

## Contents



[Index](#)



[Tips](#)



[File](#)



[Edit](#)



[Insert](#)



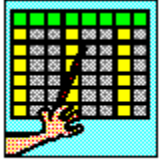
[View](#)



[Format](#)



[Utilities](#)



[Tables](#)



[Window](#)



[Help](#)



[ReadMe!](#)

## **File Menu**

[Overview](#)

[New](#)

[New From Template](#)

[Open](#)

[Close](#)

[Save](#)

[Save As](#)

[Save Selection As](#)

[Revert to Saved](#)

[Delete](#)

[Print](#)

[Print Setup](#)

[Send Fax...](#)

[Link to Style Sheet](#)

[Save Styles As](#)

[Documents](#)

[Exit](#)

## **Edit Menu**

[Overview](#)

[Undo](#)

[Cut](#)

[Copy](#)

[Copy Visual](#)

[Paste](#)

[Paste Special](#)

[Delete](#)

[Select All](#)

[Find](#)

[Repeat Last Find](#)

[Replace](#)

[Go To](#)

[Overtyping Mode](#)

## Insert Menu

[Overview](#)

[Document](#)

[Picture](#)

[Date/Time \(fixed\)](#)

[Break](#)

[Special Character](#)

[Field](#)

## View Menu

[Overview](#)

[View](#)

## **Format Menu**

[Overview](#)

[Character](#)

[Paragraph](#)

[Document](#)

[Define Paragraph Style](#)

[Define Character Style](#)

[Style Information](#)

## Utilities Menu

[Overview](#)

[Menu Language](#)

[Keyboard Maps](#)

[Spell Check](#)

[Thesaurus](#)

[Hyphenate](#)

[Berlitz® Interpreter™](#)

[Print Merge](#)

[Word Count](#)

[Save](#)

[User Dictionaries...](#)

[Default Language...](#)

[Arabic...](#)

[Ruler Origin](#)

[Units of Measure](#)

[Keyboards](#)

[Inheritance](#)

[Field Foreground](#)

[Field Background](#)



## Tables Menu

[Overview](#)

[Insert Table..](#)

[Insert Row](#)

[Insert Column](#)

[Delete Table](#)

[Delete Row](#)

[Delete Column](#)

[Select Table](#)

[Select Row](#)

[Select Column](#)

[Select Cell](#)

[Size...](#)

[Borders and Shading...](#)

[Format Table...](#)

[Split Table](#)

[Gridlines](#)

# Window Menu

[Overview](#)

[Window Options](#)

## Help Menu

[Overview](#)

[Contents](#)

[Search for Help on ...](#)

[How to Use Help](#)

[About Accent](#)

## Tips

[Accent window description](#)

[ActionBar](#)

[StyleBar](#)

[Status bar](#)

[Ruler](#)

[Keyboard shortcuts](#)

[Mouse techniques](#)

[Tips for typing in a word processor](#)

[Customizing Accent](#)

[Fonts](#)

[Inherit](#)



## **Important note**

This document describes Accent Professional. Accent Professional includes premium features that may not be included in this LanguageWare product.

For more information., see How to Upgrade from the Help menu

File menu



## Overview

The File menu provides access to commands necessary for manipulation and maintenance of document files. For example, you can create, delete and print documents from the File menu.

File	
<b>New</b>	
New From Template...	
Open...	Ctrl+F12
Close	Ctrl+F4
Save	Shift+F12
Save As...	F12
Save Selection As...	
Revert to Saved	
Delete...	
Print...	Shift+Ctrl+F12
Print Setup...	
Link To Style Sheet...	
Save Styles As...	
1 C:\FORM.ACC	
2 C:\DATA.ACC	
3 C:\FAX.ACC	
4 C:\MEMO.ACC	
Exit	Alt+F4



## New

**Located under:** File menu

**Use:** To open a new blank document.

<b>Parameters</b>	<b>Description</b>
-------------------	--------------------

---

<b>None</b>	The number of open documents is limited only by your available memory.
-------------	--

### Comments

1. A new blank document will appear.






## New From Template

Located under: **File menu**

**Use:** To open a new document based on an existing Template. While it may appear as though you have opened an existing document, Accent has merely copied the template contents into a new untitled document that you can edit, save and print as you would any Accent document.

A document template is a pattern document that can contain both styles and text. Document templates can be useful in many ways. For example, you can use document template to create your company's fax cover sheet.



**Panache Catering** **Fax Cover Sheet**

11-11 Tomberland Road  
Bristol B52 1NL, UK  
0202-123-123

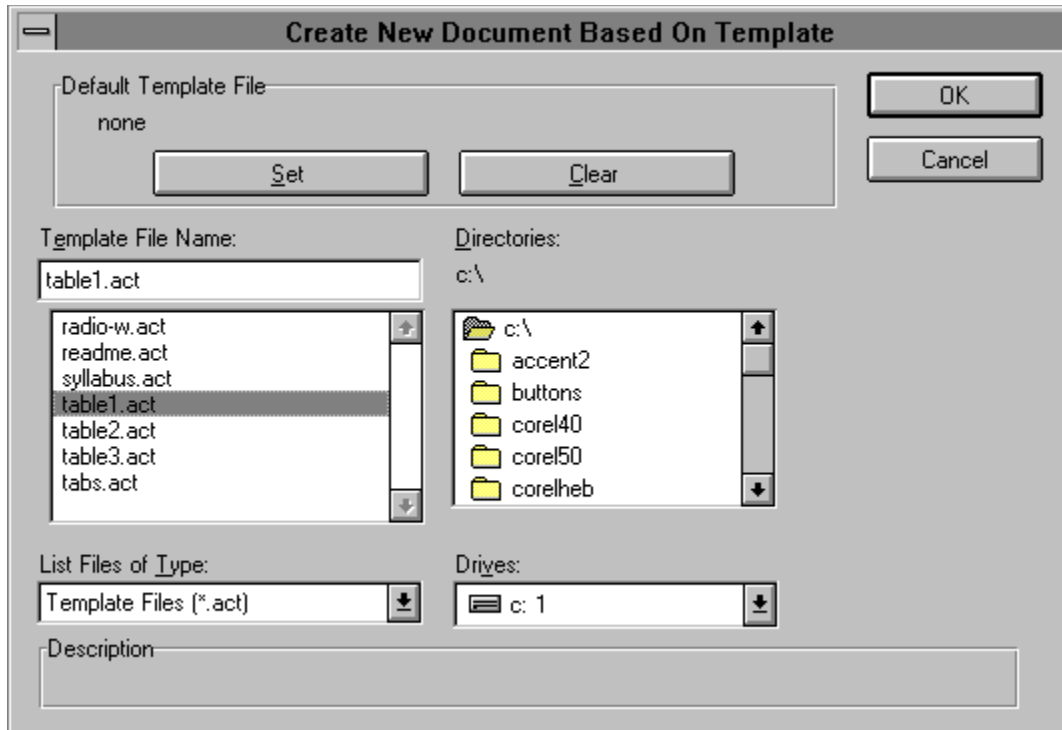
---

To:  
Company:  
Phone:  
Fax:

Create a Accent document with styles and relevant information (such as a company logo), then save it as a template by choosing Template files (\*.act) from the Save Files As Type option in the Save As dialog box. Each time you send a fax, open a document with the New From Template command and choose this template. A new document will appear with the stored information already typed, you just fill in the blanks.



New from Template



Parameters	Description
<b>Default Template File</b>	<p><b>Set</b> – To set the selected document to be the default template.</p> <p>When you choose New From Template from the File menu and a default template is set, the dialog box will appear and the default template will be highlighted. You may then click on OK to open from the default template or choose a different template.</p> <p>When you click the New From Template button on the ActionBar and a default template is set, a new document is automatically opened from the default template (no dialog box appears).</p>
<b>Clear</b>	<p>There will be no default template. When you click the New From Template button on the ActionBar, the dialog box will appear and you may then choose the template that you wish to open.</p>
<b>File Name</b>	<p>Name of file to open. Filenames are not case sensitive. If you do not type a file extension, the default extension, act, will be added automatically.</p> <p>The number of open documents is limited only by your available memory.</p>
<b>Directories</b>	<p>Select a directory from the current drive.</p>
<b>List Files of Type</b>	<p>*.act – List templates created in Accent (files with a act extension).</p> <p>*.* – List all files.</p> <p>Default: *.act</p>
<b>Drives</b>	<p>Select a drive from the list.</p>
<b>Description</b>	<p>Line of text describing the contents of the highlighted file. Descriptive text about a file is entered in the Description box in the <u>Save As</u> and <u>Save Selection As</u> dialog boxes.</p>
<b>Comments</b>	<ol style="list-style-type: none"> <li>1. A new untitled document will appear with the contents (i.e., text and formatting instructions) of the Template you have chosen.</li> </ol>

2. If a default template is set, when you click the New From Template button from the ActionBar you will not receive the template dialog box; instead your default template will be opened. However, the dialog box will always appear when you choose New From Template from the menu.
3. To change the default template, choose New From Template from the File menu and choose a different, or no, template as the default.
4. To create a document template: create a new document with text and formatting instructions that you will use frequently.

[For example, a fax coversheet would be a useful item to make into document template. To create it, open a new document; then, create a header style and text style. Type the relevant company information as a header; then... ]

From the File menu, choose Save As. The Save As dialog box will appear. Type a name in the File Name box and select the template files (\*.act) from the Save Files As Type Options box. Choose OK.

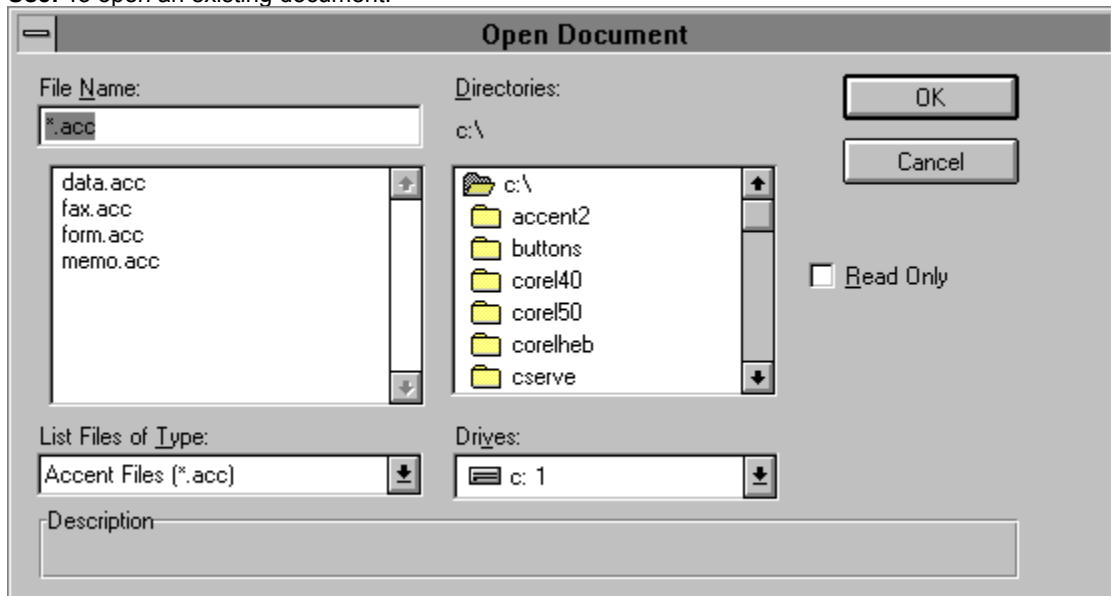


## Open

**Located under:** File menu

**Keyboard accelerator:** CTRL+F12

**Use:** To open an existing document.



Parameters	Description
<b>File Name</b>	Name of file to open. Filenames are not case sensitive. If you do not type a file extension, the default extension, ACC, will be added automatically. The number of open documents is limited only by your available memory. <b>Values:</b> 1-8 characters, plus a file extension of up to 3 characters
<b>Directories</b>	Select a directory from the current drive.
<b>List Files of Type</b>	*.acc – List files created by Accent (files with a acc extension). *. * – List all files. All formats that Accent imports and exports. Default: *.acc
<b>Drives</b>	Select a drive from the list.
<b>Read Only</b>	<input checked="" type="checkbox"/> Protects the document from accidental changes. To save the document with changes you must save it with a different name (see <a href="#">Save As</a> command). <input type="checkbox"/> Allows overwriting the current document and saving any changes you make. <b>Default:</b> Off (i.e., allow overwriting).
<b>Description</b>	Line of text describing the contents of the highlighted file. Descriptive text about a file is entered in the Description box in the <a href="#">Save As</a> and <a href="#">Save Selection As</a> dialog boxes.

If the filename you want is not visible:

- a. If you are in the correct directory, change the List Files of Type to \*.\* to view all files.
- b. If you still do not find the file, try a different directory or drive.

### **Related Topics:**

[File Importing](#)

[Import procedure](#)

[Importing ASCII files](#)



## File importing

Accent can import and export files of other word processing formats. For example, if you work in WordPerfect™, you will be able to access your WordPerfect™ documents from Accent. After you update your document in Accent, you can save it as an Accent file, a WordPerfect™ file or another file format, such as Word for Windows™ or ASCII.

If you open a non-Accent file using the wrong conversion format, you are likely to see many unrecognizable characters. These characters are formatting instructions from the original application.

You may convert only file formats supported by Accent. Open the List Files of Type combo box to see the supported formats and to choose the group of files with the file extension that interests you. If the file format that you need is not listed in the List Files of Type combo box, try saving the file in the program that you are importing from in either ASCII or RTF format. Then import the file into Accent as an ASCII or RTF file. If the program that you are importing from is a Windows program, you may also try copying the document to Window's clipboard, and pasting it into Accent.

**Note:** The Accent conversion filters produce the best results when importing RTF files. Therefore, it is a good idea to export from another word processor to RTF format, and then to Accent.

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### Related Topics:

[Import procedure](#)  
[Importing ASCII files](#)



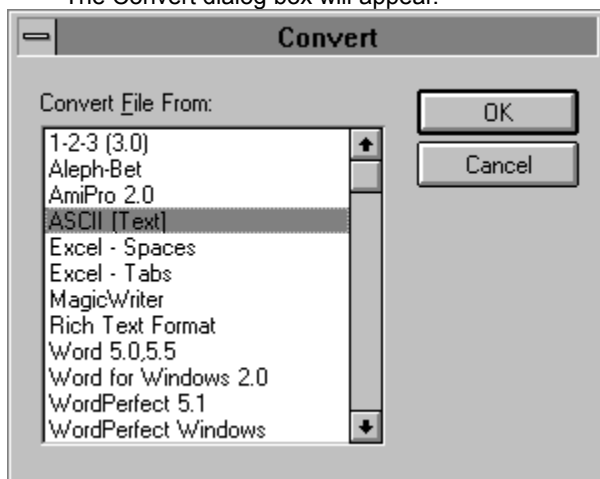
## Import procedure

### To import a file (to open a file with a non-Accent format):

You open an imported file as you would an Accent file.

1. From the File menu, choose open, (CTRL+F12).
2. From the List files of type box, select the type of files you want to display.  
If you are looking for a file extension that does not appear in the list, type \*.\* to list all files.
3. In the Filename box, type or select the file you want to open; then, click OK.

The Convert dialog box will appear.



4. Choose the correct file format from the list; then click OK.

The file will be converted and opened as an untitled Accent document.

### **Related Topics:**

- [File Importing](#)
- [Importing ASCII files](#)



## Importing ASCII files

Accent provides excellent filters for importing text (ASCII) files to Accent format. These filters are available by choosing Open... from the File menu.

The dialog box always remembers the settings you chose the last time you used the filters. Once you choose the options that suit your needs, you needn't bother resetting the options each time you want to import or export ASCII files.

### ASCII Import Filter

The ASCII import filter is used to convert a text file to Accent format, that is, to read a text file into Accent. Once read in, it can be printed, edited, saved, etc., just like any other Accent document. The dialog box for the filter looks like this:

#### Code Page

If the original file was created using a DOS-based text editor or word processor, then the text document is probably using one of the IBM code pages, such as IBM CP 850 or IBM CP 437.

#### Language

Choose the language with which you want to mark the Accent file created from the text file. The entire



document will be marked in this language. Of course, once the file is read into Accent, you can change the language markings in any way you want.

### **Undefined Characters**

Lets you choose what to do with problematic characters. In converting a text file created with a DOS program to a Windows code page, for example, there may be some characters that are undefined or unusable under Windows. There are three options:

*Convert Undefined Characters* lets you choose a single substitute character for all undefined characters in the input file.

*Drop Undefined Characters* lets you throw away undefined characters.

*Convert to Most Similar 7-Bit Character* tells Accent to convert each undefined character it finds to the nearest 7-Bit ASCII equivalent.

### **Ascii File's Layout Order**

Choose Visual, Reversed Visual (Mirror), or Logical order.

### **Create Accent Paragraph**

*For Each Ascii Line* creates a Accent paragraph for each line of the text file (i.e., for each sequence of characters in the text file that ends with a carriage return).

*For Each Blank Line* groups input lines together to form paragraphs. Under this option a blank or empty line in the input file is interpreted as the end of the paragraph. This is the option one would usually choose if the resulting Accent document is to be edited.

Grouping ASCII lines together to form Accent paragraphs will probably change the formatting of the document, because the display algorithms of Accent break lines depending on font size, page width, etc.

### **Final Character Direction**

This option sets the direction attribute for imported characters.

### **Space Stripping**

Deletes leading spaces and/or trailing spaces. Leading spaces are the spaces on the left side of the line; trailing spaces refer to the spaces at the end of the line.

### **Font Type**

Choose to bring in the document in a proportional font or a mono-spaced font. Usually, one works in Accent using proportional fonts. However, if you are importing an ASCII file that has tables and you want the numbers or words in the table cells to line up, you might choose mono-spaced fonts.



## Close

**Located under:** File menu

**Keyboard accelerator:** CTRL+F4

**Use:** To close the active document.

### Comments

1. If any changes have been made in the document since it was last saved, a message box will appear to ask if you want to save changes.



## Save

**Located under:** File menu

**Keyboard accelerator:** SHIFT+F12

**Use:** To save the active document. If the document is untitled, the Save Document As dialog box will appear. See [Save As](#).

### Comments

1. If the document has been saved before with the same name and in the same location, the current version will write over the previous version.

### Additional information

1. Options list, Utilities menu, [Save](#) to create backups and set automatic saves.

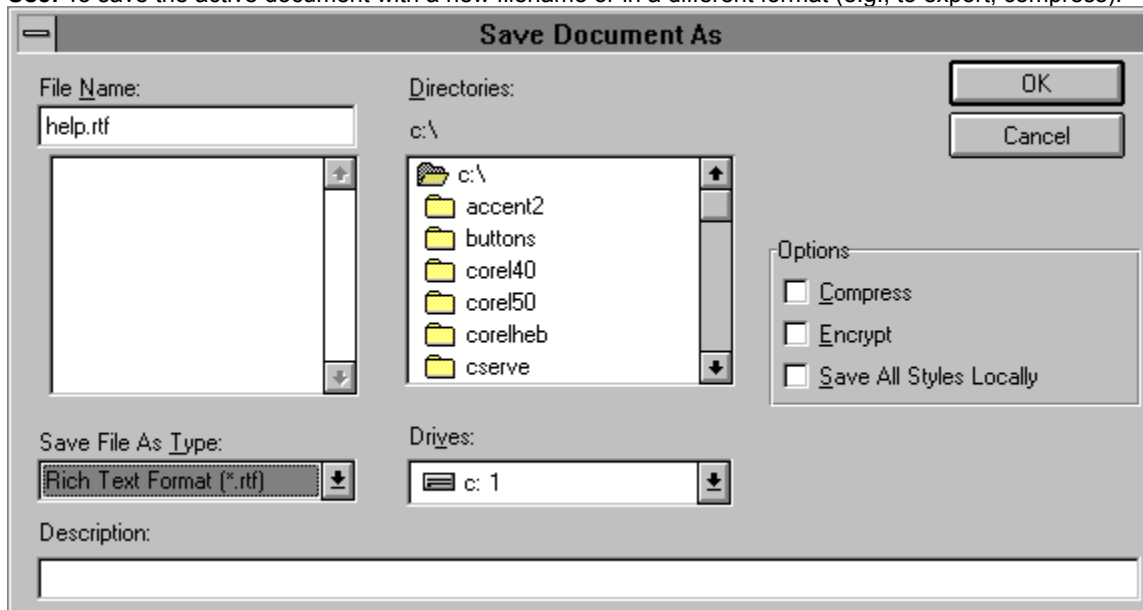


## Save As

**Located under:** File menu

**Keyboard accelerator:** F12

**Use:** To save the active document with a new filename or in a different format (e.g., to export, compress).



Parameters	Description
<b>File Name</b>	Enter new filename for document. Filenames are not case sensitive. If you do not type an extension, the default extension, acc, will be added automatically. <b>Values:</b> 1-8 characters, plus a file extension of up to 3 characters
<b>Directories</b>	Select a directory from the current drive.
<b>Save File As Type</b>	*.acc – Save the file in Accent format. *.act – Save the file as an Accent template. *. * – Save the file in a non-Accent format supported by Accent. <b>Default:</b> *.acc
<b>Drives</b>	Select a drive from the list.
<b>Compress</b>	<input checked="" type="checkbox"/> Compress the file to save space on your disk. <input type="checkbox"/> Do not compress. <b>Default:</b> Do not compress. Does not apply to files of non-Accent format. Accent uses the LZW (Lempel-Ziv-Welch) data compression algorithm.
<b>Encrypt</b>	<input checked="" type="checkbox"/> Secure the file by encrypting it with a password. Enter your password in the Document Security box that will appear when you click OK. <b>Warning:</b> No one, including you, will be able to retrieve the file without the password; do not forget the password. <input type="checkbox"/> Do not encrypt.

**Default:** Do not encrypt.

Does not apply to files of non-Accent format.

**Save All Styles Locally**

- Merge all external styles to the local style sheet. The external style sheet still exists in a separate file, but is not linked to your document.
- Do not merge external styles to the local style sheet.

**Default:**  – off.

**Description** Enter descriptive text about the file you are saving.

In any file dialog box (Open, Save As, Save Selection As, etc.), when you highlight a file that has descriptive text attached, the descriptive text will appear in the description box.

**Related Topics:**

[File Exporting](#)

[Exporting ASCII files](#)



## File exporting

Accent can import and export files of other word processing formats. For example, if you work in WordPerfect™, you will be able to access your WordPerfect™ documents from Accent. After you update your document in Accent, you can save it as an Accent file, a WordPerfect™ file or another file format, such as Word for Windows™ or ASCII.

To export a file to another application, you simply save it (using the Save As command from the File menu) as the proper file format. You may convert only to file formats supported by Accent. From the Save File As Type combo box (in the Save As dialog box), choose the appropriate file format.

The file will be converted and saved in the word processing format that you chose. There is no default file extension. It is recommended that you type an appropriate file extension to indicate the file format. For example, if you are creating a WordPerfect™ document, you might use a WPF extension.

The data compression and encryption options do not apply to export files (files of non-Accent format).

### Related Topics

[Exporting ASCII files](#)



## Exporting ASCII files

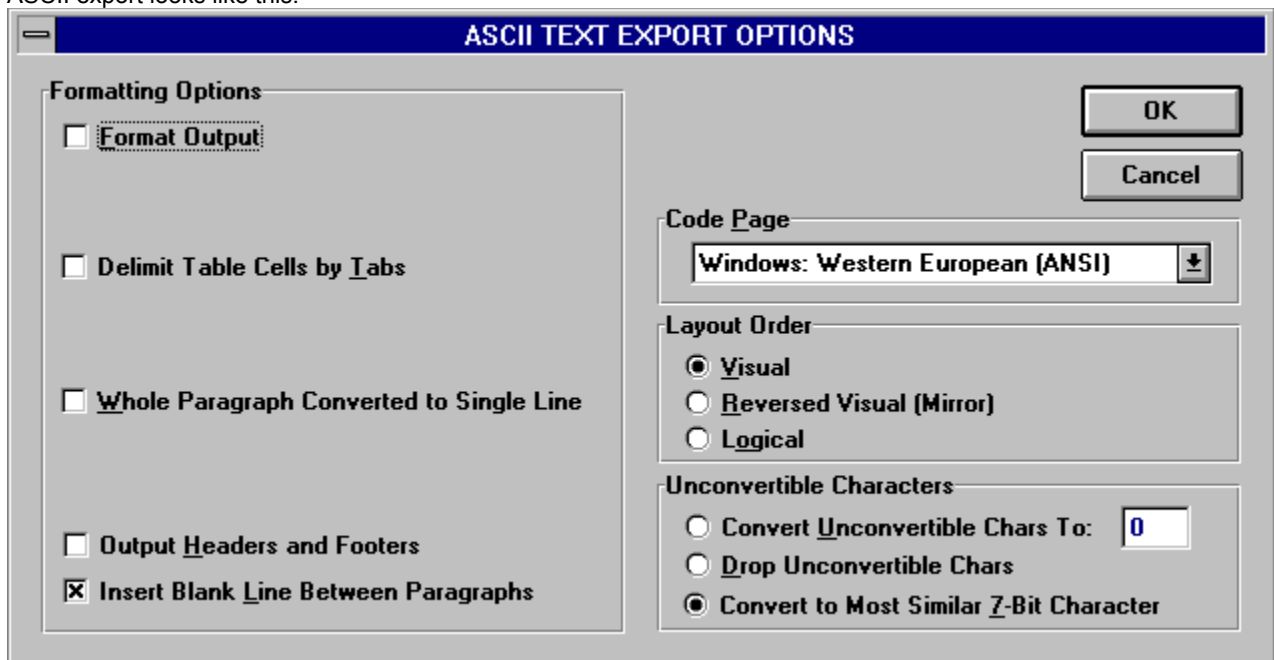
### ASCII Export filter

Accent provides excellent filters for exporting Accent documents to text. These filters are available by choosing **Save As...** from the File menu.

The dialog box for exporting files contains many settings which are explained below. The dialog box always remembers the settings you chose the last time you used the filters. Once you choose the options that suit your needs, you needn't bother resetting the options each time you want to import or export ASCII files.

### ASCII Export filter

As with ASCII import, the filter remembers your option choices from one use to another. The dialog box for ASCII export looks like this:



### Format Output

This side of the dialog box displays different options, depending on whether Format Output is selected or not. Whether or not Format Output is selected, the following options are always available:

**Output Headers and Footers:** You can choose to output the headers and footers for each page of your document.

**Insert Blank Line Between Paragraphs.** This option asks the filter to add an extra blank line between paragraphs. In Windows word processors like Accent, the space between paragraphs is achieved by setting Line Spacing Before and After. To get a visual separation between paragraphs in the ASCII file, this option has been provided.

When Format Options is not selected, the following options are available:

*Delimit Table Cells By Tab*: If your file includes tables, selecting this option will place a tab at the end of each cell in your exported ASCII file.

*Whole Paragraph Converted to Single Line* tells the filter to disregard paragraph formatting and to output each paragraph as a single, possibly very long, line of text, terminated by a carriage return. A five paragraph document would be translated to a five line text file (not counting lines inserted between paragraphs, if that option is chosen; see below). This option is useful for programs that will reformat the paragraph in any case, such as e-mail systems.

When Format Output is selected the dialog box appears as follows:

*Max Characters per Line* lets you to enter the page width by entering the maximum number of characters to output in a single line of text. You can ask the filter to decide the page width based on the page width of the Accent document, by setting Max Characters Per Line to 0 (zero).

**Note:**When the filter calculates page width, it assumes an ASCII file font width of 10 characters per inch; the same size as Courier New, 12 point.

*Lines per Page* lets you set the number of lines on the exported page. Zero (0) means no pagination.

*Preserve Columns* If your document has columns, this option will simulate your column formatting.

*Show Borders* simulates paragraph borders in your ASCII export file.

*Symbol for Vertical Lines* lets you choose any character on the keyboard to simulate vertical paragraph or table borders.

*Indentation by Adding Spaces* tells the filter to pad the text lines with spaces so that the resulting text file will appear with the same alignment as the original Accent file. Paragraphs will appear to have right, left, fill, and center alignment exactly as in the original document. Paragraphs will also have the same indentation from the margins as in the Accent document.

*Margins and Indentation by Adding Spaces* goes one step further; it tells the filter to not only simulate the indentation and alignment by padding the text lines with spaces, but also the left and right page margins are simulated by adding spaces.

*No Indentation* tells the filter not to add any spaces to the text lines. All lines will be flush left and all alignment and indentation is lost. Remember: Accent, like other Windows word processors, does not achieve its alignment and indentation by adding spaces to the text you enter, but by sophisticated display algorithms.

The other selections in the ASCII Text Export Options dialog box include:

### **Code Page**

Lets you choose how the characters and letters are encoded.

### **Layout Order**

As above, under ASCII Import Filter, choose Visual, Reversed Visual (Mirror), or Logical order.

### **Unconvertible characters**

Deals with converting characters that do not exist in the destination code page. The three options available



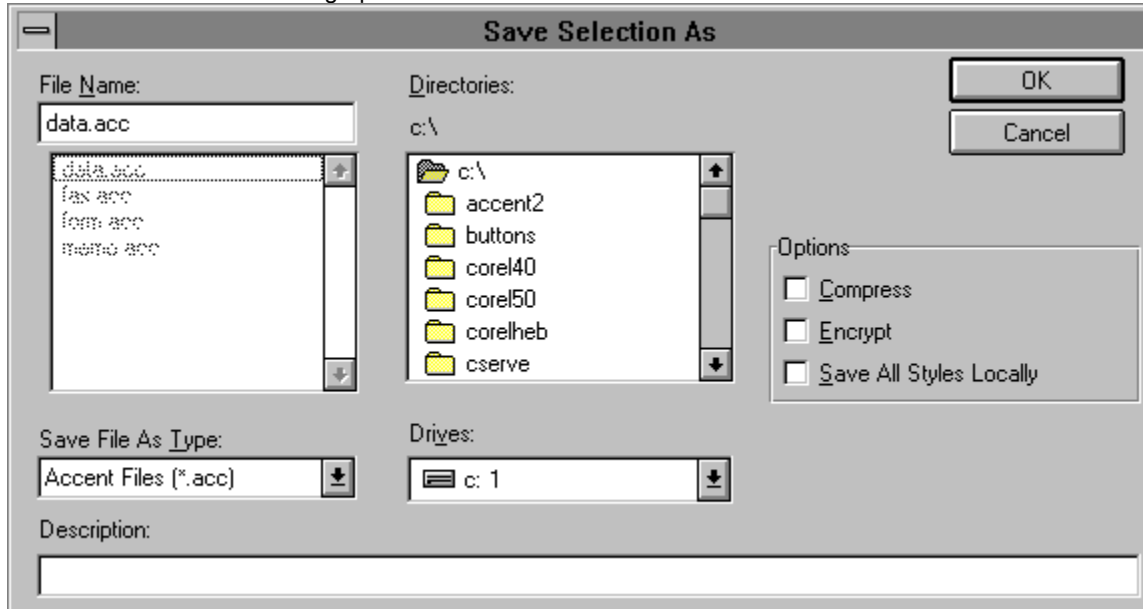
are identical to those described above for [ASCII import](#).



## Save Selection As

Located under: File menu

Use: To save selected text or graphics from the active document to a file.



Parameters	Description
<b>File Name</b>	Enter filename for the selected text. Filenames are not case sensitive. If you do not type an extension, the default extension, acc, will be added automatically. <b>Values:</b> 1-8 characters, plus a file extension of up to 3 characters
<b>Directories</b>	Select a directory from the current drive.
<b>Save Files As Type</b>	*.acc – Save selection in Accent format. *. * – Save selection in a format supported by Accent. <b>Default:</b> *.acc
<b>Drives</b>	Select a drive from the list.
<b>Compress</b>	<input checked="" type="checkbox"/> Compress the file to save space on your disk. <input type="checkbox"/> Do not compress. <b>Default:</b> Do not compress. Does not apply to files of non-Accent format.
<b>Encrypt</b>	<input checked="" type="checkbox"/> Secure the file by encrypting it with a password. Enter your password in the Document Security box that will appear when you select OK. <b>Warning:</b> No one, including you, will be able to retrieve the file without the password; do not forget the password. <input type="checkbox"/> Do not encrypt. <b>Default:</b> Do not encrypt. Does not apply to files of non-Accent format.
<b>Description</b>	Enter descriptive text about the file you are saving. In any file dialog box (Open, Save As, Save Selection As, etc.), when you highlight a file that has

descriptive text attached, the descriptive text will appear in the description box.

### **Comments**

1. You can save documents (or a section of a document) in a word processing format other than Accent.  
See [File Exporting](#).

### **Additional information**

1. [Insert menu, Document](#), to insert one document into another.



## Revert to Saved

**Located under:** File menu

**Use:** To undo all changes made to the document since the last save.

### Comments

1. Confirm

A dialog box will appear to ask for confirmation that you want to undo changes made since the last save.



## Delete

**Located under:** File menu

**Use:** To delete a file from the disk.

Parameters	Description
<b>File Name</b>	Enter name of file to delete. Filenames are not case sensitive. The filename must match an existing filename. <b>Values:</b> 1-8 characters, plus a file extension of up to 3 characters
<b>Directories</b>	Select a directory from the current drive.
<b>List Files of Type</b>	*.acc – List files created by Accent (files with an acc extension). *.* – List all files. <b>Default:</b> *.acc
<b>Drives</b>	Select a drive from the list.
<b>Description</b>	Line of text describing the contents of the highlighted file. Descriptive text about a file is entered in the Description box in the <u>Save As</u> and <u>Save Selection As</u> dialog boxes.

If the file you want is not visible:

- a. If you are in the correct directory, change the List Files of Type to \*.\* to view all files.
- b. If you still do not find the file, try a different directory or drive.

