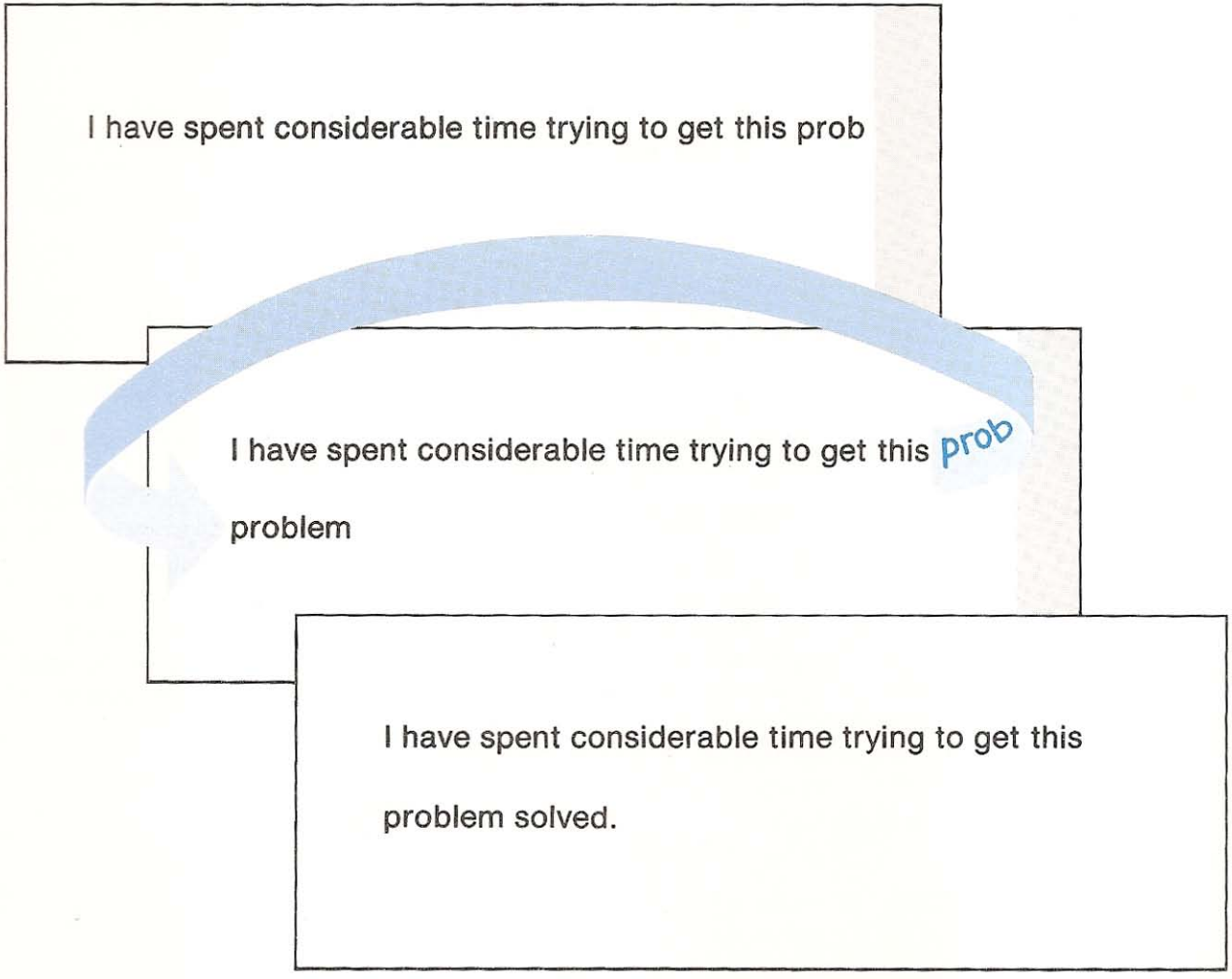
See "Using Sticky Spaces" in Chapter 8 for information on how to use sticky spaces.

Controlling Wraparound: Control word wraparound by using **sticky spaces**, which do not allow breaks between specified words.

Figure 7-2. *Word Wraparound*



Using the RETURN Key

Each time you press (RETURN), you start a new line. You do not press (RETURN) at the end of each line of information within a paragraph as you do when you type with a typewriter. Instead, you just keep typing. A paragraph has only one (RETURN)—at its end.

Press (RETURN) when you want

- to end a paragraph
- to create a blank line
- to end a line without any punctuation—at the end of each line of the name and address lines in a letter, for example.

