File Menu

In This Chapter

New
Open
Save file menu
Save file as
Page layout
Printer setup
Print
Print preview
Exit

New

Use this selection to clear the current text from the screen. The user is prompted to save the modification if the current document has been modified.

Open

Use this selection to clear the current text from the screen and open a new document. The user is prompted to save the modification if the current document has been modified.

Save file menu

Use this selection to save the text and format data to the current file name. If a file is not yet specified, the editor will prompt you for a file name. If a file with the same name already exists on the disk, the editor will save the previous file with a backup extension (.TE).

If the I/O is conducted through a buffer rather than a disk file, the editor creates a new buffer with the updated text.

You can invoke this function by hitting the F3 function key (or select the option from the menu).

Save file as

This selection is similar to Save File. In addition, it allows you to specify a new file name for saving the text.

This option is not available when the I/O is conducted through a buffer rather than a disk file.

You can invoke this function by hitting the Shift F3 function keys together (or select the option from the menu).

Page layout

Use this option before selecting the Print option to specify the page layout. You can specify these parameters:

a) Margin (left, right, top and bottom) in inches.

b) An option to print in a justified manner. This option flushes the words on the left and right margins.

You can invoke this function by hitting the Ctrl F4 function keys together (or select the option from the menu).

Printer setup

This option invokes a printer specific dialog box for the default printer (the default printer selection is made from the control panel of Windows) You select the parameters from a set of printer specific options. These options include page size, page orientation, resolution, fonts etc.

You can invoke this function by hitting the Shift F4 function keys together (or select the option from the menu).

Print

This option invokes a printer specific dialog box for the default printer (the default printer selection is made from the control panel of Windows) You select the parameters from a set of printer specific options. These options include page size, page orientation, resolution, fonts etc.

You can invoke this function by hitting the Shift F4 function keys together (or select the option from the menu).

Print preview

This option allows you to preview the document before printing. You can preview one or two pages at various zoom values. In the default zoom value (Fitted) the pages are sized to fit in the current window area.

Exit

Use this function to exit from the editor session. If the current file is modified, you will have an option to save the modifications.

You can invoke this function by hitting the Ctrl F3 function keys together (or select the option from the menu).

Edit Menu

In This Chapter

Cut
Copy
Paste
Paste special
Picture
Undo
Redo
Copy a line block
Move a line block
Select all
Repanginate
Edit section
Edit styles
Edit frame/drawing object attributes
List and overrides
Inline Ime
edit page header/footer
first page header/footer
Edit Footnote/Endnote
Track Changes

Cut

Use this command to cut a highlighted block of text to the clipboard. The formatting information is also copied to the clipboard using a special clipboard format.

Copy

Use this command to copy a highlighted block of text to the clipboard. The formatting information is also copied to the clipboard using a special clipboard format.

Paste

Use this command to paste the text from the clipboard at the current caret location. If the formatting information is available, this command restores the formatting information properly.

You can invoke this function by hitting the Control and V function keys together or select the option from the menu.

Paste special

This function displays the clipboard data in a number of available formats:

Native Object Format: If available this is the first format in the list box. The data in this format can be later edited (by double clicking the object) using the original application. This data can be embedded into your application by using the Paste option, or you can create a link to the original file by using the Paste Link option.

Formatted Text: This is one of the text formats. This option offers the most suitable format if the data is pasted by another text output application as the font and formatting attributes are reproduced accurately.

Unformatted Text: This is another text format. This option pastes the text without retaining the formatting information.

Picture Format: The data is available in the Picture format. This object can be later edited (by double clicking the object) using the Microsofts MS Draw application. This format is preferred over the bitmap and the device independent bitmap formats.

Device Independent and regular bitmap formats: The data is available in the bitmap formats. The object can be later edited (by double clicking the object) using the Microsofts MS Draw application. The editor converts these formats into the Picture format before calling the drawing application.

Picture

Use this command to specify the new width and height for the current picture. This function also allows you to specify the alignment of the picture relative to the base line of the text on the line.