### Delete features

A dialog box will appear to confirm that you want to delete the selected file.

Accent provides the Delete feature as a convenience. You can also delete files from Windows' File Manager or from DOS.

You cannot use wildcards (i.e., \*) with the delete command. For example, if \*.acc appears in the File Name box, nothing will be deleted when you click on OK.

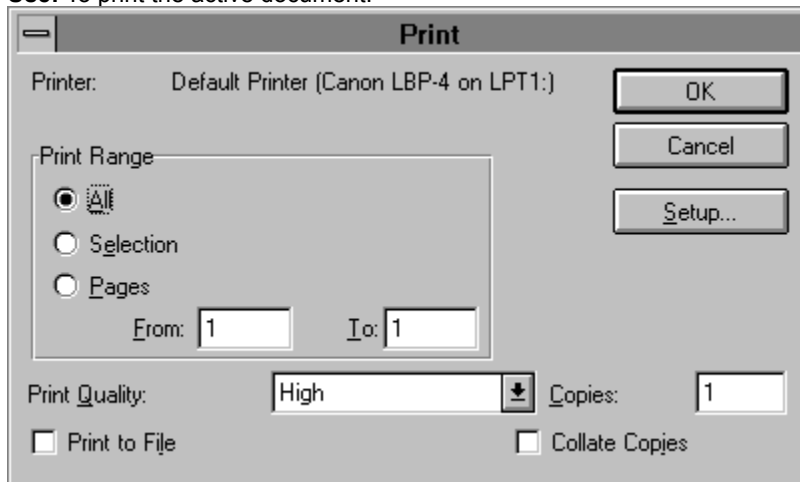


## Print

**Located under:** File menu

**Keyboard Accelerator:** SHIFT+CTRL+F12

**Use:** To print the active document.



Parameters	Description
<b>Printer</b>	Displays the name of the default printer. To change the printer, click the Setup button. See <a href="#">Print Setup</a> .
<b>Print Range</b>	All – Prints all the pages of the document. Selection – Prints only the selected text in the document. Pages – Prints a range of pages which you specify in the From and To boxes provided.
<b>Print Quality</b>	Sets the resolution of characters. <b>Values:</b> Depend on your printer driver.
<b>Print to File</b>	<input checked="" type="checkbox"/> Saves a printer-ready version of a document to a file. You can print the file later or transfer it to another program. <input type="checkbox"/> Do not save printer-ready version to a file. <b>Default:</b> <input type="checkbox"/> – off
<b>Copies</b>	Specifies the number of copies to be printed. <b>Values:</b> 1-99,999 <b>Note:</b> The maximum number of copies Windows will allow, without giving a warning message, is 65,535. The maximum number of copies that Windows will collate is 32,767. <b>Default:</b> 1
<b>Collate Copies</b>	<input checked="" type="checkbox"/> Prints a whole document in page order before printing the next copy. <input type="checkbox"/> Prints all copies of each page before printing the next page.

See [Collate Copies](#).

**Default:**  – off

### **Related Topics:**

[Collate Copies](#)

[Print Setup](#)



## Collate copies

If the printer supports multiple copies, printing of multiple copies is considerably faster when Collate Copies is off . Accent sends one copy of the file to the printer and tells the printer to print  $n$ (number) copies. When the Collate Copies option is on , printing of multiple copies proceeds more slowly because Accent builds and sends out each copy separately.

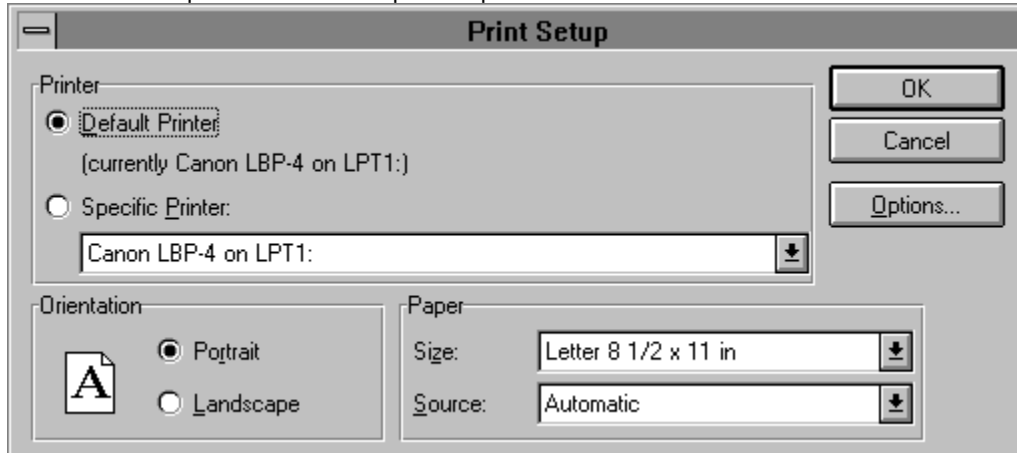




## Print Setup

**Located under:** File menu

**Use:** To select a printer and choose printer options.



Parameters	Description
<b>Printer</b>	<p>Default Printer – Displays the name of the default printer. To change your default printer, assign a printer to a particular port, or install another printer, use the Printers utility in your Windows Control Panel (see <i>Windows User's Guide</i>, "Control Panel").</p> <p>Accent normally prints to the default printer.</p> <p>Specific Printer – Select a specific printer for printing.</p>
<b>Orientation</b>	<p>Portrait – Prints the text of a document across the width of the paper.</p> <p>Landscape – Prints the text of a document across the length of the paper.</p> <p><b>Default:</b> Portrait</p>
<b>Paper</b>	<p>Size – Specifies the size of the paper you will be using.</p> <p><b>Values:</b> Any size in the list.</p> <p>Source – Specifies the paper source.</p> <p><b>Values:</b> Any source in the list.</p>



Printer dependent

Print Setup options and Advanced options are specific to each printer driver and are documented in the Help screens connected to those dialog boxes.

### Print Setup options

1. Many print setup options, such as paper size and source, are dependent on the selected printer. Some printers can only take letter size or A4 paper.

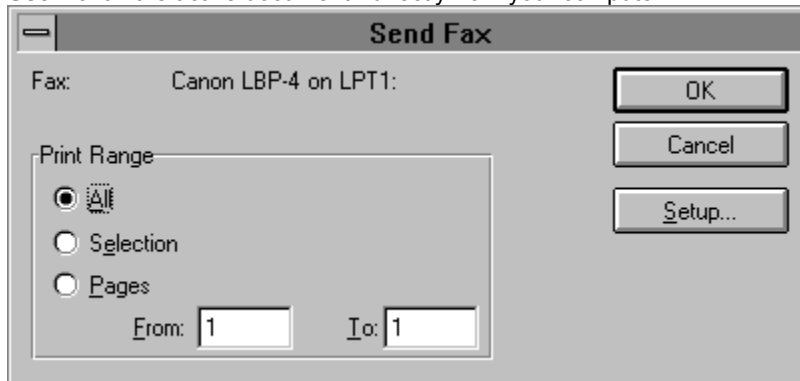
2. Accent supports a paper size up to 576 mm (22.7 in) in either direction.
3. The Print Setup option changes the print options for the current session of Accent only. To make permanent changes to your printer setup, use the Printers utility in your Windows Control Panel (see *Windows User's Guide*, "Control Panel").



## Send Fax...

Located under: File menu

Use: To fax the active document directly from your computer.



Parameters	Description
<b>Print Range</b>	<b>All</b> -Faxes all the pages of the document. <b>Selection</b> Faxes only the selected text in the document. <b>Pages</b> -Faxes a range of pages which you specify in the From and To boxes provided.
<b>OK</b>	Activates the Send Fax dialog box.
<b>Cancel</b>	Cancels sending the fax.
<b>Setup</b>	To setup page size,orientation, and layout.

### Related Topics:

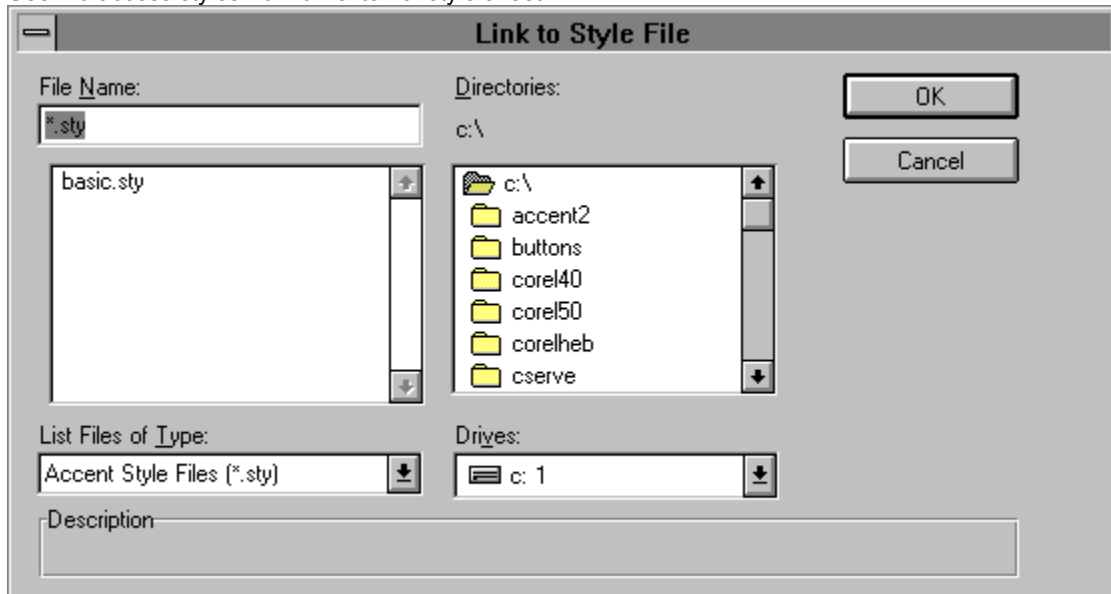
[Print](#)



## Link to Style Sheet

Located under: File menu

Use: To access styles from an external style sheet.



Parameters	Description
<b>File Name</b>	Enter name of external style sheet file to which you want to link your document. Filenames are not case sensitive. If you do not type an extension, the default extension, sty, will be added automatically. <b>Values:</b> 1-8 characters, plus a file extension of up to 3 characters
<b>Directories</b>	Select a directory from the current drive.
<b>List Files of Type</b>	*.STY – List style files created by Accent (files with an STY extension). *.* – List all files. <b>Default:</b> *.STY
<b>Drives</b>	Select a drive from the list.
<b>Description</b>	Line of text describing the contents of the highlighted file.

### Related Topics:

[Style Sheets](#)

[Using styles from multiple style sheets](#)

[Additional information](#)



## **Style sheets - in brief**

After you define one or more styles in a document, a local (internal) style sheet is created and stored as part of the document. In addition, you can save styles in an external style sheet as a separate file.

To use the external style sheet in another document, you must link the document to it. Several documents may be linked to the same external style sheet at the same time.

A document may be linked to only one external style sheet at a time.



## Using styles from multiple style sheets

### To use styles from multiple external style sheets:

---

In order to achieve the effect of linking one document to more than one external style sheet, you must first merge the external styles of each sheet desired with the document's local styles.

1. From the File menu, choose Link To Style Sheet.

If the document is already linked to an external style sheet, a dialog box will appear to ask if you want to save external styles locally.



If you choose Made Local, the external styles will be merged to the document's local style sheet.

If you choose Discarded, the external styles will be discarded. All text using a discarded style will be reformatted using a substitute style. A warning message will appear before the substitutions are made, to ask if you are sure you want to discard styles. If you choose yes, the substitute style will be the first underlying style found. In many cases that will be the Accent system style.

Each option leaves the previously linked external style sheet intact.

2. In the File Name box, type or select the external style sheet you wish to link to.
3. Click on OK.

The document will be linked to the new external style sheet and no longer linked to the old external style sheet.



## **Additional information**

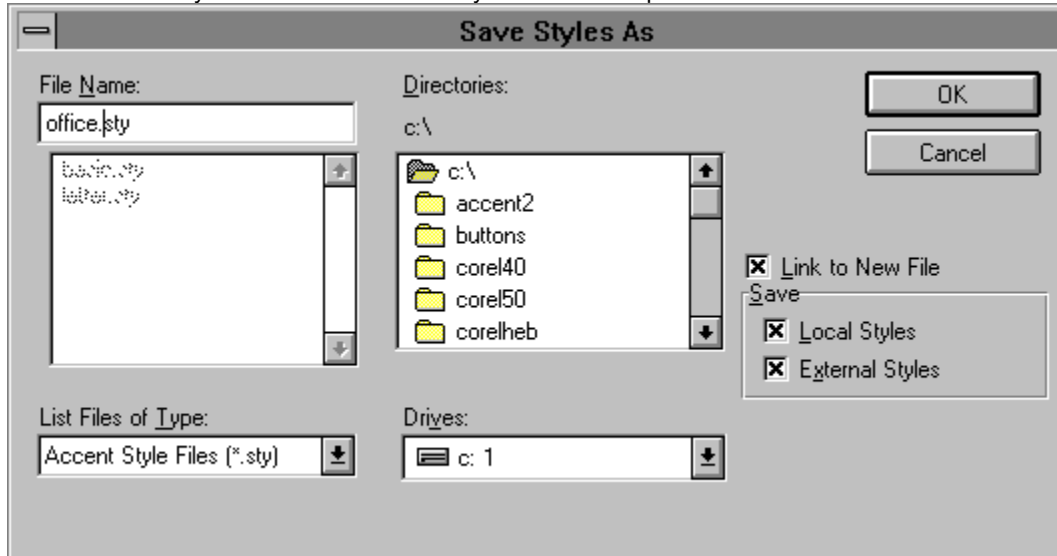
1. Format menu, Define Paragraph Style and Define Character Style to define styles.
2. Save Styles As to create external style sheets.



## Save Styles As

**Located under:** File menu

**Use:** To save a style sheet as an external style sheet in a separate file.



Parameters	Description
<b>File Name</b>	Enter name of style file. Filenames are not case sensitive. If you do not type an extension, the default extension, STY, will be added automatically. <b>Values:</b> 1-8 characters, plus a file extension of up to 3 characters
<b>Directories</b>	Select a directory from the current drive.
<b>List Files of Type</b>	*.STY – List style files created by Accent (files with an STY extension). *. * – List all files. <b>Default:</b> *.STY
<b>Drives</b>	Select a drive from the list.
<b>Link to New File</b>	<input checked="" type="checkbox"/> Link to the newly created style sheet. <input type="checkbox"/> Do not link to the new style sheet. To link to the style sheet later, use the Link to Style Sheet command (described in the previous section). <b>Default:</b> <input checked="" type="checkbox"/> – on
<b>Save</b>	<b>Local Styles</b> – any style created in the document or modified from an external style sheet. <input checked="" type="checkbox"/> Save local styles to the external style sheet. <input type="checkbox"/> Do not save local styles to the external style sheet. <b>Default:</b> <input checked="" type="checkbox"/> – Save local styles to the external style sheet. <b>External Styles</b> – any style in the linked external style sheet. <input checked="" type="checkbox"/> Save current external styles to the newly created external style sheet. <input type="checkbox"/> Do not save current external styles to the newly created external style sheet. <b>Default:</b> <input checked="" type="checkbox"/> Save current external styles to the newly created external style sheet.



## **Related Topics:**

[Style sheet creation procedure](#)

[Style sheet - add styles procedure](#)

[Additional information](#)



## Style sheet - creation procedure

### To create an external style sheet:

---

Assuming the document has a linked external style sheet and a local style sheet:

1. From the File menu, choose Save Styles As.
2. Type a new filename in the File Name box.
3. Save external and local styles to the new external style sheet. In the Save Styles As dialog box turn on both Save options ( in the external and local boxes this is the default).  
If you choose Local only, only the local styles will be saved to the external style sheet. If you choose External and not Local, only the styles from the linked external style sheet will be saved to the new style file.



## Style sheet - add styles procedure

### To add local styles to an existing external style sheet:

---

1. From the File menu, choose Link To Style Sheet.
2. In the File Name box, type or select the external style sheet you wish to expand.  
You must link the style sheet to the document before you can add styles to it.
3. From the File menu, choose Save Styles As.
4. In the File Name box, type or select the external style sheet you wish to add to.  
It should be the same file that you named in step 2 above.
5. In the Save Styles As dialog box, turn on ( in the box) External and Local Save options.  
To add to a style sheet, you must save its existing styles (external styles) back to it in addition to saving the new (local) styles to it.
6. Click on OK.  
A message box will appear to ask if you want to replace the existing external style sheet.
7. Choose yes.  
All local styles and external styles will be saved to the new external style sheet.



## **Additional information**

1. Format menu, Define Paragraph Style and Define Character Style, to define styles.



## Documents

**Located under:** File menu

The last four documents opened, in this or previous sessions, will be displayed in the File menu before the Exit command. To open one of the four files listed, click on it.



## **Exit**

**Located under:** File menu

**Keyboard accelerator:** ALT+F4

**Use:** To exit Accent.

### **Comments**

1. If there are any open documents with changes that have not been saved, a dialog box will appear to ask if you want to save changes before closing each document.

Edit menu



## Overview

The Edit menu provides access to commands necessary for manipulation of text. You can undo, cut, copy, paste, delete, select all text, find and replace text strings, go to any location in the document you specify and switch between Insert and Overtyping Modes.

<b>Edit</b>	
<b>U</b> ndo	Ctrl+Z
<b>C</b> ut	Ctrl+X
<b>C</b> opy	Ctrl+C
<b>C</b> opy <b>V</b> isual	
<b>P</b> aste	Ctrl+V
<b>P</b> aste <b>S</b> pecial...	
<b>D</b> elete	Del
<b>S</b> elect All	
<b>F</b> ind...	F2
<b>R</b> epeat Last Find	F3
<b>R</b> eplace...	
<b>G</b> o To...	F4
<b>O</b> vertyping Mode	Ins






## Undo

**Located under:** Edit menu

**Keyboard accelerator:** CTRL+Z

**Mouse shortcut:** Click on the ActionBar's Undo button ()  
**Use:** To cancel the previous action.

### Comments

1. You can undo Cut, Paste, Delete, typing, formatting, and many other functions. However, not all actions can be undone.

### Examples


1. A file save or delete cannot be undone.
2. Document attribute changes (changes made in the Format Document dialog box) cannot be undone, although they can be changed back in the Format Document dialog box.
3. Changes to a style's definition cannot be undone, although, if you apply a style, you can undo the apply.



## Cut

**Located under:** Edit menu

**Keyboard accelerator:** CTRL+X

**Mouse shortcut:** Click on the ActionBar's Cut button ()

**Use:** To remove the selected text from the document and store it in the Clipboard.

### Comments

1. The command will be dim if no text is selected.
2. You can restore cut text by using the Undo command immediately after the cut.
3. Clipboard

Text and graphics that you cut or copy are stored in a temporary storage area called the Clipboard. Cutting or copying another selection erases the previous contents of the Clipboard and replaces them with the new selection.


You can cut, copy, and paste within an Accent document, between Accent documents, and between Accent documents and other Windows applications. For example, you can copy a chart to the Clipboard from a spreadsheet application and paste it into an Accent document.



## Copy

**Located under:** Edit menu

**Keyboard accelerator:** CTRL+C

**Mouse shortcut:** Click on the ActionBar's Copy button ()

**Use:** To copy the selected text and store it in the Clipboard.

### Comments

1. The command will be dim if no text is selected.
2. The Copy command does not affect the selected text.
3. Clipboard

Text and graphics that you cut or copy are stored in a temporary storage area called the Clipboard. Cutting or copying another selection erases the previous contents of the Clipboard and replaces them with the new selection.

You can cut, copy, and paste within an Accent document, between Accent documents, and between Accent documents and other Windows applications. For example, you can copy a chart to the Clipboard from a spreadsheet application and paste it into an Accent document.

## Related Topics

[Copy Visual](#)

[Paste Special](#)



## Copy Visual

**Located under:** Edit menu

**Use:** To copy right to left text to the clipboard.

### Comments

When you type characters, the computer stores them in one of two ways: logical order or visual order. When typing text in only left-to-right languages, logical and visual order are the same. But when typing in a right-to-left language, the visual order, the order they appear on the screen, is the *reverse* of the order in which the letters are entered.

Accent stores the characters in logical order, the order in which characters are entered into the computer.

But, if you copy a bidirectional text string from Accent to another application that uses visual order, like CorelDRAW!™, the characters in the right-to-left language will appear in reverse order. To avoid this problem, you can copy right-to-left text strings using Copy Visual, under the Edit menu, instead of Copy.

Copy Visual converts the character order from logical to visual so that, when you paste the text into another application, like CorelDRAW!, all the letters appear in the correct sequence.



## Paste

**Located under:** Edit menu

**Keyboard accelerator:** CTRL+V

**Mouse shortcut:** Click on the ActionBar's paste button ()

**Use:** To place the contents of the Clipboard at the insertion point.

### Comments

1. The command will be dim if the Clipboard is empty.
2. Clipboard

Text and graphics that you cut or copy are stored in a temporary storage area called the Clipboard.

The Paste command copies the contents of the Clipboard into your document, leaving the contents of the Clipboard unchanged. Cutting or copying another selection erases the previous contents of the Clipboard and replaces them with the new selection.

You can cut, copy, and paste within an Accent document, between Accent documents, and between Accent documents and other Windows applications. For example, you can copy a chart to the Clipboard from a spreadsheet application and paste it into an Accent document.

3. Accent supports pasting of graphic and text formats from the Clipboard. If the Clipboard contains multiple formats, Accent pastes them using the following order:
  - a. Accent1 ( Accent Native format)
  - b. Rich Text Format (RTF)
  - c. Text (plain text format)
  - d. Picture (Windows Metafile graphics format)
  - e. DIB Bitmap (Device Independent Bitmap)
  - f. Bitmap (Windows Bitmap graphics format)

The order of pasting is actually transparent to the user, since the entire contents of the Clipboard will be pasted into the document.

### Related Topics:

[Paste Special](#)



## Paste Special

**Located under:** Edit menu

**Use:** To paste Clipboard contents into your document in a specific format. The dialog box lists the available formats, which vary according to the contents of the Clipboard.

### **Related Topics:**

[Paste](#)



## Delete

**Located under:** Edit menu

**Keyboard accelerator:** DELETE

**Use:** To remove from the document selected text and graphics or the text immediately after the insertion point.

### Comments

1. You can restore deleted text by using the Undo command immediately after the delete.
2. The contents of the Clipboard are not affected by the Delete command.



## Select All

**Located under:** Edit menu

**Use:** To select the entire document.

### Comments

1. The entire document will be highlighted after you choose this command.





## Find

**Located under:** Edit menu

**Keyboard accelerator:** F2

**Use:** To find the search string at the next location in the document.



Parameters	Description
------------	-------------

<b>Find What</b>	Enter a search string for the find command.
------------------	---

**Values:** 1-127 characters

<b>Language</b>	Define the language keyboard for typing the search string. Changing the language will clear the Find What box. The string in any language will be found.
-----------------	--

**Default:** the active language on the StyleBar

<b>Match Whole Word Only</b>	<input checked="" type="checkbox"/> Find only separate words, not text that is embedded in other words.
------------------------------	---

Find every occurrence of the string, even when it is embedded in a word.

**Default:**  – off

<b>Match Case</b>	<input checked="" type="checkbox"/> Find the search string if each character and its case (upper or lower) match each character and case of the string in the text.
-------------------	---

Find the string regardless of case.

**Default:**  – off

<b>Find Fields</b>	<input checked="" type="checkbox"/> Find the search string even if it is in a field.
--------------------	--

Find the string, but skip fields during the search.

**Default:**  – off

<b>Direction</b>	Up – Search backward from the insertion point.
------------------	--

Down – Search forward from the insertion point.

**Default:** Down



Find the next occurrence of the search string.

### Related Topics:

[How search and replace works](#)



## How search works

The Search begins at the insertion point.

When the search string is found the text is highlighted.

The dialog box remains open until you close it by choosing Cancel.

The search string remains in the Find dialog box until you replace it or close Accent.

When the end of the document is reached, a message box appears to ask if you want to continue the search from the beginning of the document.

If the whole document was searched and the string was not found, a dialog box appears to tell you that the search text was not found.

### Examples:

1. If the Match Whole Word Only option is on ( in the box), the search string "this" will not be found in the word "thistle," but it will be found in the sentence "I found this."
2. If the Match Case option is on ( in the box), the search string "This" will not be found in "this" or "this," but it will be found in the sentence "This was found."



## Repeat Last Find

**Located under:** Edit menu

**Keyboard accelerator:** F3

**Use:** To find the next occurrence of the search string specified in the Find dialog box.

**Comments:**

1. The search string remains in the Find and Replace dialog boxes until you replace it or close Accent.






## Replace

**Located under:** Edit menu

**Use:** To find the search string and replace it with the replacement text.



Parameters	Description
<b>Find What</b>	Enter a search string for the find command. <b>Values:</b> 1-127 characters
<b>Replace With</b>	Enter replacement text. <b>Values:</b> 1-127 characters
<b>Language</b>	Define the language keyboard for typing the search string. Changing the language will clear the Find What box. The string in any language will be found. <b>Default:</b> the active language on the StyleBar
<b>Match Whole Word Only</b>	<input checked="" type="checkbox"/> Find only separate words, not words that are embedded in other words. <input type="checkbox"/> Find every occurrence of the string, even when it is embedded in a word. <b>Default:</b> <input type="checkbox"/> – off
<b>Match Case</b>	<input checked="" type="checkbox"/> Find the search string if each character and its case (upper or lower) match each character and case of the string in the text. <input type="checkbox"/> Find the string regardless of case. <b>Default:</b> <input type="checkbox"/> – off
	Find the next occurrence of the search string.
	Replace the highlighted (found) text with the replacement text.
	Replace all occurrences, from the insertion point forward, of the search text with the replacement text.

### Related Topics:

[How search and replace works](#)



## How search and replace works

The Search goes forward from the insertion point.

When the search string is found, the text is highlighted.

The search string remains in the Find and Replace dialog boxes until you replace it or close Accent.

The dialog box remains open until you choose Cancel.

When the end of the document is reached, a dialog box appears to ask if you wish to continue the search from the beginning of the document.

If the whole document was searched and the string was not found, a dialog box appears to tell you that the search text was not found.

The replacement text remains in the Replace dialog box until you replace it or close Accent.

### Examples:

1. If the search string is "this" and the replacement text is "the," the word "thistle" will become "thetle."  
If the Match Whole Word Only option is on ( in the box), the search string "this" will not be found in the word "thistle."
2. If you find New York has been misspelled "New york," but you are not sure where it is in the document, type "New york" in the Find What box and "New York" in the Replace With box. Turn on ( in the box) the Match Case option. Then you can choose to Replace All, or Find Next and replace each case individually.



## Go To

**Located under:** Edit menu

**Keyboard accelerator:** F4

**Use:** To position the insertion point at any location in the document.



Choose one of the following:

Parameters	Description
<b>Beginning</b>	Move the insertion point to the beginning of the document.
<b>End</b>	Move the insertion point to the end of the document.
<b>Page</b>	Move the insertion point to the page number you type in the box next to the page option.
<b>Line</b>	Move the insertion point to the line number you type in the box next to the line option.
<b>Header</b>	Move the insertion point to the header of the document on the current page.
<b>Footer</b>	Move the insertion point to the footer of the document on the current page.

### Using Go To

Go To options are mutually exclusive.

If you do not wish to go to any alternative, choose Cancel.



## Overtyping Mode

**Located under:** Edit menu

**Use:** To toggle the keyboard insert mode.

**Keyboard accelerator:** INSERT key will also toggle this option.

The current setting will be displayed on the Status Bar – OVR for overtype, INS for insert.

You may only overtype characters within the same language. If another language set is encountered, Accent inserts the new characters, rather than type over the different language.

**Values:**

✓ – Sets the keyboard overtype mode to On. New typing will write over existing text.

**Blank** – Sets the keyboard overtype mode to Off (i.e. insert mode). New typing will push existing text forward as it inserts new text.

**Default:** Blank – the keyboard overtype mode is off (insert mode is on).

Insert menu





## Overview

The Insert menu enables you to insert text, graphics, current date/time, breaks, special characters and fields to enhance your Accent documents.

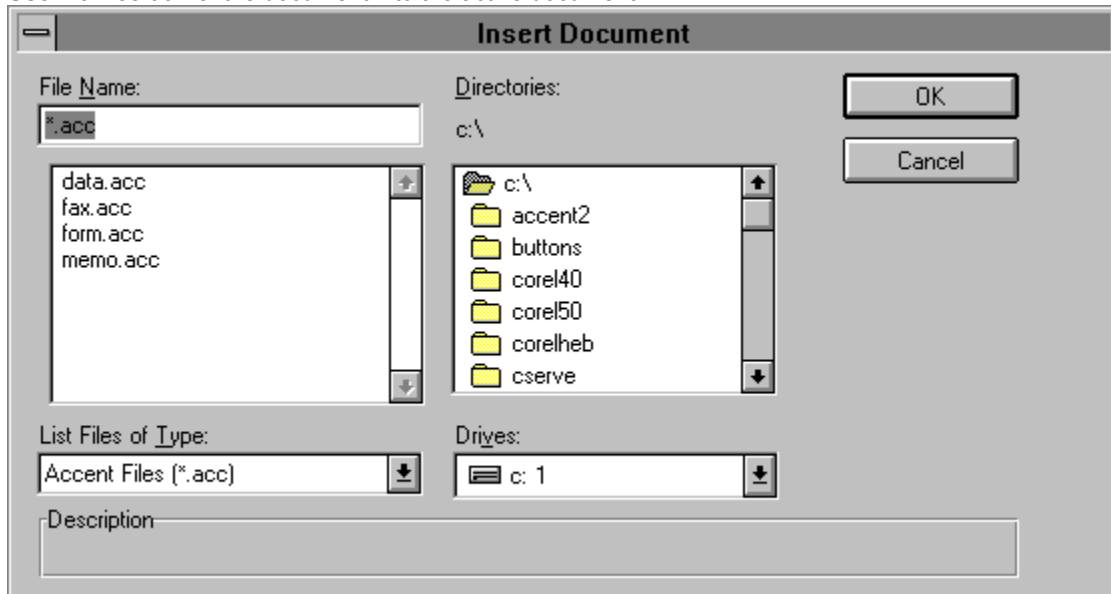




## Document

**Located under:** Insert menu

**Use:** To insert an entire document into the active document.



Parameters	Description
<b>File Name</b>	Enter name of file to insert. Filenames are not case sensitive. If you do not type an extension, the default extension, acc, will be added automatically. <b>Values:</b> 1-8 characters, plus a file extension of up to 3 characters
<b>Directories</b>	Select a directory from the current drive.
<b>List Files of Type</b>	*.acc – List files created by Accent (files with a acc extension). *.* – List all files.
<b>Drives</b>	All formats that Accent imports and exports.
<b>Description</b>	Select a drive from the list.
<b>Description</b>	Line of text describing the contents of the highlighted file. Descriptive text about a file is entered in the Description box in the <u>Save As</u> and <u>Save Selection As</u> dialog boxes.

### Comments

1. The text of the document will begin at the insertion point.
2. Accent can import and export files of other word processing formats. For a list of acceptable formats, open the drop-down List Files of Type. See Additional Information.

### Additional Information

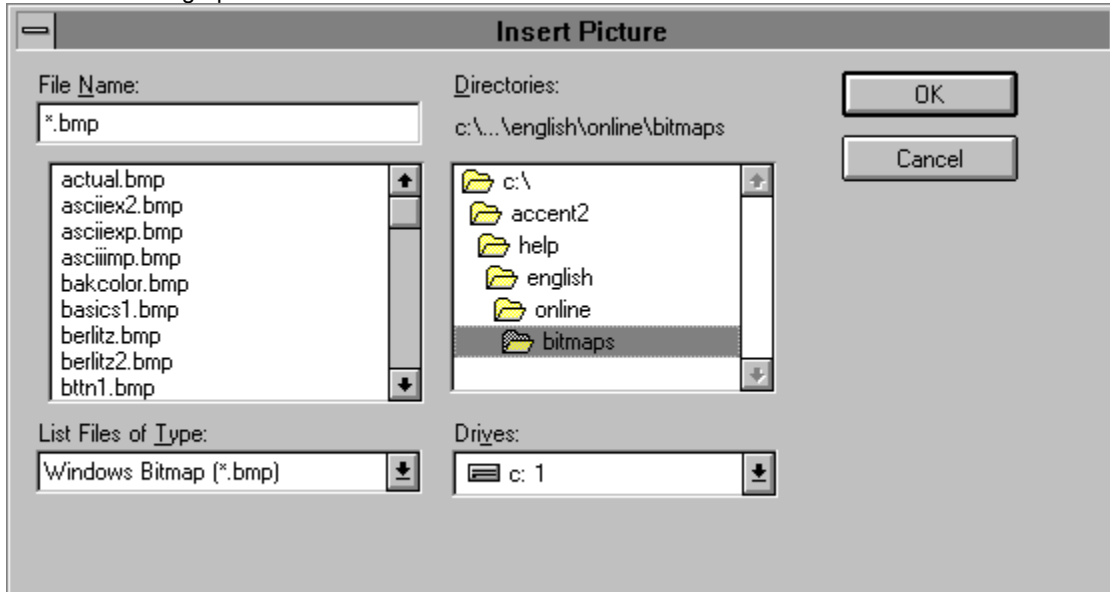
1. File menu, Open to import a file from another application and Save As to export a file to another application.