AppleWorks Tip

Zoom in to see all the existing carriage returns. They're shown as **blots**, or dotted squares, when you're zoomed in to the text. Press (Apple)-(Z) to zoom in.

You can be zoomed in or out when you insert new information or strike over existing information.

Inserting Information

Use the insert cursor, which is the blinking bar cursor, when you want information you type to be inserted. Anything you type with the insert cursor goes to the left of the character the cursor is on. The character the cursor is on and information to the right of it moves to the right.

Use (Apple)-(E) to change between the insert and the overstrike cursor.

Striking Over Existing Information

Use the overstrike cursor, which is the blinking rectangular cursor, when you want to type over existing information with new information. Strikeover within old text is limited by existing carriage returns. That is, you can strike over characters up to an existing carriage return. When the cursor comes to the carriage return, characters are inserted. They push the carriage return along until you finish what you are typing.

Use (Apple)-(E) to change between the overstrike and the insert cursor.

Editing Information

Here's how to edit your Word Processor documents:

What You Want	What You Use
To erase one character to the left of the cursor	(DELETE)
To delete information to the end of the line the cursor is on	(CONTROL)-(Y) (CONTROL)-(Y) deletes information. The Word Processor closes the space created.
To move the cursor past characters without changing them	The Word Processor's cursor movement keystrokes
To change between the insert and the overstrike cursors	(ó)-(E)

Moving the Cursor Within a Document

It's easy to move the cursor through a Word Processor document. You can move it character by character, word by word, and line by line, or you can move it through larger units of information.

To move the cursor within a Word Processor document:

What You Want	What You Use
Move the cursor to the right or to the left from character to character	(→), (←) (←) moves the cursor backwards from the first character on a line to the last character on the preceding line. If that line is blank, the cursor moves to the first space on it and then immediately to the end of line above it.
Move the cursor up or down from line to line	(↑), (↓)
Move the cursor to the right or left to the first character of the next or preceding word or group of characters	(Apple)-(→) or (Apple)-(←)
Move the cursor to the next tab stop	(TAB)
Move the cursor to the previous tab stop	(Apple)-(TAB)
Move the cursor proportionally through a document	(Apple)-(1) through (9)
Move the cursor to the bottom of this screen and then to the bottom of the next screenful of information (20 lines)	(Apple)-(↓)
Move the cursor to the top of this screen and then to the top of the previous screenful of information (20 lines)	(Apple)-(↑)

Deleting Information

You can delete information in two ways: you can use (DELETE) or the Delete command. Both delete methods take you at your word: anything you delete is gone.

If you are typing and make a mistake, you should delete backwards, character by character: Press (DELETE) to erase incorrect information and to back the cursor up to where you can start typing again.

If you want to delete larger chunks of text, follow these steps:

1. Move the cursor to the beginning or the end of the information you want to delete.
2. Press (Apple)-(D).
3. Move the cursor to the beginning or end of the information you want to delete. AppleWorks highlights this information as you go.
4. Press (RETURN). AppleWorks closes up the space where the deleted information was. (If you change your mind about deleting, press (ESC) instead before you press (RETURN).)

To delete printer options, zoom in, move the cursor to the line you want to delete, press (Apple)-(D), and then press (RETURN).

To delete a pagebreak line, put the cursor anywhere on the line, press (Apple)-(D), and then press (RETURN). If you do delete these lines, however, the existing page calculations go away, and you will have to recalculate page breaks. Page break options set with the NEW PAGE option are not deleted.

AppleWorks Tip

Follow this procedure to delete screenfuls of information at a time: press (Apple)-(D). Then press (Apple)-(↑) or (Apple)-(↓) until you have highlighted enough information. Then press (RETURN).

You can delete to the end of your document, too. As a matter of fact, you can delete your whole document at once. First, press (Apple)-(1). Then press (Apple)-(D) and (Apple)-(9). Then press (RETURN).

Replacing Existing Information

AppleWorks lets you replace one, several, or all occurrences of information within a document with new information. Whether you decide to replace occurrences one at a time or all at once depends on whether you want to see each occurrence before the replacement.

The replaced text is the existing information. The replacing text is the new information. Both can be up to 30 characters long.

AppleWorks keeps a record of the last text you asked it to replace *or* find (Ó-F). When you ask to replace text the next time, AppleWorks supplies the last replaced or found text as its default for what you want this time. Press RETURN if you want to replace the next occurrence of this same information. Or type new text and press RETURN if you want to replace different information.