You can also change the picture size by simply clicking on a picture and pulling its sizing tabs using the mouse.

Undo

The editor remembers your last edit command. Use this function to undo the last edit command.

You can invoke this function by hitting the Shift F8 keys together (or select the option from the menu). The editor will display a dialog box containing the information about the edit command to be undone. The dialog box displays line number, column position, type of undo (delete/insert/edit) and the contents of the undo buffer. You may modify the target line number or column position. Confirm the operation by clicking on the OK button. When reversing a delete operation, the editor will restore the deleted text in its original format.

Redo

The function reinstates the command undone by the previous undo command.

Copy a line block

Use this command to copy a highlighted line block from one location to another. This method provides an alternative to the clipboard copy/paste functions for a line block.

Highlight the lines of text to be copied, move the caret to the target location and hit Alt C (or select the option from the menu). This function does not delete the original block.

Move a line block

Use this command to move a highlighted line block from one location to another. This method provides an alternative to the clipboard cut/paste functions for a line block.

Highlight the lines of text to be moved, move the caret to the target location and hit Alt M (or select the option from the menu). This function deletes the original block.

Select all

This option is used to select the entire document. (Speed Key: Ctrl A).

Repanginate

Use this function to repaginate the document to show the page breaks as they would on the selected printer. Normally, the repagination takes place automatically as you edit the text. The repagination process is time consuming. Therefore, there may not be enough time for large document to complete the repagination between the edits. This option provides complete repagination on demand.

The repagination process creates a dotted line to indicate new page.

Edit section

Use this function to edit the parameters for the current section (see Section Break). You can specify the number of columns and inter column spacing for the section. You can also set the section to begin on a new page.

Edit styles

This function allows you to create a new stylesheet style or to modify an existing style. It displays a dialog box which allows you choose between a character style or a paragraph style. You can select an existing style to modify from the list box or enter the name for the new style. Once you click the 'Ok' button, the recording of the stylesheet properties begins. You can use the ruler, toolbar, or the menu selections to modify the stylesheet items. The ruler, toolbar, and menu also reflect the currently selected properties for the stylesheet item. Please note that the paragraph properties are allowed only for the paragraph type of stylesheet item.

After you have selected the desired properties, terminate the stylesheet editing mode by either selecting the 'Edit Style' selection from the menu again or by clicking anywhere in the document. If the existing stylesheet item was modified, the document automatically reflects the updated stylesheet properties. If a new stylesheet item was created, your next step is to apply the style to the desired text by choosing the 'style' option from the 'Font' or the 'Paragraph' menu selection.

Edit frame/drawing object attributes

In This Chapter

Edit drawing object
Vertical frame base

Edit drawing object

Use this option to edit the border and the background of a drawing object.

Vertical frame base

Use this option to edit the vertical base position of a frame or a drawing object. The frames locked to the top of the page or the top of the margin retain their vertical position even when the text is inserted before them.

List and overrides

In This Chapter

Create list item
Edit list item
Create List Override
Edit List Override
Edit List Levels

Create list item

This option allows you to create a new list item. You need to create a list item before you can create a list override. A multilevel list can be used to create nested paragraph lists.

Normally, you would first create a list id. Then you would create a list override id for this list. Then you can modify the list level properties and apply the list override to the selected paragraphs

Edit list item

This option allows you to select and edit the list properties.

Create List Override

This option allows you to create a new list override id for an existing list. A list override id must be created to use list numbering feature for paragraphs.

Edit List Override

This option allows you to select and edit a list override id.

When the override levels property is selected, the list-override level properties supercede the list level properties.

Edit List Levels

This option allows you to edit the properties of a list level or a list override level. You select a list id or a list override id to modify. You also select the list level to modify.

Inline Ime

When this option is turned on, the user can input the double byte characters without invoking an external IME application.

edit page header/footer

Use this option to enable or disable the editing of page headers and footers. To simply view the headers and footers use the View Page Header/Footer option from the view menu.