## Picture

**Located under:** Insert menu

**Use:** To insert a graphics file.



Parameters	Description
<b>File Name</b>	Enter name of graphic file to insert. Filenames are not case sensitive. If you do not type an extension, the default extension, bmp, will be added automatically. <b>Values:</b> 1-8 characters, plus a file extension of up to 3 characters
<b>Directories</b>	Select a directory from the current drive.
<b>List Files of Type</b>	*.bmp – Display bitmap files. *. * – Display all files. <b>Note:</b> Only file types listed the List Files of Type box can be imported by Accent. Accent can import graphics in bitmap (BMP), TIFF, PCX, GIF, Encapsulated PostScript (EPS) and Windows Metafile (WMF) formats.
<b>Drives</b>	Select a drive from the list.

### Related Topics:

[Working with graphics](#)

[Sizing graphics](#)

[Deleting graphics](#)



## Working with graphics

1. The graphic will be inserted at the insertion point.
2. You can create bitmap (BMP) files with Paintbrush (provided with Windows) or other graphics programs.
3. Accent inserts bitmap (BMP) files and graphics or text from the Clipboard. See Edit menu, Cut or Copy, for details on using the Clipboard.
4. Accent supports in-line graphics, so that pictures can be inserted and formatted just like a character within a paragraph. When a graphic is inserted as a paragraph, you may handle it like any other paragraph, adding space before or after, change its indentation and alignment. When you insert a graphic as a character, it becomes part of an existing paragraph.

**Note:** If line spacing is set to Auto, or At Least, when you insert a graphic as a character, line spacing will adjust to accommodate the graphic. If line spacing is set to Exactly, some of the graphic may not display.

---

Graphics can also be scaled to the size you want. See [Sizing graphics](#).

### Related topics:

[Deleting graphics](#)

[Hiding graphics](#)



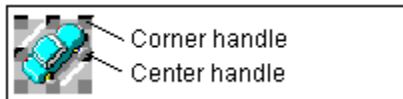
## Sizing graphics

### To change the size of a graphic:

---

1. Click on the graphic.

The graphic will be highlighted and there will be handles (squares) around the graphic area.



Corner handles maintain the graphic's proportions as you increase or decrease the size.

Center handles stretch the graphic horizontally or vertically.

2. Hold and drag the handles until the graphic is the size that you want, then release.



## **Deleting graphics**

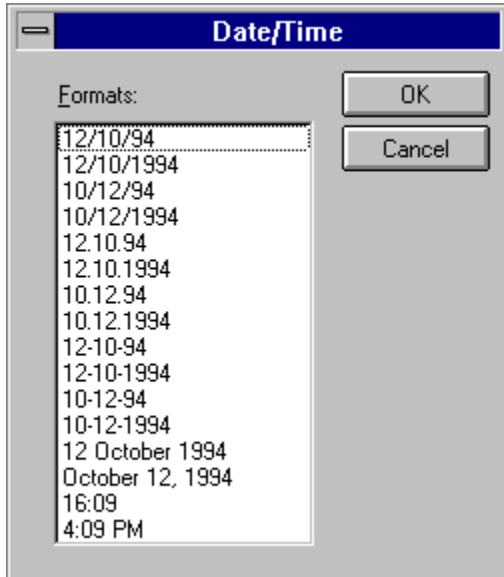
To delete a graphic select (click on) it; then, press DELETE or from the Edit menu, choose Delete.



## Date/Time (fixed)

**Located under:** Insert menu

**Use:** To insert the current date or time.



Parameters	Description
<b>Date</b>	Enters the current date at the insertion point. The date is inserted as regular text that can then be edited or deleted.  The date is static. To change the date, type over it or delete it and insert it again from the menu.
<b>Time</b>	Enters the current time at the insertion point. The time is inserted as regular text that can then be edited or deleted.  The time is static. To change the time, type over it or delete it and insert it again from the menu.





## Break

**Located under:** Insert menu

**Use:** To insert a hard line or page break.

<b>Parameters</b>	<b>Description</b>
<b>Line</b>	Enters a hard line break at the insertion point and advances to the next line. During printing and screen display, the line will always break at the hard line break, even if there is space on the line before the paragraph indent or margin.  <b>Keyboard accelerator:</b> SHIFT+ENTER
<b>Page</b>	Enters a hard page break at the insertion point and advance to the top of the next page. During printing and screen display, the page will always break at the hard page break, even if there is space on the page before the bottom margin.  <b>Keyboard accelerator:</b> CTRL+ENTER
<b>Column</b>	Enters a hard column break at the insertion point and advances to the next column. During printing and screen display, the column will always break at the column break.
<b>Section (Continuous)</b>	Begins a new <a href="#">section</a> at the insertion point, but does not advance to the next page. Other section attributes, such as direction and starting page number can be set by choosing <a href="#">Start</a> from the Format Document dialog.
<b>Section (New Page)</b>	Begins a new <a href="#">section</a> at the insertion point, and begins the section on a new page. Other section attributes, such as direction and starting page number can be set by choosing <a href="#">Start</a> from the Format Document dialog.

**Note:** New sections can also be started through the [Format Document](#) dialog, by applying any formatting changes to This point forward.

### Related Topics:

[Soft breaks and hard breaks](#)



## Soft breaks and hard breaks

To insert a break from the Insert menu, choose Break.

Accent creates soft breaks using its own algorithm for breaking lines and pages. Soft breaks are adjusted automatically every time you add or delete text.

Breaks do not create new paragraphs. To create a new paragraph, press ENTER.

When you insert a hard break, Accent automatically adjusts the soft breaks that follow.

You can insert hard breaks wherever you wish, but use them sparingly. Accent does not adjust hard breaks to changes in text; you must adjust them.

Page breaks are indicated by solid horizontal lines across the screen.

Hard line breaks are indicated by a special character (  $\downarrow$  ).

Hard page breaks are indicated by a special character (  $\#$  ).  
See Additional Information.

### Examples

1. To create a list, you can insert a line break after each entry.
2. To ensure that a list starts at the top of a page, you can insert a page break before the list.
3. To leave blank lines for additional entries in the middle of a list, you can insert several line breaks in succession.

### Additional Information

1. [View menu, Special Characters](#), to view hard line breaks, hard page breaks, and other special characters.



## Special Character

**Located under:** Insert menu

**Use:** To insert a soft hyphen, non-breaking hyphen, or non-breaking space.

<b>Parameters</b>	<b>Description</b>
<b>Soft hyphen</b>	Inserts a hyphen place holder where a hyphen will appear if the word is broken across lines. If the word falls in the middle of a line, a hyphen will not appear.
<b>Non-breaking hyphen</b>	Inserts a hyphen between two words that should be hyphenated but not separated at the hyphen. The two words will always be written together on the same line.
<b>Non-breaking space</b>	Inserts a non-breaking space between two words that should not be separated. The two words will always be written together on the same line.

### Examples

1. Soft hyphen

To make paragraph edges less jagged, you might insert a soft hyphen into a word. This tells Accent to break it between two lines, rather than leaving empty space at the end of a line and writing the whole word on the next line.

2. Non-breaking hyphen

Sometimes, as in additional Information below, you do not want a hyphen to break across lines. The page number sixty-two should not be broken across lines, so it could be written with a non-breaking hyphen.

3. Non-breaking space

"Mr. Smith" should be written on the same line. A non-breaking space between "Mr." and "Smith" will ensure they are kept on the same line.

### Additional Information

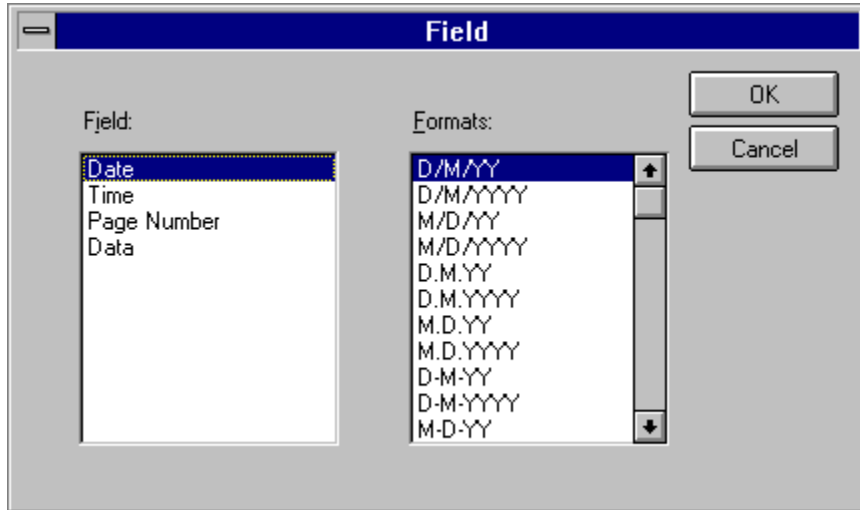
1. [View menu, Special Characters](#), to view Soft Hyphens and Non-breaking Spaces.



## Field

Located under: Insert menu

Use: To insert a field.



Parameters	Description
<b>Date</b>	<p>Enters the date field code at the insertion point. If the View Field Codes option is on in the View menu, you will see the field code. If the View Field Codes option is off, you will see the date.</p> <p>The date is updated whenever you open the document.</p> <p><b>Formats:</b> D/M/YY D/M/YYYY M/D/YY M/D/YYYY D.M.YY D.M.YYYY M.D.YY M.D.YYYY D-M-YY D-M-YYYY M-D-YY M-D-YYYY D MON YYYY MON D YYYY</p> <p><b>Default format:</b> D/M/YY. The default may change according to the typing language.</p>
<b>Time</b>	<p>Enters the time field code at the insertion point. If the View Field Codes option is on in the View menu, you will see the field code. If the View Field Codes option is off, you will see the time.</p> <p>The time is updated whenever you open the document.</p>

**Formats:**

H24:MM (24 hour clock)

H12:MM AM/PM (12 hour clock)

**Default format:** H24:MM (24 hour clock)**Page number**

Enters the page number field code at the insertion point. If the View Field Codes option is on in the View menu, you will see the field code. If the View Field Codes option is off, you will see the page number.

The page number is automatically updated whenever you add or delete pages.

You can set the starting page number in the Format Document dialog box. The default value is 1.

**Formats:**

Arabic (1, 2, 3)

Lower case roman (i, ii, iii)

Upper case roman (I, II, III)

**Default format:** Arabic (1, 2, 3). The default may change according to the typing language.**Data**

Enters a data field at the insertion point.

Select an existing data field from the Formats box or type the data field name in the Formats editing box to create a data field.

Data fields are place holders in form files (documents). When a Print Merge is performed, data fields are replaced with corresponding data from a data file.

**Comments**

1. When you choose Date, Time, Page number, or Data the formats box will be updated accordingly.

**Additional Information**

1. View menu, Field Codes, to view field codes.
2. Format menu, Document to select a starting page number.
3. Utilities menu, Print Merge for further explanation of data fields.

[View menu](#)



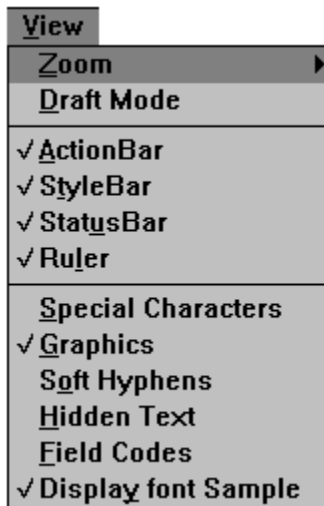
## Overview

The View menu provides control over what will be displayed in your document window.

You can view your document in draft mode, which some people find easier to work with. Draft mode displays all text without its formatting. You can thus work strictly on the text and fix up the formatting at a later session. While in Draft mode, Zoom is turned off.

You can choose to display or not display the graphical user interface features (Action, Style and Status Bars and the Ruler) of Accent. If the interface features are not displayed, they cannot be accessed. As a result, the only way to perform a command is to choose it from the appropriate menu, or use the corresponding shortcut keys. Note that the interface feature Bars usually provide the quickest access to a function.

Finally, depending on whether or not you use them, you can choose to view graphics, special characters, hidden text, or field codes.





## View options

**Located under:** View menu

**Use:** To control the screen view. Any combination of view options may be selected at the same time.

Parameters	Description
<b>Draft Mode</b>	<input checked="" type="checkbox"/> – Display all text in the same font and size regardless of any fonts and sizes that you applied. Graphics are displayed as frames with an X inside. Draft mode enables you to edit your documents more quickly. Blank – Text is displayed in normal view with all its formatting. <b>Default:</b> Normal view.
<b>Zoom</b>	Choose Normal (100%), Enlarged (200%), Reduced (50%), Facing Pages, Full page or a custom percentage that you set by selecting the Set Custom... option. <b>Default:</b> Normal (100%)
<b>ActionBar</b>	<input checked="" type="checkbox"/> – Display the Accent ActionBar. Blank – Do not display the Accent ActionBar. <b>Default:</b> Display the Accent ActionBar.
<b>StyleBar</b>	<input checked="" type="checkbox"/> – Display the Accent StyleBar. Blank – Do not display the Accent StyleBar. <b>Default:</b> Display the Accent StyleBar.
<b>Status Bar</b>	<input checked="" type="checkbox"/> – Display the Accent Status Bar. Blank – Do not display the Accent Status Bar. <b>Default:</b> Display the Accent Status Bar.
<b>Ruler</b>	<input checked="" type="checkbox"/> – Display the Ruler for the current and subsequent document. Each document has its own ruler. Blank – Do not display the Ruler for the current document. <b>Default:</b> Display the Ruler for the current document.
<b>Special Characters</b>	<input checked="" type="checkbox"/> – Display paragraph marks, spaces as dots, hard line breaks, tabs, non-breaking spaces, and any other special characters. Blank – Do not display special characters. <b>Default:</b> Do not display special characters.
<b>Graphics</b>	<input checked="" type="checkbox"/> – Display graphics normally. Blank -- Display graphic place holders instead of the actual graphics. This makes scrolling through the document much faster. <b>Default:</b> Display graphics.
<b>Soft Hyphens</b>	<input checked="" type="checkbox"/> – Display soft hyphens. Soft hyphens are different from other special characters because they affect the layout of the document (e.g., line breaks). <b>Default:</b> Do not display soft hyphens. Blank – Do not display soft hyphens.
<b>HiddenText</b>	<input checked="" type="checkbox"/> – Display hidden text. Blank – Do not display hidden text. <b>Default:</b> Do not display hidden text.
<b>Field Codes</b>	<input checked="" type="checkbox"/> – Display field codes, such as page number code, instead of the field result (i.e., the actual page number). Blank – Display field results, not field codes. <b>Default:</b> Display field results, not field codes.

### Additional information

1. [Format menu, Character](#) to create hidden text.



2. Insert menu, Field to insert field codes into your document.  
Special Character to insert soft hyphens into your document.

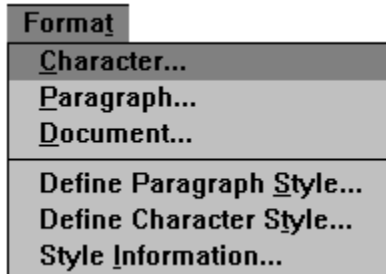
Format menu



## Overview

The Format menu provides access to all the text formatting features of Accent. Use the Format menu to:

- format [characters](#), [paragraphs](#), and [documents](#)
- define [character](#) and [paragraph styles](#)
- [view style information](#)



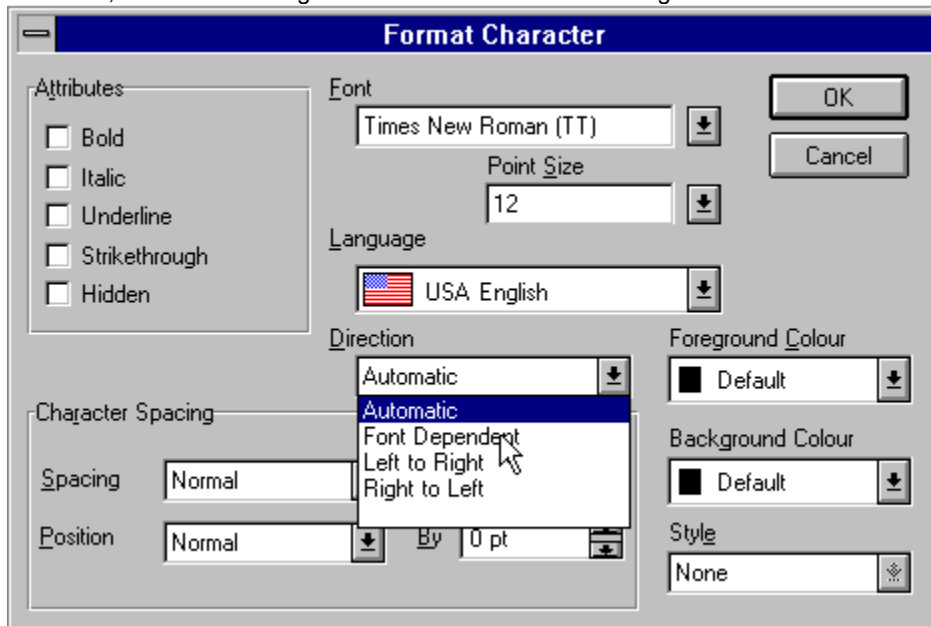


## Character

**Located under:** Format menu

**Use:** To change the appearance of selected characters by specifying font, size, and other attributes.

When the Inheritance option is turned on, default settings will be inherit. When the Inheritance option is turned off, the default settings will be the Accent default settings.



Parameters	Description
<b>Attributes</b>	<b>Bold</b> <input checked="" type="checkbox"/> Characters will be bold. <input type="checkbox"/> Characters inherit the bold attribute from the underlying style. If no underlying style is named in the Style box, the character inherits the attribute from the character attributes of the paragraph style. See <a href="#">Inherit</a> . <input type="checkbox"/> Characters will not be bold. <b>Accent Default:</b> <input type="checkbox"/> – Off.
	<b>Italic</b> <input checked="" type="checkbox"/> Characters will be italic. <input type="checkbox"/> Characters inherit the italic attribute from the underlying style. If no underlying style is named in the Style box, the character inherits the attribute from the character attributes of the paragraph style. See <a href="#">Inherit</a> . <input type="checkbox"/> Characters will not be italic. <b>Accent Default:</b> <input type="checkbox"/> – Off.
	<b>Underline</b> <input checked="" type="checkbox"/> Characters will be underlined. <input type="checkbox"/> Characters inherit the underline attribute from the underlying style. If no underlying style is named in the Style box, the character inherits the attribute from the character attributes of the paragraph style. See <a href="#">Inherit</a> . <input type="checkbox"/> Characters will not be underlined.

**Accent Default:**  – Off.

**Strikethrough**

Characters will be strikethrough.

Characters inherit the strikethrough attribute from the underlying style. If no underlying style is named in the Style box, the character inherits the attribute from the character attributes of the paragraph style. See [Inherit](#).

Characters will not be strikethrough.

**Accent Default:**  – Off.

**Hidden**

Characters will be hidden.

Characters inherit the hidden attribute from the underlying style. If no underlying style is named in the Style box, the character inherits the attribute from the character attributes of the paragraph style. See [Inherit](#).

Characters will not be hidden.

**Accent Default:**  – Off.

**Font** Select a typeface.

Values: Any font in the list.

Accent Default: Western European – Times New Roman

**Point size** Select the height of the characters in points. A point is 1/72 of an inch.

Values: 6-750 points

**Accent Default:** 12 points

**Note:** You can type a point size from 6 to 750 in the point size box, even though very large sizes do not appear in the point size list. You can also type half points (i.e., 7.5, 92.5 etc.).

You can use a large point size and a Landscape page orientation to create banners.

**Position**

Determine the character position.

All characters in a document are positioned in relation to the baseline, an invisible line used for vertical alignment. Most characters, such as "abc," sit on the baseline. Descending characters, such as "gpq," extend below the baseline.

**Inherit** – Characters inherit their position from the underlying style. If no underlying style is named in the Style box, the character inherits its position from the paragraph style. See [Inherit](#).

**Normal** – Characters are positioned on the baseline.

**Superscript** – Characters are positioned a specified number of points above the baseline. You specify the number in the box provided.

**Subscript** – Characters are positioned a specified number of points below the baseline. You specify the number in the box provided.

**Accent Default:** Normal.

**Foreground Colour**

Set the colour of the characters.

Values: Inherit, White, Light Gray, Gray, Dark Gray, Black, Red, Green, Yellow, Blue, Magenta, Cyan.

Accent Default: Window Text colour set in the Control Panels Colour option.

**Background Colour**

Set the colour surrounding the character.

Values: Inherit, White, Light Gray, Gray, Dark Gray, Black, Red, Green, Yellow, Blue, Magenta, Cyan.

**Accent Default:** Window Background colour set in the Control Panels Colour option.

**Style**

Set the base style for the current character style by choosing any style in the list. You may inherit formatting instructions from the base style or change them locally. Character styles are available only when Inheritance is turned on. See Additional information.

**Values:** Any style in the list.

NormalChar (the Accent system character styles) inherits all its attributes from the character attributes of the paragraph style except the font, which is defined.

**Default:** "None"

### Character spacing

Allows you to increase or decrease the space between selected characters.

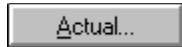
**Note:** Depending on the amount of kerning, some characters may not display properly on screen.

### Direction

Determines the direction of the character. There are four modes: left to right, right to left, font dependent and automatic.

**Accent Default:** Automatic mode

See [character direction](#) for more information.



Opens a view only Format Character Dialog box that displays the actual values (i.e., no inherits) for all the settings in the dialog box.

Note: This button appears only when Inheritance is turned on.

### Related Topics:

[Inherit](#)

[Determining the attributes of the next character typed](#)

[Characteristics of text underlining](#)

[Changing fonts in multiple language sets](#)

[Character direction](#)

[Additional information](#)



## Character direction

Just as each character has its associated size, font, and language, it has a direction. Even in right-to-left languages, for example, numbers are read from left to right. Some bidirectional word processors automatically change character direction when numbers are entered in right-to-left text, so that you can type the year 1995 in the order the numerals are read (i.e., 1,9,9,5), while other word processors require you to type numbers in the order they actually appear on the page (i.e., 5,9,9,1). Accent lets you type the numbers in the way most comfortable to you.

The direction of a character can be:

Setting	Result
Right to Left	All characters (including numbers) are entered in right-to-left direction.
Left to Right	All characters (including numbers) are entered in left-to-right direction.
Font Dependent	All characters (including numbers) take the direction of the language set of the current font (i.e., left-to-right for Western, East European, Greek, Turkish and Cyrillic; right-to-left for Hebrew and Arabic)
Automatic	The characters take the direction of the language set of the current font except for: numbers, which are always left-to-right; and punctuation marks and spaces, which, when they occur between characters of different directions, may take either direction, as decided by the bidirectional layout process.

Character direction is an attribute, like size, font, language, or style, and is applied through the Format Character dialog box.

### Automatic mode

When working in automatic mode (Accents default setting), and typing a Western font, all characters are entered from left to right, as you would expect. When typing a Hebrew or Arabic font, the characters are entered from right to left, also as you would expect. Numbers, however, are always automatically entered from left to right, even in Hebrew or Arabic fonts.

### Font dependent mode

Font dependent character direction is very similar to automatic, except that numbers are treated the same as letters. That means that in a Hebrew or Arabic font, *all* characters, even numbers, flow from right to left. Therefore, to type 1995, you would need to type 5, 9, 9, 1.

### Left-to-right and right-to-left mode

Sometimes you'll want Accent to treat a particular character, especially a weak character (i.e. space or punctuation mark), as left-to-right or right-to-left, overriding Accents automatic layout mechanism. Direction can be applied to selected text or chosen as an attribute of the next text you type, just like any other character attribute.



## **Inherit**

You do not necessarily have to define all the attributes of a character. You can turn on the Inheritance feature and inherit attributes from an underlying style.

A style is a set of formatting instructions, i.e. defined attributes, stored together under one name. Each character will have the same style as the previously typed character until you change the style.

You can create a chain of character styles by basing one on another.

Whenever you set a value to inherit, Accent checks the underlying style to see if it has an instruction for that attribute (e.g. bold or not bold). Accent works its way up the chain of styles until it finds a value.

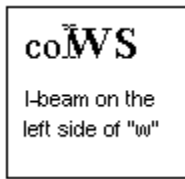
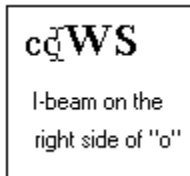
The highest style for characters is named None. None indicates that the character attributes will be inherited from the character attributes of the paragraph style.





## Determining the attributes of the next character typed

When you enter text, its attributes are based on the entry point. If you position the I-beam on the right half of the "o" (see diagram below) and click, the insertion point will be between the "o" and the "w," and the next character you type will have the attributes of the "o". If you position the I-beam on the left half of the "w" (see diagram below) and click, the insertion point will again be between the "o" and the "w", but the next character you type will have the attributes of the "w" (in this case, a larger point size).





## **Characteristics of text underlining**

The appearance of underlined text is an attribute of the font being used. Different English fonts, for example, have underlines at different heights and of different thicknesses.



## Changing fonts in multiple language sets

If you select text which contains characters from multiple language sets, changing the font changes only the characters that are from same language set as the font you are applying. This is to ensure that you do not accidentally change the language of your text. For example, if you have selected text such as ( **Здравствуй, мир means hello world** ) and you change the font from Arial to Times New Roman, only the Western European font text will be changed to Times New Roman ( **Здравствуй, мир means hello world** ).

**Note:** If there is only one language in the selection, changing the font can change the language of your selection. For example, if you apply Times New Roman to

**Здравствуй, мир**, the text will look like this:

---

·OаЩOááOãU, UØа



## **Additional information**

1. [View menu, Hidden Text](#), to display characters with the hidden attribute.
2. [Define Character Style](#), to create character styles.
3. [Inherit](#), to learn about inheritance.

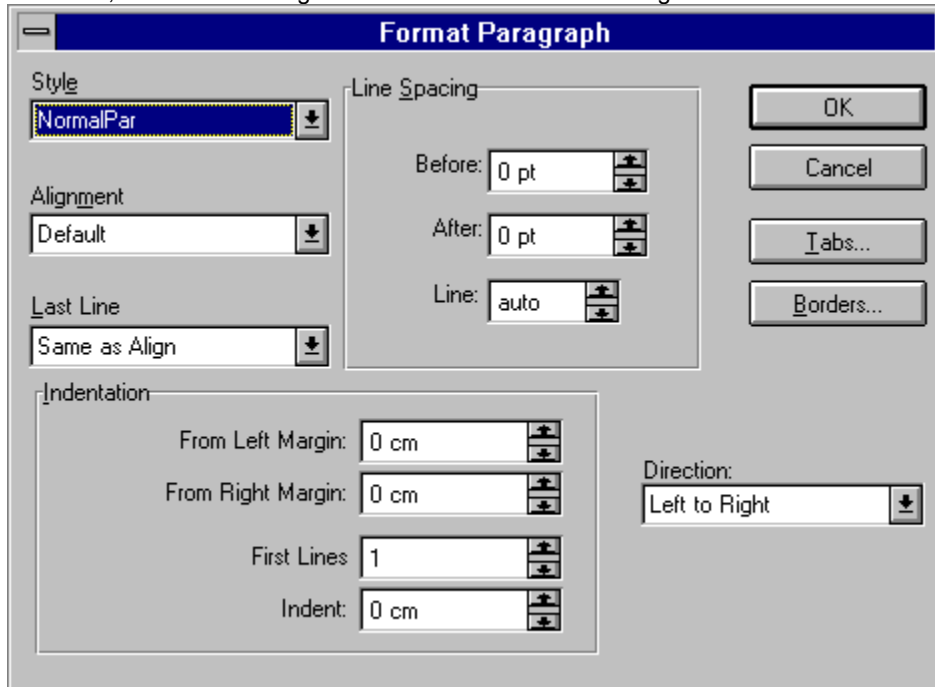


## Paragraph

**Located under:** Format menu

**Use:** To change the appearance of paragraphs by specifying indents and alignment.

When the Inheritance option is turned on, default settings will be inherit. When the Inheritance option is turned off, the default settings will be the Accent default settings.



Parameters	Description
<b>Alignment</b>	Set the alignment of paragraph edges between paragraph indents. <b>Inherit</b> – Paragraph inherits its alignment from the underlying paragraph style. See <a href="#">Inherit</a> . <b>Left</b> – Every line of the paragraph is aligned with the left indent of the paragraph, leaving a ragged right edge. <b>Center</b> – Every line of the paragraph is centered between the left and right indents of the paragraph, leaving both the left and the right edges ragged. <b>Right</b> – Every line of the paragraph is aligned with the right indent of the paragraph, leaving a ragged left edge. <b>Justify</b> – Every line of the paragraph is aligned with both the left and the right indent of the paragraph. Both the right and the left edges of the paragraph will be straight. <b>Accent Default:</b> Left for left to right paragraphs, and right for right to left paragraphs.

**Last Line**

Set the alignment of the last line of the paragraph relative to paragraph indents.

**Inherit** – The last line inherits its alignment from the Last Line attribute of the underlying paragraph style. See [Inherit](#).

**Left** – The last line of the paragraph is aligned with the left indent of the paragraph, leaving a ragged right edge.

**Center** – The last line of the paragraph is centered between the left and right indents of the paragraph.

**Right** – The last line of the paragraph is aligned with the right indent of the paragraph, leaving a ragged left edge.

**Justify** – The last line of the paragraph is aligned with both the left and the right indent of the paragraph.

**Same as Align** – The last line of the paragraph will have the same alignment as the rest of the paragraph.

**Accent Default:** Same as Align

**Style**

Determines the base style for the current paragraph. You may inherit formatting instructions from the base style or change them locally. See [Inherit](#) and Additional information.

**Values:** Any style in the list. (You can create your own styles with the Define Paragraph Style command.)

**Default:** NormalPar.

**Indentation**

Sets paragraph indents from the page margin.

Paragraph indents are relative to the margin. For example, if you have a 3 cm margin and a 2 cm paragraph indent, the paragraph text will begin 5 cm from the edge of the page.

The default unit of measurement is centimeters. You can change the unit of measurement locally, by typing a different unit (e.g., in, pt, ci). To change the default unit of measurement, refer to Additional information.

Values may be negative. You can use a negative indent to create a hanging indent (first line indent less than the rest of the paragraph) as seen below in the options list. For example, a whole paragraph may have an indent of 0 cm, but the first line is indented -1 cm.

**From Left** Indents the left edge of the paragraph from the left margin by a distance you specify.

**From Right** Indents the right edge of the paragraph from the right margin by a distance you specify.

**First *n* Lines** Indents the first *n* lines of the paragraph by a distance you specify. Indicate how many lines to indent in the *n*-box. Specify how much to indent in the final box. The amount of indent is relative to the left indent, not the left margin.

**Accent Default:** No indentation

**Line Spacing** Allows you to set space before, after, and within paragraphs.

The default unit of measurement is points for this option. You may change it by typing another unit of measurement (e.g., cm, in, ci).

**Before** – Set the amount of space to insert before the paragraph.

**Accent Default:** 0

**After** – Set the amount of space to insert after the paragraph.

**Accent Default:** 0

**Line** – Set the amount of space to insert between lines of a paragraph.

**Accent Default:** Auto

See [Line Spacing](#), [Auto line spacing](#), and [Line spacing rule of thumb](#).

**Values:** 0-57.75 cm

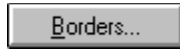
## Direction

Determines the paragraph direction, left to right or right to left.

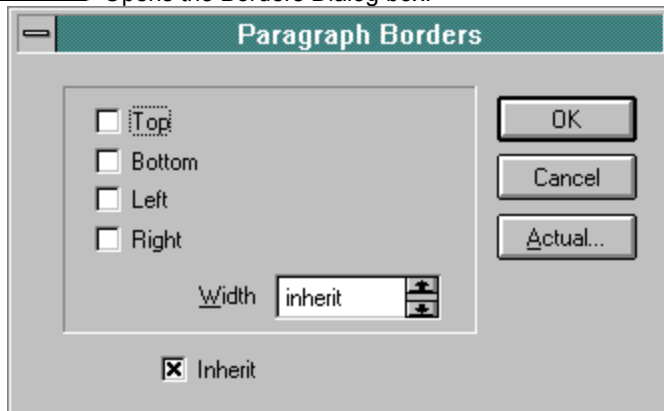
See [Paragraph direction](#) and [bidirectional documents](#).



Opens the Tabs Dialog box. See [Tabs](#).



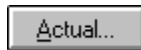
Opens the Borders Dialog box.



From the dialog box you can select Inherit, top, bottom, left, right, or all borders and adjust the width of the border.

**Width values:** 0.1-6 points or inherit.

See [Inherit](#).



Opens a view-only Format Paragraph Dialog box that displays the actual values (i.e., no inherits) for all the settings in the dialog box.

**Note:** This button only appears when Inheritance is turned on.

## Related Topics:

[Inherit](#)

[Line Spacing](#)

[Auto line spacing](#)

[Line spacing rule of thumb](#)

[Tabs](#)

[Paragraph direction](#)

[Bidirectional documents](#)

[Nikud](#)

[Arabic text](#)

[Additional information](#)



## Paragraph direction



Every paragraph in an Accent document has a direction, either right-to-left or left-to-right. In a left-to-right paragraph, the insertion point starts each line at the left margin. If Hebrew or Arabic text is entered in a left-to-right paragraph, the text is pushed away from the insertion point as the insertion point stands still. This effect is called push mode. In a right-to-left paragraph, the insertion point starts each line at the right margin. Left-to-right text (like English or Russian) in a right-to-left paragraph is entered in push mode.

The paragraph direction determines whether a language is entered in its native direction or in push mode. Use left-to-right when the dominant language in the paragraph is left-to-right, and right-to-left when the dominant language in the paragraph is right-to-left.

You can choose paragraph direction in the Format Paragraph dialog box or using the arrow keys on the

StyleBar. The highlighted arrow () indicates the paragraph direction.