For example, if you last asked AppleWorks to replace `mountains` with `molehills`, `mountains` will be the default for the next Replace or Find.

If the text cannot be found, AppleWorks responds with `Not found, press Space Bar to continue`. That message means the text isn't in that part of the file you asked AppleWorks to search, or in the whole file if you started at the beginning.

Text and Case Sensitive Text

There are two types of text that can be found or replaced. When you choose Find or Replace, you must also choose what type of text you want to work with:

- **Text** will find or replace text that is written in any combination of uppercase or lowercase characters. For example, if you want to find the word *the*, text will also find *The* and *THE*.
- **Case sensitive text** will find or replace only those occurrences of text that *exactly* match the characters you type. For example, if you specify the word *The*, it will only find *The*, and not *the* or *THE*.

Replacing One or Several Occurrences of Information

When you follow these instructions to replace one or several occurrences of information with new information, you can decide whether or not to make the replacement beforehand:

1. Move the cursor to wherever you want AppleWorks to start searching. (Remember you can easily get to the beginning of a document with (Apple)-(1).)
2. Press (Apple)-(R) (for replace).
3. Choose `Text` or `Case sensitive text`. AppleWorks supplies the last found or replaced text if you have used Find or Replace in this session.
4. Type the replaced text. Then press (RETURN). Or press (RETURN) to accept the last replaced text.
5. Type the new text. Then press (RETURN). Or press (RETURN) to accept the last new text.
6. Choose `One at a time`.
7. AppleWorks highlights the first occurrence of the old information. Choose `No` or `Yes`, depending on whether or not you want to replace it.
8. If you choose `Yes`, AppleWorks replaces it and then asks `Find next occurrence?` Choose `No` or `Yes`.
9. AppleWorks continues to highlight occurrences of the old information and asks you if you want to replace it, until it finds no more occurrences.

If you want to stop replacing at any time, press (ESC).

Replacing All Occurrences of Information

You can replace all occurrences of information automatically, without having to check and respond yes or no before each replacement. Here's how:

1. Move the cursor to wherever you want AppleWorks to start searching.
2. Press (Apple)-(R) (for replace).
3. Choose `Text` or `Case sensitive text`.

4. Type the text you want to replace. Then press (RETURN). Or press (RETURN) to accept the last replaced text.

5. Type the new text. Then press (RETURN). Or press (RETURN) to accept the last new text.

6. Choose `All`.

AppleWorks makes all the replacements automatically.

Making replacements automatically gives you less control over the replacements. For example, supposing you want to replace `the` with `those`. Each occurrence of `the`, including `there`, is replaced by `those`. This means that `there` becomes `thosere`.

To make sure AppleWorks replaces only what you want it to, you should make the text to be replaced unique. You could do this by typing a space at the beginning and at the end of the replaced text and the new text. AppleWorks considers spaces at the beginning or end of the information you type to be part of the text.

Moving Text Within a Document

It's easy to move text within a document: words, paragraphs, or blocks of information up to a total of 250 lines.

To move text within a document:

1. Move the cursor to the first or the last character of the information you want to move.

2. Press (Apple)-(M) (for move).

3. Choose `Within document`. Then AppleWorks presents the text in zoomed-in format, so you can see all the carriage returns and printer options in the text. They help you be very specific about what information you move.

4. Move the cursor to the end or the beginning of the information you want to move. Then press (RETURN).

5. Move the cursor to the place where you want to move the information.

6. Press (RETURN) again. The information is moved.

If you move part of a paragraph, AppleWorks closes up the space where the information was.

AppleWorks Tip

Try to move only the information you want, with or without surrounding spaces, blank lines, or carriage returns. You may have to adjust spacing, however, after you move the information. That's easy to do—delete spaces with (DELETE); and add spaces with the insert cursor and (SPACE).

You can use either (Apple)-(↓) or (Apple)-(↑) with (Apple)-(1) through (9) to move large amounts of information.

Copying Text Within a Document

Copying text within a document makes it easy to duplicate (or *boilerplate*) paragraphs or sections you want to appear several times. You can make an exact copy of text wherever you want and then make changes if necessary. You can copy up to a total of 250 lines at once.

