assign your own symbols to footnotes.

- ☐ **Starting Number:** Lets you specify the starting number of the first footnote in a document when you have MacWrite II do automatic numbering.

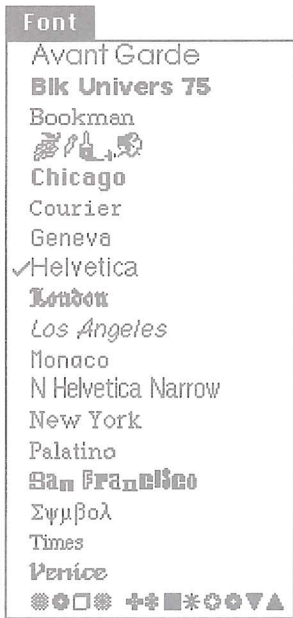
Displays the contents of the Clipboard — what you most recently cut or copied. When the Clipboard window is open, the command changes to Hide Clipboard.

You can use the Clipboard for copying or moving text and pictures from one part of a document to another, to another document, or to a document of some other Macintosh application.

To close the Clipboard window, choose Hide Clipboard or click the Clipboard's close box.

Show Clipboard/ Hide Clipboard

Font Menu



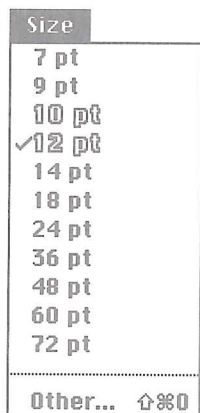
Font menu

The Font menu displays and lets you choose from all the fonts that are currently in the System file. You can change selected text to any available font or choose a font to begin typing with.

Fonts are sets of characters in one typeface design. There are hundreds of different fonts available. MacWrite II's preset font is Helvetica. See your Macintosh owner's guide for information about adding fonts to the System file by using the Font/DA Mover on the *System Tools* disk.

The fonts appear in alphabetical order, in their corresponding typeface, as long as the characters fit in the Font menu. A check mark appears next to the font you are currently using. If you have selected text that includes several different fonts, no font will be checked on the Font menu.

Size Menu



Size menu

Sizes

The Size menu displays and lets you choose from the most common type sizes. You can change selected text to any available or custom size or choose a size and begin typing.

MacWrite II's preset size is 12-point. The Size menu displays type sizes from 7 to 72 points in numerical order. A check mark appears next to the size you are currently using. (If you select text containing various sizes, none will be checked on the menu.) Sizes shown in outline type are currently installed in your System file. MacWrite II and your Macintosh scale existing type sizes to create the others, although the scaled fonts often display and print in lower quality.

MacWrite II provides a number of keyboard shortcuts for changing the size of selected text:

To:	Press:
Increase font size to next standard size	Shift-Command->
Decrease font size to next standard size	Shift-Command-<
Increase font size by 1 point	Shift-Command-Option->
Decrease font size by 1 point	Shift-Command-Option-<

(Standard font sizes are 72, 60, 48, 36, 24, 18, 14, 12, 10, 9, and 7 points.)

Other...

Shortcut: Shift-Command-O

Other Font Size dialog box

See your Macintosh owner's guide for information about adding and removing fonts of different sizes from the system disk by using the Font/DA Mover.

Lets you begin typing or formatting selected text in a nonstandard font size.



When you choose Other, a dialog box appears. You can type a custom size from 2 to 500 points in $\frac{1}{4}$ -point increments, in decimal format. For instance, to make a custom size of $50\frac{3}{4}$ points, type "50.75." If you wish, you can enter the custom size in inches, picas, centimeters, millimeters, or picas, and MacWrite II will convert that figure to points. (Abbreviate inches as in or i, picas as p, centimeters as cm or c, and millimeters as mm or m.)

Style Menu

Style	
✓Plain Text	⌘T
Bold	⌘B
<i>Italic</i>	⌘I
Strike-Thru	⌘J
Outline	⌘E
Shadow	⌘M
Underline	⌘U
<u>Word Underline</u>	⇧⌘U
<u>Double Underline</u>	⇧⌘L
Superscript	⇧⌘+
Subscript	⇧⌘-
Color ▶	
Custom...	⌘D

The Style menu displays and lets you choose from the most commonly used styles. You can change selected text to any available type style, or you can choose a style to begin typing with.

Style menu

Styles

Styles modify the appearance of fonts. For instance, you can make a font bold or italic, outlined or underlined, or combine several styles in one. And these styles apply to all fonts and font sizes. To see additional styles not listed in the Style menu, choose Custom from the Style menu or Character from the Format menu.

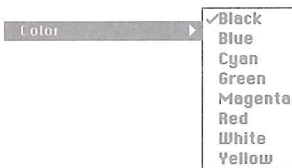
MacWrite II's preset type style is Plain Text. If you select text that has one or more styles, choosing Plain Text removes all those styles and restores the text to normal.

MacWrite II provides keyboard shortcuts to choosing styles:

To choose:	Press:
Plain Text	Command-T
Bold	Command-B
Italic	Command-I
Strike Thru	Command-J
Outline	Command-E
Shadow	Command-M
Underline	Command-U
Underline a word	Shift-Command-U
Double underline	Shift-Command-L
Superscript	Shift-Command-+
Subscript	Shift-Command-- (minus)

If you've selected text that includes several different styles, you'll see no check marks on the menu.

Color



Color submenu

Lets you change the color of text. Choose the color you want from the eight basic colors listed in the Color submenu. When this menu is displayed on a color screen, each color menu choice is represented in its corresponding color. MacWrite II's preset color is black.

Custom...

Shortcut: Command-D

Lets you create a custom combination of font, size, style, and color attributes, name the combination, and add it to the Style menu. Then, with one command you can change all the style attributes of selected text instead of changing them one at a time, or you can begin typing in a custom style.

Style Menu

You can create and add up to 30 custom combinations to the Style menu; each may combine a font, size, style, and color. MacWrite II automatically assigns command-key equivalents to the first ten custom styles you create and displays them next to the custom style names on the Style menu.