This option is available only in the Page modes.

first page header/footer

Create First Page Header

Use this option to create the first page header. The first page header displays only on the first page of the section. The remaining pages display the regular header

This option is available only in the Page modes.

Create First Page Footer

Use this option to create the first page footer. The first page footer displays only on the first page of the section. The remaining pages display the regular footer

This option is available only in the Page modes.

Delete First Page Header

Use this option to delete the first page header. When the first page header is deleted, then the regular header is displayed on the first page

This option is available only in the Page modes.

Delete First Page Footer

Use this option to delete the first page footer. When the first page footer is deleted, then the regular footer is displayed on the first page

This option is available only in the Page modes.

Edit Footnote/Endnote

Edit Footnote

This option displays the in-line footnote text alongside the footnote marker to allow you to edit the footnote text.

Edit Endnote

This option displays the in-line endtnote text alongside the endnote marker to allow you to edit the endnote text.

Track Changes

Enable tracking

Enable or disable the track-change mechanism.

When track changes are enabled, the newly inserted or deleted text is denoted by applying special color and style to the inserted or deleted text.

Find next change

Find the next changed text after the current cursor location.

Find previous change

Find the previous change before the current cursor location.

Accept Change

Accept the current change at the current cursor location.

Accept all changes

Accept all changes and show the document eliminating the color/styles used to denote the changes.

Reject change

Reject the current change at the current cursor location.

Reject all changes

Reject all changes and restore the document to its original content.

View Menu

In This Chapter

Page Mode
Fitted View
Ruler
Tool Bar
Status Ribbon
Hidden Text
Hyperlink Cursor
View Page Header/Footer
Show Page Border
Zoom

Page Mode

This option is used to toggle the Page Mode for editing on and off. When the page mode is selected, this option is displayed with a check mark.

Fitted View

This option is used to toggle the Fitted View for editing on and off. When the Fitted View is selected, this option is displayed with a check mark.

Ruler

This option is used to show or hide the ruler.

Tool Bar

This option is used to show or hide the tool bar.

Status Ribbon

This option is used to show or hide the status ribbon.

Hidden Text

This option is used to display the hidden text.

Hyperlink Cursor

This option is used to display the hyperlink cursor when the cursor is positioned on a hypertext phrase. The hyperlink cursor is an image of a hand with a finger pointing to the text.

View Page Header/Footer

This option is used to display the page headers and footers. If a section does not have its own page header or footer, the editor will display the header or footer from the previous section.

To edit the page header and footer use the Edit Page Header/Footer option from the edit menu.

Show Page Border

This option is used to display the page borders around the text on the screen. This option is available only in the page mode and only when the 'fitted view' is not turned on.

Zoom

Use this function to scale the text to a desired size.

Insert Menu

In This Chapter

Page Break
Section Break
Column Break
Embed Picture
Link Picture
Insert Object
Insert Text/Picture Frame
Insert Drawing Object
Insert Page Number
Insert Footnote
Insert Date/Time field
Insert Table of Contents
Insert Nonbreaking Space Character

Page Break

Use this function to create a hard page break before the current line. A hard page break is indicated by a solid horizontal line. (Shortcut key: Control+Enter)

To delete a hard page break, position the cursor on the page break line, and hit the delete key.

Section Break

Use this function to create a new section. The section break is indicated by a double line. The text for the new section begins after the section break line.

To delete a section break, position the cursor on the section break line, and hit the delete key.

Column Break

Use this function to place the following text on the next text column. This function is valid in Print View, Fitted View or Page Modes only. Further, this option is valid only for the section containing multiple columns. The column break is indicated by a line with a dot and dash pattern.

To delete a column break, position the cursor on the column break line, and hit the delete key.

Embed Picture

Use this command to embed a bitmap or a metafile from a disk file at the current caret location.

Link Picture

Use this command to link a bitmap or a metafile to the document. A linked picture appears at the current caret location. A linked picture is not saved with the document, only its name is store with the document.

Insert Object

This function is used to embed objects into the text. The list box shows the applications that are available to create the object. When you select an application, the editor launches the selected application. You can create the desired object using this application. When you save the application, the editor inserts an icon for the application. This icon indicates the inserted object. You can later edit the object by double clicking at it.