To copy text within a document:

1. Move the cursor to the first or last character of the information you want to copy.
2. Press (Apple)-(C) (for copy).
3. Choose `Within document`. Then AppleWorks presents the text in zoomed-in format, so you can see all the carriage returns and printer options in the text. That makes it easy for you to copy exactly what you want.
4. Move the cursor to the end or the beginning of the information you want to copy. Then press (RETURN).
5. Move the cursor to the place where you want to copy the information.
6. Press (RETURN) again. The information is copied.

AppleWorks Tip

The Word Processor's Copy feature is similar to the Move feature, except that when you copy information, you leave a copy in the original place.

Finding Information

AppleWorks finds five types of information in your document for you:

- Text—words or phrases, usually—that you provide as comparison information. It finds text regardless of uppercase or lowercase characters in the comparison information.
- A specific page
- Case sensitive text, which finds text exactly as you typed it in the comparisons, including uppercase and lowercase characters.
- Printer options
- A marker, which identifies a certain spot in the document.

Finding markers is discussed in the section, "Using Markers."

This section provides information about the first four.

Finding Text

When you supply text for AppleWorks to find, AppleWorks begins looking at the cursor position for the first occurrence of the text, which can be up to 30 characters long. Then you can ask for the next occurrence, if you want.

AppleWorks keeps a record of the last text you asked it to find *or* replace (with ⌘-R). When you ask to find text the next time, AppleWorks supplies the last found or replaced text as its default for what you want this time.

To find specific text, ignoring uppercase or lowercase:

1. Move the cursor to wherever you want AppleWorks to start searching. (Remember you can easily get to the beginning of a document with ⌘-1.)
2. Press ⌘-F (for find).
3. Choose **Text** to indicate you want to find any text that matches your comparison. If you have already used Find or Replace, AppleWorks supplies the last found or replaced text.
4. Type the text and press RETURN. Press RETURN if you want to find the next occurrence of the last found or replaced text. AppleWorks moves the cursor to the text and highlights it.

5. Choose No or Yes, depending on whether you want AppleWorks to find the next occurrence of the text.

Spaces at the beginning or end of the comparison information are part of the text.

Finding a Specific Page

To find a specific page, follow these steps:

1. Press (Apple)-(F).
2. Choose Page.
3. Type the page number and press (RETURN).

AppleWorks starts searching for pages from the beginning of the document. The cursor moves to the first character on the page you request.

AppleWorks Tip

To get to any page past page 1, you must have already calculated page numbers ((Apple)-(K)) or printed the document (in which case AppleWorks automatically paginates the document).

Finding Case Sensitive Text

When you supply text for AppleWorks to find, AppleWorks begins looking at the cursor position for the first occurrence of the text, which can be up to 30 characters long. Then you can ask for the next occurrence, if you want.

AppleWorks keeps a record of the last text you asked it to find *or* replace ((Apple)-(R)). When you ask to find text the next time, AppleWorks supplies the last found or replaced text as its default for what you want this time.

To find specific text with characters in uppercase or lowercase *exactly* as you typed them:

1. Move the cursor to wherever you want AppleWorks to start searching. (Remember you can easily get to the beginning of a document with (Apple)-(1).)
2. Press (Apple)-(F) (for find).

3. Choose `Case sensitive text` to indicate you want to find any text that exactly matches your comparison. If you have already used Find or Replace, AppleWorks supplies the last found or replaced text.

4. Type the text and press (RETURN). Or just press (RETURN) to find the next occurrence of found or replaced text. AppleWorks moves the cursor to the text and highlights it.

5. Choose `No` or `Yes`, depending on whether you want AppleWorks to find the next occurrence of the text.

Spaces at the beginning or end of the comparison information are part of the text.

Finding a Printer Option

To find a printer option within a document, follow these steps:

1. Press (Apple)-(F).

2. Choose `Options for Printer`.

3. Type the two-letter option code (`CI` or `PH`, for example) that identifies the printer option you want to find and press (RETURN).

Viewing Your Document

For the most part, AppleWorks follows this rule: What you see is what you get! That is, whatever you see displayed is what you will get when you print. It's easy, therefore, to get a pretty accurate idea of how a document will look just by looking at how it's displayed.

Several AppleWorks features will bend the rule a bit:

- Characters printed in proportional spacing will look different from those on the screen because characters on the screen are all the same width.
- Printer options noted by a caret on the screen cause the number of characters per line on the screen to be different from the number of characters when printed, because carets don't print.

- Printing with more than 12 characters per inch or 79 characters per line may cause what's printed to look different from what's on the display.
- Double or triple spacing.
- Page headers and footers are not shown on each page of the display.