When you choose Custom, the Custom Style dialog box appears:

Custom Style dialog box

Lets you choose the font you want from the pop-up menu

Lets you choose the size you want from the pop-up menu

Offers a full range of styles for you to combine in your custom style

Lets you choose the color you want from the pop-up menu

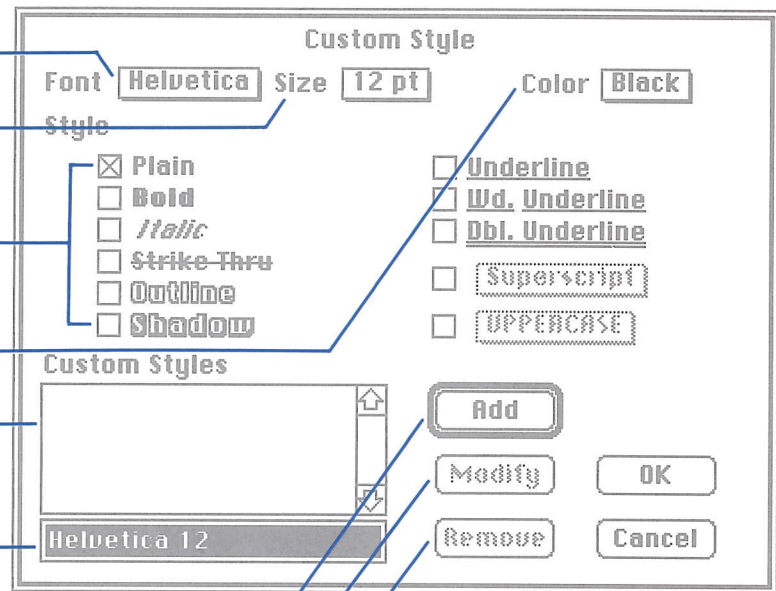
Lists all the custom styles you created so you can select a style to modify or remove

Style name text box: lets you name a custom style you create

Lets you add a custom style you've created to the Custom Styles list and the Style menu

Lets you modify a selected custom style

Lets you remove a custom style from the list and from the Style menu



Format Menu

Format	
Hide Ruler	⌘H
Page...	
Paragraph...	
Tab...	
Character...	⌘D
Copy Ruler	
Apply Ruler	⌘C
Scale Picture...	
Insert Header	
Insert Footer	
Insert Footnote	
Insert Page Break	⌘F
Insert Column Break	

The Format menu commands let you make broad design strokes that change the appearance of everything from a single character to a paragraph, page, or entire document.

Format menu

Show Ruler/Hide Ruler

Shortcut: Command-H

Displays or hides the ruler in the MacWrite II document window.

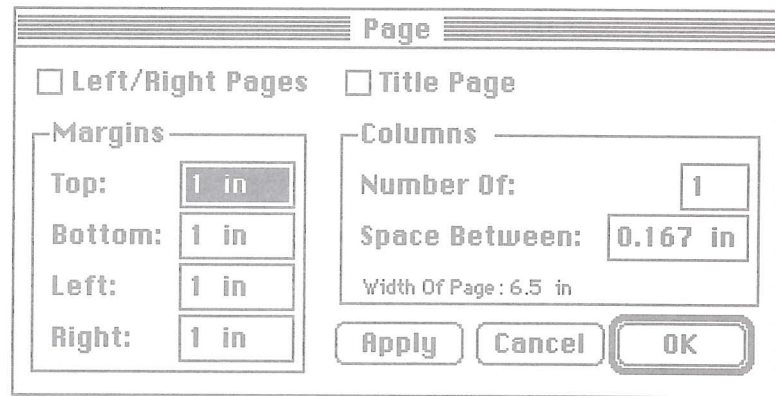
When you open a new MacWrite II document, the expanded ruler is visible and the command on the menu is Hide Ruler. When you choose Hide Ruler, the ruler becomes invisible, but all ruler settings remain in effect, and the command changes to Show Ruler.

Page...

Lets you set page margins, create left and right pages, make one page a title page, and specify the number of columns on a page and the space between the columns.

When you choose Page, the Page dialog box appears:

Page dialog box



Left/Right Pages

Lets you create left and right pairs of facing pages. Check Left/Right Pages when you want to bind the printed pages of the document.

Choosing Left/Right Pages changes the Left and Right margin options to Inside and Outside. The Insert Header and Insert Footer commands are also changed to allow the same or different headers and footers on left and right pages.

Margins

Lets you change the amount of space between text areas and the edge of the paper. There is a separate margin for the top, bottom, left, and right sides. MacWrite II presets all the margins to 1 inch.

When you check Left/Right Pages, the Left and Right margin options change to Inside and Outside.

Margins

Top:	1 in
Bottom:	1 in
Inside:	1 in
Outside:	1 in

Margin options with Left/Right Pages selected

When you enter the margins and sizes you want in the appropriate text boxes, you can use any unit of measurement you prefer. You can also use abbreviations for the units.

Unit	Abbreviations
Inch	in, i, "
Point	pt
Pica	p
Centimeters	cm, c
Millimeters	mm, m

When you re-open the dialog box, your margin dimensions will be displayed in the ruler's current unit of measurement, as specified in the Preferences dialog box.

Title Page

Lets you make the first page of a document the title page. The title page does not contain a header, footer, or multiple columns.

Columns

Lets you divide the page into as many columns of equal width as you want — up to ten columns. Column width is determined by your choice of page size, page orientation, and left and right margins, as well as the number of columns and the amount of space between them.

- ☐ Number Of: Lets you specify the number of columns you want — up to ten.
- ☐ Space Between: Lets you specify the distance between columns.
- ☐ Width Of Each Column: Calculated by MacWrite II, using your margins and the page you defined in the Page Setup dialog box.

Format Menu

Shortcut: Command-A

Apply

Lets you see how your changes appear in the document. When you click Apply, your changes are temporarily applied to the document and the text is repositioned to fit the new settings.

If you want to experiment with other settings, enter them in the appropriate boxes and then click Apply again. You can try as many settings as you like, and you can move the Page dialog box for a better view of the document.

Shortcut: Command-. (period)

Cancel

Removes any changes you may have made in this dialog box, which reverts to whatever settings you had before.

Paragraph...

Fine-tunes paragraph formatting more precisely than the ruler by letting you type the exact measurements you want for paragraph indents and line spacing.

When you choose Paragraph from the Format menu, or double-click a paragraph marker on the ruler, you see the Paragraph dialog box. Any change you make to settings in the dialog box changes the settings on the ruler and vice versa.

Paragraph dialog box

Lets you define amount of space for each line

Lets you define amount of space before or after this paragraph

Unit of measurement pop-up menu buttons

The screenshot shows the Paragraph dialog box with the following settings and annotations:

Paragraph			
▶ Left Indent	1 in	Line Spacing	1
⌞ First Line	+0 in	Space Before	0
◀ Right Indent	7.5 in	Space After	0
			pt
			pt
Apply		Cancel	OK

Annotations with blue lines pointing to the dialog box:

- From "Lets you define amount of space for each line" to the Left Indent field.
- From "Lets you define amount of space before or after this paragraph" to the Space Before and Space After fields.
- From "Unit of measurement pop-up menu buttons" to the unit selection buttons (in, pt) on the right.