The insertion point's direction is not dependent on paragraph direction, but by character direction. If, for example, you type a Hebrew (right-to-left) word in the middle of an English (left-to-right) paragraph, the insertion point will take on

the right-to-left appearance () . When you switch back to English, the insertion point will revert to left-to-right () .

### Related Topics:

[Character direction](#)

[Paragraph](#)

[Bidirectional documents](#)

[Nikud](#)

[Arabic text](#)






## Bidirectional documents

Accent allows you to create documents that easily combine left-to-right languages, like English and Russian, with right-to-left languages, like Hebrew and Arabic. Every bidirectional word processor has its own rules about how left-to-right and right-to-left characters are combined with each other, and with numerals, special characters (such as "&"), spaces and punctuation marks. With Accent, you can work in the way that is most comfortable for you.

### Bidirectional typing and the insertion point

In Accent, bidirectionality is controlled by paragraph direction and character formatting. Usually, characters in Western, East European, Cyrillic, Greek, and Turkish fonts will have a left-to-right attribute, and will appear in left-to-right paragraphs, while Arabic and Hebrew characters will have a right-to-left attribute, and will appear in right-to-left paragraphs. In some cases, however, you may want to insert a Hebrew word, for example, in an English sentence. At other times, you may want to change the direction of a numeral or punctuation mark, so that it is placed correctly in your sentence. With Accent, you can combine bidirectional text freely, changing the direction of paragraphs and characters as you wish.

Accents insertion point is specially designed to help you work with bidirectional text. If the next character to be typed is left-to-right, the insertion point appears as follows (  ), with a small triangle at its foot, pointing to the right. If the next character to be typed is right-to-left, the triangle points to the left (



### Related Topics:

[Paragraph direction](#)

[Nikud](#)

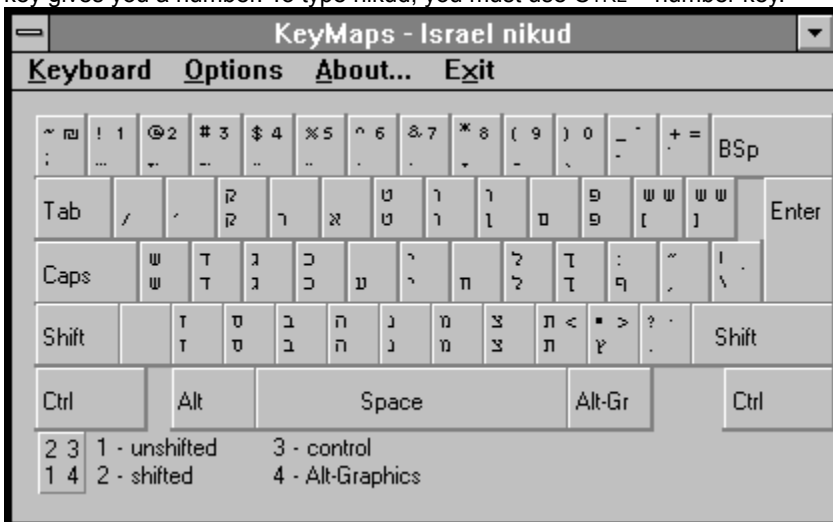
[Arabic text](#)



## Nikud

Nikud is the Hebrew vowel system, consisting of dots and dashes that are placed under or next to Hebrew letters. All of the vowels can be inserted using the number keys across the top of the Hebrew keyboard.

If you are using the Israel (nikud) keyboard map, pressing a number key gives you nikud. To type numbers, you must use CTRL + number key. If you are using the Israel (numbers) keyboard map, pressing a number key gives you a number. To type nikud, you must use CTRL + number key.



To place nikud with the correct character, type the character first and then the nikud. To insert nikud into an existing word, position the insertion point after the character that requires the nikud, and then type the nikud symbol. To delete nikud, position the insertion point after the character (i.e., to the characters left) and then press BACKSPACE. The nikud is erased, but the letter remains and the insertion point stays at the same location.

To delete a letter and nikud at the same time, use the DELETE key. Position the insertion point before the letter you wish to delete, then press DELETE.

### Related Topics:

- [Paragraph direction](#)
- [Bidirectional documents](#)
- [Arabic text](#)



## Arabic Text

Unlike printed letters in Western alphabets, Arabic letters may change shape at different positions in a word. A letter might have up to four different shapes, depending on whether it stands alone, or comes at the beginning, middle, or end of a word. Accent fully supports these contextual changes, automatically changing the shape of a letter to the appropriate shape as a new character is inserted before or after it.

### Diacritics

Diacritics are vowel or accent marks which appear above or beneath a letter, like Hebrews nikud. When entering Arabic text, the vowel character is typed after the letter character with which it should appear. Accent automatically positions the diacritic correctly in relation to the letter, and kerns it vertically, when necessary.

### Ligatures

A ligature is a combination of two or three characters into one shape, such as joining an a and an e into the æ shape. Accent supports 61 Arabic ligatures in its Traditional Arabic font, forming them automatically when the component characters are typed in succession. Simplified Arabic supports far fewer ligatures than Traditional Arabic. If one character of a ligature is deleted, the remaining character(s) will automatically revert to the correct shape according to context. Individual characters within a ligature can be deleted using the BACKSPACE or DELETE keys.

### Kashida justification

In Western languages, when a paragraph of text is justified on both sides, space is added between words to fill out lines and make them align to the left and right margins. However, justification in Arabic is done by lengthening the *characters* to stretch out the words and fill out the length of a line of text. The extra length added to a character is called a kashida. Kashida justification is available in Accent by clicking the justify button (under alignment on the StyleBar) or choosing justify in the Format Paragraph dialog box. In a mixed-text paragraph, kashida justification is used where possible. In lines containing no Arabic text, spaces are used for justification.

### Related Topics:

- [Paragraph direction](#)
- [Bidirectional documents](#)
- [Arabic options](#)
- [Nikud](#)



## **Inherit**

You do not necessarily have to define all the formatting instructions of a paragraph. If the Inheritance feature is turned on, you can inherit instructions from an underlying style.

You can create a chain of paragraph styles by basing one on another.

Whenever you set a value to inherit, Accent checks the underlying style to see if it has an instruction for that attribute (e.g. alignment – left, right, center, etc.). Accent works its way up the chain of styles until it finds a value.

The highest style for paragraphs is the default style, which has all its attributes determined (i.e., no inherits).



## **Paragraph borders**

A paragraph can have a border on any or all of its sides. To place a border around a paragraph, select the paragraph you wish to format. Select Paragraph from the Format menu. The Format Paragraph dialog box will appear. Click on the Borders button. The Paragraph Borders dialog box will appear.

To select the check box of a border, click until an X appears in the box. The width of the borders can be set from 0.1 to 6 points. To adjust the thickness of the border lines, change the value in the Width box. Click on OK when you have made your changes. Then click on OK in the Format Paragraph dialog box to execute Border and any other formatting changes.

For shading options and more border options, first put the paragraph or paragraphs that you want to surround by a border into a single-celled table. Then choose Borders and Shading.... from the Tables menu.



## Line Spacing

If a paragraph is set with space after and the next paragraph has space before, the distance between the two paragraphs will be the total of the two amounts. For consistency, it is best to set space either before or after paragraphs, but not both.

### **Related topics**

[Auto Line Spacing](#)



## **Auto line spacing**

Auto line spacing spaces the lines so that descending letters ("g" or "y") in one line will just miss the ascending letters ("l", "b", and capitals) in the line below.



## **Line spacing rule of thumb**

Auto line spacing will usually provide sufficient space. However, if you want more control over the space between lines, you can determine the value yourself.

The space between lines of standard text should normally be about 2 points more than the size of the font; that is, a 12 point font is typically set with 14 point line spacing. Increasing the space between lines of a paragraph can make text more readable. Decreasing the space between lines fits more text into the available space.





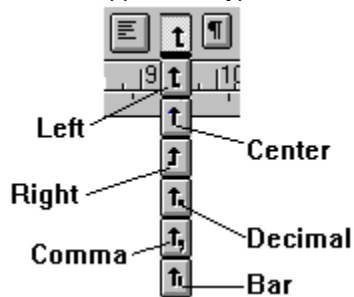
## Tabs

Tabs align text to a specific point, indicated by a Tab Stop, on the Ruler.

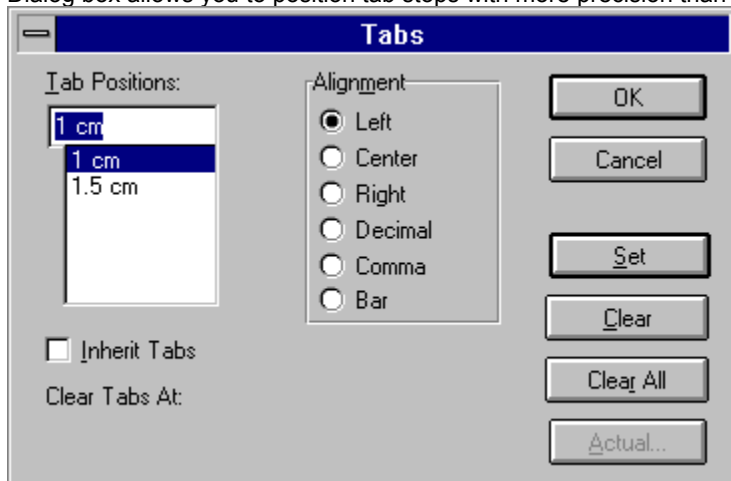
Tabs should not be used to create paragraph indents. Set indent values in the Paragraph Formatting Dialog box instead.

A new Accent document has default tab stops every 1.25 cm. The default setting can be changed in the margins setting of the Format Document Dialog box. When you create a new paragraph in a document, the tab stops and other Ruler settings will be copied from the previous paragraph. When you change a paragraph's tab settings, the changes apply to that paragraph only. If you have selected a number of paragraphs, the change will apply to the whole selection.

Accent supports six types of tab stops:



You can set tabs using the ActionBar buttons and the [Ruler](#) or you can set them in the Tabs Dialog box. The Tabs Dialog box allows you to position tab stops with more precision than the Ruler and to delete them more quickly.



The inherit Tabs option is available only when the Inheritance feature is turned on.

Parameters	Description
<b>Tab Positions</b>	Enter the numerical value of the tab stop position, for example, 3 cm. The tab stop will be 3 cm from the left margin.  The zero position of the ruler may be aligned with the document margin or with the edge of the page. You can adjust the zero position and direction of the ruler.

Refer to Additional information.

**Values:** Any point on the document ruler or any number you type in the Tab Positions box of the Tabs Dialog box, including fractions.  
Maximum number of tab stops: 32

**Default:** Left-align tabs every 1.25 cm. Default tab stops can be changed in the Format Document Dialog box. They begin after the first user defined tab stop.

## Alignment

Choose which of Accent's six types of Tab Stops you wish to use.

**Left align** – Aligns the left edge of text at the tab stop.

**Center** – Centers text on the tab stop.

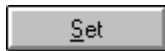
**Right align** – Aligns the right edge of text at the tab stop.

**Decimal** – Aligns the decimal point at the tab stop. Useful for making columns of numbers.

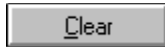
**Comma** – Aligns the comma at the tab stop. Useful for making columns of numbers.

**Bar** – Places a vertical bar in the paragraph at the tab stop position. Useful for creating vertical bars in lists or tables. A tab character in a paragraph does not align text at a bar tab.

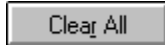
**Default:** Left align.



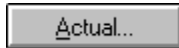
Inserts the new tab position into the tabs list.



Inserts the selected tab into the "Clear Tabs At" list. The tab stops will be deleted only after you choose OK from the Tabs Dialog box and also from the Format Paragraph Dialog box.



To insert "All" into the "Clear Tabs At" list. All tab stops will be deleted only after you choose OK from the Tabs Dialog box and also from the Format Paragraph Dialog box.

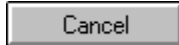


Opens a view-only Tab Dialog box that displays the actual values (i.e. no inherits) for all the settings in the dialog box. This button will be dim if "Inherit Tabs" is off.

**Note:** This button appears only when the Inheritance feature is turned on.



Clicking OK from the Tabs Dialog box automatically returns control to the Format Paragraph Dialog box. To execute any changes to tab settings, you must also click OK from the Format Paragraph Dialog box.



Clicking Cancel from the Tabs Dialog box automatically returns control to the Format Paragraph Dialog box.

Choosing Cancel from either the Tabs or the Format Paragraph Dialog boxes, cancels any changes you made to tab settings.

**Inherit Tabs**  Inherit all tab settings from the underlying paragraph style.

Do not inherit tabs.

**Clear Tabs At:** Lists tabs that were selected for clearing. If you choose OK, they will be cleared. If you choose Cancel, they will remain.



## Additional information

1. Options list, Utilities menu, to adjust the [Ruler Origin](#), and to change the [Units of Measure](#).
2. [Define Paragraph Style](#), to define paragraph styles.
3. [Paragraph direction](#) and [Bidirectional documents](#), to combine right to left and left to right languages.
4. [Nikud](#) and [Arabic text](#) for explanations about right to left languages.



## Document

**Located under:** Format menu

**Use:** To define consistent layout attributes (page size and orientation, columns, headers and footers, margins, and section starts) for your document, or for [sections](#) of your document. A section is a region of your document with common layout attributes. Every document has at least one section.

When you select the Format Document dialog, the Page button will be selected and current page settings will be shown. If you have adjusted the document formatting previously in the current session, Accent will remember what button was selected last, and that button will be selected again.

Parameter	Description
<b>Page</b>	determines the <a href="#">page size</a> and <a href="#">page orientation</a>
<b>Columns</b>	determines the number of <a href="#">columns</a> and their width, and style definition.
<b>Header</b>	used to set <a href="#">headers and footers</a> for the document or section.
<b>Margins</b>	used to change the default <a href="#">margin</a> settings, the distance between the <a href="#">default tab settings</a> , and the <a href="#">header/footer distance parameter</a> .
<b>Start</b>	sets the style of the <a href="#">section break</a>
<b>Apply To</b>	<p><b>This Point Forward</b> Starts a new section at the insertion point. The new definitions apply to the new section and to the sections after it, until the end of the document.</p> <p><b>This Section</b> The attributes of the current section will be modified according to the new definitions.</p> <p><b>Selection</b> This option is enabled when a selection includes one or more section breaks. The changes that you make will apply to each of the selected sections. The selection must be made across two or more sections; otherwise, the Apply to Selection option will be grayed out.</p> <p>Attributes that are not redefined for the selection will remain unchanged, i.e. each of the selected sections will retain its previous settings.</p> <p>To view <a href="#">section breaks</a>, select <a href="#">special characters</a> from the view menu.</p> <p><b>Whole document</b> The changes that you make will apply to all sections in the document.</p>

### Related Topics:

[Page size and orientation](#)

[Columns](#)

[Headers and footers](#)

[Margins](#)

[Start](#)

[Sections](#)

[Page numbering](#)



## Sections

In a short, simple document, layout attributes normally remain constant. Such a document has one section. But in a longer or more complex work, you may want to vary layout attributes. Accent allows you to do this by creating more than one section. Sections, combined with character and paragraph formatting, give you the flexibility to make your document look exactly how you want it to look.

Formatting sections is similar to formatting paragraphs. When you hit ENTER, the previous paragraphs formatting is copied to the new paragraph. Likewise, when you insert a section break, the previous section's formatting is copied to the new section.

When you change paragraph formatting, you do not have to redefine each attribute. You may, if you wish, change the indentation, the alignment, or make all the characters italic, and leave all the other settings alone. Similarly, when you change section formatting, you can pick and choose which attributes to change. For example, you may want your new section to have an additional column, but leave the other settings intact.

To insert a section break, select Break from the Insert menu and choose Section (Continuous) or Section (New Page) from the cascading menu. Section breaks (¶), like line breaks (↵), page breaks (⏏), and column breaks (⌘), can be cut, copied, and pasted, and can be viewed by selecting ViewSpecial Characters. When you insert a section break, you are defining a new section at the insertion point. Any formatting options that you have set for the section are stored in the section break and will be applied to the new section. Once you've changed the settings of one layout option (Page, for example), you can change other layout options (such as Columns or Headers) by clicking on the appropriate button. Click on OK when you've finished adjusting all layout options. As you change document formatting, you can apply your settings to:

### **This point forward**

A new section will be created starting from the insertion point, and the changes that you make will apply from the beginning of the new section to the end of the document. Note that this is the only way to create a *new* section from the Format Document dialog box.

### **This Section**

The changes that you make will apply to the current section only.

### **Selection**

This option is enabled when a selection includes one or more section breaks. The changes that you make will apply to each of the selected sections. The selection must be made across two or more sections; otherwise, the Apply to Selection option will be grayed out.

Attributes that are not redefined for the selection will remain unchanged, i.e. each of the selected sections will retain its previous settings.

To view [section breaks](#), select [special characters](#) from the view menu.

### **Whole document**

The changes that you make will apply to all sections in the document.

## **Related topics:**

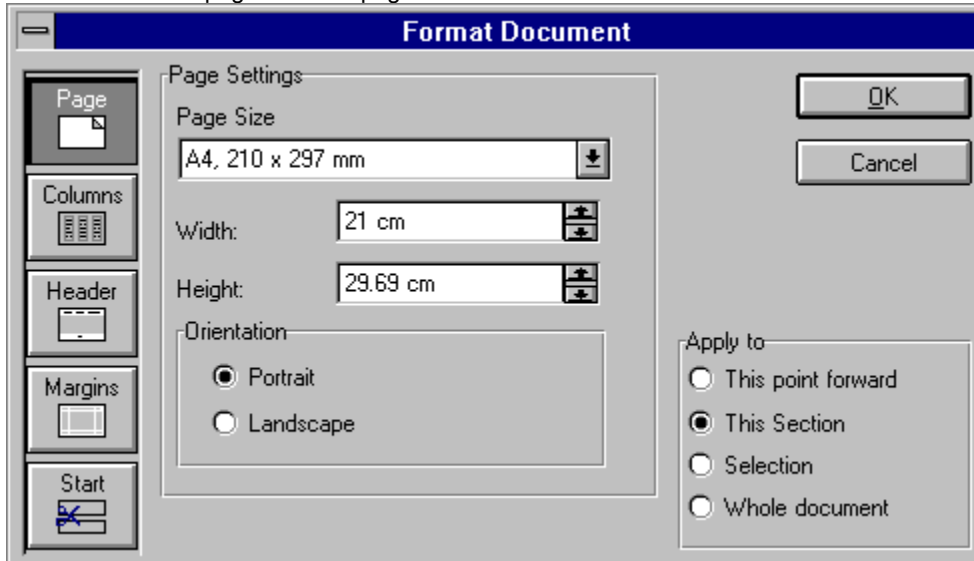
[Start](#)



## Page Size and Orientation

Located under: Format document dialog

Use: To select the page size and page orientation



Parameter	Description
<b>Page size</b>	To select the page size.
<b>Width</b>	Paper width
<b>Height</b>	Paper height
<b>Orientation</b>	Portrait or Landscape <b>Default</b> Portrait
<b>Apply To</b>	<p><b>This Point Forward</b> Starts a new section at the insertion point. The new definitions apply to the new section and to the sections after it, until the end of the document.</p> <p><b>This Section</b> The attributes of the current section will be modified according to the new definitions.</p> <p><b>Selection</b> This option is enabled when a selection includes one or more section breaks. The changes that you make will apply to each of the selected sections. The selection must be made across two or more sections; otherwise, the Apply to Selection option will be grayed out.</p> <p>Attributes that are not redefined for the selection will remain unchanged, i.e. each of the selected sections will retain its previous settings.</p> <p>To view <a href="#">section breaks</a>, select <a href="#">special characters</a> from the view menu.</p> <p><b>Whole document</b> The changes that you make will apply to all sections in the document.</p>

**Related Topics:**

[Print](#)

[Print Setup](#)

[Pagination and page numbering](#)



## Pagination and page numbering

Inserting page breaks allows you to start a new page wherever you choose. Accent normally breaks pages according to the flow of the text, but inserting a page break overrules Accent and places the break where you want it. Once a page break has been inserted, a new page will start at the break no matter how much text is added or deleted before the break. As you add and delete text (and pages), Accent updates the page numbers.

To insert page breaks, place the insertion point at any location you choose for the break. Select Break from the Insert menu. Choose Page Break from the cascading menu. You may also insert page breaks by pressing CTRL + ENTER.

To delete a page break, delete the page break marker. To see the page break markers, select Special Characters from the View menu.

To add page numbers to a document, first define a header or footer. Use the ActionBars Go To button to go to the header or footer. Then select Field... from the Insert menu. The Field dialog box will appear.

Select Page Number. Select a format and click on OK.

To view the actual page numbers rather than the Page Number field code on the screen, be sure that Field Codes is not selected in the View menu.






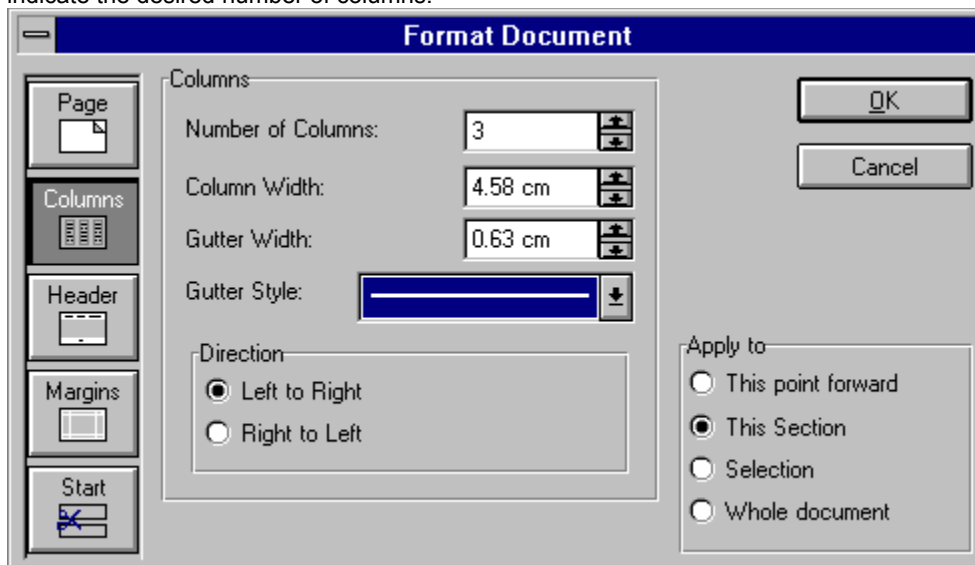
## Columns

**Located under:** Format document dialog

**Use:** To determine the number of newspaperlike columns in the document or section

Columns can be Left to Right or Right to Left. In Left-to-Right columns, the text begins at the top of the leftmost column, continues to the end of the page, and then snakes to the top of the next column to the right. The direction of columns is independent of the direction of paragraphs and typing languages. For example, both Hebrew and English text can appear in either a left-to-right or right-to-left paragraph, which can be part of either a left-to-right or right-to-left column.

You can also insert columns by clicking on the ActionBars Columns button () , and dragging the mouse to indicate the desired number of columns.



Parameter	Description
<b>Number of columns</b>	The maximum number of columns varies according to the width of the page.
<b>Column width</b>	Only equal size columns are supported; therefore only one width may be defined <b>Default:</b> column width expands to fill the entire page width
<b>Gutter width</b>	Width of the space between the columns. When this size is modified, the column width is automatically changed so that the columns and gutters will fill the entire width of the column area.
<b>Gutter style</b>	Line styles of different widths for the gutters. <b>Default:</b> No line between the columns
<b>Apply To</b>	<b>This Point Forward</b> Starts a new section at the insertion point. The new definitions apply to the new section and to the sections after it, until the end of the document.

**This Section** The attributes of the current section will be modified according to the new definitions.

**Selection** This option is enabled when a selection includes one or more section breaks. The changes that you make will apply to each of the selected sections. The selection must be made across two or more sections; otherwise, the Apply to Selection option will be grayed out.

Attributes that are not redefined for the selection will remain unchanged, i.e. each of the selected sections will retain its previous settings.

To view [section breaks](#), select [special characters](#) from the view menu.

**Whole document** The changes that you make will apply to all sections in the document.

## Related Topics:

[Format document](#)



## Header


**Located under:** Format document dialog

**Use:** Adding headers and footers to documents. Headers and footers can be defined for the entire document, or redefined for each section. You can have different first page, odd page, and even page headers and footers.

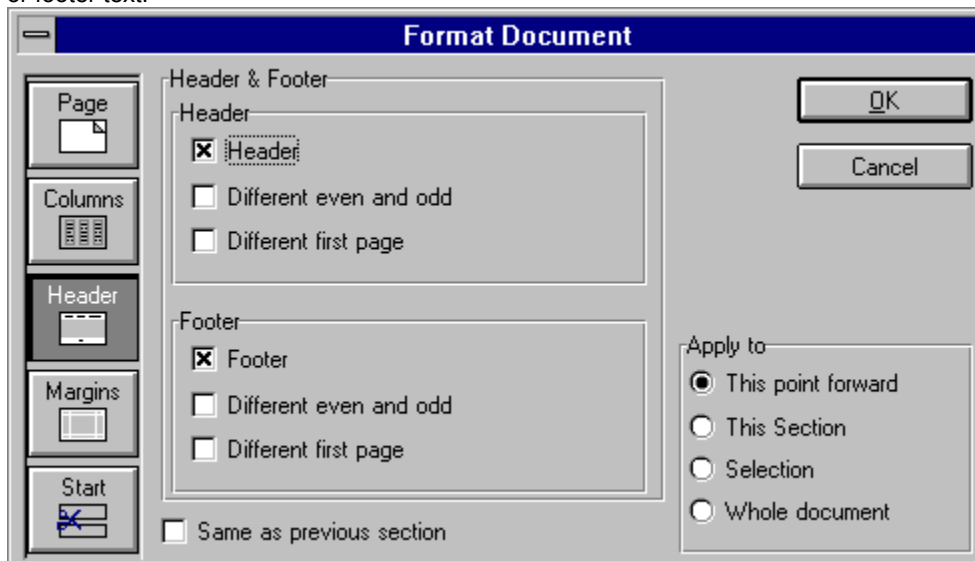
A header or footer is descriptive text that is printed at the top or bottom of every page of your section or document. You may put a unique header or footer on the first page of a document, and have different headers and footers on odd and even pages. For example, the title of a book may appear in the even page header and the chapter number and title in the odd header.

To have different headers or footers on odd and even pages, click on the Different even and odd check box until an X appears. To have a first header or footer different from the others, click on the Different first page check box until an X appears. To use the same headers and footers as the previous section, click on the Same as previous section check box until an X appears.

When you've returned to editing your document, you can place text in a header or footer by clicking your mouse in the header or footer area at the top or bottom of the page, clicking on the ActionBars Go To button

() , or selecting EditGo To.... Accent moves the insertion point to the nearest header or footer, and you may begin typing. Accent shows the header at the top of each page, and the footer at the bottom of each page, so that you can see how your printed document will look.

If you placed text in your header or footer, and then turned off headers or footers, you will have deleted your header or footer text.



Parameter	Description
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<b>Header</b>	On or off
<b>Footer</b>	On or off
<b>Different even and odd</b>	On or off
<b>Different first page</b>	On or off
<b>Apply To</b>	<p><b>This Point Forward</b> Starts a new section at the insertion point. The new definitions apply to the new section and to the sections after it, until the end of the document.</p> <p><b>This Section</b> The attributes of the current section will be modified according to the new definitions.</p> <p><b>Selection</b> This option is enabled when a selection includes one or more section breaks. The changes that you make will apply to each of the selected sections. The selection must be made across two or more sections; otherwise, the Apply to Selection option will be grayed out.</p> <p>Attributes that are not redefined for the selection will remain unchanged, i.e. each of the selected sections will retain its previous settings.</p> <p>To view <a href="#">section breaks</a>, select <a href="#">special characters</a> from the view menu.</p> <p><b>Whole document</b> The changes that you make will apply to all sections in the document.</p>

### Related Topics:

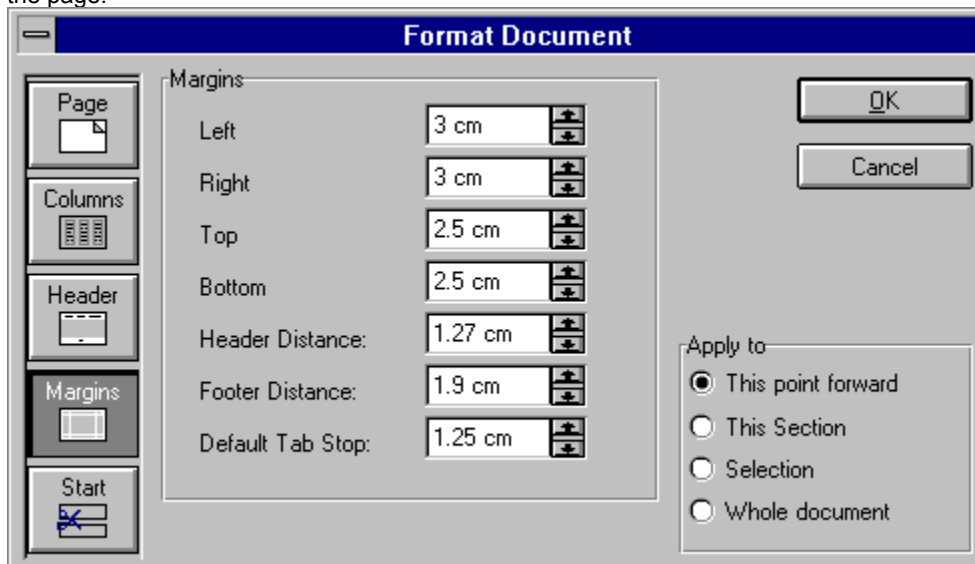
[Insert field](#) to insert page numbers in the footer, and [Margins](#) to change the starting page number.



## Margins

**Located under:** Format Document dialog

**Use:** To set the margins for the document or section, to determine the default distance between [tab stops](#), to set the [header](#) distance from the top of the document, and to set the [footer](#) distance from the bottom of the page.



Parameter	Description
<b>Left</b>	Sets the left page margin.
<b>Right</b>	Sets the right page margin.
<b>Top</b>	Sets the top page margin.
<b>Bottom</b>	Sets the bottom page margin.
<b>Default Tab Stops</b>	Tab stops are initially set every .5 in, or every 1.25 cm, depending on the your default units of measure.
<b>Header Distance</b>	Sets the distance between the top of the header and the top of the document. This distance must be smaller than the top margin. Parts of the header may not be displayed If it exceeds the allotted area.
<b>Footer Distance</b>	Sets the distance between the top of the footer and the bottom of the document. This distance must be smaller than the bottom margin. Parts of the footer may not be displayed If it exceeds the allotted area, some of the header will not be displayed.
<b>Apply To</b>	<p><b>This Point Forward</b> Starts a new section at the insertion point. The new definitions apply to the new section and to the sections after it, until the end of the document.</p> <p><b>This Section</b> The attributes of the current section will be modified according to the new defintions.</p>

**Selection** This option is enabled when a selection includes one or more section breaks. The changes that you make will apply to each of the selected sections. The selection must be made across two or more sections; otherwise, the Apply to Selection option will be grayed out.

Attributes that are not redefined for the selection will remain unchanged, i.e. each of the selected sections will retain its previous settings.

To view [section breaks](#), select [special characters](#) from the view menu.

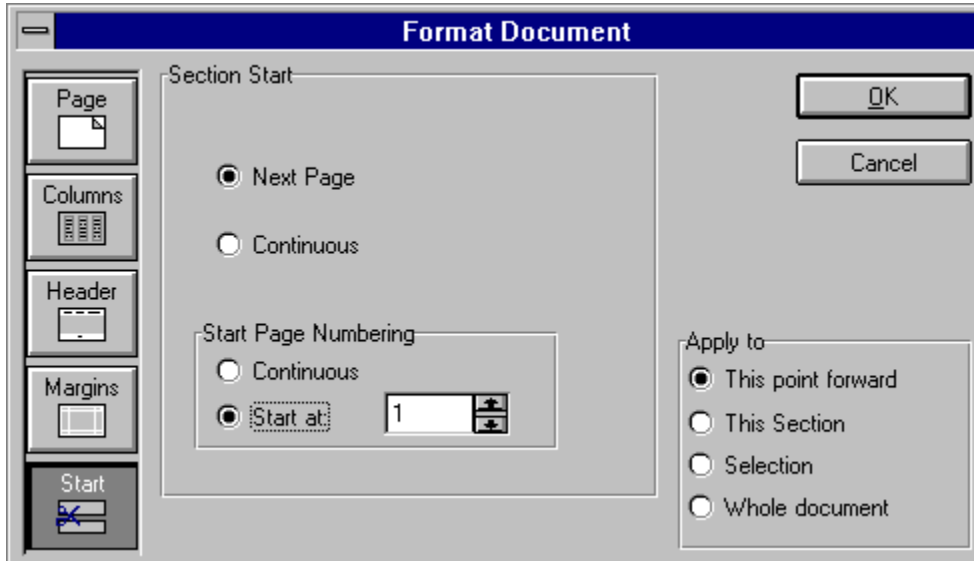
**Whole document** The changes that you make will apply to all sections in the document.