For example, if you print with 10 characters per inch and use no printer options with carets, you can expect that what you see is what you get. If you have a wide printer platen or use very narrow margins, however, the rule doesn't work because more characters will print on each line than can be displayed.

Using Markers

Markers are places you identify in your document. They help you move the cursor to specific places quickly. After you identify a place (or *set a marker*), it's easy to jump to that place (or *find a marker*).

Setting Markers

Follow these steps to set a marker:

1. Move the cursor to the place in the document where you want to set the marker.
2. Press (Apple)-(O) (for printer options).
3. Type SM (for set marker) and press (RETURN).
4. Type the number of the marker, 1, 2, or 3, for example. The marker number can be any number between 1 and 254. That's probably enough!
5. Press (ESC).

Finding a Marker

Once you identify the spot by setting a marker, it's easy to jump to that spot by asking AppleWorks to find the marker. AppleWorks starts searching for markers at the beginning of the document regardless of cursor position.

To find a marker:

1. Press (Apple)-(F).
2. Choose `Marker`.
3. Type the number of the marker (1, 2, or 3, for example), and press (RETURN).

Using Tabs

Tabs are always noted by a vertical line in the dashed line across the top of the display. Tabs let you control the movement of the cursor across a line. New documents have tabs every five spaces. Using tabs involves setting and clearing the tabs and then moving the cursor to the tabs.

AppleWorks Tip

Set tabs for formatting columns within text.

Watch the column indicator as you are setting tabs.

Setting and Clearing Tabs

Here's how to set and clear tabs.

1. Press (Apple)-(T). The cursor moves to the double line at the top of the screen, where tabs are noted with a vertical line.
2. Use (←) and (→) to move the cursor to wherever you want to set or clear a tab. Press (S) to set a tab or (C) to clear a tab in that spot.

   Or press (R) to remove all existing tabs.
3. Press (ESC) when you finish setting or clearing tabs.

Moving the Cursor to Tabs

To move the cursor to tabs, just press (TAB). Use (Apple)-(TAB) to move the cursor to the previous tab.

Changing the Name of Your File

Here's how to change the name of your file:

1. Press (Apple)-(N).
2. Type the new name of the file. The name can be up to 15 characters long. It must start with a letter, and it can contain uppercase and lowercase letters, numbers, spaces, and periods. Then press (RETURN).

AppleWorks Tip

AppleWorks changes the name of the file on the Desktop. When you save the file, it is saved with the new name. That means you still have the file under its old name if it is an old file. You may want to delete the file from the disk under its old name.

Changing the name of the file is one way to keep several copies of the same file and make sure you know the difference between them.

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Formatting a Word Processor Document