Insert Text/Picture Frame

This function is used to embed a frame into text. The new frame is inserted at the current text position. The original text wraps around the new frame.

To insert text into the frame, click a mouse button inside the frame to select the frame. Now type the text at the cursor position.

To size the frame, click a mouse button inside the frame to select the frame. Now click the left mouse button on a sizing tab and move the mouse while the mouse button is depressed. Release the mouse when done.

To move the frame, click a mouse button inside the frame to select the frame. Now move the mouse cursor just outside the frame until a plus shaped cursor appears. Click the left mouse button. While the mouse button is depressed, move the frame to the new location and release the mouse button.

This option is available in the Page Mode only.

Insert Drawing Object

This function is used to embed a drawing object into text. The new object is inserted at the current text position and overlays on top of the text. The object can be moved or sized using the mouse.

This option is available in the Page Mode only.

Insert Page Number

This function is used to embed the current page number in the document. The page number string is inserted at the current cursor position. This string is displayed using a gray color.

Insert Footnote

This function displays a dialog box for the user to enter the footnote parameters. The user can enter the footnote marker (reference) and the footnote text. The user can also select the superscript style for the footnote marker.

Insert Date/Time field

This function allows you insert a date/time field at the current cursor location. The dialog box shows various format to select from. The date and time are automatically updated whenever the document is loaded or repaginated.

Insert Table of Contents

To insert a table of contents, first create the heading styles using the Edit Style option from the Edit menu. For example, if you wish to insert a three level deep table of contents, create heading styles heading 1, heading 2, and heading 3. Then place the cursor at the heading lines and apply a suitable heading style using style menu selection from the Paragraph menu. The last step would be to position the cursor where you wish to insert the table of contents and select the Table of Contents menu selection from the Insert menu.

The table-of-contents are automatically updated whenever repagination occurs.

Insert Nonbreaking Space Character

This option inserts a space character which, unlike the regular space character, does not allow the line break to occur during word wrapping between the adjacent words.

Font Menu

In This Chapter

Reset Character Formats
Bold ON
Underline ON
Double Underline ON
Italic ON
Superscript ON
Subscript ON
Strike ON
Change Fonts and Point Sizes
Apply Character Style
Text Color
Background Color
Hide Text
Protect Text
Hyperlink Style

Reset Character Formats

Use this selection to reset all character formats (bold, underline, italic, subscript, superscript, strike) for the current character or for all characters in a highlighted block of text.

To reset the character formats for the current character, simply hit the Alt 0 keys together (or select the option from the menu). To reset the formats for a block of characters, highlight a block using the Line Block or Character Block options. Now, hit the Alt 0 Keys together (or select the option from the menu).

Bold ON

Use this option to apply the bold formatting to the current character or to all characters in a highlighted block of text.

To make the current character appear as bold, simply hit the Alt 1 keys together (or select the option from the menu). To apply this format on a block of characters, highlight a block using the Line Block or Character Block options. Now, hit the Alt 1 Keys together (or select the option from the menu).

When you type in on the keyboard, the new characters automatically assume all the formatting characteristics of the preceding character.

To turn off the bold formatting, select Normal.

Underline ON

Use this option to underline the current character or to underline all characters in a highlighted block of text.

To underline the current character, simply hit the Alt 2 keys together (or select the option from the menu). To apply this format on a block of characters, highlight a block using the Line Block or Character Block options. Now, hit the Alt 2 Keys together (or select the option from the menu).

When you type in on the keyboard, the new characters automatically assume all the formatting characteristics of the preceding character.

To turn off underlining, select NORMAL.

Double Underline ON

Use this option to draw the double underline under the current character or under all characters in a highlighted block of text.

To format the current character, simply hit the Control + D keys together (or select the option from the menu). To apply this format on a block of characters, highlight a block using the Line Block or Character Block options. Now, hit the Control + D Keys together (or select the option from the menu).