## Start

**Located under:** Format Document dialog

**Use:** Determines the attributes of the section.



Parameter	Description
<b>Section Start</b>	Next page The section or sections being formatted will begin on a new page.
	Continuous The section or sections being formatted will start on the same page.
<b>Start Page Numbering</b>	Continuous Continues the page numbers from the previous section.
	Start At Begins numbering the pages with a user defined value.
<b>Apply To</b>	<b>This Point Forward</b> starts a new section at the insertion point. the new definitions apply to the new section and to the sections after it, until the end of the document.
	<b>This Section</b> the attributes of the current section will be modified according to the new definitions.
	<b>Selection</b> This option is enabled when a selection includes one or more section breaks. The changes that you make will apply to each of the selected sections. The selection must be made across two or more sections; otherwise, the Apply to Selection option will be grayed out.  Attributes that are not redefined for the selection will remain unchanged, i.e. each of the selected sections will retain its previous settings.  To view <a href="#">section breaks</a> , select <a href="#">special characters</a> from the view menu.
	<b>Whole document</b> The changes that you make will apply to all sections in the document.



## **Additional information**

1. File menu, Print Setup, to set the printers page size and orientation.
2. Edit menu, Go To, to go to the header or footer area.
3. Options list, Utilities menu, Units of Measure, to change the default unit of measure.
4. Insert, Field, Page Number, to select a page numbering scheme and insert the page number field.





## Define Paragraph Style

**Located under:** Format menu

**Use:** To format identical document elements (such as chapter headings) uniformly, quickly, and easily. A paragraph style is a collection of paragraph formatting instructions that is stored under a style name. These include character attributes for the given paragraph.

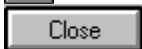
All paragraphs have attributes, such as indents, bold or italic (you can view those attributes at any time by opening the Format Character or Format Paragraph Dialog box). When you select paragraph(s) and apply a style, the style's attributes will replace the previous attributes. Accent also maintains a connection between the style and the paragraph to which you applied it. If you later change the style, Accent automatically reapplies the style to that paragraph.



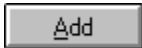
Parameters	Description
------------	-------------

<b>Name</b>	Enter name of style to create or change.
-------------	--

**Values:** 1-11 characters, case sensitive



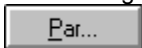
Cancel the Define Paragraph Style command and close the dialog box. The Cancel button becomes a Close button after you add a style, delete a style, or change an existing style.



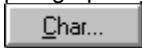
Add the new style name to the style sheet. The Add button will be dim if there is no new style name in the Name editing box.



Delete the selected style. The Delete button will be dim if there is no style selected or if the selected style is an Accent default style which cannot be deleted. Default styles are specified in the Style parameter of the Paragraph sections.



Open the Format Paragraph Dialog box, which allows you to define the paragraph attributes of the paragraph style.



Open the Format Character Dialog box, which allows you to define the character attributes of the paragraph style.

## **Related Topics:**

[Style sheets](#)

[Deleting styles](#)

[Applying styles](#)

[Additional information](#)



## Style sheets - in depth

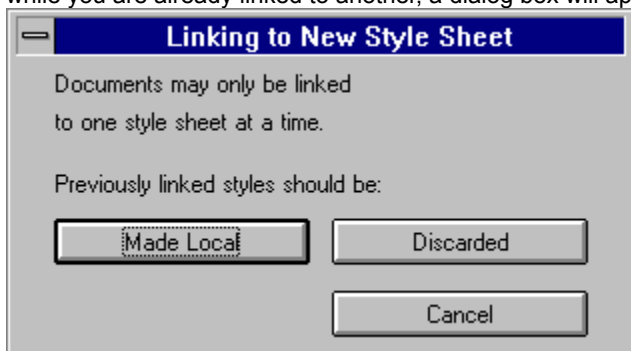
All the styles of a document can be stored as part of the document. You can also store styles in an external Style sheet (as a separate file) and link multiple documents to it. Then many documents can use the same styles.

Styles saved with a document are called Local styles. Styles that are part of an external style sheet are called External styles. If you modify an External style in a document, the style is copied into your document (leaving the external style intact). The style will become Local and it will be saved as part of your document.

Local styles are always available to the document. External styles are available only when you link the document to the external style sheet.

Once you link a document to a style sheet, it remains linked until you change the link.

A document can be linked to only one external style sheet at a time. If you attempt to link to one style sheet while you are already linked to another, a dialog box will appear to ask if you wish to save all styles locally.



If you choose the Made Local button, the previously linked external styles will be copied to the document (i.e. made local), leaving the previously linked external style sheet intact.

Alternatively, you can choose the Discarded button to unlink the previously linked external style sheet and delete its styles from the document. The previously linked external style sheet will remain intact.



## **Deleting styles**

- a. Any style based on a deleted style will be based on the deleted style's base style.
- b. Any paragraph using a deleted style will use the deleted style's base style.



## Applying paragraph styles

### To apply a Paragraph Style:

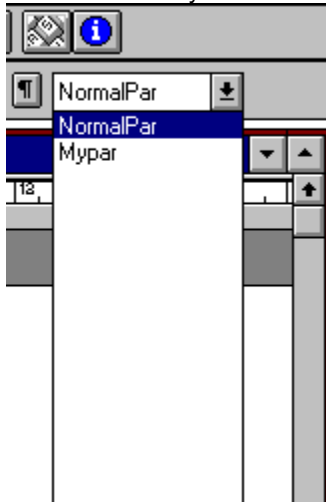
---

To apply a style to a paragraph, simply choose it from the Style box on the StyleBar or use the Format Paragraph Dialog box.

1. Position the insertion point in the paragraph whose style you wish to change.

The location of the insertion point tells Accent which paragraph to format. You need not select the entire paragraph. You may also select multiple paragraphs and then apply a style to all of them at the same time.

2. From the Style box on the StyleBar, choose the style you wish to use.



The paragraph will be formatted to the style you choose.

#### How it works:

All text has attributes, such as bold or italic (you can view those attributes at any time by opening the Format Character or Format Paragraph Dialog box). When you select text and apply a style, the style's attributes will replace the previous attributes (if inherit is on). Accent maintains a connection between the style and the text to which you applied it. If you later change the style, Accent automatically reapplies the style to that text.

When the Inheritance feature is on, attributes can be inherited. Accent checks the underlying style – and the underlying chain of styles, if necessary – until it finds a value for each inherited attribute. For more details on inheritance see the section titled [Inherit](#)

Any character whose font is inherited from the style will be changed to the font of the new paragraph style.

**Note:** If you changed a Western European paragraph to Eastern European, the Western European words would appear in Eastern European characters.  
If you mistakenly apply a language to a paragraph, click on Undo to return to the previous language. Or, you can reapply the previous style or format the affected text with a font from the intended language set.

---



## **Additional information**

1. Format Character and Format Paragraph for information on these dialog boxes.
2. File menu, File Save As, Save all Styles Locally option, File Link to Style Sheet, and File Save Styles As, to save styles and link to style sheets.

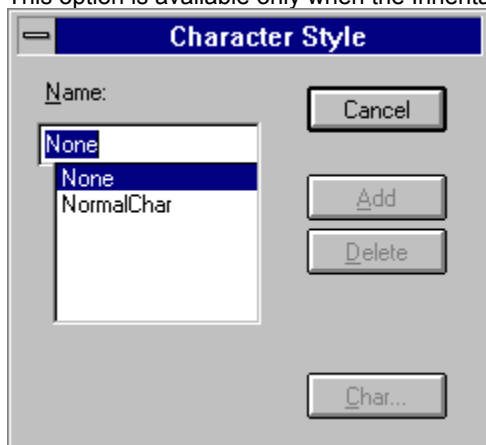


## Define Character Style

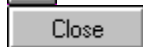
**Located under:** Format menu

**Use:** To format identical document elements (for example, the word "use" is bold in the introductory paragraph of each command) uniformly, quickly, and easily. A character style is a collection of character formatting instructions that is stored under a style name.

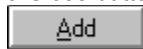
This option is available only when the Inheritance feature is turned on.



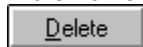
Parameters	Description
<b>Name</b>	Enter name of style to create or change. Case sensitive. <b>Values:</b> 1-11 characters, case sensitive



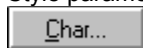
Cancel the Define Character Style command and close the dialog box. The Cancel button becomes a Close button after you add a style or change an existing style.



Add the new style name to the style sheet. The Add button will be dim if there is no new style name in the Name editing box.



Delete the selected style. The Delete button will be dim if there is no style selected or if the selected style is a Accent system style which cannot be deleted. Accent default character styles are discussed in the Style parameter in the Character section.



Open the Format Character Dialog box, which allows you to define the character attributes of the character style.

### Related Topics:

[Applying character styles](#)

[Examples](#)

[Additional information](#)





## Applying character styles

See [Style sheets](#) section for detailed information about style sheets.

### To apply a character style:

---

To apply a character style, choose it from the style box on the StyleBar.

1. Select the character(s) you wish to format.
2. From the Style box on the StyleBar, choose the character style you wish to use.



The inherited attributes of the selected characters will derive their value from the character style you choose. Character attributes that are already determined (e.g., bold is on) will not change.

**Note:** Character styles only appear in the Style combo box when the Inheritance feature is turned on.

---



## Examples

1. **Emphasize** is formatted using a character style. The style font is Arial; the point size is 16 and bold is on.



## **Additional information**

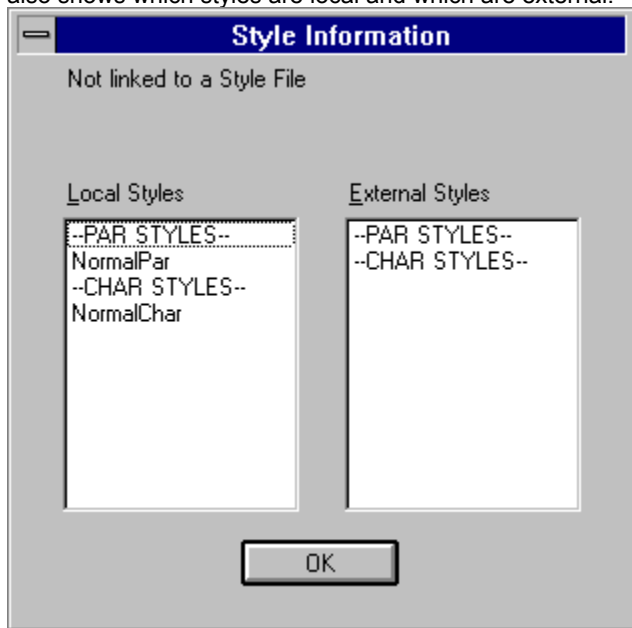
1. Format Character for information on this dialog box.
2. File menu, Save As, Save all Styles Locally option to save styles. File Link to Style Sheet and File Save Styles As to create external style sheets and to link to external style sheets.



## Style Information

**Located under:** Format menu

**Use:** To display information about the active document's style sheet. If there is a linked style file, the dialog box shows the name of the file. Otherwise it shows the message "Not linked to a Style File." The dialog box also shows which styles are local and which are external.



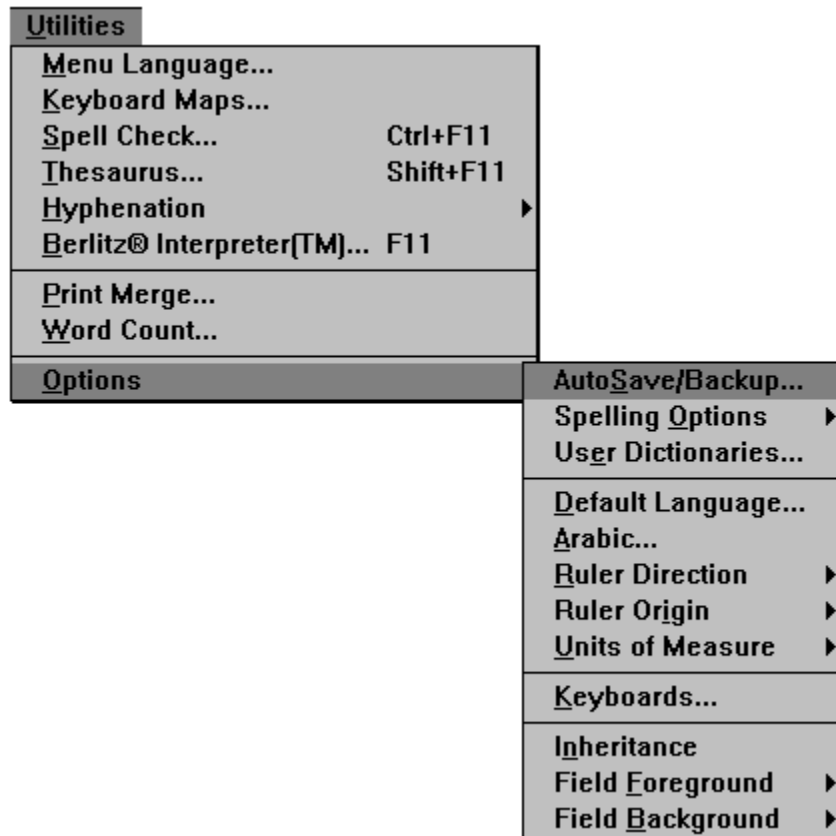
Utility menu



## Overview

Use the utilities menu to check spelling, find synonyms, hyphenate documents, translate words, change menu and typing languages, generate form letters, or count the number of words in a document.

The Utilities menu also lets you set preferences, such as ruler origin and units of measurement, and customize the user dictionaries..





## Menu Language

**Located under:** Utilities menu

**Use:** To set the language of the Accent menus, online help, dialog boxes, and message boxes to the language that you choose. Click on the language you want to work in.

**Default:** Set by Accent setup.

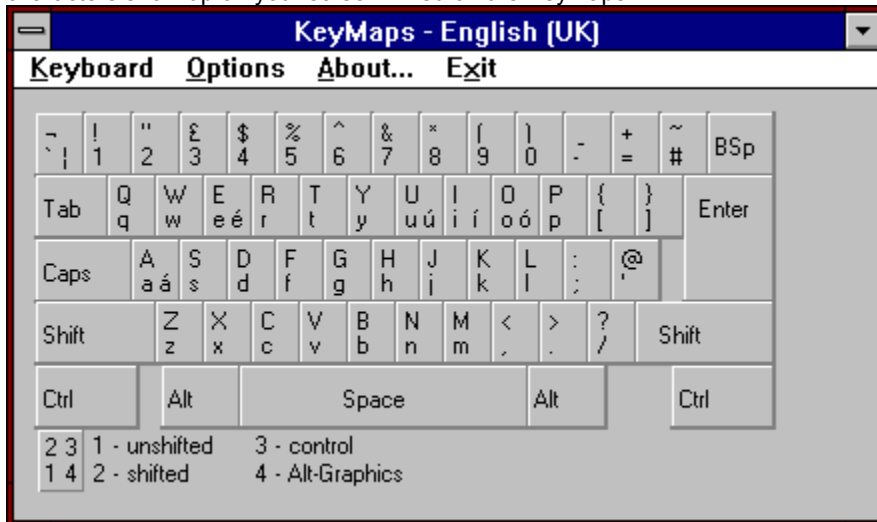


## Keyboard Maps

**Located under:** Utilities menu

**Use:** To display selected keyboard maps. If you are unfamiliar with the keyboard map of a particular language, you can use Keyboard Maps to view its layout. The KeyMaps are interactive: Clicking a character on the KeyMap with your mouse will cause that character to be entered at the insertion point.

The maps are divided into eight language groupings: Western; East European; Cyrillic; Greek; Turkish, Hebrew, Arabic, and Symbol. The KeyMaps provide the standard IBM layout of each keyboard, including all the special characters and support for dead keys. A dead key is a key that types an accent for an appropriate character. In order to use it, first click on the "dead key", and then on the appropriate letter that uses the accent. Dead keys are available only with keyboards that support them, i.e., French. These characters show up on your screen in red on the KeyMaps.



Parameters	Description
<b>Western</b>	Display list of available Western language set keyboards.
<b>East European</b>	Display list of available East European language set keyboards.
<b>Cyrillic</b>	Display list of available Cyrillic language set keyboards.
<b>Greek</b>	Display list of available Greek language set keyboards.
<b>Turkish</b>	Display list of available Turkish language set keyboards.
<b>Hebrew</b>	Display list of available Hebrew language set keyboards.
<b>Arabic</b>	Display list of available Arabic language set keyboards.
<b>Symbol</b>	Display list of available Symbol set keyboards.
<b>Options</b>	<p><b>Keep at front</b></p> <p>✓ Always keep the keyboard map on top of the active window  blank the keep at front option is off</p>



**Size** Resize the keyboard map within its window.

**Values:** Small, Medium, Large

**About...** Display information about Accent Keyboard Maps utility

**Exit** Exit Accent Keyboard Maps utility

2 3	1 - unshifted	3 - control
1 4	2 - shifted	4 - Alt-Graphics

### Guide

Shows you how to type the key that you want. The square with the numbers inside represents a single key on the keyboard. Each number in the square represents a position on the key.

To type the key in:

**Position 1** Simply depress the key.

**Position 2** Hold the SHIFT key while depressing the character key.

**Position 3** Hold the CTRL key while depressing the character key.

**Position 4** Hold the RIGHT ALT (or CTRL + ALT or ALT-GRAPHICS key if your keyboard has one) while depressing the character key.

### Comments

1. You can insert a character into your document by clicking the appropriate box in the selected keyboard map.
2. Or, you can insert a character into your document by choosing the desired keyboard map from the KeyMaps menu bar, then simply typing. When you press a key on your keyboard, the corresponding key in KeyMaps will darken and the character will appear in your document.
3. You can resize the KeyMaps window as you would any window, by clicking and dragging the sides or corners. See your *Microsoft Windows User's Guide* for more details.

### Related Topics:


[Language specific keys](#)



## Language specific keys


Many languages have characters that do not exist in other languages. For example, the two characters è, ç are common French characters, but do not occur in English.

Accent supplies you with keyboard maps of all the languages it supports, so that you can access these language-specific characters. The keyboard maps are grouped into eight language sets: Western languages; East European; Cyrillic; Greek; Turkish, Hebrew, Arabic, and Symbol. The KeyMaps can be

accessed from the Utilities menu or by clicking the KeyMaps button on the ActionBar (.

In the KeyMaps menu bar, you'll notice an Options Menu. Under the options menu are two items: Size and Keep at Front. The size option lets you set the KeyMaps to appear small, medium or large on your screen. If you see a checkmark next to the Keep at Front option, the open keyboard map will always sit on top of whatever document or application you are working on. This option is useful when you are typing a document using the KeyMaps.

The keyboard maps supplied by Accent are identical to the standard IBM keyboard layout for each language. For example, typing with the French keyboard map gives you the effect of having a French IBM keyboard, including support for so-called *dead keys*, two-key combinations that give you a single letter. For

example, if you are in a Western font with a French keyboard map, press and release the  key on the French keyboard map (the



key on the USA keyboard map), and then press and release the



key. You will see the single character ô on the screen.

For more information on keyboard map layouts, see Utilities Menu, [Keyboard Maps](#). Below is a sample keyboard map.



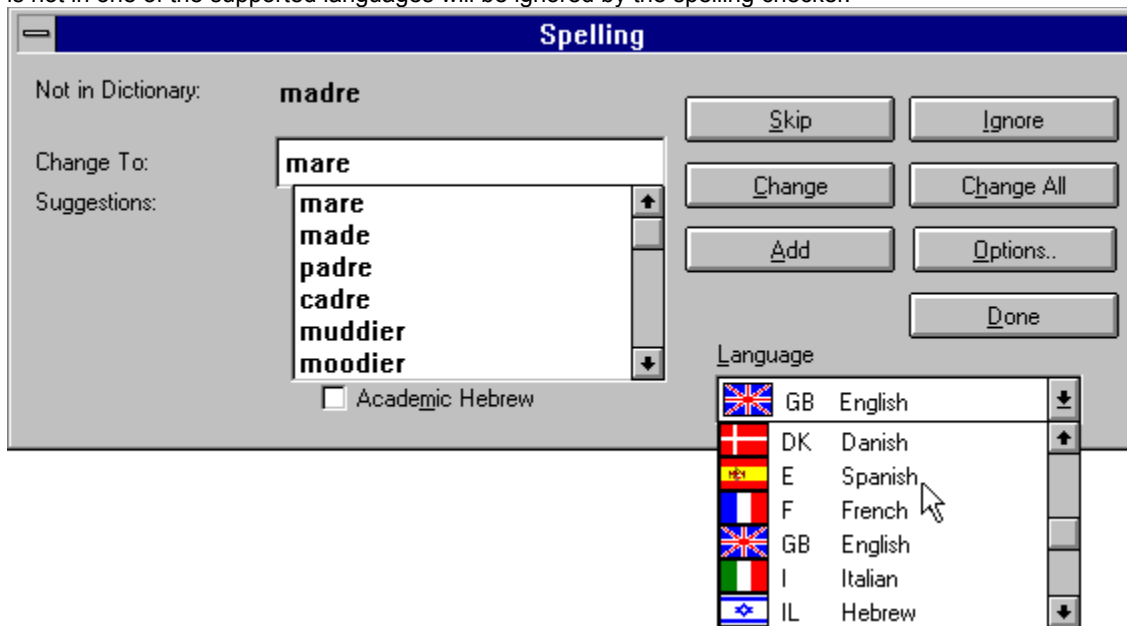






## Spell Check

**Located under:** Utilities menu

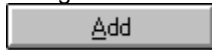
**Keyboard Accelerator:** CTRL+F11

**Use:** To check a document for spelling errors. A misspelled word will be highlighted in the text and displayed in the Spelling dialog box. Each word in an Accent document is marked as a certain language. The spelling checker uses this language information to lookup the word in the appropriate language dictionary. Text that is not in one of the supported languages will be ignored by the spelling checker.



Parameters	Description
<b>Not in Dictionary</b>	Displays a word that was not found in the dictionary. During installation of the Spelling Checker, Accent copies its dictionary to your hard disk and creates an empty personal dictionary for your additions. Together they constitute <i>the</i> Dictionary.
<b>Change To</b>	Displays the Spelling Checker's replacement suggestion. You can type your own replacement word for the misspelled word in this space.
<b>Suggestions</b>	Displays the alternative suggestions for the misspelled word. When you select an alternative it will appear in the Change To box.
<b>Options</b>	Activates the <a href="#">User Dictionaries</a>
	Skip the word (leaving it unchanged).
	Skip this and all later occurrences of the word (leaving it unchanged).
	Change the word to the spelling that appears in the Change To box.
	Change this and all other occurrences of the word to the spelling that appears in the

Change To box. If you close the Spelling Checker before you reach the end of the document, occurrences of the misspelled word that appear after the point in the document where you closed the Spelling Checker will not be changed.



Adds the word to your dictionary so it will no longer be treated as a misspelled word.



Closes the Spelling Checker utility.

**Language** Displays the language of the selected word. If the word is not marked as the correct language, choose the appropriate language from this combo box.

### Comments

1. A word that is not in the dictionary is not necessarily a mistake. It may be a word, such as a company name, that is not known to the Accent dictionary. You may add it to the dictionary using the Add button; then it will no longer be treated as a misspelled word.
2. The Spelling Checker begins its check at the insertion point. When it reaches the end of the document, the Spelling Checker will ask if you want to continue checking from the beginning of the document.
3. The Spelling Checker can check multilingual text. However, if a word is not marked as the correct language, the Spelling Checker will flag it as a misspelled word. To correct the language marking, click on the appropriate language in the Language combo box in the Spelling dialog box.

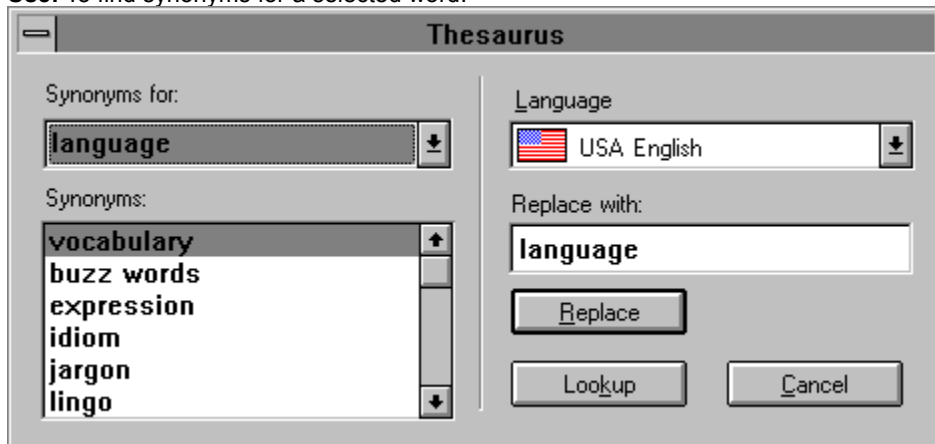


## Thesaurus

**Located under:** Utilities menu

**Keyboard Accelerator:** SHIFT+F11

**Use:** To find synonyms for a selected word.



Parameters	Description
<b>Synonyms for:</b>	Displays the word you selected from the document to look up in the Thesaurus.
<b>Synonyms:</b>	Displays a list of synonyms for the selected word.
<b>Language</b>	Displays the language of the selected word. If the word is marked in the incorrect language, choose the appropriate language from this combo box.
<b>Replace with:</b>	Displays the synonym you have chosen to use in place of the selected word. To choose a synonym, click on a word from the Synonyms list or type it yourself in the edit box.



Executes your choice, replacing the selected word in your document with the word in the Replace with box.



Looks up the word in the Replace with box and provides a list of synonyms for that word.



Returns to the document without changing the selected word.



## Hyphenate

**Located under:** Utilities menu

**Use:** To insert automatic hyphens into every potential word-break in the document.

**Comments:**

1. To hyphenate an entire document, make sure no text is selected. Choose Hyphenate from the Options list of the Utilities menu and choose Hyphenate from the Hyphenation fly-out.
2. To see the auto hyphens, choose Soft Hyphens from the View menu. These hyphens are similar to soft hyphens in that they only print when the word actually breaks at the end of a line, but when viewed they appear as an equals sign (=) instead of a regular soft hyphen (-).
3. Accents hyphenation will automatically be sensitive to the language in which your text is marked, and insert hyphens appropriately.
4. Hyphenation can be applied to selected sections of text as well as to entire documents.
5. To remove automatic hyphens from a section of the document, highlight that section and choose Un-hyphenate from the Hyphenation fly-out in the Utilities menu. To remove automatic hyphens from an entire document, make sure no text is selected, then choose Un-hyphenate.



## Berlitz(R) Interpreter(tm)



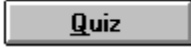

Located under: Utilities menu

Keyboard Accelerator: F11

Use: To translate words to and from English, French, German, Spanish and Italian.



Parameters	Description
<b>File</b>	Offers you the option to exit the translation utility.
<b>Edit</b>	Contains Copy and Paste options (you can also use the keyboard accelerators), which you can use to paste words from the document into the translator and copy the translations into your document; and a special characters list, which offers special characters (i.e. accented vowels) which might be needed to type words in the source language
<b>Screen</b>	Changes the screen language of the translator to French, German, Italian, Spanish or English (the default). <b>Default:</b> The default screen language is your Accent menu language. If the Accent menu language is not supported by the Berlitz® Interpreter™, the default screen language will be English.
<b>Help</b>	Provides help for users of the translator.

	Translates a word that has been pasted or typed into the top language box into the other four available languages.
	Provides additional suggested words, in each language, with a similar meaning to the selected word.
	Allows you to test your knowledge of languages by randomly choosing a word in the source language. See how many of the other languages you can translate the word into, then click the Translate button to see if you are correct.
	Changes the source language. The default is the language of the Accent word being looked up if it is a language supported by the Berlitz® Interpreter™. Otherwise, the source language is English. The other options are French, German, Spanish and Italian.

**Exit**

Exits the translation utility and returns to the document.





## Print Merge

**Located under:** Utilities menu

**Use:** To replace data fields in a form document with the corresponding data from a data file.

Parameters	Description
<b>Merge</b>	Display the form document filename. To execute a Print Merge, the form document must be open and active. (The Insertion point must be in the form document.)
<b>With Data File</b>	Enter the name of the data file with which to merge.
<b>Browse...</b>	Opens a file dialog box to browse the various drives and directories. Find the data file you wish to open and select it.
<b>Print</b>	<input checked="" type="checkbox"/> Send the output of the Print Merge to the printer. <input type="checkbox"/> Do not send the output of the Print Merge to the printer.
<b>Save Results</b>	<input checked="" type="checkbox"/> Save the results of the Print Merge to an Accent document. <input type="checkbox"/> Do not save the results of the Print Merge to an Accent document.
<b>To File...</b>	Enter the name of the Accent document to save to in the box provided. Opens a file dialog box to browse the various drives and directories. Find the file you wish to save to and select it.

The Print and Save Results options may be used together.

A separate form letter will be created for each record in the data file. They will be saved into a single file, separated by hard page breaks.

### Related Topics:

[Print Merge Components](#)



## Print Merge Components

A **form document** is a regular Accent document that contains **data fields** (created from the Insert Field option, see [Insert menu, Field](#)).

The following sample letter shows the data fields Name, Address1, and Address2:

15 August 1993
To:
<DATA NAME>
<DATA ADDRESS1>
<DATA ADDRESS2>
Welcome to Accent!
Thank you for registering your copy of Accent. We hope that you are enjoying the various features of the program and that you will become an active customer. During your use of Accent, you may encounter features that need

A **Data file** is a specially formatted Accent document that contains one **header record** and one or more **data records**. A record is usually a one line paragraph (though it can be more than one line). Each record consists of several **fields**. Each one of these fields matches up with one of the data fields in the form document.

header record	Name	Address1	Address2
	John Smith	123 Apple Square	London, England
data records	Henry Pointdexter	456 Sunnyside Street	Paris, France
	Frank Richardson	789 Elm Avenue	Rome, Italy

The first record in the data file must be the header record. It defines the layout of the subsequent data records. Each field in the header record consists of a **field title**, which determines the use of that field for every data record and creates the link between the fields in the data records and the data fields in the form document.

A data field in a form document corresponds to a field title in a data file.

When Print Merge is run, it will create multiple copies of the form document, with each data field replaced by the corresponding field from a data record in the data file. One filled-in copy of the form document is created for each data record in the data file.

The following is a clip of the form document generated by Print Merging the above form letter with the above data file.

To: John Smith 123 Apple Square London, England	
Welcome to Accen Thank you for regis	To: Henry Pointdexter 456 Sunnyside Street Paris, France
	Welcome to Accen Thank you for regis
	To: Frank Richardson 789 Elm Avenue Rome, Italy
	Welcome to Accent! Thank you for registering your copy

- Fields in a record (header record or data record) must be separated with a TAB character or a line break (SHIFT + ENTER). Each record must be separated by an end of paragraph marker (ENTER).
- When building a data file, it is recommended that you use the View Special Characters option (found in the View menu) so that you can easily see where the tabs, line breaks, and paragraph markers are located.

**Note:** Two tabs with no text between them defines a field with no text.  
A paragraph (i.e., a record) with no text will create a copy of the form document with blank space where the data fields are defined.

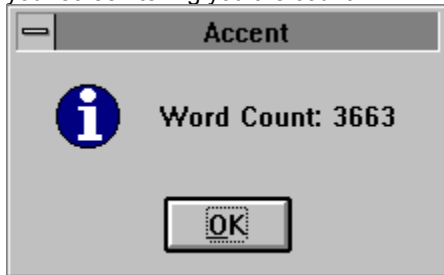
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## Word Count

**Located Under:** Utilities menu

**Use:** To count the number of words in your document. Simply click on Word Count, and a box will appear on your screen telling you the count.

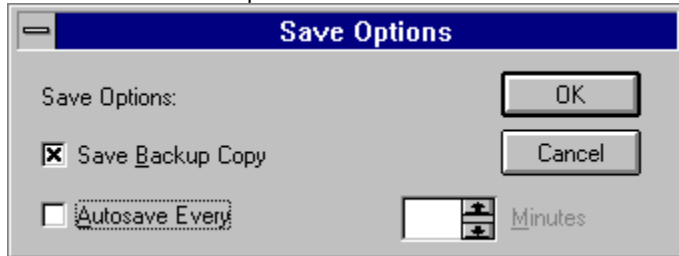




## Save (Automatic saves and backups)

**Located under:** Utilities menu, Options list

**Use:** To set the save options.



Parameters	Description
<b>Save Backup</b> <input checked="" type="checkbox"/> Save Backup Copy <input type="checkbox"/> Save to the specified file without making a backup. <b>Default:</b> <input checked="" type="checkbox"/> on	<input checked="" type="checkbox"/> Make a backup copy of the document before saving the current version. The old version is written to a backup file with the same filename but the extension will be bak.
<b>Autosave Every</b> <input type="checkbox"/> Autosave Every <b>Default:</b> <input type="checkbox"/> off <b>Values:</b> any number you enter	<input checked="" type="checkbox"/> Save documents automatically at regular intervals. You specify how often in the minutes box provided. Do not automatically save.

### Autosave Tips

It is a good idea to save frequently (every 10 to 15 minutes) to avoid loss of work due to power failure or other problems. Since it is easy to neglect saving your work, you can have Accent do it for you by selecting the Auto save option. Auto save will automatically save the document when the specified interval is reached.



## User Dictionaries

**Located under:** Utilities Menu

**Use:** lists of words that are not in the default dictionary of a particular language, but that you want to be recognized as correctly spelled. For example, you might want to add your name or your company's name to a user dictionary.

Fully editable user dictionaries can also be created for any language that has a spell checker (except Russian).