chapter 8

Formatting a Word Processor document involves using printer options

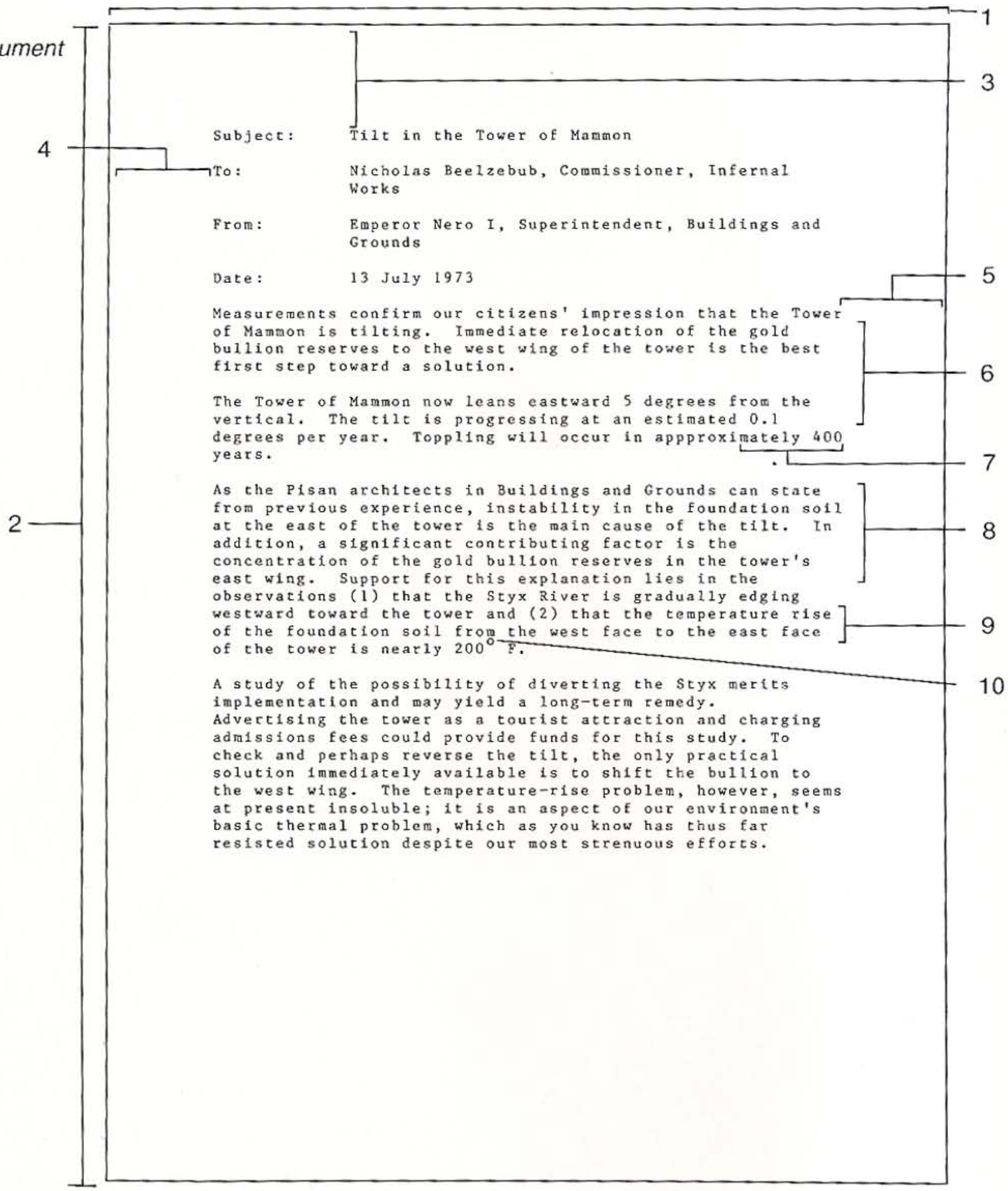
- to control horizontal spacing
- to control density of printing
- to control vertical spacing
- to control layout, such as hanging paragraphs, and headers and footers
- to use special printing techniques, such as boldface and underlining
- to control paging
- to provide information from the keyboard during printing.

Sample Documents

Several sample documents show some of AppleWorks' features for formatting Word Processor documents. The first, shown in Figure 8-1, illustrates a simple memo.

Figure 8-1.