When you type in on the keyboard, the new characters automatically assume all the formatting characteristics of the preceding character.

To turn off double underlining, select NORMAL.

Italic ON

Use this option to italicize the current character or to italicize all characters in a highlighted block of text.

To italicize the current character, simply hit the Alt 3 keys together (or select the option from the menu). To apply this format on a block of characters, highlight a block using the Line Block or Character Block options. Now, hit the Alt 3 Keys together (or select the option from the menu).

When you type in on the keyboard, the new characters automatically assume all the formatting characteristics of the preceding character.

To turn off the italic format, select NORMAL function.

Superscript ON

Use this option to apply the superscript format to the current character or to apply it on all characters in a highlighted block of text.

To superscript the current character, simply hit the Alt 4 keys together (or select the option from the menu). To apply this format on a block of characters, highlight a block using the Line Block or Character Block options. Now, hit the Alt 4 Keys together (or select the option from the menu).

When you type in on the keyboard, the new characters automatically assume all the formatting characteristics of the preceding character.

To turn off the superscript format, select NORMAL.

Subscript ON

Use this option to apply the subscript format to the current character or to apply it on all characters in a highlighted block of text.

To subscript the current character, simply hit the Alt 5 keys together (or select the option from the menu). To apply this format on a block of characters, highlight a block using the Line Block or Character Block options. Now, hit the Alt 5 Keys together (or select the option from the menu).

When you type in on the keyboard, the new characters automatically assume all the formatting characteristics of the preceding character.

To turn off the superscript format, select NORMAL.

Strike ON

Use this option to apply the strike format to the current character or to apply it on all characters in a highlighted block of text.

To strike the current character, simply hit the Alt 6 keys together (or select the option from the menu). To apply this format on a block of characters, highlight a block using the Line Block or Character Block options. Now, hit the Alt 6 Keys together (or select the option from the menu).

When you type in on the keyboard, the new characters automatically assume all the formatting characteristics of the preceding character.

To turn off the superscript format, select NORMAL.

Change Fonts and Point Sizes

Use this function to change the font typeface and point size of the current character or of all characters in a highlighted block of text.

If you wish to change the font for a highlighted block of text, highlight the block using Lineor Characterhighlight function. If you wish to change the font of a single character, simply position the cursor on that character. Now select the font option from the menu or hit the Alt F keys together. A dialog box will appear that shows the list of typefaces and point sizes to select from. Make the desired selection now.

This option also allows you to change the default font. To change the default font, check the default font box. This selection will apply the new typeface to all the characters in the document that used the previous default typeface. Similarly, the characters that used the previous default typeface and point size will now use the new typeface and point size.

Apply Character Style

Use this option to apply a stylesheet style to the selected text. The style is chosen from a list containing character style names. If you wish to create a new style, select the Edit Style option from the 'Edit' menu.

Text Color

Use this option to apply new foreground color to a block of text. Highlight a text block using the Line Block or Character Block options and select this option from the Font menu. A dialog box will prompt you to select the color for the highlighted block of text.

Background Color

Use this option to apply new background color to a block of text. Highlight a text block using the Line Block or Character Block options and select this option from the Font menu. A dialog box will prompt you to select the color for the highlighted block of text.

Hide Text

Use this option to hide a block of text. Highlight a text block using the Line Block or Character Block options and select this option from the Font menu. The hidden text can be made visible by using the Hidden Text View option.

To reset the hide option, select NORMAL.

Protect Text

Use this option to protect a block of text from editing changes. This option is available only when the protection lock is turned off. Highlight a text block using the Line Block or Character Block options and select this option from the Font menu.

To reset text protection, select NORMAL.

Hyperlink Style

Use this option to set the hyperlink style for the text. To reset the hide option, select NORMAL.

