Write

A word-processing application you can use to create and print documents.

application Control-menu

Restore	Restores the application window to its former size.
Move	Moves the application window to another location.
Size	Changes the size of the application window.
Minimize	Shrinks the application window to an icon.
Maximize	Enlarges the application window to its maximum size.
Close	Closes the application window.
Switch To...	Starts Windows Task List.

title bar　　　Write - PICNIC.WRI

Contains the title of the application running in the window, in this case Write. The title bar also shows the name of the file that's open.

▶　　Drag the title bar to move an application window on the screen.

Minimize button

▶ Click the Minimize button to shrink the Write window to an icon.

Maximize button

▶ Click the Maximize button to enlarge the Write window to its maximum size.

File Menu

File

New	Creates a new file.
Open...	Opens an existing file.
Save	Saves changes to the current file.
Save As...	Saves a new file or an existing file under a new name.
Print...	Prints the current document.
Printer Setup...	Sets printer options for Write before printing.
Repaginate...	Repaginates a document and shows page breaks.
Exit	Exits Write and closes the Write window.

Edit Menu

Edit	
<u>U</u>ndo	Undoes your last typing, editing, or formatting action.
Cu<u>t</u>	Cuts text or graphics and places it onto the Clipboard.
<u>C</u>opy	Copies text or graphics from your document onto the Clipboard.
<u>P</u>aste	Pastes a copy of the Clipboard contents at the insertion point.
<u>M</u>ove Picture	Moves a picture horizontally.
<u>S</u>ize Picture	Changes the size of a picture.

Search Menu

Search	
<u>F</u>ind...	Finds specified text in a write document.
<u>R</u>epeat Last Find	Repeats the last search without opening the Find dialog box.
<u>C</u>hange...	Searches for and changes specified text.
<u>G</u>o To Page...	Goes to a specific page in the document.

Character Menu

Character	
Normal	Changes the character style to normal.
Bold	Changes the character style to bold.
Italic	Changes the character style to italic.
Underline	Underlines text.
Superscript	Positions text above other text.
Subscript	Positions text below other text.
1. AvantGarde	
2. Courier	Changes the character format to a different font.
3. Bookman	
Reduce Font	Reduces the font size to the next available size.
Enlarge Font	Increases the font size to the next available size.
Fonts...	Changes the font size to one not shown on the menu.

Paragraph Menu

Paragraph	
Normal	Changes the formatting to single-spaced and left-aligned.
Left	Aligns paragraphs or pictures with the left margin.
Centered	Centers paragraphs or pictures between the margins.
Right	Aligns paragraphs or pictures with the right margin.
Justified	Aligns paragraphs with both the left and right margins.
Single Space	Changes line spacing to single-spaced.
1 1/2 Space	Changes line spacing to 1 1/2 lines.
Double Space	Changes line spacing to double-spaced.
Indents...	Sets left, right, and first-line indents for an entire paragraph.

Document Menu

Document	
Header...	Creates a header for the printed document.
Footer...	Creates a footer for the printed document.
Ruler On	Displays the Ruler at the top of the window.
Tabs...	Sets left-aligned and decimal tabs.
Page Layout...	Sets page layout options.

Help Menu

Help	
Index	Displays an alphabetical list of all Help topics.
Keyboard	Displays Help on Write key combinations.
Commands	Displays Help on Write commands.
Procedures	Displays Help on Write procedures.
Using Help	Displays information about Windows Help.
About Write ...	Displays important information about Write.

menu bar   File   Edit   Search   Character   Paragraph   Document   Help

Contains the names of all the Write menus.

▶   Click a menu name to display the menu commands.

scroll arrow

An arrow on either end of a scroll bar used to move the contents of the window or list box.

▶   Click a scroll arrow to move the contents.

scroll bar

A bar that appears at the right and/or bottom edge of a window whose contents aren't completely visible. Each scroll bar contains two scroll arrows and a scroll box, which allow you to move the contents of the window or list box.
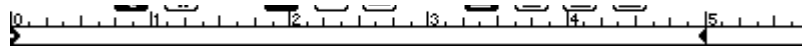
▶ Click a scroll bar to move the contents one screen.

scroll box

A small box in a scroll bar. The scroll box shows the position of what's currently in the window or list box relative to the contents of the entire file or list.

▶ Drag the scroll box to display another part of the contents.