Tower of Mammon Document

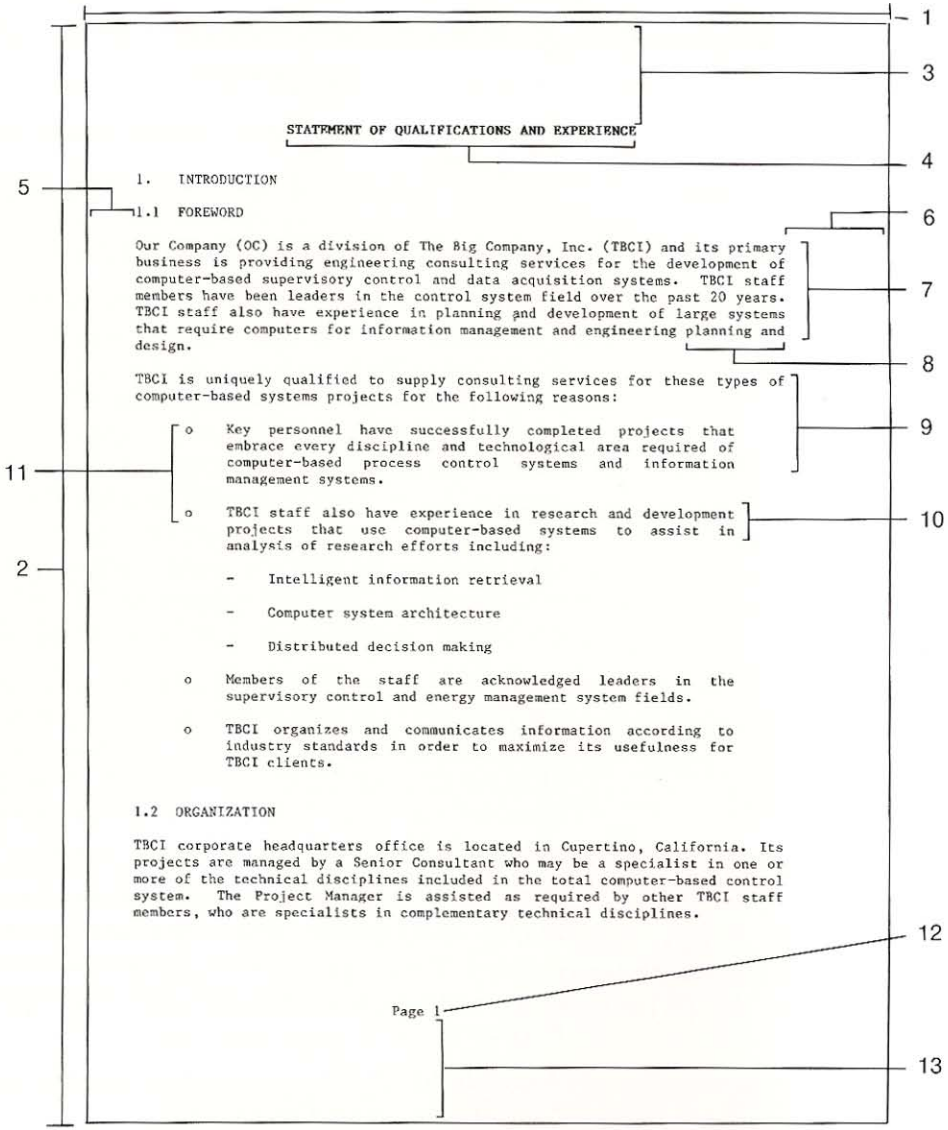


The formatting options in Figure 8-1 are set as follows:

1. Platen width = 8 inches
2. Paper length = 11 inches
3. Top margin = 1 inch
4. Left margin = 1 inch
5. Right margin = 1 inch
6. Right margin is unjustified.
7. Characters per inch = 10
8. Lines per inch = 6
9. Single spacing
10. Superscript

Figure 8-2 shows a more formal document with several special formatting techniques.

Figure 8-2. *Qualifications Document*



The formatting options in Figure 8-2 are set as follows:

1. Platen width = 8 inches
2. Paper length = 11 inches
3. Top margin = 1 inch
4. Centered title
5. Left margin = .5 inch
6. Right margin = 1 inch
7. Right margin is justified.
8. Characters per inch = 12
9. Lines per inch = 6
10. Single spacing
11. Bullets
12. Page footer with page number
13. Bottom margin = 1 inch

Using the Word Processor's Printer Options

This section

- defines the Word Processor's printer options.
- tells how to change them.
- discusses AppleWorks' default values for the main printer options.

What Are Printer Options?

Printer options are specifications that control the format of your document and how it prints. Some printer options control all following text, such as margins; spacing; whether text should be justified, unjustified, or centered. These options remain in effect in your document until you change them. Single spacing remains in effect, for example, until a new point where you change the spacing to double or triple. Margins stay the same until the new point where you change them. And text is justified until you specify that you want it unjustified or centered. Thus you may have different margins and spacing in the same document, as well as justified, unjustified, and centered text.

Other options stay in effect in your document until you end them or until the end of the paragraph or line they're in, whichever is sooner. For example, text is underlined until you stop the underlining or until the end of the paragraph. The same goes for boldface. Superscripting and subscripting stop automatically at the end of the current line.

Still other printer options communicate information to the printer. For example, Skip Lines tells the printer to skip a number of lines you specify; Enter Keyboard tells the printer to stop at this point so you can type information from the keyboard.

AppleWorks' printer options give you a great deal of control over printing your documents.

Zooming In on Printer Options

Any time you want to see the text marked with printer options, zoom in. To do so, press (Apple)-(Z).

The document illustrated in Figure 8-2 looks like the display in Figure 8-3 if you zoom in.