Left Indent

Lets you type a measurement that sets the distance you want between the left indent marker and the edge of the page. The text boxes for all the paragraph indents display measurements in the ruler's current unit of measurement.

First Line

Lets you type a measurement for the amount of space you want the first line indented. You are either adding to or subtracting from the setting for the left indent. For instance, if you want a hanging indent, type a minus number here.

Right Indent

Lets you type a measurement that sets the distance you want between the right indent marker and the edge of the page.

Line Spacing

Lets you choose the exact line spacing you want for the paragraph your insertion point is in or for any selected paragraphs. You can specify an absolute height for each line in picas, points, millimeters, centimeters, and inches. These absolute units of measurement are not flexible, and, therefore, oversized fonts inserted into your text may appear clipped. The other unit of line measurement, *lines*, changes to accommodate the largest font size in a paragraph.

MacWrite II offers you five units of measurement on the pop-up menu.

- ☐ Lines (li): Lets you specify spacing using a number of lines as the unit of measurement. For instance, "1" corresponds to single-spacing, while "4" corresponds to quadruple line spacing.

MacWrite II's preset line spacing is single-spacing. When you choose Lines, the basic height of a line is a few points higher than the largest font size of text in the line, and changes you make are in half-line multiples of that basic height.

The following units of measurement are absolute and do not change when you change the size of the font in the paragraph.

- ☐ Points (pt): Lets you specify line heights in points. Points are used in printing and typesetting. There are approximately 72 points in an inch.
- ☐ Millimeters (mm, m): Lets you use metric measurements.
1 mm = .039 inch = 2.835 pts.
- ☐ Centimeters (cm, c): Lets you use centimeters.
1 cm = .39 inch = 28.35 pts.
- ☐ Inches (in, i): Lets you measure in inches. This is MacWrite II's default setting.

Whatever units of measurement you use to enter information will be converted to the units you specified as standard in the Preferences dialog box.

Space Before

Lets you add a blank line or specific amount of space before a selected paragraph. MacWrite II's preset unit of measurement is points (pt). You can use the pop-up menu to change the unit of measurement to lines (li), points (pt), millimeters (mm), inches (in), or centimeters (cm).

Space After

Lets you add a blank line or specific amount of space after a selected paragraph. MacWrite II's preset unit of measurement is points (pt). You can use the pop-up menu to change the unit of measurement to lines (li), points (pt), millimeters (mm), inches (in), or centimeters (cm).

Shortcut: Command-A

Apply

Lets you see how your changes appear in the document. When you click Apply, your changes are temporarily applied to the document, and the text is repositioned to fit the new settings.

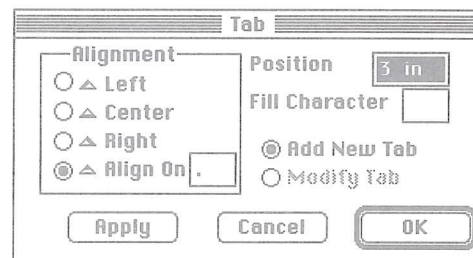
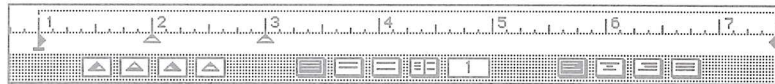
When you apply a left indent, first line indent, or right indent, you see the corresponding markers move on the ruler. When you drag the left indent marker, the first line marker, or the right indent marker on the ruler, you also see the resulting position in the dialog box. But while the dialog box is open, you cannot use the buttons on the ruler for tab markers, line spacing, or text alignment.

Tab...

Fine-tunes tab location more precisely than the ruler by letting you type the exact measurement you want. Tab also lets you set many tabs quickly.

When you choose Tab from the Format menu, or double-click a tab box on the ruler, you see the Tab dialog box. Any changes you make to settings in the dialog box change the settings on the ruler.

Tab dialog box and ruler



Tab...

Alignment

Lets you choose how you want text to align at a tab marker you create.

- ☐ Left: Lets you keep the tab marker to the left of text you type.
MacWrite II's preset tab alignment is Left.
- ☐ Center: Lets you center text on the tab marker.
- ☐ Right: Lets you keep the tab marker to the right of text.
- ☐ Align On: Lets you align text on either side of a specific character you choose. The alignment character appears at the tab mark.
MacWrite II's preset alignment is a decimal point.

Position

Lets you type the ruler position for the next tab marker you create. Every time you type a location and then click Apply, MacWrite II puts a tab marker on the ruler at the location you typed and selects the text in the Position box so you can type another location immediately.

Fill Character

Lets you set a visible character you want to fill the space between the last character typed and a tab marker. MacWrite II's preset fill character is a space.

Add New Tab

Lets you insert a new tab stop at whatever ruler position you enter above. With Add New Tab selected, you can click on the ruler and have that position appear in the Position box.

Modify Tab

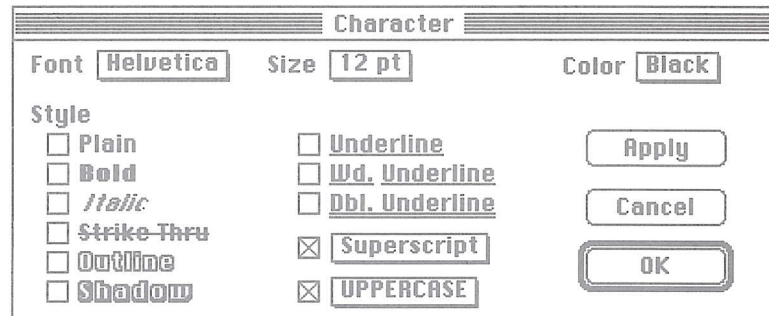
When you double-click a tab on the ruler, you see the Tab dialog box with Modify Tab selected; you can now change the tab's position, fill character, or alignment in the dialog box.

Character...

Shortcut: Shift-Command-D

A dialog box appears that lets you change the font, font size, type style, and color attributes of selected text. You can also change the attributes before you begin typing.

Character dialog box



Use the Character command in place of the Font, Size, and Style menus when you want to reformat more than one text attribute at a time. You can make all your choices in the dialog box and then apply them all at once when you click OK. All the fonts, font sizes, and colors listed in the menus are available.

Font

Lets you choose a font from the pop-up menu. The fonts are displayed in alphabetical order, in their corresponding typeface. A check mark appears next to the font you are currently using.

Size

Lets you choose a size from the pop-up menu. A check mark appears next to the size you are currently using. Outlined sizes are currently installed in your System file. MacWrite II scales existing type sizes to create the others, although scaled fonts often display and print in lower quality.