Ruler

Displayed across the top of the window when you choose the Ruler On command from the Document menu. Use the Ruler to view and apply paragraph formatting.

left tab icon

Sets a left-aligned tab. Characters are inserted to the right of the tab stop.

▶ Select the icon and then click the Ruler where you want the tab to appear.

decimal tab icon   ⬆️

Sets a decimal tab.

When you type text at a decimal tab stop, the characters you type are inserted to the left of the tab stop until you type a decimal point. The decimal point is inserted at the tab stop, and any additional characters you type are inserted to the right of the decimal point.

▶   Select the icon and then click the Ruler where you want the tab to appear.

single space icon

Formats paragraphs single spaced.

▶ Click the icon to format selected paragraphs or a paragraph in which the insertion point appears.

1 1/2 space icon

Changes line spacing of paragraphs to 1 1/2 spaces.

▶ Click the icon to format selected paragraphs or a paragraph in which the insertion point appears.

double space   ⊟

Formats paragraphs double spaced.

▶ Click the icon to format selected paragraphs or a paragraph in which the insertion point appears.

left aligned icon

Aligns paragraphs or pictures with the left margin.

▶ Click the icon to format a selected paragraph or picture, or a paragraph in which the insertion point appears.

centered icon   ≡

Centers paragraphs or pictures between the left and right margins.

▶   Click the icon to format a selected paragraph or picture, or a paragraph in which the insertion point appears.

right aligned icon

Aligns paragraphs or pictures with the right margin.

▶ Click the icon to format a selected paragraph or picture, or a paragraph in which the insertion point appears.

justified icon

Aligns paragraphs with both the left and right margins.

▶ Click the icon to format a selected paragraph or picture, or a paragraph in which the insertion point appears.

left indent marker   ➤   **first line indent marker**
»

left indent marker	indents paragraphs from the left margin.
first line indent marker	indents the first line of paragraphs. By default, the first line indent marker appears as a small white square on top of the left indent marker.

▶   Drag the left indent marker to change the indent of selected paragraphs, or a paragraph in which the insertion point appears.

▶   Drag the first line indent marker to change the indent of the first line in selected paragraphs, or a paragraph in which the insertion point appears.

right indent marker   ◀

Indents paragraphs from the right margin.

▶ Drag the right indent marker to change the indent of selected paragraphs, or a pagraph in which the insertion point appears.

text   Swimming, boating, fishing, volleyball and
             baseball games

Text you type appears in the Write window.

►   Place the insertion point where you want text to appear and start typing.

selected text　　`Two music stages`

Text that is highlighted with key combinations or with the mouse. You select text before carrying out an action such as copying the text or changing its character formatting.

▶　　Point to the first character you want to select, drag the pointer, and let go of the mouse button at the last character you want to select.

insertion point |

The place where text will be inserted when you type. The insertion point appears as a flashing vertical bar in the Write window. The text you type appears to the left of the insertion point, which is pushed to the right as you type.

▸   Click the mouse pointer in a body of text to move the insertion point.

picture

Example of a picture that has been created in another Windows application and pasted into this Write document.

▶ Click the picture to select it.

mouse pointer   I

The cursor on the screen that follows the mouse's movement and indicates which area of the screen will be affected when you click the mouse's button. The pointer appears as an I-beam when it's over text and as a pointer when it's in the selection area.

▸   Move the mouse to move the pointer.

selection area

Invisible area that extends vertically along the left margin of the Write window. Use the selection area to select blocks of text. The mouse pointer slants to the right when it is in the selection area.

document end marker ¤

Marks the end of the document.

manual page break --

A page break you insert.

Page breaks divide one printed page from another. A manual page break is marked by a dotted line whereas an automatic page break is marked by double arrows at the left edge of the window.

► Press CTRL+ENTER to insert a page break.

automatic page break »

Page break inserted when you print or choose the Repaginate command from the File menu.

Page breaks divide one printed page from another. An automatic page break is marked by double arrows at the left edge of the window whereas a manual page break is marked by a dotted line.

▶   Choose Repaginate from the File menu to view or change automatic page breaks.

page status area | **Page 1**

Shows the page number of the text appearing at the top of the window.

▶ Choose Repaginate from the File menu to view pagination in your document.

application window

The main window for an application, in this case the Write window. It contains the application's menu bar and main workspace. The Write application window can contain text or graphics.

window border

The outside edge of a window.

▶ Drag the window border to change the size of the window.