Paragraph Menu

In This Chapter

Reset Paragraph Format
Paragraph Centering
Paragraph Right Justification
Paragraph Justification
Paragraph Double Spacing
Paragraph Indentation (Left)
Paragraph Indentation (Right)
Paragraph Keep Together
Paragraph Keep with Next
Widow/Orphan Control
Set/Clear Tab Stops
Paragraph Border and Shading
Paragraph Background Color
Paragraph Spacing
Bullet
Paragraph Numbering
Paragraph List Numbering
Apply Paragraph Style

Reset Paragraph Format

Use this selection to reset all paragraph formats for the current paragraph or for all lines in a highlighted block of text.

To reset the paragraph formats for the current paragraph, simply hit the Alt P keys together (or select the option from the menu). To reset the formats for a block of lines, highlight a block using the Line Block or Character Block options. Now, hit the Alt P Keys together (or select the option from the menu).

Paragraph Centering

Use this selection to center all lines in the current paragraph or all lines in a highlighted block of text.

To center the current paragraph, simply hit the Alt 8 keys together (or select the option from the menu). To center a block of lines, highlight a block using the Line Block or Character Block options. Now, hit the Alt 8 Keys together (or select the option from the menu).

Paragraph Right Justification

Use this selection to right justify all lines in the current paragraph or all lines in a highlighted block of text.

To right justify the current paragraph, simply hit the Alt 9 keys together (or select the option from the menu). To right justify a block of lines, highlight a block using the Line Block or Character Block options. Now, hit the Alt 9 Keys together (or select the option from the menu).

Paragraph Justification

Use this selection to justify the text on both left and right margins.

To justify a block of lines, highlight a block using the Line Block or Character Block options and select this option from the paragraph menu).

Paragraph Double Spacing

Use this selection to double space all lines in the current paragraph or all lines in a highlighted block of text. A double spaced paragraph has a blank lines between each text line.

To double space the current paragraph, simply hit the Alt O keys together (or select the option from the menu). To double space a block of lines, highlight a block using the Line Block or Character Block options. Now, hit the Alt O Keys together (or select the option from the menu).

Paragraph Indentation (Left)

Use this selection to create a left indentation for all lines in the current paragraph or for all lines in a highlighted block of text. The successive use of this option increases the amount of left indentation.

To apply the left indentation to the current paragraph, simply hit the Alt L keys together (or select the option from the menu). To apply the left indentation to a block of lines, highlight a block using the Line Block or Character Block options. Now, hit the Alt L Keys together (or select the option from the menu).

You can also create the left indentation by dragging the indentation marker on the lower left side of the ruler to a desired location. The marker at the upper left side of the ruler controls the left indentation of the first line.

Paragraph Indentation (Right)

Use this selection to create a right indentation for all lines in the current paragraph or for all lines in a highlighted block of text. The successive use of this option increases the amount of right indentation.

To apply the right indentation to the current paragraph, simply hit the Alt R keys together (or select the option from the menu). To apply the right indentation to a block of lines, highlight a block using the Line Block or Character Block options. Now, hit the Alt R Keys together (or select the option from the menu).

You can also create the right indentation by dragging the indentation marker on the lower right side of the ruler to a desired location.

Paragraph Keep Together

When this attribute is turned on for a paragraph, the editor attempts to keep all lines in the paragraph on the same page.

Paragraph Keep with Next

When this attribute is turned on for a paragraph, the editor attempts to keep the last line of the current paragraph and the first line of the next paragraph on the same page.

Widow/Orphan Control

When this attribute is turned on for a paragraph, the editor attempts to avoid widow/orphan paragraphs. An 'orphan' paragraph results when the last line of paragraph lies on the next page. A 'widow' paragraph results when the first line of paragraph lies on the previous page.

Set/Clear Tab Stops

The editor supports left, right, center and decimal tab stops .

The tab stops can be set for the current paragraph or all lines in a highlighted block of text. To set the 'left' tab, click the left mouse button on the ruler at the desired location. To set the 'right, tab, click the right mouse button on the ruler at the desired location. To set the 'center' tab, hold the shift key, and click the left mouse button on the desired location. To set the 'decimal' tab, hold the shift key, and click the right mouse button on the desired location.