Choosing Other at the bottom of the pop-up menu adds a text box to the dialog box and lets you specify a custom size. You can type a custom size from 2 to 500 points in 1/4-point increments in decimal format. For instance, to make a custom size of 50³/₄ points, type “50.75”.

Color

Lets you choose a different color for text from the pop-up menu. Choose the color you want from the eight basic colors. When this menu is displayed on a color screen, each menu choice is represented in its corresponding color. MacWrite II's preset color is black.

Style

All the styles listed in the menu are available, and six additional styles. Click Uppercase to get the pop-up menu for uppercase, lowercase, and small capital letters. Click Superscript to get the pop-up menu for Superscript, Subscript, and Superior type. Superior type is smaller than normal and appears above the middle of the regular type, without going above the top of the other characters so it does not disrupt line spacing. (MacWrite II uses the Superior style as the standard for the footnote numbers that appear in your running text.) Subscript and superscript actually place text above or below the current line space and force new line spacing if you are using lines as the unit of spacing. If you have set an absolute line spacing with points, inches, or millimeters, the subscript and superscript characters may be clipped due to lack of room. The styles currently selected are checked. MacWrite II's preset type style is Plain.

Shortcut: Command-A

Apply

When you click Apply, the text attributes you chose are temporarily applied to your selected text. You can experiment with as many combinations of settings as you like.

Copy Ruler

Shortcut: Shift-Command-C

Lets you copy all the paragraph formatting settings on the ruler for the current paragraph — the one your insertion point is in. The settings include indents, tab markers, line spacing, and alignment.

When you choose Copy Ruler, the Apply Ruler command becomes active.

- ◆ **Remember** Every time you copy a different ruler, the previous ruler you copied is replaced with the current one. Choosing Copy Ruler does not change the contents of the Clipboard.

Apply Ruler

Shortcut: Shift-Command-V

Lets you apply the paragraph formatting settings you copied with the Copy Ruler command to whatever paragraph your insertion point is in or to selected paragraphs.

You can apply the same ruler again and again.

The Apply Ruler command appears dimmed on the Format menu until the first time you choose Copy Ruler. Thereafter, it remains active.

- ◆ **Note** You can also apply ruler settings by holding down the Shift and Option keys while you click in the paragraph you want to change.

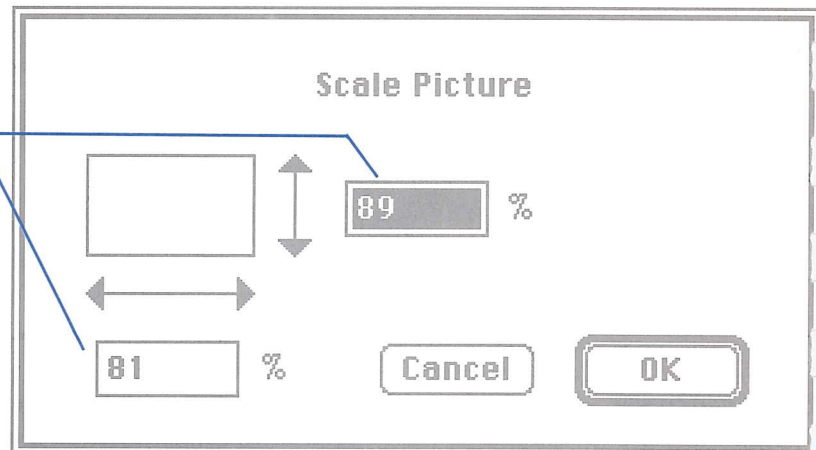
Scale Picture...

Lets you fine-tune the size of pictures by entering the exact increase or decrease you want. When you choose Scale Picture, the dialog box appears.

Format Menu

Scale Picture dialog box

To restore original size, type "100" in both boxes.



Use Scale Picture to rescale precisely and to restore a rescaled picture to its original size. MacWrite II automatically scales any picture you bring into the document using the Insert File command from the File menu so that a large picture will fit in your margins.

You can undo the Scale Picture command before you take any other action. When you want to compare a picture before and after rescaling, switch between the Undo and Redo commands on the Edit menu.

Insert Header/ Remove Header

Lets you create or delete a header element in an active MacWrite II document. A header is a repeating page element located at the top of a page between the top margin and the main body of text. It is as wide as the main body of text.

After you insert a header, the menu command changes to Remove Header. To return to the place where you were working in the main body of the text, press Command-Return.

When you format a document with left and right pages, the menu command adds a submenu to allow you to put a header on all pages or only on the left or right pages.

Insert Footer/ Remove Footer

A header or footer can contain any information (including text, pictures, page numbers, dates, and times) that you want to appear on every page of the document or on right or left pages only. However, headers and footers cannot contain footnotes, mail-merge fields, page breaks, or column breaks. When you change the content of a header or footer, every header or footer in the document changes. To change the font used in your headers, select the text and then choose another font.

You can use headers and footers to create a custom letterhead, repeat chapter titles, or set page numbers in the same place on every page.

Lets you create a footer element in an active MacWrite II document. A footer is a repeating page element located at the bottom of a page between the bottom margin and the main body of text. It is as wide as the main body of text.

After you create a footer, the menu command changes to Remove Footer. To return to the place where you were working in the main body of the text, press Command-Return.

When you format a document with left and right pages, the menu command adds a submenu to allow you to put a footer on all pages or only on the left or right pages.

Insert Footnote

Shortcut: Shift-Command-F

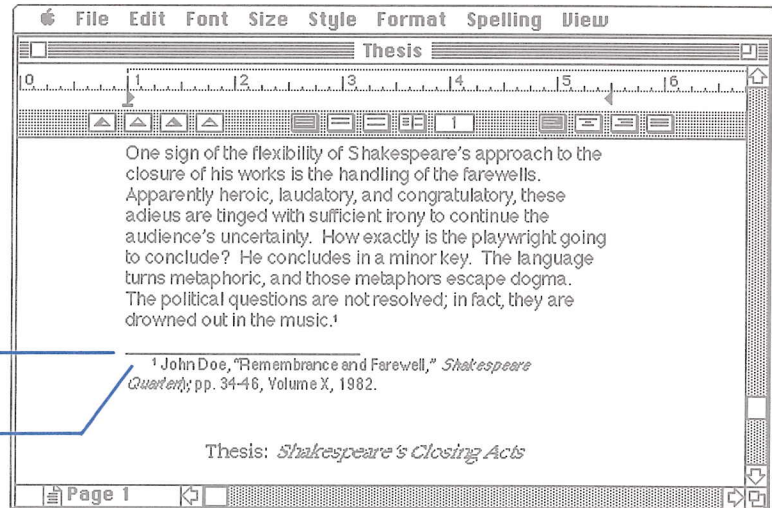
Inserts a footnote in the main body of text at a selected location, creates a footnote region to contain the footnote text, and places the insertion point there for you to enter your footnote text.

