



WritePlus

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Introduction

WritePlus is the integrated word processor built in to Serif PagePlus. It provides a fast, easy way to create, edit and proof text.

WritePlus is designed to let you focus upon text content rather than presentation; what your text says rather than what it looks like. Even so, it provides a visual style display for keeping track of how the final text will look.

There's a full complement of writing tools built into WritePlus. Spell Checking, Thesaurus, Find and Replace, and Word Count are all directly available from the WritePlus ToolBar, so it's not necessary to use an external word processor in conjunction with PagePlus.

This chapter assumes that you will be using PagePlus at Professional level. Some of the functions mentioned are not available at Intro and Publisher levels but don't worry, the basics remain the same.

Ease-of-Use

Just like PagePlus, WritePlus is designed to be very easy to learn and use. The familiar yellow help areas from PagePlus are present, so you'll have no trouble finding out the functions of the various buttons and interface areas.

HintLine and ToolHints

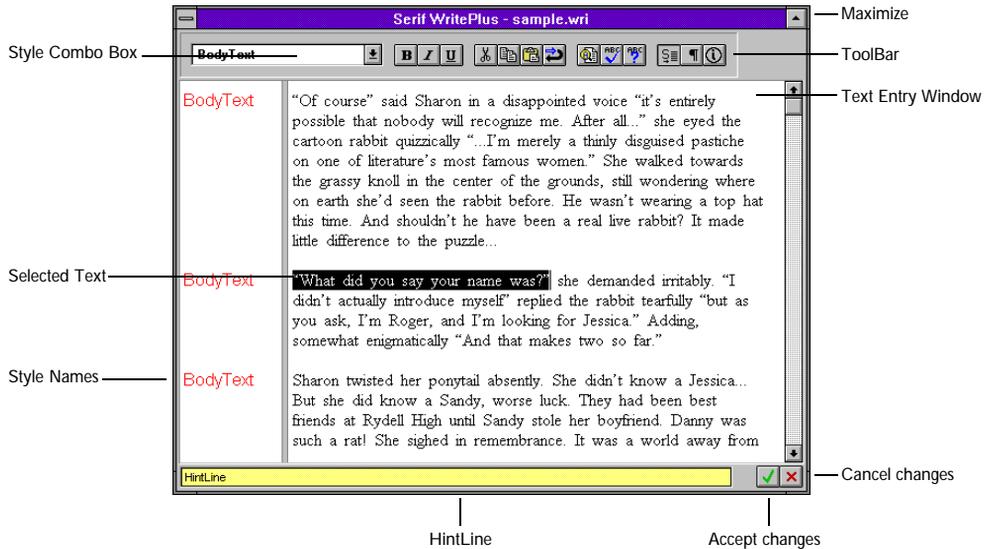
At the bottom left of the WritePlus window is a yellow HintLine. Watch the HintLine as you move the mouse around WritePlus: you'll see a quick on-line description of each area. For a helpful description of the function of each button on the WritePlus ToolBar, pause the mouse cursor over a button for a few seconds. Just like in PagePlus, a yellow ToolHint will appear to describe the function of the button.

Demo

If you'd like a quick tour of WritePlus, view the WritePlus demo, accessible by selecting **Help/PagePlus Demos....** This visually covers everything from this chapter and is a great way to learn about WritePlus before you begin to use it.

The WritePlus Window

When you start WritePlus, the working window looks like this.



The ToolBar at the top of the window contains a selection of tools for working with WritePlus. It's divided into four distinct areas. The first area contains tools for applying text styles and formatting, the second area gives access to the Windows clipboard, the third area contains proofing tools, and the fourth area deals with display options and information.

For an exact description of each button on the ToolBar, explore using ToolHints. Hold the mouse cursor over a button and wait a second for the ToolHint to appear.

Customizing the display

The WritePlus window is easily customizable. It can be resized and moved like any normal window to suit your method of working. For intensive text editing, it's usual to use WritePlus maximized to full screen (click the maximize button).

The stylename window, left of the text entry window can be turned on and off using the **Stylenames** button on the WritePlus ToolBar. Turn it on

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if you need to see the named text style applied to each paragraph, off if you need maximum working area.

The **Show/Hide Paras** button allows you to turn on and off display of space, tab and paragraph characters.

Starting WritePlus

WritePlus is designed to be easily accessible from many areas of operation within PagePlus. It can be started in the following ways:

- By clicking the WritePlus button on the Status bar within PagePlus
- By double-clicking on any free text, frame text or text frame with the pointer tool
- By double-clicking on any free text, frame text or text frame using the text tool
- By double-clicking on a blank page or pasteboard area with the text tool
- By selecting Start WritePlus from the Frame Assistant
- By selecting WritePlus from the Serif Add-Ons Assistant

These operations have different effects if you have free text, frame text or no object selected.

Free text

Free text is simple, it's handled as a single block. Double-clicking on a free text block or starting WritePlus with a free text block selected will only edit that block. If you double-click with the text tool on a blank area of the page or pasteboard, a new block of free text will be created.

Frame text

Text located within a frame or group of connected frames is dealt with as a "story". You can have any number of different stories within a publication. Take a newspaper for example; it has many different stories covering many different topics.

If you have a frame or a block of frame text selected, starting WritePlus from its button or from an Assistant will mean that the selected story will be opened within WritePlus.

If you start WritePlus with no text selected, the Story Manager will open. It's designed to allow you to either edit a previously created story or create a new one.

Story Manager



To edit a previously created story, double-click on the story name. If you decide to create a new story, WritePlus will create it as "untitled". The title can be changed at any time using the **Information** button, far right on the WritePlus ToolBar. For maximum flexibility, WritePlus allows you to create multiple stories with the same title.