Figure 8-3. *Zoomed-In Qualifications Document*

```
File: Qualifications          REVIEW/ADD/CHANGE          Escape: Main Menu
==========!=============================================================
------Bottom Margin: 1.0 inches
------Top Margin: 1.0 inches
------Chars per Inch: 12 chars
------Left Margin: 0.5 inches
------Centered-------------------------------------------------------------
^STATEMENT OF QUALIFICATIONS AND EXPERIENCE^▒

▒
------Justified------------------------------------------------------------
▒
1. INTRODUCTION▒
▒
1.1 FOREWORD▒
▒
Our Company (OC) is a division of The Big Company, Inc. (TBCI) and its primary
business is providing engineering consulting services for the development of
computer-based supervisory control and data acquisition systems. TBCI staff
members have been leaders in the control system field over the past 20 years.
TBCI staff also have experience in planning and development large systems that
require computers for information management and engineering planning and
design.▒
-------------------------------------------------------------------------
Type entry or use Apple commands  Line 6 Column 6                Apple-? for Help
```

Carriage returns are marked by blots.

Special printer options.

The printer options you see when you zoom in are the ones added or changed from AppleWorks' default values. You can see AppleWorks' defaults by using the (Apple)-(O) feature, described next.

AppleWorks Tip

You can use all the Word Processor's features while you are zoomed out or in. Zoom in to keep track of printer options while you are working with a document.

Changing Printer Options

Follow these steps to change printer options:

1. Put the cursor where you want the printer option to take effect. If you want an option to apply to your entire document, press (Apple)-(1) to get to the top of the document.
2. Press (Apple)-(O) (for options).

AppleWorks displays the text in zoomed-in format and the list of printer options. It asks you which option you want to change, as Figure 8-4 illustrates.

Figure 8-4. *Printer Options*

```
File: Tower of Mammon          PRINTER OPTIONS          Escape: Review/Add/Change
=============================================================================


Subject:      Tilt in the Tower of Mammon

To:           Nicholas Beelzebub, Commissioner, Infernal
              Works

From:         Emperor Nero I, Superintendent, Buildings and
              Grounds

Date:         13 July 1973
PW=8.0 LM=1.0 RM=1.0 CI=10 UJ PL=11.0 TM=1.0 BM=2.0 LI=6 SS
Option:                UJ: Unjustified   GB: Group Begin     BE: Boldface End
                       CN: Centered      GE: Group End       +B: Superscript Beg
PW: Platen Width       PL: Paper Length  HE: Page Header     +E: Superscript End
LM: Left Margin        TM: Top Margin    FO: Page Footer     -B: Subscript Begin
RM: Right Margin       BM: Bottom Margin SK: Skip Lines      -E: Subscript End
CI: Chars per Inch     LI: Lines per Inch PN: Page Number    UB: Underline Begin
P1: Proportional-1     SS: Single Space  PE: Pause Each page UE: Underline End
P2: Proportional-2     DS: Double Space  PH: Pause Here      PP: Print Page No.
IN: Indent             TS: Triple Space  SM: Set a Marker    EK: Enter Keyboard
JU: Justified          NP: New Page      BB: Boldface Begin
```

Code that stands for the option

Options are grouped by function.

List of printer options

Main printer options in effect right now. You can always find out the current values for the main printer options by checking this display.

3. Type the code that stands for the printer option you want to change or start using. Then press (RETURN).
4. Type the new value if AppleWorks asks for one. If the value is a whole number, such as 1 inch or 2 inches, you don't have to type the decimal. Then press (RETURN).
5. Change more printer options, if you want.
6. Press (ESC) after you finish.

AppleWorks' Default Values for Main Printer Options

The following are AppleWorks' default values for the main printer options. These printer options and their defaults are in effect for all new documents. You can change them if you want a different value:

- Platen width = 8.0 inches
- Left margin = 1.0 inches
- Right margin = 1.0 inches
- Characters per inch = 10
- Text is unjustified.
- Paper length = 11 inches
- Top margin = 0 inches
- Bottom margin = 2 inches
- Lines per inch = 6
- Single spacing

These options are described in the sections that follow.

Controlling Horizontal Spacing

Table 8-1 lists the three printer options that control horizontal spacing.

Table 8-1. *Printer Options for Horizontal Spacing*

The Printer Option	Controls
Platen width (PW)	The distance in inches the printer's printhead travels across the paper. This number should be the same as the printer's platen width you specify in `Other Activities` menu option `Specify information about your printer(s).` Default = 8.0 inches The maximum you can use is 13.2 inches.
Left margin (LM)	The width of the left margin in inches Numbers can be in tenths of inches, that is, 1.5 inches, 1.6 inches. Default = 1.0 inches The maximum you can use is 9.0 inches.
Right margin (RM)	The width of the right margin in inches Numbers can be in tenths of inches, that is, 1.5 inches, 1.6 inches. Default = 1.0 inches The maximum you can use is 9.0 inches.