Format Menu

Footnote in place

Rule to separate footnotes from
running text

Footnote number



The footnote number in the middle of your text appears in Superior style (small letters above the midpoint of the line) in the same font and size as your running text. At the bottom of the page, the footnote number appears in Helvetica 10-point, superior indented one-quarter inch from the left. You can select a footnote and change the format of the character or paragraph if you want, and all footnotes you insert after this will follow its format.

The location of MacWrite II's preset footnote region is at the bottom of each page. If you have a footer element, the footnote region is located above it. You can also use the Preferences dialog box from the Edit menu to have MacWrite II gather footnotes at the end of the document. MacWrite II will automatically number footnotes, or you can create your own numbering. Use the Preferences dialog box to turn automatic numbering on or off.

To return to the main body of text where you were working before you chose to insert a footnote, press Command-Return.

Insert Page Break

Shortcut: Shift-Enter

Creates a new page without your having to type return characters or insert blank lines. You can start a new page anywhere in the main body of text.

Inserting a page break moves the insertion point and anything that follows it to the first line of the next page. When there isn't room for the text that follows the insertion point, MacWrite II adds another page to the document.

The header or footer is not affected by the page break. Footnotes are moved along with any text.

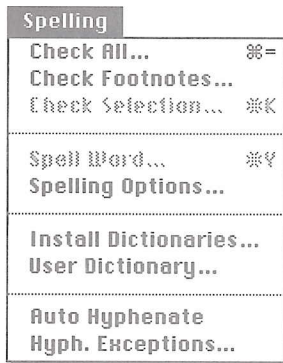
Insert Column Break

Shortcut: Enter

If you established more than one column in the Page dialog box, Insert Column Break moves the insertion point and anything that follows it to the first line of the next column, creating a new column if necessary. You can start a new column anywhere in an existing document. If you have chosen a one-column page format, this command has the same effect as Insert Page Break.

The header or footer is not affected by the column break. Footnotes are moved along with the text.

Spelling Menu



Spelling menu

Check All...

Shortcut: Command-W

The commands on this menu help you check your spelling and hyphenate the document. To check for spelling, MacWrite II needs to be able to locate the Main Dictionary and your User Dictionary. Make sure you have placed those in your System Folder or in the same folder as the MacWrite II application. (If the commands on the Spelling menu appear dimmed, you'll need to use the Install Dictionaries command to set up the spelling checker.)

Checks the spelling of every word in the entire document by looking up each word in your Main Dictionary, and whatever extra User Dictionary you have created and currently installed. If you have not installed your Main Dictionary, this command appears dimmed.

If you have previously used the Spelling Options command to tell MacWrite II to continue automatically, each element in the document is checked — main body of text, headers, footers, and footnotes — stopping only if there is a questionable spelling. If you deselect Auto Continue, MacWrite II pauses when it completes checking each element. You see the results of each type of search in the Spelling dialog box:

Spelling dialog box

The word MacWrite II could not find in the dictionary

Words MacWrite II guesses you may have meant

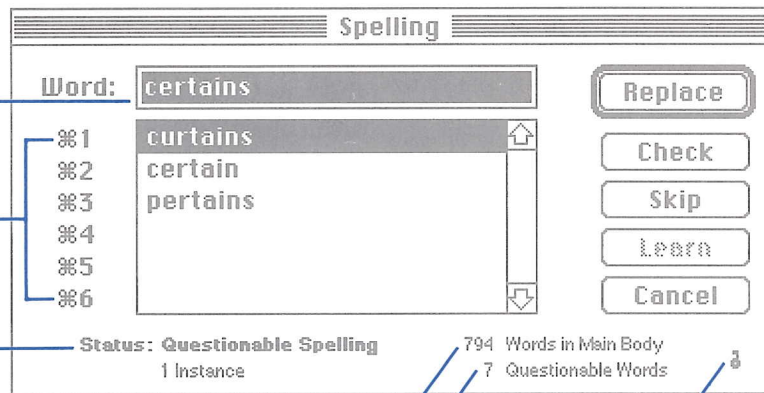
Status of this word

The number of words in this document or page element

The number of words MacWrite II questioned

Click here to see the text surrounding the questionable word.

Actions you can take to correct or to ignore the problem



At the bottom of the Spelling dialog box you see how many words MacWrite II examined and how many it found questionable, that is, not in the dictionary. If MacWrite II discovered any words that were not in the dictionary, you see the first one highlighted in the text and displayed in the Word box at the top. Underneath the word, MacWrite II lists its best guesses as to the words you may have meant.

Replace

Shortcut: Return

Takes whatever word is highlighted in the list of suggestions — or the word now appearing in the Word box, if you have clicked there — and puts that into the document in place of the questionable spelling.

MacWrite II pauses at the end of each page element. Click Continue to check the next page element. When all elements have been checked, the Done button appears. Click it to return to the document.

Check All...

Spelling Menu

Shortcut: Command-C

Check

Tells MacWrite II to look your word up in the dictionary again. Use this command when you've edited the word in the Word box, but still aren't sure it's right.

Shortcut: Command-S

Skip

Leaves the original word as it stands and moves highlighting to the next questionable spelling, if any. MacWrite II does not return to words you've skipped. However, if you later check the spelling, MacWrite II will again question this word. If you want MacWrite II to recognize the word as legitimate, you need to include it your User Dictionary and then make sure that dictionary has been installed before you have MacWrite II check the spelling again.

Shortcut: Command-L

Learn

Places your word — the one in the Word box — into your User Dictionary, if one is currently installed. (If you haven't installed one during this session, this button appears dimmed.) Having MacWrite II learn the word means that from now on — whenever you have installed your User Dictionary — MacWrite II will recognize the word as correct and won't question it.

Context

Click the small flag at the bottom right of the dialog box to see a rectangle appear with the text around the questionable word.

Shortcut: Command-. (period)

Cancel

Closes the dialog box but preserves the changes you have already made to the document.

Check Main Body/ Check Header/ Check Footer...

Checks the spelling of whatever element your insertion point is in — the main body of the text, the header, the footer, or the footnotes. MacWrite II stops checking words when it reaches the end of this element. (To check the whole document, choose Check All.) You see the results in the Spelling dialog box, described under “Check All” earlier in this section.

Check Selection...