**Parameters**      **Description**

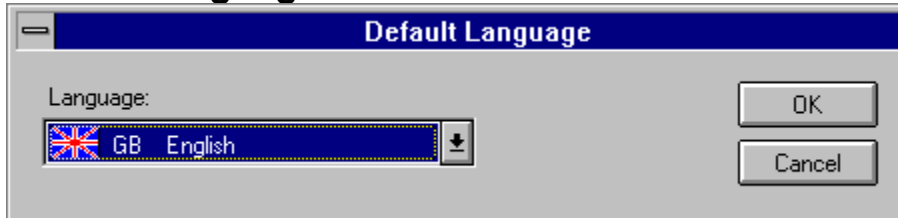
- |                   |  |
|-------------------|--|
| <b>Add</b>        | Add the word to the current dictionary (as defined in the language box).           |
| <b>Remove</b>     | Remove the word from the current dictionary (as defined in the language box).      |
| <b>Remove All</b> | Remove all the words from the current dictionary (as defined in the language box). |
| <b>Cancel</b>     | Closes the User Dictionary dialog box.   |
| <b>Language</b>   | Defines the language of the dictionary being edited.                               |

### **Related topics:**

[Spell check](#)



## Default Language



**Located under:** Utilities menu, Options list

**Use:** To set the default language for a new document.



## **Arabic**

The numerals most familiar to Westerners are known variously as Latin, Arabic, or Hindu-Arabic. Arabic-speaking countries use different numerals which are sometimes called Hindi or Arabic-Indic. To avoid confusion, Accent refers to the former as Latin, and the latter as Hindi.

In Traditional Arabic fonts, only Hindi numerals are available. To get Latin numerals, temporarily switch to another font. Simplified Arabic allows both Latin and Hindi numbers. To choose the number set you wish to display, select Arabic.... from the Options section of the Utility menu. The Arabic Language Options dialog box will appear. Choose the appropriate options button from the Numerics section, and click on OK.





## Ruler Origin

**Located under:** Utilities menu, Options list

**Use:** To set the zero mark of the ruler.

**Values:**

**Page Border** Aligns the zero mark of the ruler with the edge of the page.

**Margin** Aligns the zero mark of the ruler with the margin of the document.

**Default:** Margin



## Units of Measure

**Located under:** Utilities menu, Options list

**Use:** To set the unit of measurement for the ruler and all dialog boxes. Only one unit of measure can be checked.

**Values:** Centimeter, Inch, Point, Pica, Cicero

**Default:** Based on what you have set in the International section of the Windows Control panel

The Unit of Measure option sets the default unit of measure for most dialog boxes. However, when you enter a measurement, you can type another unit. For example, if the Unit of Measure is set to Cm, you can enter a value of 1 in for a margin value. The next time you open the dialog box, the measurement will be shown using the default unit in this case, 2.54 cm.

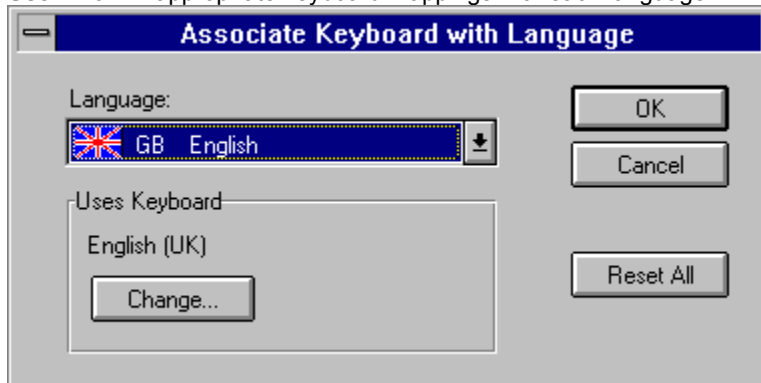
<b>Units name</b>	<b>Menu Option</b>	<b>Conversion</b>
Centimeter	Cm	
Inch	Inch	1 cm = 0.4 in
Point	Point	1 cm = 28.8 pt
Pica	Pica	1 cm = 2.4 pi
Cicero	Cicero	1 cm = 2.252 ci



## Keyboards

**Located under:** Utilities menu, Options list

**Use:** To link appropriate keyboard mappings with each language.



The keyboard layouts are identical to IBM standard keyboard layouts and provide the special characters necessary for typing in each language listed.

**Default:** All languages linked to the most commonly used keyboard for that language.

### **To change keyboard mappings:**

---

The country where you were raised and educated is probably the same country in which you learned to type. As a result, now that you are living in another country (for example, France), even though you are still speaking the same language (French) that you spoke in your native country (Switzerland), you may be typing on a different keyboard layout. With Accent you can choose the keyboard that is most suitable to you.

1. In the Options list, under the Utilities menu, choose Keyboards. The Keyboards dialog box will appear.
2. Under Language, choose French (France).
3. Under Uses keyboard..., click Change. Choose Swiss French from the list. Click on OK. Repeat for any language you wish to link to a different keyboard mapping.



## Inheritance

**Located under:** Utilities menu, Options list

**Use:** To turn Inheritance feature on and off

**Default:** Off

**For Additional Information, see:**

[Character Formatting](#)

[Paragraph Formatting](#)

[Inherit](#)



## Field Foreground

**Located under:** Utilities menu, Options list

**Use:** To set the foreground color for field codes. Color can help make field codes distinguishable from the rest of the text, when the view Field Codes option is activated.

**Values:**

White  
Light Gray  
Gray  
Dark Gray  
Black  
Red  
Green  
Yellow  
Blue  
Magenta  
Cyan



## Field Background

**Located under:** Utilities menu, Options list

**Use:** To set the background color for field codes. Color can help make field codes distinguishable from the rest of the text, when the view Field Codes option is activated.

**Values:**

White  
Light Gray  
Gray  
Dark Gray  
Black  
Red  
Green  
Yellow  
Blue  
Magenta  
Cyan

Tables - menu



## Tables Menu Overview

Use tables to line up columns of text and graphics, to group paragraphs side by side, and to arrange text and graphics on the page.

Use the Tables menu to [insert tables](#), to [insert rows](#) and [columns](#) into an existing table, to [delete columns](#), [delete rows](#), and [delete entire tables](#).

From the Tables menu you can also: change [column width](#) and [row height](#), set [cell margins](#), change or remove [table borders](#), [add shading to a table](#), set [table direction](#), [table alignment](#), [table indentation](#), and [space before or after tables](#).

Tables
Insert Table...
Insert Row
Insert Column
Delete Table
Delete Row
Delete Column
Select Table
Select Row
Select Column
Select Cell
Size...
Borders and Shading...
Format Table...
Split Table
Gridlines

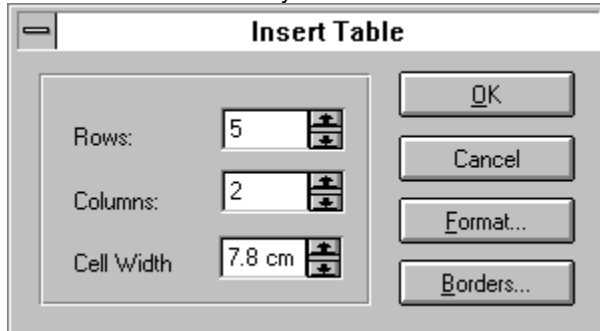




## Insert Table

Located under: Tables menu

Use: to insert a table into your document



Parameter	description
<b>Rows</b>	Sets the initial number of rows in the table <b>Default:</b> 5 rows
<b>Columns</b>	Sets the initial number of columns in the table <b>Default:</b> 2 columns
<b>Cell width</b>	Sets the initial cell width of the table. When a table is first inserted, cell width is the same for each of the table cells, and all columns share the same width. Cell width must remain constant for all the cells in a column, but column width can vary from column to column. Column width is determined by the page width and the number of columns in the table. If you do not change this parameter, the columns will expand to fill the entire width of the page. To change column width, see <a href="#">Size...</a> or <a href="#">Mouse shortcuts - using the ruler to change column width</a> . <b>Default:</b> 7.5 cm
<b>Format...</b>	Activates the <a href="#">Format Table...</a> dialog box.
<b>Borders...</b>	Activates the <a href="#">Borders and Shading...</a> dialog box.

### Related Topics

[Mouse shortcuts - adjusting column width in a table](#)

[Size...](#)

[Format Table](#)

[Borders and Shading](#)



## Using the mouse to create a table

To use the mouse to insert a table:

1. Click on the ActionBar's Table button.
2. Drag the mouse to indicate the desired number of rows and columns.

When you use the [Insert Table](#) dialog, you can specify the initial column width. When you use the ActionBar to insert a table, column width is initially set to Auto, that is, the columns of the table that you insert will expand to fill the width of the page. To change column width, see [Size...](#) or [Mouse shortcuts - adjusting column width in a table](#).

### Related Topics:

[Insert Table](#)

[Mouse shortcuts - using the mouse to adjust column width](#)

[Insert Row](#)

[Insert Column](#)

[Size...](#)

[Format...](#)

[Borders and Shading...](#)



## Insert Row

**Located under:** Tables menu

**Use:** To insert a row in the current table.

To insert a row in a table, select Insert Row from the Tables menu. Accent will add a row above the current row. If part of the table is selected, Accent will add a row above the selection.

**Note:** If the insertion point is not in a table, the command will be unavailable.

To insert a row at the end of a table, position the insertion point in the last cell of the bottom row, and press TAB.

### Related Topics:

[Insert Table](#)



## Insert Column

**Located under:** Tables menu

**Use:** To insert a column in the current table.

To insert a column in a table, select Insert Column from the Tables menu. Accent will add a column before the current column (on the left for left-to-right tables, and on the right for right-to-left tables). If part of the table is selected, Accent will add a column before the selection.

**Note:** If the insertion point is not in a table, the command will be unavailable.

---

### Related Topics:

[Insert Table](#)



## Adding text and graphics in a table

As you add text and graphics to a table cell, the cell expands to accommodate your typing, and [row height](#) automatically adjusts to the height of the tallest cell in the row.

**Note:** If you have a fixed [row height](#), some of the text may not display.

---

As you add text and graphics in a table, the text wraps around the cell the same way that text wraps in paragraphs outside of tables. Outside of a table, text wraps between document margins. Within a cell, text wraps between the [cell margins](#).

Cell margins act just like page margins, in that they set the editable limits of paragraphs within a table cell. Paragraph formatting - paragraph indents, interline spacing, spacing before and after paragraphs, tab stops, and paragraph direction - is independent of table formatting and must be set using the [Format Paragraph](#) dialog box, or by using the [Ruler](#) and the [StyleBar](#).

For information about formatting graphics, see [Graphics](#).

### Related Topics:

[Deleting text and graphics in a table](#)



## Deleting text and graphics in a table

Accent differentiates between deleting a table and deleting its contents. What you delete depends on which delete command you use, Delete from the Tables menu, or Delete from the Edit menu. The Edit menu deletes only the contents of a row, column, or entire table, while the Tables menu will delete the row, column, or table from the document.

For more information about deleting cells and their contents, see [Delete Column](#), [Delete Row](#), or [Delete Table](#)

**Note:** You cannot delete a single cell from a row, but you can delete its contents.

---

### Related Topics:

[Delete](#)

[Delete Row](#)

[Delete Column](#)

[Delete Table](#)



## Copying and moving text and graphics in a table

The contents of cells may be copied and pasted to any part of the document. The actual cells, rows, and columns which have been cut or copied to the clipboard may not be pasted back into a table.

### Related Topics:

[Mouse shortcuts](#) - [selecting in tables](#)



## Setting up and using tabs in tables

Pressing tab in a table will move you to the next cell. To insert a TAB, you must press CTRL + TAB. To change tab stops in a table, select [Tabs...](#) from the Format Paragraph dialog box, or use the [ruler](#).

The best way to set tab stops and change paragraph indents for paragraphs within a table is by using the [ruler](#). While using the ruler is less exact, it lets you see how your paragraphs will look in the table.





## Delete Table

**Located under:** Tables menu

**Use:** To delete the current table.

To delete only the *contents* of the table, but not the table itself, select the table and then press DELETE or select [Delete](#) from the Edit menu.

**Note:** If the insertion point is not in a table, the command will be unavailable.

### Related Topics

[Delete](#)

[Delete Column](#)

[Delete Row](#)



## Delete Row

**Located under:** Tables menu

**Use:** To delete the current row.

To delete only the *contents* of the row, but not the row itself, select the row and then press DELETE or select [Delete](#) from the Edit menu

**Note:** If the insertion point is not in a table, the command will be unavailable.

### Related Topics

[Delete](#)

[Delete Column](#)

[Delete Table](#)



## Delete Column

**Located under:** Tables menu

**Use:** To delete the current column.

To delete only the *contents* of the column, but not the column itself, select the column and then press DELETE or select [Delete](#) from the Edit menu

**Note:** If the insertion point is not in a table, the command will be unavailable.

### Related Topics

[Delete](#)

[Delete Table](#)

[Delete Row](#)



## Select Table

**Located under:** Tables menu

**Use:** To select the current table

**Note:** If the insertion point is not in a table, the command will be unavailable.

You can also select a table by double clicking in the margin, double clicking in any cell margin, or by double clicking at the top of the table.

For more information about selecting in tables, see [Mouse shortcuts - selecting in tables](#)

### Related Topics:

[Select Row](#)

[Select Column](#)

[Select Cell](#)



## Select Row

**Located under:** Tables menu

**Use:** To select the current row.

**Note:** If the insertion point is not in a table, the command will be unavailable.

---

You can also select a row by double clicking in the row margin. To select multiple rows, select one row and drag the mouse across the other rows you wish to select.

For more information about selecting in tables, see [Mouse shortcuts - selecting in tables](#)

### Related Topics:

[Select Table](#)

[Select Column](#)

[Select Cell](#)



## Select Column

**Located under:** Tables menu

**Use:** To select the current column.

**Note:** If the insertion point is not in a table, the command will be unavailable.

You can also select a column by positioning the mouse at the top of the column. When the mouse cursor changes to a arrow pointing downward, click on the mouse. To select multiple columns, select one column and drag the mouse across the other columns you wish to select.

Double clicking at the top of the table selects the whole table.

For more information about selecting in tables, see [Mouse shortcuts - selecting in tables](#)

### Related Topics:

[Mouse shortcuts - selecting in tables](#)

[Select Row](#)

[Select Table](#)

[Select Cell](#)



## Select Cell

**Located under:** Tables menu

**Use:** To select the current cell.

**Note:** If the insertion point is not in a table, the command will be unavailable.

You can also select a cell by positioning the mouse in the cell margin and clicking. Double clicking in any cell margin select the entire table.

To select multiple cells, select one cell, and drag the mouse across the other cells you wish to select.

For more information about selecting in tables, see [Mouse shortcuts - selecting in tables](#)

### Related Topics:

[Select Row](#)

[Select Column](#)

[Select Table](#)



## Mouse shortcuts - selecting in tables

To select a cell, click in the cell's margin

To select multiple cells, select a cell and drag the mouse over the other cell that you wish to select.

To select a row, click in the margin of the row.

To select multiple rows, select a row and drag the mouse over the other rows that you wish to select.

To select a column, position the mouse at the top of the column and click.

To select multiple columns, select a column and drag the mouse over the other columns that you wish to select.

To select an entire table, double click in the table's margin, in any cell margin, or at the top of the table.

### Related Topics:

[Accent mouse techniques](#)

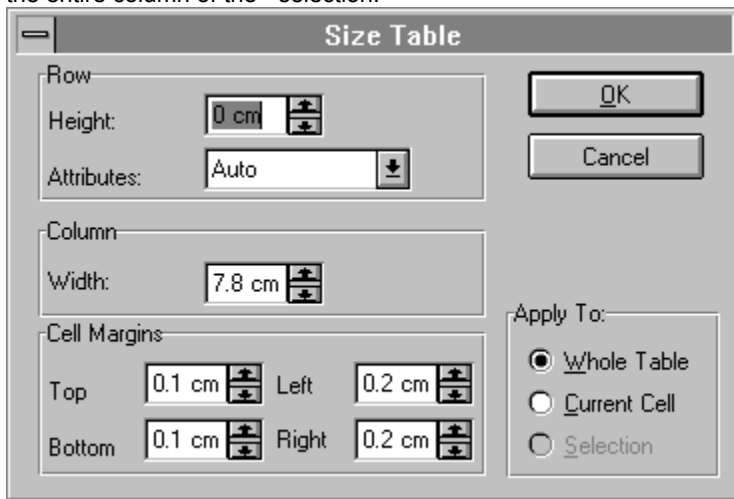




## Size...

**Located under:** Tables menu

**Use:** To modify row height and column width of a table or parts of a table. Also to set cell margins. Note that if you have selected part of the table or choose Apply To Current Cell, modifying row height will affect the current row or the entire row of the selection, while modifying column width will affect the current column or the entire column of the selection.



Parameters	description
<b>Row Height:</b>	Sets the height for the current row, the selected rows, or all of the rows in the current table.
<b>Attributes</b>	Auto - rows expand and contract to accommodate the text and graphics of the tallest cell in the row. <i>At Least</i> some measurement ensures that the row will never be less than that measurement.. <i>Exactly</i> some measurement ensures a consistent height to row. If your text overruns that measurement, some of the text may not be displayed.
<b>Column Width</b>	Sets the width for the current column, the selected columns, or all of the columns in the current table.
<b>Apply To</b>	Whole Table - applies formatting changes to the whole table. Selection - applies formatting changes to the selected columns or rows. Current Cell - applies formatting changes to the current cell.

## Related Topics

[Format Table...](#)

[Mouse shortcuts - adjusting column width](#)

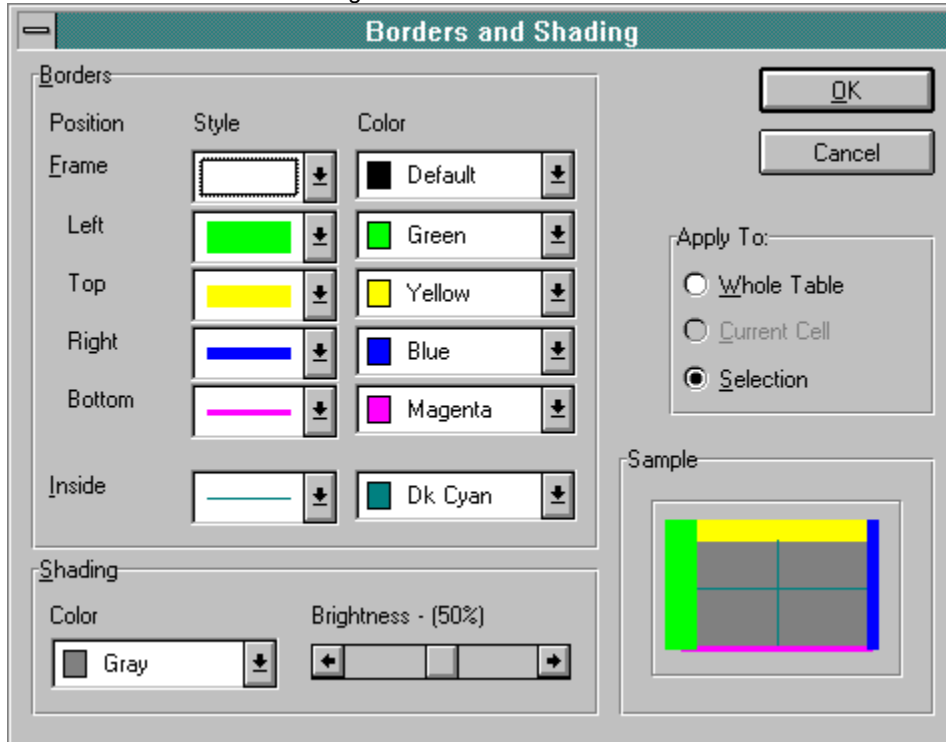
[Borders and shading](#)



## Borders and Shading...

Located under: Tables menu

Use: To add borders and shading to the table.



Parameters	description
<b>Borders</b>	<p><b>Position:</b> Determines the border to be formatted.</p> <p><b>Style:</b> Sets the line style.</p> <p><b>Color:</b> Sets the color of the selected borders</p>
<b>Shading</b>	<p><b>Color:</b> Sets the shading of the selected cells or table.</p> <p><b>Brightness:</b> Sets the brightness of the shading color.</p>
<b>Apply To</b>	<p>Whole Table - applies formatting changes to the whole table.</p> <p>Selection - applies formatting changes to the selected columns or rows.</p> <p>Current Cell - applies formatting changes to the current cell.</p>

## Related Topics

[Size...](#)

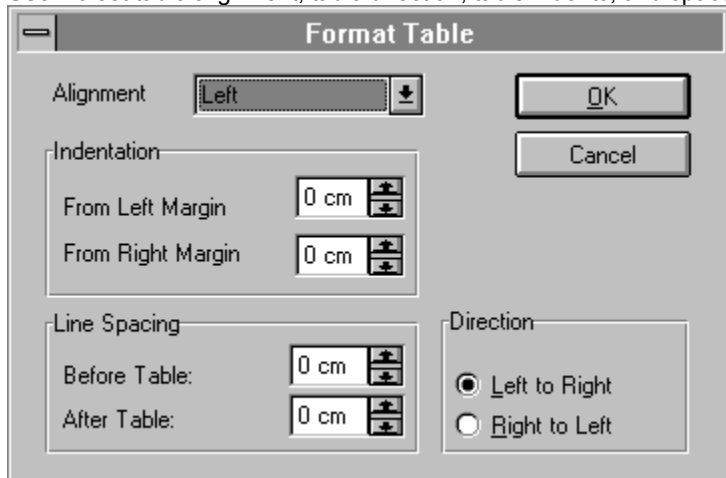
[Format Table...](#)



## Format Table...

**Located under:** Tables menu

**Use:** To set table alignment, table direction, table indents, and space before and after tables.



Parameters	description
<b>Alignment</b>	Sets the table alignment: Right, Left, and Centered. <b>Default</b> - the table receives its alignment from the section layout. Even if the table is inserted from a left to right paragraph, if the <a href="#">section</a> is defined as right to left, initially the table will be a right to left table, and its alignment will be Right.
<b>Indentation</b>	From Left Margin - Sets the indentation from the left margin. From Right Margin - Sets the indentation from the right margin. <b>Default</b> - Depends on the paragraph containing the insertion point when you insert the table. See <a href="#">Mouse shortcuts - changing table indentation</a>
<b>Line Spacing</b>	<b>Before Table</b> - Sets the amount of space before a table. <b>After Table</b> - Sets the amount of space after the table.
<b>Direction</b>	Sets the table direction, left to right or right to left. Note that table direction is independent of character direction, paragraph direction, and section direction. <b>Default</b> - determined by the Start section in the Format Document dialog.

## Related Topics

[Mouse shortcuts - changing table indentation](#)

[Size...](#)

[Borders and shading...](#)



## **Mouse shortcuts - adjusting column width in a table**

You can change column width by using the ruler. For left and center-aligned tables, dragging a column's left margin marker adjusts the column width of the two adjacent columns (i.e., one column gets wider while the other gets narrower), but the overall width of the table remains unchanged. Dragging a column's right margin marker adjusts only the width of the current column. The width of the table increases or decreases proportionally.

For right-aligned tables, the function of the left and right margin markers is reversed, i.e., moving the right margin marker adjusts the width of the two adjacent columns, while moving the left margin marker changes the width of both the column and the table.



## **Mouse shortcuts - changing table indentation**

Use the ruler to change a table's indentation. If the table is left aligned, dragging the leftmost margin marker will change the table's indentation. If the table is right-aligned, dragging the rightmost margin marker will change the table's indentation.



## Split Table

**Located under:** Tables menu

**Use:** To split one table into two tables. The row containing the insertion point will become the first row in the second table.



## Gridlines

**Located under:** Tables menu

**Use:** To view nonprinting table borders.

Parameters	description
------------	-------------

---

<input checked="" type="checkbox"/>	Show gridlines is on.
<input type="checkbox"/>	Show gridlines is off.

**Default:** Show gridlines is off.

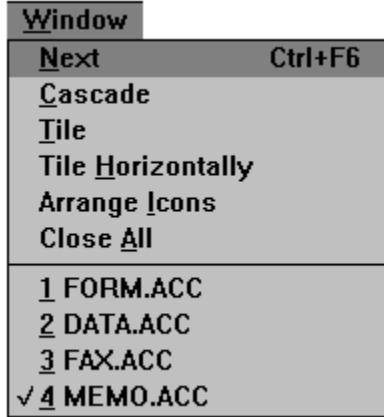
Window menu





## Overview

The Window menu enables you to control how multiple document windows are displayed on your screen. You also use the Window menu to switch between open documents.





## Window options

**Located under:** Windows menu

**Use:** To control placement of your document windows on the screen.

Parameters	Description
<b>Next</b>	Makes the next document window the current document.  <b>Keyboard accelerator:</b> CTRL+F6
<b>Cascade</b>	Adjusts the size of all open document windows and layers them in the work space.  See <a href="#">Examples</a>
<b>Tile</b>	Adjusts the size of all open document windows and arranges them side by side in the work space.  See <a href="#">Examples</a> .
<b>Tile Horizontally</b>	Adjusts the size of all open document windows and arranges them on top of one another in the work space.  See <a href="#">Examples</a>
<b>Arrange Icons</b>	Arranges the document icons neatly in the work area. For details on creating a document icon, see <a href="#">Minimizing and Maximizing Documents</a> below.  See <a href="#">Examples</a> .
<b>Close All</b>	Closes all open document windows. If any document contains changes that have not been saved, a dialog box will appear to ask if you want to save the changes.
<b>Document list</b>	Lists all the open documents. To switch documents, click on the document you want.

### Related Topics:

[Window limits](#)

[Minimizing and Maximizing Documents](#)

[Examples](#)



## **Window limits**

The number of open documents is limited only by your available memory.

By default, when you open an additional document, it partially cascades the previous documents. The previous documents remain open.



## Minimizing and Maximizing Documents



To minimize a document window into an icon, click on the Minimize button of the document window.

**Maximize button**  
**Minimize button**



To restore a document window from an icon, double-click on the icon or click once on the icon to open the Control menu and choose Maximize or Restore.

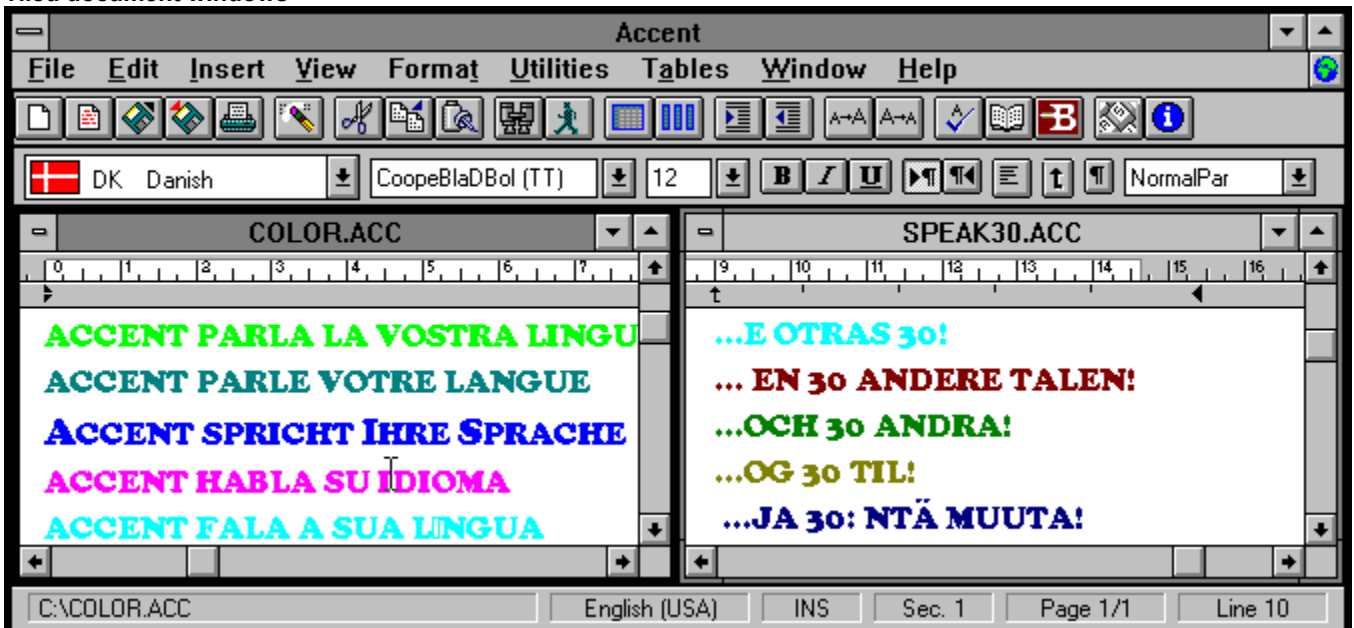


## Examples

### Cascaded document windows



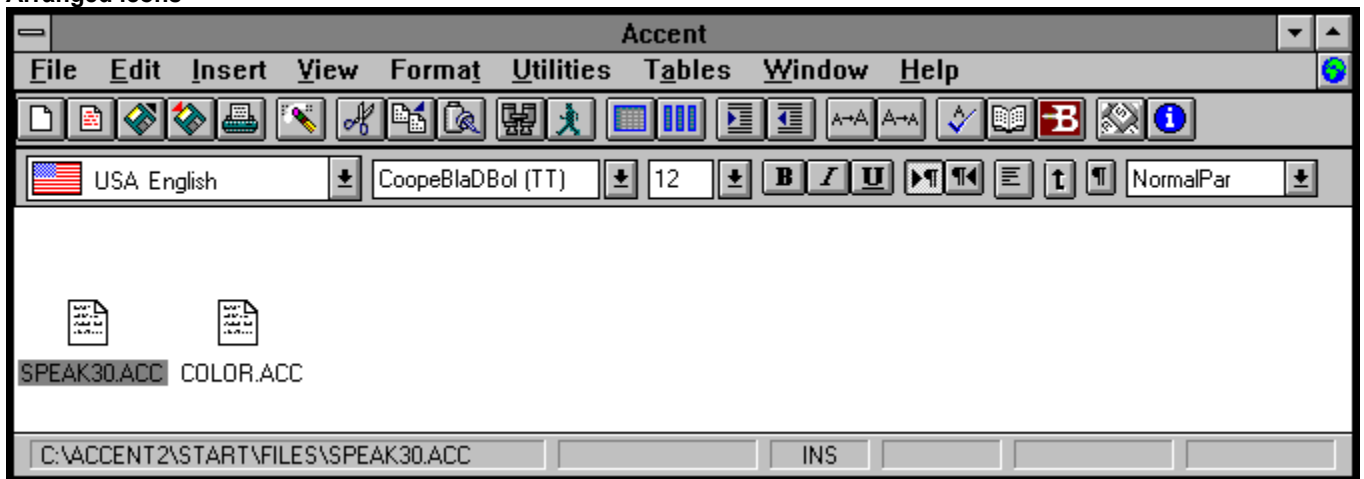
### Tiled document windows



Document windows tiled horizontally



#### Arranged icons



Help menu



## Overview

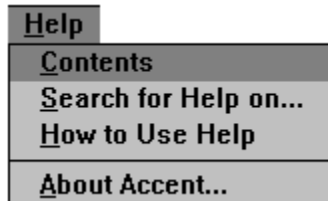
The Help menu provides access to valuable information on:

- explanations of the commands and use of Accent
- the copyright and version number of Accent, and a listing of available memory and disk space

Accent on-line help presents detailed descriptions of Accent's features. The topics are listed in the Help Contents in the same order that they appear on screen. For example, the the File Menu topic is followed by the Edit Menu topic, and so on. The subsequent topics cover related issues, such as fonts and keyboard maps, in detail.

From the contents page, click on any item. The submenus that appear are arranged according to the commands listed on each menu. If the topic that you are looking for doesn't appear, click on "Index". Use the letters at the top of the topic to navigate to the topic you are looking for. Click on any topic to activate the secondary window.

Alternatively, use Windows' Search for Help On... to facility to locate specific topics.








## Contents

**Located under:** Help menu

**Keyboard Accelerator:** F1

**Mouse shortcut:** Click on the ActionBar's Help button 

**Use:** To display Help Contents. You may choose a help topic from the list to read for more information.



## Search for Help on ...

**Located under:** Help menu

**Use:** To display Help Index. You may enter a search keyword or browse the search index to find and choose a specific help topic.



## How to Use Help

**Located under:** Help menu

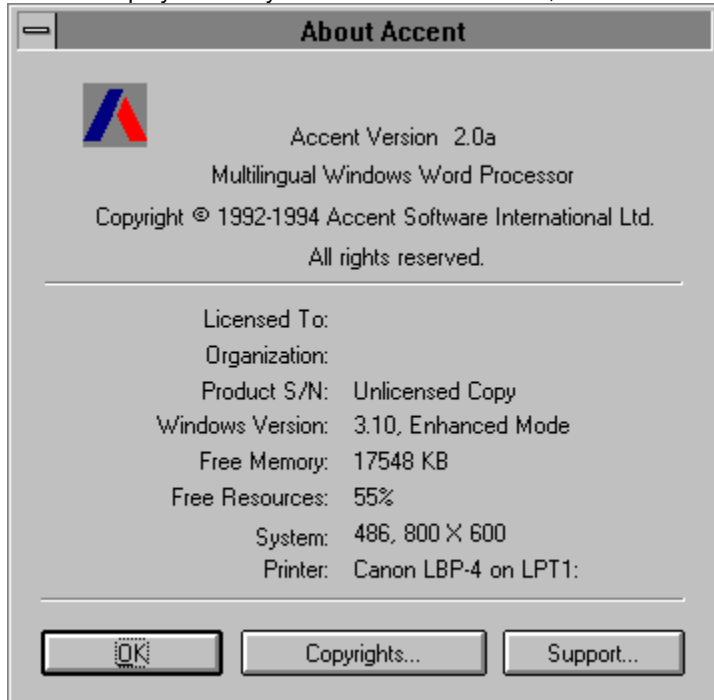
**Use:** To learn to use the Windows Help system.