A tab stop can also be created using the 'Set Tab' selection from the paragraph menu. You can specify the tab stop type (left, right, center, decimal) and the tab leader (dot, hyphen, or underline).

To move a tab position, simply click the left mouse button on the tab indicator, and keep the mouse button depressed. While the mouse button is depressed drag the mouse to the desired location, and release the mouse button.

To clear a tab position, click the right mouse button at the desired tab indicator on the ruler. To clear all tabs for a paragraph, select the 'Clear All Tabs' option from the menu.

Paragraph Border and Shading

This option allows you to create the borders around the paragraphs and specify shading for the paragraph. You can draw all four sides of the border, or you can draw only the selected sides. Additional two options allow you to select thick and double lined borders. The shading is specified as a percentage value.

When two or more contiguous paragraphs have identical paragraph formatting parameters, a single border is drawn to enclose all such contiguous paragraphs.

The top line of the border is placed beneath the top of the first line. The bottom line of the border is placed above the bottom of the last line. Create a blank line at the top and bottom if you need additional clearance at the top or bottom. The left line of the border is placed before the left indentation for the paragraph. Therefore, the left side may not be visible for the paragraph with no left indentation. The right line of the border is placed after the right indentation. Therefore, the right side may not be visible for the paragraph where the right margin extends up to or beyond the width of the wind.

Paragraph Background Color

This option allows you to specify the background color for the paragraph.

Paragraph Spacing

This option allows you to specify the space before and after a paragraph. You can also specify the minimum space between the lines in the paragraph. All space parameters are specified in Twips units.

Bullet

This option allows you to specify the bullet property for a paragraph. The paragraph with the bullet property is displayed with a bullet on the left margin. The paragraph text is indented toward the right.

Paragraph Numbering

This option allows you to specify the 'number bullet' property for a paragraph. The paragraph with this property is displayed with a sequential number on the left margin. The paragraph text is indented toward the right.

Paragraph List Numbering

This option allows you to set paragraph numbering using the List and List override feature. This feature is more comprehensive than the regular Paragraph Numbering feature.

Before you can use the list numbering feature, you need to first create a list and a list override id

. You can then use this feature to associate a list override id and a list level to the selected paragraphs.

Apply Paragraph Style

Use this option to apply a stylesheet style to the selected paragraphs or the current paragraph. The style is chosen from a list containing paragraph style names. If you wish to create a new style, select the Edit Style option from the 'Edit' menu.

Table Menu

In This Chapter

Insert Table
Insert Table Row
Merge Table Cells
Split Table Cell
Delete Table Cells
Table Row Position
Table Row Height
Table Cell Border
Table Cell Shading
Show Table Grid Lines

Insert Table

Use this option to insert a new table in the document. This option prompts the user for the initial number of rows and columns in the table. The editor initially creates the cells of equal width. The user can, however, change the cell width by dragging the cell borders using the mouse.

This option is available only in the Page or Print View modes. In the Page Mode, the table cells are arranged by rows. In the Print View Mode, the table structure is not visible.

Insert Table Row

Use this option to insert a new row before the current table row. The new table row has the same number of columns as the current table row.

This option is available only in the Page or Print View modes.

Merge Table Cells

Use this option to merge together the highlighted cells. The width of the resulting cells is equal to the sum of all merged cells. If the highlighted cells span more than one table row, this operation creates multiple merged cells each within its row.

This option is available only in the Page or Print View modes.

Split Table Cell

Use this option to split the current table cell into two cells of equal width. The entire text of the original cell is assigned to the first cell. The second cell is created empty.

This option is available only in the Page or Print View modes.

Delete Table Cells

Use this option to delete the selected cells from the table. A dialog box allows the user to select the cells for the deletion.

The dialog box has three options: cells, columns, and rows. The first option selects the current cell or all the cells in the highlighted block of text. The second option selects all the cells in the current column or the columns containing the cells in the highlighted block of text. The third option selects all the cells in the current row or the rows containing the cells in the highlighted block of text.

A table is automatically deleted when all its cells are deleted.

This option is available only in the Page or Print View modes.