Shortcut: Command-K

Checks the spelling of whatever text you have selected, showing you the results in the Spelling dialog box described under “Check All” earlier in this section.

Spell Word...

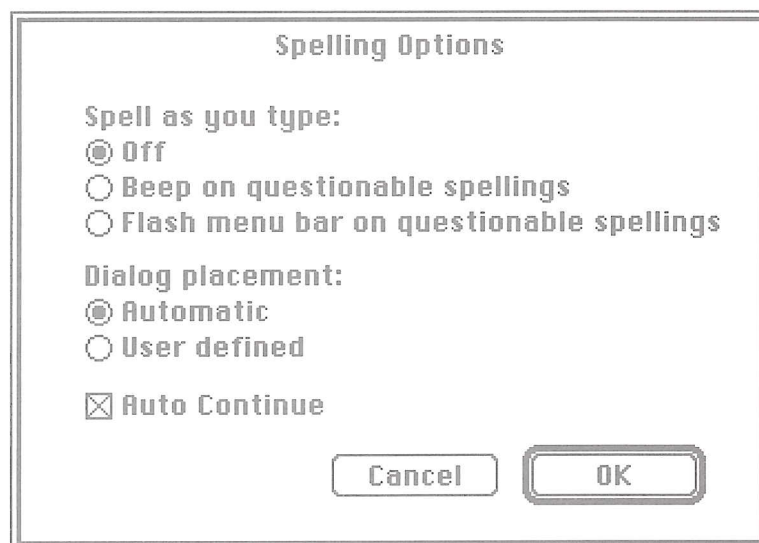
Shortcut: Command-Y

Displays the Spelling dialog box with the questionable word, along with MacWrite II’s best guesses as to the word you meant. This command is available only when you have used the Spelling Options command to tell MacWrite II to check your spelling as you type and when you have been alerted that the last word you typed was not in the dictionary.

Spelling Options...

Allows you to activate the on-line spelling checker and to control the positioning of the Spelling dialog box on your screen.

Spelling Options dialog box



Spell As You Type

Lets you tell MacWrite II to check your spelling as you type, and whenever you type a word it cannot find in the dictionary, to alert you with a beep or flashing menu bar. Also lets you turn this kind of checking off.

Dialog Box Placement

Lets you set the position that the Spelling dialog box will occupy on-screen. If you choose Automatic, MacWrite II will always place the Spelling dialog box at the bottom of the MacWrite II window. But you may want to be able to move the dialog box and have it appear the next time exactly where you left it. If so, choose "User defined."

Auto Continue

Tells MacWrite II that when you choose Check All, it should continue checking from one page element to the next, stopping only when it finds a questionable spelling. Starting wherever your insertion point is, MacWrite II loops through the main body of your text, headers, footers, and footnotes. If you do not select Auto Continue, MacWrite II will pause at the end of each page element, offering you the choice to Continue or Cancel.

Install Dictionaries...

Lets you select one Main Dictionary and, if you like, one User Dictionary, a smaller dictionary you've made up for special purposes. These dictionaries will be used when MacWrite II checks your spelling. This command also lets you create a new dictionary of your own.

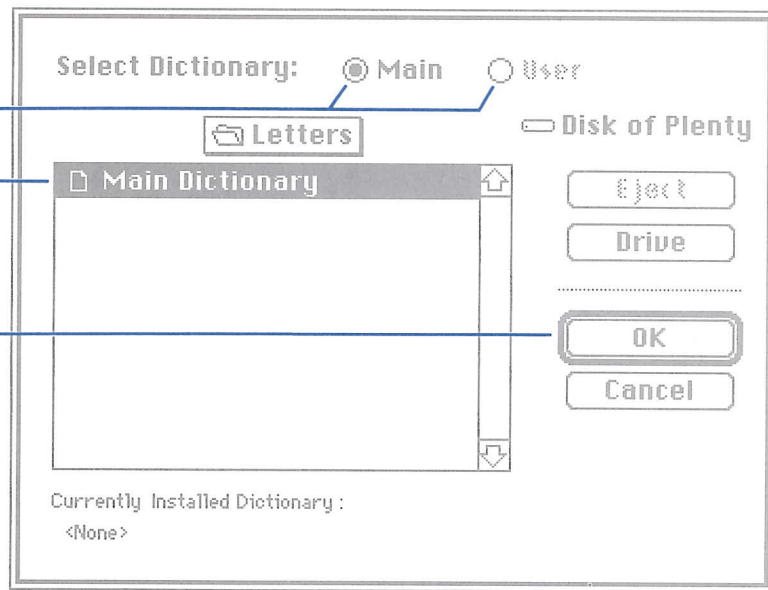
If you have not yet placed your Main Dictionary and User Dictionary in the System Folder or in the same folder as your MacWrite II application, you won't be able to check spelling until you tell MacWrite II where to find the Main Dictionary. In this situation, when you choose Install Dictionaries, you see this dialog box:

Install Dictionaries dialog box

Pick the type of dictionary you want to install.

Locate the dictionary the way you would a document you want to open.

When the dictionary is highlighted, click OK.



If you have already placed your dictionaries in the System Folder or in the same folder as the MacWrite II application, you can check spelling without using the Install Dictionaries command. But if you want to switch to another Main Dictionary or to another User Dictionary, choose Install Dictionaries, locate the desired dictionary, and click OK.

Select Dictionary

Lets you tell MacWrite II which type of dictionary you want to select — a Main Dictionary or a User Dictionary — then displays any such dictionaries it can find on the same disk or in the same folder as the MacWrite II application. The first one is highlighted and is identified at the bottom of the dialog box as the Currently Installed Dictionary. You can switch to another such dictionary if you want. To remove a User Dictionary, click another, or None. To create a new User Dictionary, use New, give it a name, and use the User Dictionary command to add entries.

Spelling Menu

User Dictionary...

Lets you add or remove entries in your currently installed User Dictionary. Displays this dialog box:

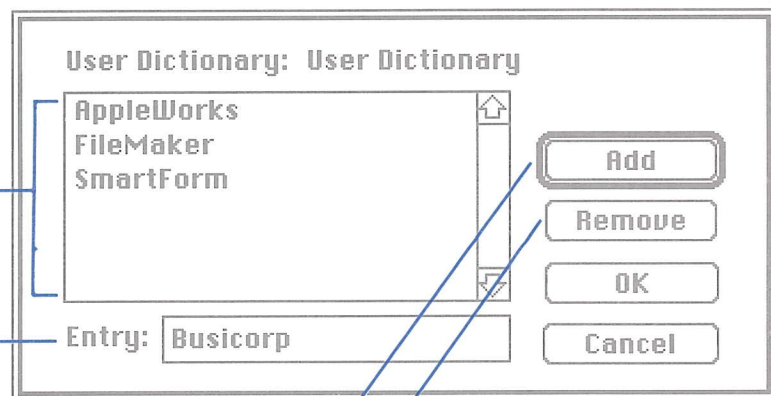
User Dictionary dialog box

Look here for all current entries in this dictionary.