## About Accent

**Located under:** Help menu

**Use:** To display summary information about Accent, available memory, and disk space.

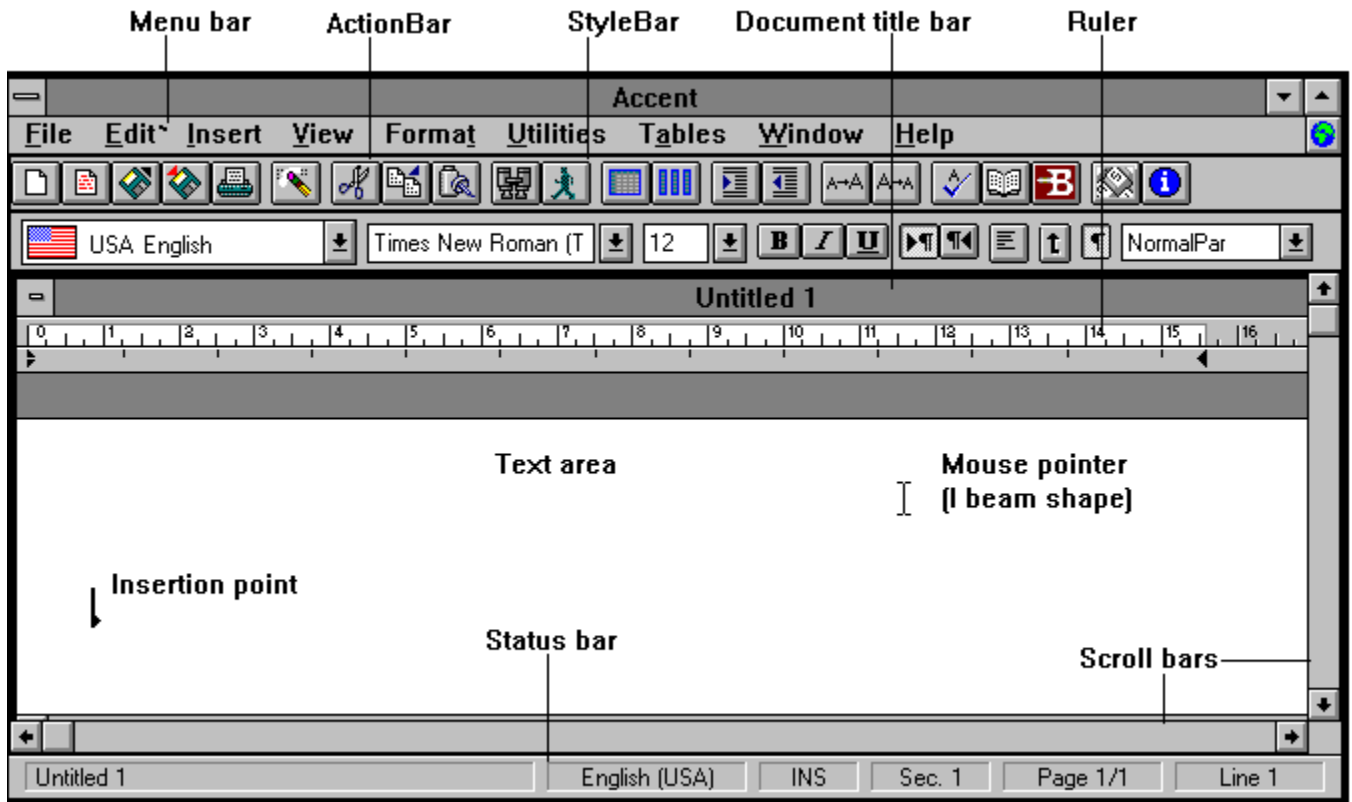


Basics

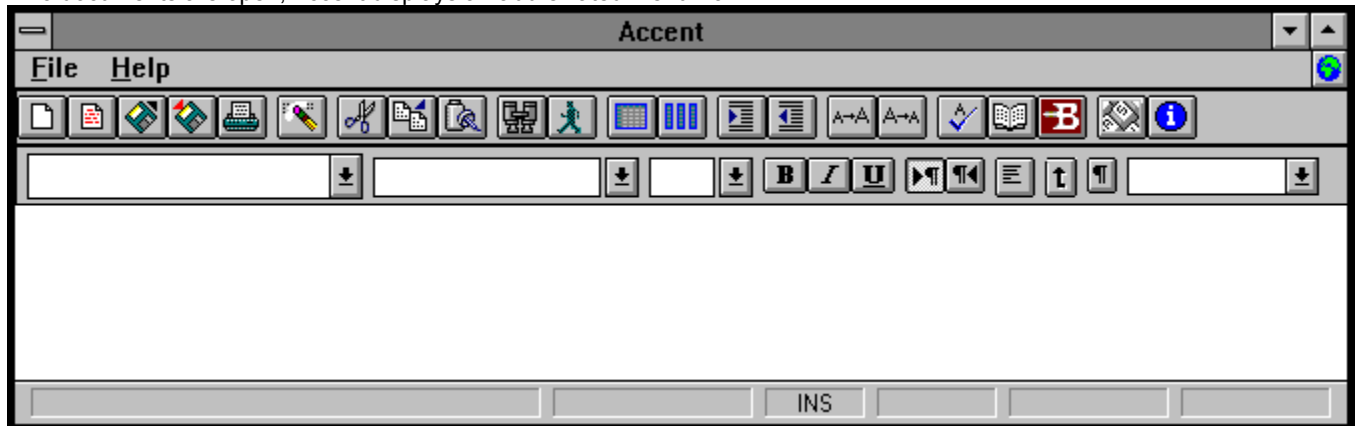


## Accent window description

The Accent window and all its parts are shown below.



If no documents are open, Accent displays an abbreviated Menu Bar:




Window item	Description
Menu Bar	Lists the available menus. Each menu contains a list of commands. You choose


a command to instruct Accent to perform an action.

**ActionBar**

Displays graphic representations (buttons) of frequently used Accent commands. The ActionBar is the quickest way to access these commands. You can use the mouse to click on the button of the command you want to perform. Using the ActionBar is usually easier than choosing the corresponding command from the menu.

For example, to print, click  from the ActionBar. Alternatively, open the File Menu, then choose the print command.

**StyleBar**

The StyleBar provides the quickest way to format text. For example, to make selected text bold, click on the bold button .

To change the font (typeface), open the font box

 Times New Roman (T)  and choose a different font.

**Document title bar**

Displays the name of the current document.

**Ruler**

Displays current margin settings, indents, and tab stops. Use your mouse to change the settings on the ruler.

**Insertion point**

Indicates where the next character you type will be entered. Any item that you add to your document – for example, cut text or a graphic – will be inserted at the insertion point. To move the insertion point, use the mouse pointer or the Arrow keys.

**Mouse pointer**

The mouse pointer indicates where the mouse is pointing on the screen.

**Scroll bars**

Used to scroll the text on the screen. To scroll a whole screen, click on the scroll bar. To scroll one line at time, position the mouse pointer on the scroll arrow and hold down the left mouse button until you find the desired text. To rapidly scroll text, drag the scroll box.

**Text area**

Displays the current text.

**Status Bar**

Displays the title and path of the active document, the keyboard in use, the typing mode (overtyping or insert), and the line and page numbers (location of insertion point) – counting from the top of the document.



## Options in dialog boxes

Some commands display dialog boxes which provide a place to enter or view information. To open the Format Character dialog box, choose Character from the Format menu.

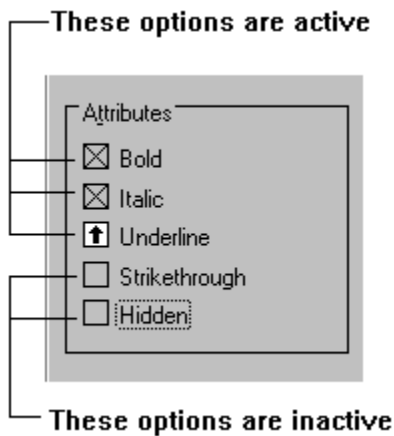


There are several types of dialog box options.

### To select a check box:

---

Check boxes are used for non-exclusive options.



- indicates the option is off.
- indicates the option is on.
- indicates the option is inherited.

See [Inherit](#), for details on inheriting attributes.

1. Click on each blank check box you want to select.

Or

1. To move to an options group, press the TAB key.
2. Use the ARROW KEYS to move to the check box you want to select or clear.
3. Press SPACEBAR to select or clear it.

### To select an option button:

---

Option buttons (also called radio buttons) are used for mutually exclusive options.

1. Click the option button you wish to select.

Or



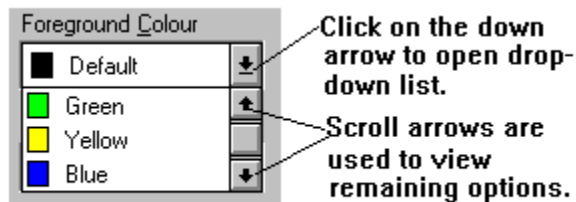
1. To move to an options group, press the TAB key.
2. To choose an option, use the ARROW KEYS to move the selection marker (black dot) to the option you want.

The selected option button will contain a black dot.

## To select from a drop-down list:

---

Drop-down list boxes are used to show a list of mutually exclusive options. The current selection appears in the option box when the dialog box opens.



## To choose another option:


---

1. Click on the down-arrow next to the current selection.  
The drop-down list will appear.
2. To view options that are not shown, click on either scroll-arrow.
3. Click on the option you want.

Or

1. To move to a list box, press the TAB key.
2. Use ALT+(UP or DOWN)ARROW KEY or F4 to open the drop down list.
3. Use the ARROW KEYS to move through the drop-down list and highlight the selection you want.

Alternatively, you can simply type the first letter of the option that you want.

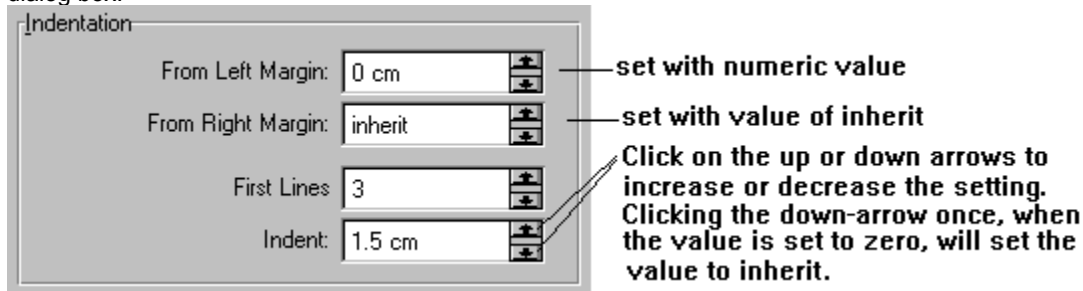
**Note:** Drop-down list boxes with a disconnected down-arrow () will allow you to overwrite the selected option in the box, without ever opening the drop-down list.

## To select a value from a spin-edit box:

---

Spin edit boxes increase or decrease numeric values by an increment. As you hold the mouse button or

ARROW KEY, the numbers in the box change. The following example was taken from the Format Paragraph dialog box.



**Note:** To set the value to inherit, decrease the value one increment (i.e., one click on the mouse or one press on the key), below zero.

---

## To increase (decrease) the value:

---

1. Click on the up-arrow (down-arrow) next to the value you wish to increase (decrease).

Or

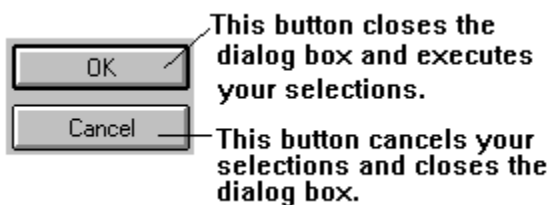
1. To move to a spin-edit box, press the TAB key to get to the specific option you wish to change.
2. Use the UP ARROW KEY to increase the value or the DOWN ARROW KEY to decrease the value.

Alternatively, you can type any valid value in the edit box.

## To close the dialog box:

---

When you finish making your selections, use the Command buttons to close the dialog box.



1. Click on OK to close the dialog box and execute your selections.

Click on Cancel if you wish to cancel your selections and close the dialog box.

Or

1. Press TAB to move to the button you want.

A dark border marks the selected button.

2. Press the SPACEBAR or ENTER to execute your choice.


















Choose OK to close the dialog box and execute your selections.

Choose Cancel if you wish to void your changes and close the dialog box.



## ActionBar

The ActionBar displays graphic representations (buttons) of frequently used Accent commands. An ActionBar button is a quick and easy way to access a command. The ActionBar buttons and their menu equivalents are listed below.

Button	Menu Equivalent
	From the File Menu, choose <u>N</u> ew.
	From the File Menu, choose <u>N</u> ew From Template.
	From the File Menu, choose <u>O</u> pen (CTRL+F12).
	From the File Menu, choose <u>S</u> ave (SHIFT+F12).
	From the File Menu, choose <u>P</u> rint (SHIFT+CTRL+F12).
	From the File Menu, choose <u>S</u> end Fax...
	From the Edit Menu, choose <u>U</u> ndo (CTRL+Z).
	From the Edit Menu, choose <u>C</u> ut (CTRL+X).
	From the Edit Menu, choose <u>C</u> opy (CTRL+C).
	From the Edit Menu, choose <u>P</u> aste (CTRL+V).
	From the Edit Menu, choose <u>F</u> ind
	From the Edit Menu, choose <u>G</u> o To
	From the Tables Menu, choose <u>I</u> nsert Table
	From the Format Menu, choose Document; from the Format Document dialog box, choose Columns.
	From the Format Menu, choose <u>P</u> aragraph. Then, from the dialog box, increase the paragraph indentation. <b>Note:</b> Each click on the button increases the indent of the paragraph to the next tab stop. If you select multiple paragraphs of different indents, the same amount of indent will be added to each paragraph.
	From the Format Menu, choose <u>P</u> aragraph. Then, from the dialog box, decrease the paragraph indentation. <b>Note:</b> Each click on the button decreases the indent of the paragraph to the previous tab stop. If you select multiple paragraphs of different indents, the same amount of indent will be subtracted from each paragraph.
	From the Format Menu, choose <u>C</u> haracter. Then, from the dialog box, increase the point size two points. <b>Note:</b> Each click on the button adds two points.

If you select characters of different point sizes, two points will be added to each character, to maintain their relative sizes.

If you change the point size from the dialog box, all selected characters will become the same size.



From the Format Menu, choose Character . Then, from the dialog box, decrease the point size two points.

**Note:** Each click on the button subtracts two points.

If you select characters of different point sizes, two points will be subtracted from each character, to maintain their relative sizes.

If you change the point size from the dialog box, all selected characters will become the same size.



From the Utilities Menu, choose Spell Check



From the Utilities Menu, choose Thesaurus



From the Utilities Menu, choose Berlitz® Interpreter™



From the Utilities Menu, choose Keyboard Maps



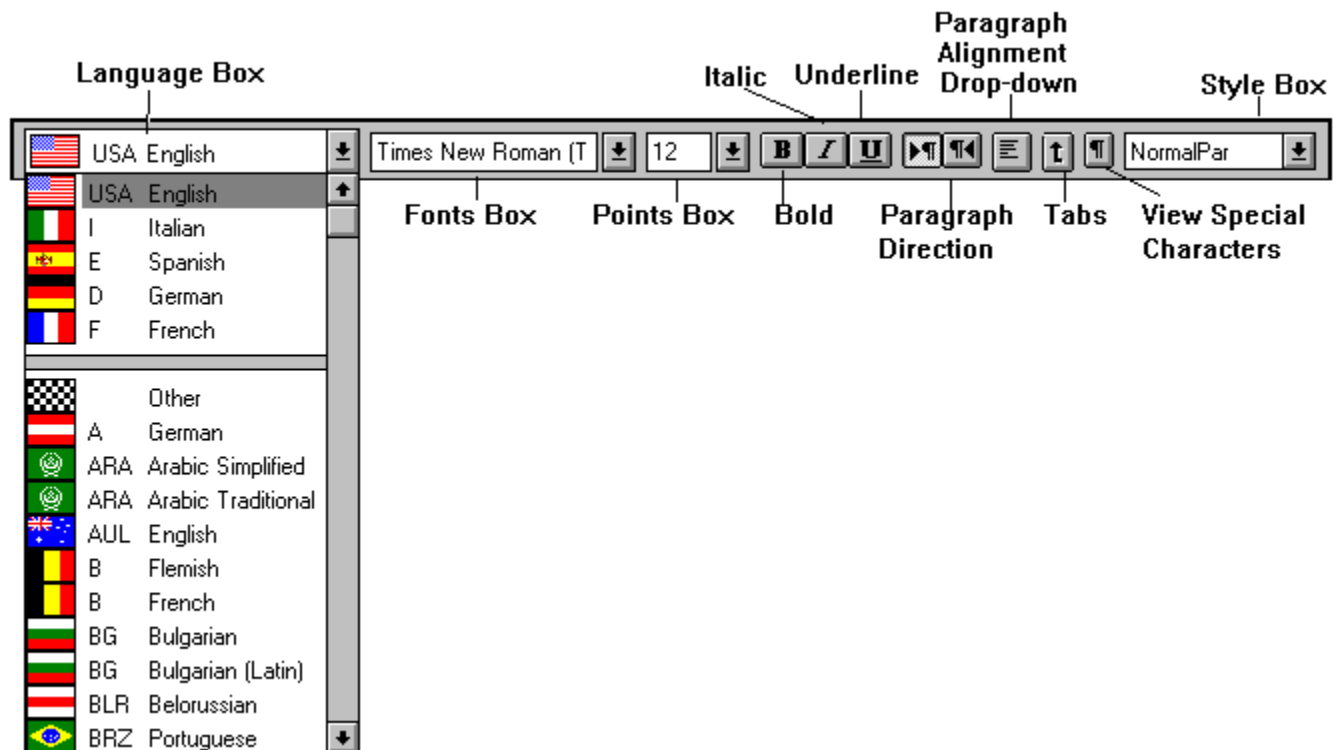
From the Help Menu, choose Contents





## StyleBar

The StyleBar displays graphic representations (buttons) of frequently used Accent text formatting commands. The StyleBar button is a quick and easy way to access a command. The StyleBar buttons and their functions are listed below.

The StyleBar also shows the format settings for the paragraph in which the insertion point is located.



Item	Function
<b>Language Box</b>	<p>Mark language of selected text or set the language for the next text typed.</p> <p><b>Menu equivalent:</b> From the Format Menu, choose Character. In the dialog box, choose the correct language from the Language Combo Box.</p>
<b>Font Box</b>	<p>Choose a font for the selected text.</p> <p><b>Menu equivalent:</b> From the Format Menu, choose Character; in the dialog box, select the font you wish to use.</p>
	<p>Set a point size for the selected text.</p> <p><b>Menu equivalent:</b> From the Format Menu, choose Character; in the dialog box, select the point size you wish to use.</p> <p><b>Note:</b> You can type any point size or half point size from 6 to 750 in the point size box, even though very large and half sizes do not appear in the point size list. You can use a large point size and a Landscape page orientation to create banners.</p>
	<p>Bold selected text.</p>

**Menu equivalent:** From the Format Menu, choose Character; from the dialog box, Attribute section, click on bold.



Italicize selected text.

**Menu equivalent:** From the Format Menu, choose Character; from the dialog box, Attribute section, click on Italic.



Underline selected text.

**Menu equivalent:** From the Format Menu, choose Character; from the dialog box, Attribute section, click on Underline.

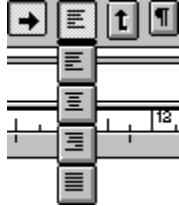


Paragraph direction

Click on the arrow pointing right to change the paragraph to a left to right paragraph.

Click on the arrow pointing left to change the paragraph to a right to left paragraph.

**Menu equivalent:** From the Format menu, choose Paragraph; from the dialog box, Direction section, choose Left to Right or Right to Left.

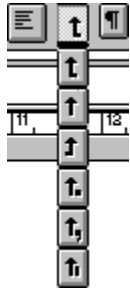


Click on the Alignment button. Select one of the four alignment options from the drop-down list for the paragraph in which the insertion point is located.

From top to bottom, the options are: Left align, Center, Right align, Justify.

See [Format Paragraph](#), Alignment parameter for details.

**Menu equivalent:** From the Format Menu, choose Paragraph; from the dialog box, Alignment drop-down list, choose the alignment you wish to use.



Click on the Tab button. Select one of the six types of tab stop from the drop-down list. Then, insert the [tab to the ruler](#). You can also insert tabs from the [Format Paragraph dialog box](#).

From top to bottom, the options are: Left, Center, Right, Decimal, Comma, Bar

**Menu equivalent:** From the Format Menu, choose Paragraph; from the dialog box, click on the Tabs button to open the Tabs dialog box. In the Tabs dialog box, make your tab settings.



Display paragraph marks, spaces as dots, tabs, non-breaking spaces, and any other special characters.

**Menu equivalent:** From the [View Menu](#), click on Special Characters.



Designate a paragraph style for the active paragraph, or choose a character style for the selected text.

**Menu equivalent:** From the Format Menu, choose [Paragraph](#); in the dialog box, select the paragraph style you wish to use.

Character styles are available only when the Inheritance feature is turned on.

**Menu equivalent:** From the Format Menu, choose Character; in the dialog box, select the character style you wish to use



## Status Bar

The Status Bar displays the path and title of the active document, the typing mode (overtyping or insert), the language keyboard you are typing in, and the section, page, and line number of the location of the insertion point.



In the sample Status Bar above:

- a. The document path and title are:  
"c:\memo.dgs"
- b. The typing mode is insert: INS. (To change it, see [Edit Menu, Overtyping mode](#)).
- c. The current keyboard is English (USA).
- d. The current section number is 1: "Sec 1."
- e. The current page number is 1: "Page 1/1."
- f. The current line number from the top of the page is 1: "Line 1."



## Ruler

The ruler is a graphic tool provided by Accent to make your work easier. The ruler displays all tab stops, the left and right paragraph indents, the indentation of the first line from the rest of the paragraph, and the page margin.

Each paragraph has its own ruler settings. A new paragraph will copy the ruler settings of the previous paragraph. You can use the ruler to change the attributes of the current paragraph, or a group of selected paragraphs.

You can use the ruler to:

- adjust paragraph and table indents
- insert, delete, and move tabs
- change the table column and page margins.

### Related Topics:

[Paragraph indents](#)

[Tabs](#)

[Mouse shortcuts-using the ruler to adjust column width](#)

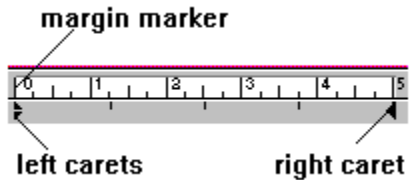
[Mouse shortcuts-using the ruler to change table indents](#)



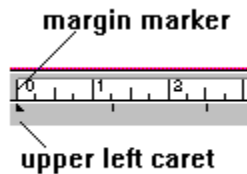


## Paragraph indents

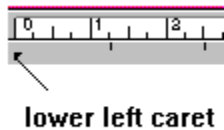
The carets on the ruler show the current location of indents. Paragraph indents can also be set from the Format Paragraph dialog box.



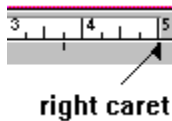
Caret	Description
-------	-------------



Indicates the left indent of the first line from the rest of the paragraph.



Indicates the left indent of all subsequent lines of text from the margin. The lower caret moves the upper caret to consistently maintain their relative distance to one another.



Indicates the right indent of the paragraph.

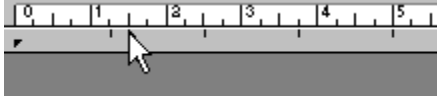
**Note:** Moving both left carets together means that all lines of the paragraph will be indented the same amount.

## To indent the first line from the rest of the paragraph:

1. Position the pointer on the upper left caret.
2. Hold and drag the caret along the ruler to the mark that represents the amount you wish to indent the first line; then release.

The first line of the paragraph will be indented from the rest of the paragraph by the amount you specify.

As shown on the ruler below, the first line is indented 1.5 cm from the rest of the paragraph (upper left caret on the 1.5 cm mark, lower left caret on the 0 mark).

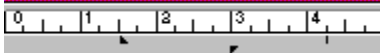


## To indent the paragraph 1.5 cm from the left margin:

---

1. Position the pointer on the lower left caret.
2. Hold and drag the caret; then release it 1.5 cm from the margin.

The left paragraph edge will be indented 1.5 cm from the left margin. As shown on the ruler below, the paragraph is indented 1.5 cm from the margin (lower left caret on the 1.5 cm mark), and the first line is indented 1.5 cm from the rest of the paragraph (upper left caret on the 3 cm mark).



**Note:** When moving, the lower left caret always maintains its relative distance from the upper left caret.

---

## To indent the paragraph from the right margin:

---

1. Position the pointer on the right caret.
2. Click on the caret and drag it to the desired position; then release.


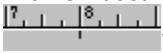
The right edge of the paragraph will be indented to align with the right caret.



## Tabs

Tabs align text to a specific point on the ruler, indicated by a Tab Stop.

Do not use tabs to create paragraph indents, instead, use paragraph formatting.

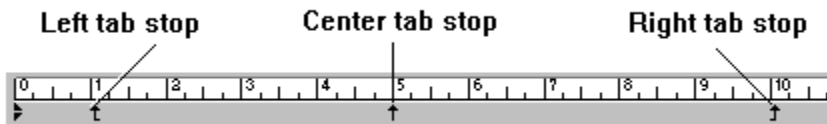
In a new document, default tab stops (  ) appear on the underside of the ruler (  ).

You can insert tabs either from the Format Paragraph dialog box, or using the ruler. Using the Format Paragraph dialog box enables you to make precise settings. The six types of tab stops appear on the StyleBar as follows:



When you insert a tab stop, the default tab stops that precede it will be removed automatically.

Tab	Definition
<b>Left align</b>	Aligns the left edge of text at the tab stop.
<b>Center</b>	Centers text on the tab stop.
<b>Right align</b>	Aligns the right edge of text at the tab stop.
<b>Decimal and Comma</b>	Aligns the decimal point or comma at the tab stop. Useful for making columns of numbers.
<b>Bar</b>	Places a vertical bar in the paragraph at the tab stop position. Useful for creating vertical bars in lists or tables.



## To insert tabs on the ruler:

### To insert a Decimal tab at 3 cm:

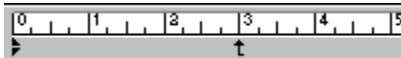
---

1. On the StyleBar click and release on the decimal type of tab.
2. Position the pointer on the ruler at the 3 cm mark.



Make sure the pointer is on the lower half of the ruler.

3. Click the left mouse button to insert the tab marker onto the ruler. The Decimal tab marker will be placed on the ruler.



**Note:** The preceding default tab stops are removed automatically. You can change the

default tab settings in the Format Document dialog box.

---

## To move tabs:

---

If you want the Decimal tab stop at 4 cm instead of 3 cm:

1. Hold and drag the Decimal tab marker to the 4 cm mark; then release.

To delete tabs:

1. Hold and drag the tab marker to the text area.

2. Release the mouse button.

**Note:** As soon as the pointer is no longer on the Ruler, the tab marker disappears. If you return the pointer to the Ruler before releasing the mouse button, you can reinsert the tab.

---

## Related Topics

[Tables](#)

Shortcuts



## Keystroke Commands

For the US English Keyboard

Function	Command
<b>Delete text</b>	
delete next character	DELETE
delete next word	CTRL+DELETE
delete to end of line	CTRL+E
delete a line	CTRL+L
delete previous character	BCKSP
delete previous word	CTRL+BCKSP
delete to beginning of line	CTRL+A
<b>Format characters</b>	
underline a character	CTRL+U
italicize a character	CTRL+I
hide a character	CTRL+H
bold a character	CTRL+B
subscript a character	CTRL+=
superscript a character	CTRL+SHFT+=
<b>Edit commands</b>	
undo	CTRL+Z
cut	CTRL+X
copy	CTRL+C
paste	CTRL+V
clear	DELETE
select all	SHIFT+F2
<b>File commands</b>	
open a file (existing)	CTRL+F12
save a file	SHIFT+F12
file save as	F12
print a file	SHIFT+CTRL+F12
close a file	CTRL+F4
<b>Insert special characters</b>	
insert tab	TAB
insert tab in a table	CTRL+TAB
insert carriage return	ENTER
insert line break	SHIFT+ENTER
insert page break	CTRL+ENTER
insert soft hyphen	CTRL+-
insert non-breaking hyphen	SHIFT+CTRL+-
insert non-breaking space	SHIFT+CTRL+SPACEBAR

**Find**

find text F2  
repeat last find F3

**Reposition**

go to F4  
move left one character LEFT ARROW  
move right one character RIGHT ARROW  
move left one word CTRL+LEFT ARROW  
move right one word CTRL+RIGHT ARROW  
go to beginning of line HOME  
go to end of line END  
move down one line DOWN ARROW  
move up one line UP ARROW  
go to previous paragraph CTRL+UP ARROW  
go to next paragraph CTRL+DOWN ARROW  
go to beginning of screen PGUP  
go to end of screen PGDN  
go to beginning of document CTRL+HOME  
go to end of document CTRL+END  
go to logical beginning of row HOME  
go to logical end of row END  
go to left visual end of line F5  
go to right visual end of line F6  
go to previous logical character F8  
go to next logical character F9

**Reposition in a table**

go to next cell TAB  
go to previous cell SHIFT+TAB

**Select text**

select one character left SHIFT+LEFT ARROW  
select one character right SHIFT+RIGHTARROW  
select previous word SHIFT+CTRL+LEFT ARROW  
select next word SHIFT+CTRL+RIGHT ARROW  
select from beginning of line SHIFT+HOME  
select to end of line SHIFT+END  
select to previous paragraph SHIFT+CTRL+UP ARROW  
select to next paragraph SHIFT+CTRL+DOWN ARROW  
select to beginning of screen SHIFT+PGUP  
select to end of screen SHIFT+PGDN  
select to beginning of document SHIFT+CTRL+HOME  
select to end of document SHIFT+CTRL+END  
select entire document SHIFT +F2

**Miscellaneous**

change insert / overtype INS  
change display special characters SHIFT+CTRL+8  
refresh screen CTRL+R  
last left to right font ALT+LEFT SHIFT  
last right to left font ALT+RIGHT SHIFT  
Accent on-line help contents F1  
go to next document window CTRL+F6  
exit ALT+F4

spelling checker  
indent paragraph inward  
indent paragraph outward

CTRL+F11  
CTRL+N  
CTRL+M

### **Related Topics:**

[Accent Mouse techniques](#)





## Accent mouse techniques

The mouse pointer indicates where the mouse is pointing on the screen. You use the mouse to perform certain actions, choose menu options, or activate commands. The following is an overview of basic mouse techniques:

To	Do this...
<b>Point</b>	Move the mouse until the tip of the pointer rests on the item you wish to point to.
<b>Click</b>	Position the pointer; then press and release the left mouse button.
<b>Double-click</b>	Position the pointer; then press and release the left mouse button twice in quick succession.
<b>Hold and drag</b>	While depressing the left mouse button, move your pointer to the new position; then release.
<b>Choose a command from a menu</b>	Click on the menu name to pull down the command list; then click on the command.

Function	Mouse techniques
select a word	double-click on word
select a full line	click in the margin
select line by line	click in the margin and drag
select paragraph	double click in the margin
select multiple paragraphs	double click in the margin and drag
extend selection	SHIFT+click (or drag) mouse

The mouse pointer changes shape when you move it to different parts of the screen. It may take one of four shapes: an I-beam, an Arrow, an arrow pointing downwards, or an Hourglass.

Pointer shape      Description



**I-Beam** The pointer is an I-beam in the text area. Use it to select text or to indicate where you wish to begin typing.



**Arrow** The pointer is an Arrow when it is in the Menu Bar, the ActionBar, the StyleBar, the Ruler or the Scroll bars. Use it to choose a menu, click a button, drag a marker on the Ruler, or use the Scroll bars.



The pointer turns into an arrow pointing downwards when you position it on the top of a table column. When the arrow changes shape, you may click on the mouse to select the column.



**Hourglass** When the pointer is shaped like an hourglass, Accent is performing a task, such as a Save. You must wait for Accent to finish before you can execute any other task.



## Tips for typing in a word processor

Save each new file when you start working.

Press the carriage return (ENTER) only to create a new paragraph, not when you simply want to advance to the next line.

Let the word processor determine the line and page breaks automatically.

The breaks Accent inserts are called soft breaks. Accent automatically adjusts soft breaks to changes in text.

The breaks *you* insert are called hard breaks. You can insert page, line, column, and section breaks by selecting Break from the insert menu. When you insert a hard break, Accent automatically adjusts the soft breaks that follow. Accent does not automatically adjust hard breaks to changes in text; you must adjust them manually. Use them sparingly.

Do not use spaces to align text. Alignment done with spaces may produce unexpected results because the size of a space varies according to the font used, its point size, and the alignment of the paragraph. Instead, use tabs for precise results.

Use Format Paragraph to set paragraph indents, the indent of the first line of a paragraph, paragraph alignment, and space between paragraph.

If you find yourself doing the same document formatting to many documents (e.g. you always make top margin smaller than the default or always change your NormalPar's font to Arial) then create a template which already has your changes in it and make that your default template. Just click the "new from template" button instead of the "new" button.

To have Accent load a document on startup, include the documents name on the command line, after Accent.exe

If you want space between paragraphs, instead of pressing ENTER twice, select Paragraph from the Format menu, and set Line Spacing After. If this seems like a lot of work compared to pressing ENTER, remember that paragraph formatting is copied from one paragraph to the next, and until you change it, each paragraph that you type will have space after it (the amount you set in Line Spacing After).



## Customizing Accent

### Setting Accent's default typing language

Whenever a new document is opened, Accent's default language will appear in the Language box on the StyleBar. You can set this default language to be whatever you choose, by selecting Default Language... from the Options section of the Utility menu.