Closing and updating

To close WritePlus, use the buttons at the bottom right-hand corner of the window. The **Accept changes** (green check mark) button will close WritePlus, accept the changes and update PagePlus with any text you've edited or created. The **Cancel changes** (red x-mark) button will close WritePlus and ignore any changes that you made.

You can also use the standard Windows control box to close WritePlus. If you do, you will be asked if you want to update or abandon changes.

Editing & Creating Text

WritePlus is designed for fast text editing and creation so it uses standard Windows cursoring controls for moving through the text. If you're familiar with using standard Windows accessories like Write or Notepad you'll immediately be familiar with WritePlus.

Click on the text entry window to select an insertion point and click and drag to select text for editing.

If you want to end a line at a specific position without creating a new paragraph or insert blank lines, press the **CONTROL** key and hit **RETURN**.

WritePlus can be used to insert special characters using the PagePlus character shortcuts. See the *Appendices* chapter for more information.

Using the clipboard

WritePlus can cut, copy and paste text using the Windows clipboard. Use the cut, copy and paste buttons from the WritePlus ToolBar or use Windows shortcut keys to move a selection of text to and from the clipboard. This is useful for editing text within a story or for moving text between stories or between WritePlus and other Windows applications.

Using styles

WritePlus allows you to apply a named text style to a paragraph, multiple paragraphs or an entire story.

WritePlus works with paragraphs blocks so to create a new paragraph, hit the **RETURN** key twice. This will allow different named style to be applied to each block.

The Style list box at the top left of the WritePlus window is used to change the style of text in a paragraph.

► To change the text style of a paragraph in WritePlus.

1. Place the insertion point cursor anywhere in the paragraph you wish to change.

You do not need to highlight any text.

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2. Click on the down arrow next to the styles list with the style name displayed.

A list of styles is displayed.

3. Select a style from the list.

The list will automatically disappear when a style is selected. The paragraph will immediately change to the selected style without asking for confirmation.

To apply a style to multiple paragraphs, drag down the style name window to select the blocks, then choose a text style from the list box.

To apply a style to the entire story, double-click on the style name window to select all the text, then choose a text style from the list box.

If you've customized the display by turning off the style names window, you can still apply a named text style to a paragraph by selecting and choosing a style from the styles list box. You'll still be able to check which styles are used, because the styles list box displays the style of the currently selected block and WritePlus provides a visual approximation of a style in the text entry window.

Bold, Italic, Underline

WritePlus can be used to apply bold, italic and underline formatting to any text selection. Select an area of text then use the appropriate formatting button from the WritePlus ToolBar.

Undo

If you make a mistake and need to undo your last action in WritePlus, click the **Undo** button from the ToolBar.

Proofing Tools

WritePlus provides a full compliment of proofing tools which can be invaluable during the writing process. There are tools for searching for and replacing text, correcting mistakes and suggesting alternative words.

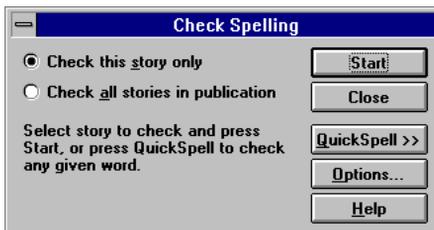
Find & Replace



Find & Replace is used to search for and change text within a story or within all the stories in a publication. It's invaluable if you need to change a word or definition which you've used throughout a story or publication. It's directly accessible from the WritePlus ToolBar by clicking the **Find & Replace** button.

For more information on using Find & Replace, see the *Menus* chapter of this HandBook.

Spell Check

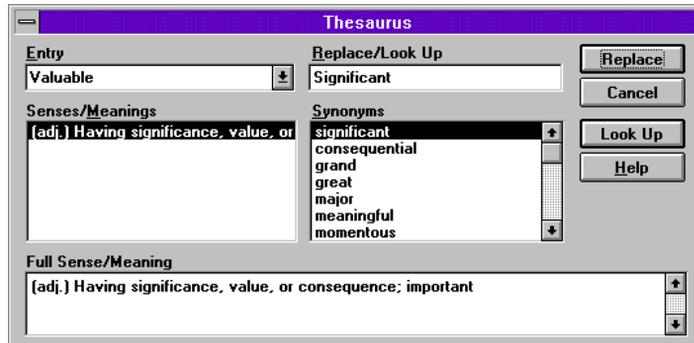


WritePlus gives you access to the PagePlus Spell Check dialog. It allows you to check the spelling of all the stories in a publication, a single story or a single word. It can be used to check spelling as a final editing process

or, with the QuickSpell option, to give an instant check. To check spelling, click on the **Spell Check** button on the WritePlus ToolBar.

For more information on using Spell Check, see the *Menus* chapter of this HandBook.

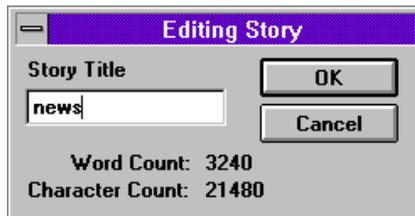
Thesaurus



Click on the **Thesaurus** button on the WritePlus ToolBar for suggestions of alternative words. The thesaurus dialog allows you to find synonyms, definitions and variations of words to use in your story within WritePlus.

For more information on using Thesaurus, see the *Menus* chapter of this HandBook.

Information



The Information button on the WritePlus ToolBar is used to check or alter the title of the story and also gives word and character count information for that story.

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