Enter the word you want MacWrite II to add to your dictionary.

When you've typed a new entry, click here to put it into the dictionary.

To remove an entry, select it and then click Remove or press Command-R.



Auto Hyphenation

Places hyphens where needed at the end of lines throughout the document following a list of rules, except when you have specifically exempted a word by including it on the Hyphenation Exceptions list or by inserting discretionary hyphens. This command is dimmed if MacWrite II does not find the Hyphenation document in the System Folder or in the same folder as your MacWrite II application. When you have chosen Auto Hyphenation, a check mark appears next to it on the menu.

Hyphenation Exceptions...

A dialog box appears in which you can list words or phrases you want to exempt from regular hyphenation:

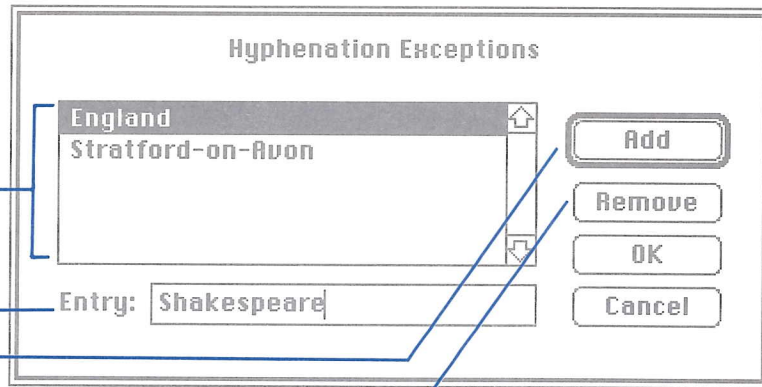
Hyphenation Exceptions dialog box

List of your current special cases — exceptions to the general rules of hyphenation

Type your new word or phrase here.

Click Add to add the entry to the list of exceptions.

To remove an entry from the list, select it and then click Remove or press Command-R.



You can type in a word with hyphens where you want them, or with no hyphens at all, and then add it to your list.

You can add hyphens as you write, without opening the dialog box. To have a word hyphenated at a particular spot when it breaks at the end of a line, press Command-hyphen. You won't see a hyphen on the screen until you turn on Automatic Hyphenation, and then only when the word falls at the end of a line. MacWrite II uses the hyphen (known as a discretionary hyphen) at its discretion.

To ensure that a hyphenated phrase is never broken at the end of a line, use Command-Option-hyphen for a nonbreaking standard hyphen.

View Menu

View	
Show Invisibles	⌘;
Show Page Guides	⌘G
Hide Pictures	
Reduced Size	⌘R
Side By Side	
Document 1	

View menu

Show Invisibles/ Hide Invisibles

Shortcut: Command-;
(semi-colon)

The View menu commands let you specify whether MacWrite II should display normally invisible characters, page guides, and pictures; the View commands also allow you to see pages side by side in order to look at the document in reduced size or to switch from one window to another.

Displays or hides characters that are normally invisible.

When you choose Show Invisibles you will see the following characters:

- Space character
- ↵ Return character within a paragraph
- ↵ Paragraph return
- ↵ Paragraph return with change of ruler
- Tab character
- ⌘ Page break indicator
- ↓ Column break indicator
- ⌘ Merge break indicator

Use MacWrite II's formatting characters when you want to edit text and format the document. You do not need to show the invisible characters to select them. However, making precise changes will be easier when you can see if you've left any extra spaces between words or put in one tab too many. MacWrite II's preset option hides the invisible characters.



Show Page Guides/ Hide Page Guides

Shortcut: Command-G

Hides or displays page margins, column division lines, and the boundaries between page elements.

Display page guides to see how text will fit on your page. Hide them when you want to see exactly how your page appears. Page guides do not print.

Because MacWrite II's preset option hides the page guides, the first command you see on the menu is Show Page Guides.

Show Pictures/ Hide Pictures

Reveals or temporarily hides any pictures from the screen representation of the document so you can scroll through it more quickly. These commands do not insert or remove the pictures from the document.

Because MacWrite II's preset option displays pictures, the first command you see on the menu is Hide Pictures.

Reduced Size/ Actual Size

Shortcut: Command-R

Lets you view a document at approximately half its actual size. You can use Reduced Size to see more of a page on the screen at one time. How much of the page you see depends on the size of your screen.

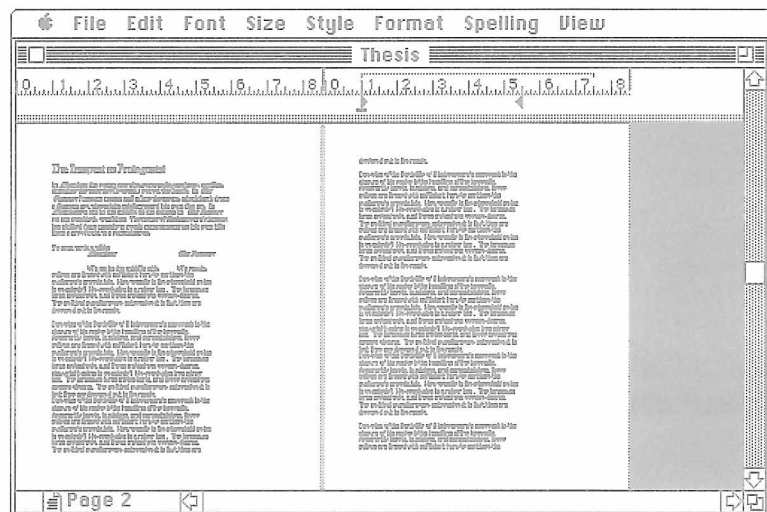
Side By Side

Displays pages side by side on the screen. When you choose Side By Side, the command is checked on the menu.

You can use Side By Side with single-sided pages or with left and right pages to compare the layout of pairs of pages. This is particularly effective when you also choose Reduced Size.

View Menu

Pages shown side by side, reduced view



Lets you select another document when several are open. You can have up to seven MacWrite II documents open at one time.

Shortcut: Shift-Command-W

The names of all open documents are listed in front to back order. When you choose a document, it comes to the front of the screen as the active window. The document is also moved to the top of the list at the bottom of the View menu.