Table Row Position

Use this option to position the table or a selected table rows. A dialog box lets you position the table as left justified, centered, or right justified.

This option is available only in the Page or Print View modes.

Table Row Height

Use this option to set the minimum row height for the current row, the selected table rows or all table rows.

This option is available only in the Page or Print View modes.

Table Cell Border

Use this option to create the borders around the selected cells. A dialog box allows the user to select the cells for this operation.

The dialog box has three options: cells, columns, and rows. The first option selects the current cell or all the cells in the highlighted block of text. The second option selects all the cells in the current column or the columns containing the cells in the highlighted block of text. The third option selects all the cells in the current row or the rows containing the cells in the highlighted block of text.

The user can specify the width of each border (top, bottom, left and right). The border width should be less than the cell text margin. The cell text margin is the distance from the left edge of the cell to the beginning of the text in the cell. The border width is specified in twips (1440 twips equal to one inch).

This option is available only in the Page or Print View modes.

Table Cell Shading

Use this option to shade the selected cells. A dialog box allows the user to select the cells for this operation.

The dialog box has three options: cells, columns, and rows. The first option selects the current cell or all the cells in the highlighted block of text. The second option selects all the cells in the current column or the columns containing the cells in the highlighted block of text. The third option selects all the cells in the current row or the rows containing the cells in the highlighted block of text.

The shading is specified in terms of the shading percentage. A value of 0 indicates a white background, where as the value of 100 indicates a black background. A value between 0 and 100 indicates the level of shading.

This option is available only in the Page or Print View modes.

Show Table Grid Lines

Use this option to enable or disable the display of the table grid lines. The table grid lines are for display purpose only, they are not drawn when printing to a printer.

This option is available only in the Page or Print View modes.

Other Menu

In This Chapter

Search a Text String
Search Forward
Search Backward
Replace a Text String
Jump
Protection Lock
Snap To Grid
Background Picture

Search a Text String

Use this function to locate a string of characters in the current file. The editor will search for the first instance of the given character string. To find the subsequent instances of the same character string use Search Forward or Search Backward commands.

You can invoke this function by hitting the F5 function key (or select the option from the menu). The editor will display a dialog box where you enter the character string to locate. You can specify the search to be in the backward or the forward direction from the current cursor position or you can specify the search to take place from the beginning of the file. You can also force a non-casesensitive search, in which case the string is matched irrespective of the case of the letters in the string.

Search Forward

Use this function to locate the next instance of a previously located string using the Search Function. If the Search Function is not yet invoked, this function will call the Search Function instead.

You can invoke this function by hitting the Control F Keys together (or select the option from the menu).

Search Backward

Use this function to locate the previous instance of a previously located string using the Search Function. If the Search Function is not yet invoked, this function will call the Search Function instead.

You can invoke this function by hitting the Control Shift F Keys together (or select the option from the menu).

Replace a Text String

Use this function to replace a character string with another character string.

You can invoke this function by hitting the F6 function key (or select the option from the menu). The editor will show a dialog box where you will enter the old and new character strings. You may also choose to conduct the replace only within a selected part of the file. To choose such a block of text, the desired text must be highlighted before invoking the replace function. This command supports these highlighted blocks:

Line Block

Character Block

The dialog box also offers you an option to force the editor to verify each replace.

Jump

Use this function to position on a desired line number.

You can invoke this function by hitting the F10 function key (or select the option from the menu). The editor will then display a dialog box so that you can enter the line number to jump to.

The TER editor offers these four editing modes:

Protection Lock

This option is used to toggle the protection lock. The protection lock must be turned off to protect or unprotect a block of text.

Snap To Grid

This option is used to toggle the 'Snap To Grid' attribute. When the 'Snap To Grid' selection is checked, the movement of the tabs and indentation markers on the ruler are locked on to an invisible grid at 1/16 inch interval.

Background Picture

This option is used to set a background picture for the editor. You can specify a filename containing a Windows' bitmap or Metafile. The background picture occupies the entire text area. To remove the background picture, select this option one more time.