MacWrite II offers a wide range of keyboard shortcuts. Without removing your fingers from the keyboard, you can issue many of the commands that appear on menus, change font sizes, move rapidly through the document, select varying amounts of text, insert and delete passages, even shift from one document to another.



Command key symbol

Generally, you press two or three keys at once to take the shortcut.



Shift key symbol

Whenever you pull down a menu, you see keyboard shortcuts shown to the right of some of the commands. Most of the keys are letters or punctuation marks, but the action of those keys is modified when you also press the Command key and the Shift key. The key to keyboard shortcuts: press all the keys at once.

If you have an extended keyboard, you can issue some of these commands with individual keys. Some of the keys available on an extended keyboard include Help, Control, Home, End, Page Down, Page Up, and the function keys (F1...F4). Extended keyboard commands are shown in parentheses in this chapter.

Keyboard Shortcuts

The keyboard shortcuts, arranged in the order the commands appear on the menus, follow:

Menu	Command	Shortcut
Apple	About MacWrite II	Option while choosing About
	Help	Command-?
File	New	Command-N
	Open	Command-O
	Close	Command-W
	Save	Command-S
	Save As	Shift-Command-S
	Insert File	Shift-Command-I
	Insert Merge Field	Shift-Command-M
	Print	Command-P
	Quit	Command-Q
Edit	Undo	Command-Z F1 on extended keyboard
	Cut	Command-X F2 on extended keyboard
	Copy	Command-C F3 on extended keyboard
	Paste	Command-V F4 on extended keyboard
	Select All	Command-A
	Find/Change	Command-F
	Insert Date	Shift-Command-A
	Insert Time	Shift-Command-T
	Insert Page #	Shift-Command-P

Size	Other	Shift-Command-O
Style	Plain Text	Command-T
	Bold	Command-B
	Italic	Command-I
	Strike Thru	Command-J
	Outline	Command-E
	Shadow	Command-M
	Underline	Command-U
	Word Underline	Shift-Command-U
	Double Underline	Shift-Command-L
	Superscript	Shift-Command-+
	Subscript	Shift-Command-- (minus)
	Custom	Command-D
	Each Custom Style	Command-1,2,3,4, etc.
Format	Show Ruler/ Hide Ruler	Command-H
	Character	Shift-Command-D
	Copy Ruler	Shift-Command-C
	Apply Ruler	Shift-Command-V
	Insert Footnote	Shift-Command-F
Spelling	Check All	Command-=
	Check Selection	Command-K
	Spell Word	Command-Y

Keyboard Shortcuts

View

Show Invisibles/ Hide Invisibles	Command-; (semicolon)
Show Page Guides/ Hide Page Guides	Command-G
Reduced Size/ Actual Size	Command-R

These shortcuts let you adjust the size of selected text, or the text you are about to type, without using the Size menu.

To do this:

Press this:

To increase font size to the next standard size

Shift-Command->

To decrease font size to the next standard size

Shift-Command-<

To increase font size by 1 point

Shift-Command-Option->

To decrease font size by 1 point

Shift-Command-Option-<

If you want to use Smart Quotes (the curly ones that show where the quotation begins and ends), and you intend to use them throughout the document, select them in the Preferences dialog box from the Edit menu. Once you've turned them on, you can get plain quotation marks (the ones that are just straight vertical lines, giving no indication whether they begin or end a quotation) by pressing Command-". That places plain quotes in the document, but only at that location. The next time you press the quotation mark key, you'll get smart quotes again.

To set:

Press:

Left Justification

Command-[

Right Justification

Command-]

Center Justification

Command-\

Full Justification

Shift-Command-\

If your fingers move faster on the keyboard than with the mouse in hand, use these keyboard shortcuts to move to another character, word, end of the line, paragraph, or part of the document.

To go to:	Press:
Next character	Right Arrow or Control-]
Previous character	Left Arrow or Control-[
Next word	Option-Right Arrow
Previous word	Option-Left Arrow
Start of the line	Command-Left Arrow
End of the line	Command-Right Arrow
Next line	Down Arrow
Previous line	Up Arrow
Next paragraph	Option-Down Arrow
Previous paragraph	Option-Up Arrow
End of document	Command-Down Arrow
Beginning of document	Command-Up Arrow
To return to main body of text (from another page element)	Command-Return

These shortcuts move you up and down through the document without moving your insertion point. You can look at another section and then when you start to type, return to the area you're working on. (Extended keyboard commands appear in parentheses.)

To move to:	Press:
Next screen of text	Control-L (Page Down)
Previous screen of text	Control-K (Page Up)
Top of next page	Shift-Control-L (Shift-Page Down)
Top of previous page	Shift-Control-K (Shift-Page Up)
Beginning of document	Control-A (Home)
End of Document	Control-D (End)

Keyboard Shortcuts

Last page of document	Shift-Control-D (Shift-End)
The next window	Shift-Command-W
Help	Command-? Control-E, (Help)

Extending Your Selection

For instant precision, use these shortcuts to extend your selection of text from the current selection or insertion point to another character, word, line, paragraph, or end of document.

To extend to:	Press:
Next character	Shift-Right Arrow or Control-Shift-]
Previous character	Shift-Left Arrow or Control-Shift-[
Next word	Shift-Option-Right Arrow
Previous word	Shift-Option-Left Arrow
Start of line	Shift-Command-Left Arrow
End of line	Shift-Command-Right Arrow
Next line	Shift-Down Arrow
Previous line	Shift-Up Arrow
Next paragraph	Shift-Option-Down Arrow
Previous paragraph	Shift-Option-Up Arrow
Start of document	Shift-Command-Up Arrow
End of document	Shift-Command-Down Arrow

Deleting Through

Just as you can extend your selection to a particular point, you can start at your insertion point or the passage you've already selected, and use a command-key equivalent to extend your deletion to another character or word.

To delete through:

Next character
Previous character
Next word
Previous word

Press:

Shift-Delete or Control-Shift-H
Delete or Control-H
Shift-Command-Delete
Command-Delete

Inserting Formatting Characters

The following commands create characters that provide specific functions:

To create:

New line within a paragraph
New paragraph
New column
New page
Nonbreaking standard space
En space
Nonbreaking en space
Nonbreaking en dash
Nonbreaking em dash
Discretionary hyphen
Nonbreaking standard hyphen
Wild card for Find/Change

Press:

Shift-Return or Control-Shift-M
Return or Control-M
Enter or Control-C
Shift-Enter or Shift-Control-C
Option-space
Command-space
Command-Option-space
Option-hyphen
Shift-Option-hyphen
Command-hyphen
Command-Option-hyphen
Command-8

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