Selecting a right-to-left default language (Hebrew or Arabic) will ensure that new documents always begin in right-to-left mode.

### Changing the keyboard associated with a typing language

When typing in different languages, many users prefer to work with the keyboard layout that corresponds to the standard IBM keyboard for that language. Therefore, Accent has provided keyboard mappings for each language that it supports.

When you switch languages using the Language box on the StyleBar or in the Format Character dialog box, your keyboard layout will change to the one associated with that language. The name of the current keyboard layout appears on the status bar, in the third box from the left. Should you prefer to use an alternate keyboard for that language, you can set the associated keyboard.

To change the keyboard associated with a particular language, select Keyboards... from the Options section of the Utilities menu. The Associate Keyboard with Language dialog box will appear.



Select the language whose keyboard you wish to change. Click the Change... button, and select the desired keyboard. Now, whenever you choose that particular language using Accents Language box, you will be using the keyboard you want. These associations between keyboards and languages are automatically saved, and used every time you start up Accent. Clicking Reset All returns all the keyboard associations to their default settings.

### Viewing paragraph marks and special characters

You may want to display the paragraph marks (¶) to make it easier to see the ends of paragraphs. In the StyleBar, click on the View Special Characters button. Alternatively, select Special Characters from the View menu. Paragraph marks, spaces (as dots), and all special characters will appear throughout the document. The paragraph marks and other special characters (such as non-breaking spaces) will not appear on the page of a printed document.

### Arranging document windows

Select Cascade, Tile, or Tile Horizontally from the Window menu to arrange your screen when you have several document windows open at the same time. The Cascade command will adjust the size of all document windows and layer them in the work space. The Tile command will adjust the size of all document windows and arrange them side by side in the work space. Tile Horizontally will adjust the size of all document windows and arrange them as horizontal rows in the work space.

To begin working with a specific document, click on it or enlarge it by clicking the maximize button in the

window that you want.

To create a document icon, click on the Minimize button of the document window. Double click on the icon to restore the document.

## Backup copies

By default, Accent creates a backup copy of every document you edit. These files are saved with a BAK extension. To turn off this feature, select Save... from the Options section of the Utilities menu, and clear the Save Backup Copy check box.

## Auto save

You can have Accent automatically save your work at regular intervals. By default, this option is turned off. To turn this feature on, select Save... from the Options section of the Utilities menu, then click on the Autosave check box. Once you turn Autosave on, Accent will automatically save your work every 10 minutes. Click on the up and down arrows on the spin box to change the interval.



## Ruler origin options

Accent offers two ruler modes: page border and margin. By default, the ruler origin begins at the margin. To change the ruler origin, select Ruler Origin from the Options section of the Utilities menu. Select either Page Border or Margin.

## Units of measure

Another way Accent lets you customize your work environment is by letting you select which units of measure you use while editing. The initial default unit of measure is taken from your settings in the International section of the Windows Control Panel. You can change this setting in Accent to use centimeters, inches, points, picas, or cicerros. To change the unit of measure, select Units of Measure from the Options section of the Utilities menu. Select the units. Immediately you will see that the rulers units have changed. This also affects the units used for tab stops, line spacing, indentation and spacing between paragraphs.

## Toggling inheritance

By default, Inheritance is off. To turn on inheritance, select Inheritance from the Options section of the Utilities menu. When there is a check next to it on the menu, Inheritance is on, and Character Styles can be used.

## Overtyping mode

If the insertion point is positioned next to a paragraph mark, the text you type is inserted normally. If however, the insertion point is placed next to existing text, you have two choices:

- to type over existing characters (overtyping mode)

- to have the new characters push aside the existing text (insert mode)

By default, Accent works in insert mode. You can toggle between the two modes by selecting Overtyping Mode from the Edit menu, or by pressing the INSERT key on your keyboard. The current mode (OVR or INS) appears in the status bar, in the fourth box from the left.

No matter which mode you choose, typing will always replace selected text.

## **View zoom**

Accents zoom feature lets you see your document up close for easier editing of small fonts. You can also stand back to see what the entire page will look like. The default setting is 100%. Other options include Enlarged (200%), Reduced (50%), Page Width, Full Page, Facing Pages and a user-customized setting from 10% to 500%.

To set the zoom, select Zoom from the View menu. Select the zoom size from the sub-menu.

## **Hiding graphics**

Displaying graphics can be slow, so you may prefer to edit your text without displaying them.

To hide graphics, select Graphics from the View menu. Click until the check mark disappears. In place of your graphics, you will see placeholders (boxes with X S in them). The boxes will be the same sizes and in the same positions as the graphics, but, unlike the graphics themselves, will display quickly as you scroll through and work on your document.

## **Hiding the StyleBar, ActionBar, ruler, and status bar**

You can customize Accent to display or hide the ruler, status bar, StyleBar, and ActionBar. The default setting is to display all of these bars for easier editing; hiding them will provide more screen space for you to view your document.

To toggle these, select the View menu. Screen elements that are currently displayed will be checked. Toggle the screen element whose status you wish to change.

Fonts



## Fonts

A font is a set of characters—letters, numerals, punctuation marks, and miscellaneous characters (such as %) that are designed with similar characteristics.

Fonts are measured in points, from the top of upper case and ascending letters (l, h, etc.) to the bottom of descending letters (j, g, etc.). One point equals 1/72 of an inch (about 28 points equals 1 cm). A font family includes the standard style, bold, italic, and bold italic.

Below are some examples:

This is 12 point standard Arial.

*This is 12 point italic Arial.*

***This is 12 point bold italic Arial.***

**This is 18 point bold Arial.**

This is 12 point standard Times New Roman.

*This is 12 point italic Times New Roman.*

***This is 12 point bold italic Times New Roman.***

**This is 18 point bold Times New Roman.**

This is 12 point standard Courier New.

*This is 12 point italic Courier New.*

***This is 12 point bold italic Courier New.***

**This is 18 point bold Courier New.**

Accent uses three types of fonts. **Screen fonts** appear only on screen. **Printer fonts** are built into the printer. To use them with Windows and Accent, you must install matching screen fonts. Most convenient of all are **TrueType fonts** (TTF) which appear on screen and in print. With TrueType fonts, What You See *on screen* Is What You Get *in print* (WYSIWYG). There is no need to install screen fonts to match your printer fonts.

TTFs are scalable to any size. However, some TTFs have associated screen fonts (which come in defined point sizes) to make the characters clearer on screen in small sizes.

In the font box on the StyleBar, TTFs are indicated with a TT next to the font name.

### Related topics:

[Font maps](#)

[Windows Character Map](#)

[Fonts included with Accent](#)







## Font maps

Accent provides several Font maps in later screens of this section for your convenience. As mentioned above, a font is a set of characters—letters, numerals, punctuation marks, and miscellaneous characters (such as %) that are all of the same style.

A font map shows you the numeric (or ASCII) code of each character within the font set. For example, in a Western font the code for the number "0" is 0048, the code for the number "9" is 0057, the code for the letter "A" is 0065, and the code for the letter "Z" is 0090.

Generally, you will type the characters you want simply by pressing the key on the keyboard. However, some special characters must be typed using the character's numeric code. For example:

### **To type an em dash - an elongated dash - in a Western font:**

1. On a standard PC keyboard, press the NUM LOCK key to set the Num Lock, if it is not already on. (You need not do this if you have an extended keyboard.)
2. While holding down the ALT key, press 0, then 1, then 5, then 1, and then release the ALT key.

The em dash will appear at the insertion point.

If you wanted to, you could even type an "A" using its numeric code (0065).

### **Related Topics:**

[Arial \(Latin set\)](#)

[TimeTCY \(Cyrillic set\)](#)

[TimeTGR \(Greek set\)](#)

[TimeTTU \(Turkish set\)](#)

[David \(Hebrew set\)](#)

[Malik \(Simplified Arabic set\)](#)

[Medina \(Traditional Arabic set\)](#)

[Wingdings \(Symbol set\)](#)

[Symbol \(Symbol set\)](#)

[Windows Character Map](#)



## Arial (Latin set)

### Key to the font map

Each box contains two lines – a main character and a number. The number is the numeric code of the main character. If a rectangle appears in the box in place of a character, it means that this particular font does not have a character for that numeric code.

32	0	@	P	`	p	□	□		°	À	Ð	à	ø
	48	64	80	96	112	128	144	160	176	192	208	224	240
33	1	A	Q	a	q	□	'	ı	±	Á	Ñ	á	ñ
	49	65	81	97	113	129	145	161	177	193	209	225	241
34	2	B	R	b	r	.	'	ç	²	Â	Ò	â	ò
	50	66	82	98	114	130	146	162	178	194	210	226	242
35	3	C	S	c	s	f	"	£	³	Ã	Ó	ã	ó
	51	67	83	99	115	131	147	163	179	195	211	227	243
36	4	D	T	d	t	"	"	¤	´	Ä	Ö	ä	ö
	52	68	84	100	116	132	148	164	180	196	212	228	244
37	5	E	U	e	u	...	•	¥	µ	Å	Õ	å	õ
	53	69	85	101	117	133	149	165	181	197	213	229	245
38	6	F	V	f	v	†	—	ı	¶	Æ	Ö	æ	ö
	54	70	86	102	118	134	150	166	182	198	214	230	246
39	7	G	W	g	w	‡	—	§	·	Ç	×	ç	÷
	55	71	87	103	119	135	151	167	183	199	215	231	247
40	8	H	X	h	x	ˆ	ˆ	ˆ	ˆ	È	Ø	è	ø
	56	72	88	104	120	136	152	168	184	200	216	232	248
41	9	I	Y	i	y	‰	™	©	¹	É	Ù	é	ù
	57	73	89	105	121	137	153	169	185	201	217	233	249
42	:	J	Z	j	z	Š	š	ª	º	Ê	Ú	ê	ú
	58	74	90	106	122	138	154	170	186	202	218	234	250
43	;	K	[	k	{	<	>	«	»	Ë	Û	ë	û
	59	75	91	107	123	139	155	171	187	203	219	235	251
44	<	L	\	l		Œ	œ	¬	¼	Ì	Ü	ì	ü
	60	76	92	108	124	140	156	172	188	204	220	236	252
45	=	M	]	m	}	□	□	-	½	Í	Ý	í	ý
	61	77	93	109	125	141	157	173	189	205	221	237	253
46	>	N	^	n	~	□	□	®	¾	Î	Þ	î	þ
	62	78	94	110	126	142	158	174	190	206	222	238	254
47	/	?	Ö	—	o	□	□	ÿ	—	ı	ß	ı	ÿ
	63	79	95	111	127	143	159	175	191	207	223	239	255



## TimelTCY (Cyrillic set)

### Key to the font map

Each box contains a main character and a number. The number is the numeric code of the main character. If a box is empty, that simply means that the font does not have a character for that numeric code.

	0	@	P	'	p	Ђ	ђ		°	А	Р	а	р
32	41	64	10	96	112	121	144	160	176	182	201	224	240
!	1	A	Q	a	q	Г	‘	Ў	±	Б	С	б	с
33	49	61	11	97	113	129	141	161	177	189	209	221	241
"	2	B	R	b	r	,	'	ў	І	В	Т	в	т
34	50	66	12	98	114	130	141	162	178	194	210	226	242
#	3	C	S	c	s	ѓ	“	Ј	і	Г	У	г	у
35	51	67	13	99	115	131	147	163	179	195	211	227	243
\$	4	D	T	d	t	„	”	Ѡ	Г	Д	Ф	д	ф
36	52	68	14	100	116	132	141	164	180	196	212	228	244
%	5	E	U	e	u	...	•	Г	μ	Е	Х	е	х
37	53	69	15	101	117	133	149	165	181	197	213	229	245
&	6	F	V	f	v	†	—	ı	¶	Ж	Ц	ж	ц
38	54	70	16	102	118	134	150	166	182	198	214	230	246
'	7	G	W	g	w	‡	—	§	·	З	Ч	з	ч
39	55	71	17	103	119	135	151	167	183	199	215	231	247
(	8	H	X	h	x			Ё	ё	И	Ш	и	ш
40	56	72	18	104	120	136	152	168	184	200	216	232	248
)	9	I	Y	i	y	‰	™	©	№	Й	Щ	й	щ
41	57	73	19	105	121	137	153	169	185	201	217	233	249
*	:	J	Z	j	z	Љ	љ	Є	є	К	Ъ	к	ъ
42	58	74	20	106	122	138	154	170	186	202	218	234	250
+	;	K	[	k	{	<	>	«	»	Л	Ы	л	ы
43	59	75	21	107	123	139	155	171	187	203	219	235	251
,	<	L	\	l		Њ	њ	¬	ј	М	Ь	м	ь
44	60	76	22	108	124	140	156	172	188	204	220	236	252
-	=	M	]	m	}	Ќ	ќ		Š	Н	Э	н	э
45	61	77	23	109	125	141	157	173	189	205	221	237	253
.	>	N	^	n	~	Ѕ	ѕ	®	š	О	Ю	о	ю
46	62	78	24	110	126	142	158	174	190	206	222	238	254
/	?	О	_	о		Ц	ц	İ	ı	П	Я	п	я
47	63	79	25	111	127	143	159	175	191	207	223	239	255



## TimelTGR (Greek set)

### Key to the font map

Each box contains a main character and a number. The number is the numeric code of the main character. If a box is empty, that simply means that the font does not have a character for that numeric code.

	0	@	P	`	p	∅	∅		°	ı	∏	Û	π
32	41	64	10	96	112	121	144	160	176	182	201	224	240
!	1	A	Q	a	q	∅	‘	“	±	Α	Ρ	α	ρ
33	49	61	11	97	113	129	141	161	177	189	209	221	241
"	2	B	R	b	r	,	’	Ά	²	Β	∏	β	ς
34	50	66	12	98	114	130	143	162	178	194	210	226	242
#	3	C	S	c	s	f	“	£	³	Γ	Σ	γ	σ
35	51	67	13	99	115	131	147	169	179	191	211	227	243
\$	4	D	T	d	t	”	”	¤	´	Δ	Τ	δ	τ
36	52	68	14	100	116	132	148	164	180	196	212	228	244
%	5	E	U	e	u	...	•	¥	μ	Ε	Υ	ε	υ
37	53	69	15	101	117	133	149	165	181	197	213	229	245
&	6	F	V	f	v	†	-	ı	¶	Z	Φ	ζ	φ
38	54	70	16	102	118	134	150	166	182	198	214	230	246
'	7	G	W	g	w	‡	-	§	·	H	X	η	χ
39	55	71	17	103	119	135	151	167	183	199	215	231	247
(	8	H	X	h	x	∅	∅	”	’E	Θ	Ψ	θ	ψ
40	56	72	18	104	120	136	152	168	184	200	216	232	248
)	9	I	Y	i	y	‰	™	©	’H	Ι	Ω	ι	ω
41	57	73	19	105	121	137	153	169	185	201	217	233	249
*	:	J	Z	j	z	∅	∅	∅	’I	K	Ϊ	κ	ϊ
42	58	74	20	106	122	138	154	170	186	202	218	234	250
+	;	K	[	k	{	<	>	«	»	Λ	Υ	λ	ÿ
43	59	75	21	107	123	139	155	171	187	203	219	235	251
,	<	L	\	l		∅	∅	¬	’O	M	ά	μ	ό
44	60	76	22	108	124	140	156	172	188	204	220	236	252
-	=	M	]	m	}	∅	∅	∅	½	N	έ	ν	ύ
45	61	77	23	109	125	141	157	173	189	205	221	237	253
.	>	N	^	n	~	∅	∅	®	’Y	Ξ	ή	ξ	ώ
46	62	78	24	110	126	142	158	174	190	206	222	238	254
/	?	∅	_	∅	∅	∅	∅	-	’Ω	∅	ί	∅	∅
47	63	79	25	111	127	143	159	175	191	207	223	239	255



## TimeITTU (Turkish set)

### Key to the font map

Each box contains a main character and a number. The number is the numeric code of the main character. If a box is empty, that simply means that the font does not have a character for that numeric code.

	0	@	P	`	p	ı	İ		°	À	Ğ	à	ğ
32	41	64	10	96	112	121	144	160	176	192	201	224	240
!	1	A	Q	a	q	ı	‘	ı	±	Á	Ń	á	ñ
33	49	61	11	97	113	129	141	161	177	199	209	221	241
"	2	B	R	b	r	,	'	¢	2	Â	Ò	â	ò
34	50	66	12	98	114	130	141	162	178	194	210	226	242
#	3	C	S	c	s	f	“	£	3	Ã	Ó	ã	ó
35	51	67	13	99	115	131	147	163	179	195	211	227	243
\$	4	D	T	d	t	”	”	¤	´	Ä	Ô	ä	ô
36	52	68	14	100	116	132	148	164	180	196	212	228	244
%	5	E	U	e	u	...	•	¥	µ	Å	Õ	å	õ
37	53	69	15	101	117	133	149	165	181	197	213	229	245
&	6	F	V	f	v	†	-		¶	Æ	Ö	æ	ö
38	54	70	16	102	118	134	150	166	182	198	214	230	246
'	7	G	W	g	w	‡	—	§	·	Ç	×	ç	÷
39	55	71	17	103	119	135	151	167	183	199	215	231	247
(	8	H	X	h	x	^	~	”	•	È	Ø	è	ø
40	56	72	18	104	120	136	152	168	184	200	216	232	248
)	9	I	Y	i	y	‰	™	©	1	É	Û	é	ù
41	57	73	19	105	121	137	153	169	185	201	217	233	249
*	:	J	Z	j	z	Š	š	ª	º	Ê	Û	ê	ú
42	58	74	20	106	122	138	154	170	186	202	218	234	250
+	;	K	[	k	{	<	>	«	»	Ë	Ü	ë	û
43	59	75	21	107	123	139	155	171	187	203	219	235	251
,	<	L	\	l		Œ	œ	¬	¼	Ï	Û	ï	ü
44	60	76	22	108	124	140	156	172	188	204	220	236	252
-	=	M	]	m	}	ı	ı	ı	½	Î	İ	î	ı
45	61	77	23	109	125	141	157	173	189	205	221	237	253
.	>	N	^	n	~	ı	ı	®	¾	Ï	Ş	ï	ş
46	62	78	24	110	126	142	158	174	190	206	222	238	254
/	?	Ö	_	o	ı	ı	ÿ	-	¸	İ	B	ı	ÿ
47	63	79	25	111	127	143	159	175	191	207	223	239	255



## David (Hebrew set)

### Key to the font map

Each box contains a main character and a number. The number is the numeric code of the main character. If a box is empty, that simply means that the font does not have a character for that numeric code.

	0	@		ן	ן	ן	ן	ן	ן	ן	ן	ן	ן
32	48	64	80	96	112	128	144	160	176	192	208	224	240
!	1	א		ב	ב	1	1			...		ב	ב
33	49	65	81	97	113	129	145	161	177	193	209	225	241
“	2	י		ל		2	2			...		ל	ע
34	50	66	82	98	114	130	145	162	178	194	210	226	242
#	3	ך		ך		3	3	£		...	:	ך	ך
35	51	67	83	99	115	131	147	163	179	195	211	227	243
\$	4			ה	ו	4	4	□		.		ה	ו
36	52	68	84	100	116	132	148	164	180	196	212	228	244
%	5	ך		י		5	5			...		י	ץ
37	53	69	85	101	117	133	149	165	181	197	213	229	245
&	6			פ	צ	6	6			...		פ	צ
38	54	70	86	102	118	134	150	166	182	198	214	230	246
’	7	ץ			ק	7	7	§	•	-		ח	ק
39	55	71	87	103	119	135	151	167	183	199	215	231	247
{	8	ץ		ט		8	8			...		ט	ך
40	56	72	88	104	120	136	152	168	184	200	216	232	248
}	9		-	ך	ש	9	9			...		ך	ש
41	57	73	89	105	121	137	153	169	185	201	217	233	249
*	:		-	ך	ת			×	÷			ך	ת
42	58	74	90	106	122	138	154	170	186	202	218	234	250
+	;		[	ך	{					...		ך	
43	59	75	91	107	123	139	155	171	187	203	219	235	251
,	<	ש	\	ץ			½		¼	.		ץ	
44	60	76	92	108	124	140	156	172	188	204	220	236	252
-	=	ש	]	}			¾		½	.		□	↑
45	61	77	93	109	125	141	157	173	189	205	221	237	253
.	>	ש	^	ן	~		...		¾	-		ן	י
46	62	78	94	110	126	142	158	174	190	206	222	238	254
/	?	ש	-		■		-			-		י	-
47	63	79	95	111	127	143	159	175	191	207	223	239	255



## Malik (Simplified Arabic set)

### Key to the font map

Each box contains a main character and a number. The number is the numeric code of the main character. If a box is empty, that simply means that the font does not have a character for that numeric code.

32	٠	١	٢	٣	٤	٥	٦	٧	٨	٩	٠	١	٢
33	ا	ب	ج	د	هـ	٦	٧	٨	٩	٠	١	٢	٣
34	٤	٥	٦	٧	٨	٩	٠	١	٢	٣	٤	٥	٦
35	٧	٨	٩	٠	١	٢	٣	٤	٥	٦	٧	٨	٩
36	١٠	١١	١٢	١٣	١٤	١٥	١٦	١٧	١٨	١٩	٢٠	٢١	٢٢
37	٢٣	٢٤	٢٥	٢٦	٢٧	٢٨	٢٩	٣٠	٣١	٣٢	٣٣	٣٤	٣٥
38	٣٦	٣٧	٣٨	٣٩	٤٠	٤١	٤٢	٤٣	٤٤	٤٥	٤٦	٤٧	٤٨
39	٤٩	٥٠	٥١	٥٢	٥٣	٥٤	٥٥	٥٦	٥٧	٥٨	٥٩	٦٠	٦١
40	٦٢	٦٣	٦٤	٦٥	٦٦	٦٧	٦٨	٦٩	٧٠	٧١	٧٢	٧٣	٧٤
41	٧٥	٧٦	٧٧	٧٨	٧٩	٨٠	٨١	٨٢	٨٣	٨٤	٨٥	٨٦	٨٧
42	٨٨	٨٩	٩٠	٩١	٩٢	٩٣	٩٤	٩٥	٩٦	٩٧	٩٨	٩٩	١٠٠
43	١٠١	١٠٢	١٠٣	١٠٤	١٠٥	١٠٦	١٠٧	١٠٨	١٠٩	١١٠	١١١	١١٢	١١٣
44	١١٤	١١٥	١١٦	١١٧	١١٨	١١٩	١٢٠	١٢١	١٢٢	١٢٣	١٢٤	١٢٥	١٢٦
45	١٢٧	١٢٨	١٢٩	١٣٠	١٣١	١٣٢	١٣٣	١٣٤	١٣٥	١٣٦	١٣٧	١٣٨	١٣٩
46	١٤٠	١٤١	١٤٢	١٤٣	١٤٤	١٤٥	١٤٦	١٤٧	١٤٨	١٤٩	١٥٠	١٥١	١٥٢
47	١٥٣	١٥٤	١٥٥	١٥٦	١٥٧	١٥٨	١٥٩	١٦٠	١٦١	١٦٢	١٦٣	١٦٤	١٦٥



## Medina (Traditional Arabic set)

### Key to the font map

Each box contains a main character and a number. The number is the numeric code of the main character. If a box is empty, that simply means that the font does not have a character for that numeric code.

	٠	—	ث	ح	س	ج	ب	ف	م	ي	لا	"	
32	48	64	80	96	112	128	144	160	176	192	208	224	240
}	}		ث	خ	ش	ج	ب	ظ	ف	م	ة	لا	ظ
33	49	65	81	97	113	129	145	161	177	193	209	225	241
"	٣		ث	خ	ش	ج	ب	ظ	ف	م	ة	لا	-
34	50	66	82	98	114	130	145	162	178	194	210	226	242
x	٣		ث	خ	ش	ج	ب	ظ	ق	ن	س	لا	'
35	51	67	83	99	115	131	147	163	179	195	211	227	243
*	٤		ث	خ	ش	ج	ب	ظ	ق	ن	ي	-	-
36	52	68	84	100	116	132	148	164	180	196	212	228	244
٪	٥		ج	ه	ص	ج	ل	ظ	ق	ن	ء	'	-
37	53	69	85	101	117	133	149	165	181	197	213	229	245
x	٦		ج	د	ص	ج	ك	ظ	ق	ن	ذ	'	-
38	54	70	86	102	118	134	150	166	182	198	214	230	246
÷	٧		ج	د	ص	ج	ك	ع	ك	ه	ا	'	-
39	55	71	87	103	119	135	151	167	183	199	215	231	247
(	٨		ج	د	ص	ج	ك	ع	ك	ه	ا	'	-
40	56	72	88	104	120	136	152	168	184	200	216	232	248
)	٩	٩	ح	ر	ض	ج	ك	ع	ك	ه	ا	'	-
41	57	73	89	105	121	137	153	169	185	201	217	233	249
*	١٠	٩	ح	ر	ض	ج	ك	ع	ك	ه	ا	'	-
42	58	74	90	106	122	138	154	170	186	202	218	234	250
+	؟	٩	[	ر	ك	ج	ح	ع	ل	و	و	'	-
43	59	75	91	107	123	139	155	171	187	203	219	235	251
،	"	٩	ح	ر	ض	ج	ك	ع	ل	و	لا	'	-
44	60	76	92	108	124	140	156	172	188	204	220	236	252
-	=	لا	]	س	ك	ج	ل	ع	ل	د	لا	'	-
45	61	77	93	109	125	141	157	173	189	205	221	237	253
،	"	لا	د	س	ض	ج	ك	ع	ل	د	لا	'	-
46	62	78	94	110	126	142	158	174	190	206	222	238	254
/	؟	ت	-	س	ط	ج	ي	ف	م	ي	لا	'	-
47	63	79	95	111	127	143	159	175	191	207	223	239	255







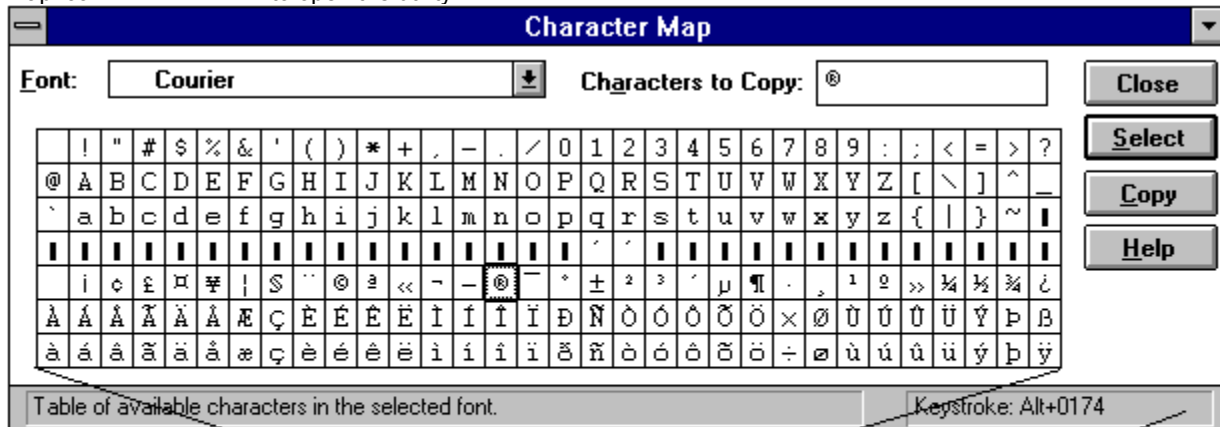


## Windows Character Map

A font map utility called Character Map is in your Windows Accessories group. Double-click on the Character



Map icon **Character Map** to open the utility.



### Grid box

### Keystroke box

The current font is displayed in the Font box. To view a different font, click on the down arrow to open the drop-down list of fonts; then click on a font to select it.

The Grid box displays all the characters in the font set. To select a character, click on it (marking it with a dark border). The numeric code for the selected character will appear in the Keystroke box.

To insert characters into your document, you can use the numeric codes (as described above), or you can copy them from the Character Map window. The Characters to Copy box displays characters that you have selected to copy. In the Character Map above, the registered trademark ® is selected.

To select a character to copy from the grid box, double-click on it; or else click on it once, and then click the Select button. The character will appear in the Characters to Copy box. In the Grid box, the character will be marked with a dark border.

## To insert characters into your document:

1. Double-click each character you wish to copy. Make sure it appears in the Characters to Copy box.
2. Click on the Copy button to copy the characters to the Clipboard.
3. Return to your Accent document.
4. Position the insertion point where you want to insert the characters.
5. Use the Paste command (or Paste button) to paste the characters from the Clipboard into the document.

**Note:** If the characters you pasted appear incorrectly (i.e. they are not the characters that you copied), select them; then choose the font that you were using in the Character Map.

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## Related Topics

[KeyMaps](#)



## List of Fonts included with Accent

Aharoni (TrueType)  
AlteSchD (TrueType)  
AvantGarGottlcT (TrueType)  
AvantGarGottlcT Bold (TrueType)  
AvantGarGottlcT Bold Italic (TrueType)  
AvantGarGottlcT Italic (TrueType)  
BalloDDroSha (TrueType)  
BauerBodT (TrueType)  
BauerBodT Bold (TrueType)  
BauerBodT Bold Italic (TrueType)  
BauerBodT Italic (TrueType)  
BlippBlaD (TrueType)  
CoopeBlaDBol (TrueType)  
CoppeTMed (TrueType)  
CouriM (TrueType)  
CouriM Bold (TrueType)  
CouriM Bold Italic (TrueType)  
CouriM Italic (TrueType)  
CouriMCY (TrueType)  
CouriMCY Bold (TrueType)  
CouriMCY Bold Italic (TrueType)  
CouriMCY Italic (TrueType)  
CouriMEE (TrueType)  
CouriMEE Bold (TrueType)  
CouriMEE Bold Italic (TrueType)  
CouriMEE Italic (TrueType)  
CouriMGR (TrueType)  
CouriMGR Bold (TrueType)  
CouriMGR Bold Italic (TrueType)  
CouriMGR Italic (TrueType)  
CouriMTU (TrueType)  
CouriMTU Bold (TrueType)  
CouriMTU Bold Italic (TrueType)  
CouriMTU Italic (TrueType)  
CyrillicHelv (TrueType)  
CyrillicHelv Bold (TrueType)  
CyrillicHelv Bold Italic (TrueType)  
CyrillicHelv Italic (TrueType)  
CyrillicTimes Bold (TrueType)  
CyrillicTimes Bold Italic (TrueType)  
Cyrillic Times Italic (TrueType)  
CyrillicTimes Roman (TrueType)  
David (TrueType)  
David Bold (TrueType)  
Dor (TrueType)  
Dor Bold (TrueType)  
FrankRuehl (TrueType)  
FrankRuehl Bold (TrueType)  
Garamlct (TrueType)  
Garamlct Bold (TrueType)  
Garamlct Bold Italic (TrueType)  
Garamlct Italic (TrueType)  
Hadassah (TrueType)

Hadassah Bold (TrueType)  
Hayim (TrueType)  
KivunPi  
Koren (TrueType)  
Koren Bold (TrueType)  
MF Graffiti (TrueType)  
MF Ramot (TrueType)  
Miriam (TrueType)  
MurraHilD (TrueType)  
Narkisim (TrueType)  
Narkisim Bold (TrueType)  
NarkisTam (TrueType)  
NarkisTam Bold (TrueType)  
NarkisTam Light (TrueType)  
NimbuSanL (TrueType)  
NimbuSanL Bold (TrueType)  
NimbuSanL Bold Italic (TrueType)  
NimbuSanL Italic (TrueType)  
NimbuSanLCY (TrueType)  
NimbuSanLCY Bold (TrueType)  
NimbuSanLCY Bold Italic (TrueType)  
NimbuSanLCY Italic (TrueType)  
NimbuSanLEE (TrueType)  
NimbuSanLEE Bold (TrueType)  
NimbuSanLEE Bold Italic (TrueType)  
NimbuSanLEE Italic (TrueType)  
NimbuSanLGR (TrueType)  
NimbuSanLGR Bold (TrueType)  
NimbuSanLGR Bold Italic (TrueType)  
NimbuSanLGR Italic (TrueType)  
NimbuSanLTU (TrueType)  
NimbuSanLTU Bold (TrueType)  
NimbuSanLTU Bold Italic (TrueType)  
NimbuSanLTU Italic (TrueType)  
Ophir (TrueType)  
OptusTReg (TrueType)  
OptusTReg Italic (TrueType)  
OptusTMed (TrueType)  
OptusTMed Italic (TrueType)  
ParkAveD (TrueType)  
Rashi (TrueType)  
Rod (TrueType)  
Sivan (TrueType)  
Stam (TrueType)  
TimeIT (TrueType)  
TimeIT Bold (TrueType)  
TimeIT Italic (TrueType)  
TimeITCY (TrueType)  
TimeITCY Bold (TrueType)  
TimeITCY Italic (TrueType)  
TimeITEE (TrueType)  
TimeITEE Bold (TrueType)  
TimeITEE Italic (TrueType)  
TimeITGR (TrueType)  
TimeITGR Bold (TrueType)  
TimeITGR Italic (TrueType)  
TimeITTU (TrueType)  
TimeITTU Bold (TrueType)  
TimeITTU Italic (TrueType)  
VanDijD (TrueType)  
Vilna (TrueType)  
Vilna Bold (TrueType)

Accent Fonts (VGA)

Inherit





## Inherit

Using Accent's Inheritance feature, you can easily maintain consistency between styles. For example, you can define one underlying style, then selectively inherit attributes to make slight changes in other styles.

Suppose you are writing a company newsletter with three levels of headings. You want each of these headings to be a different size, but otherwise to look the same (same font, all bold, and all centered):

**Headline**  
**Column Title**  
**Section Header**

The Inheritance feature can be activated through the Options list in the Utilities Menu. If a check mark appears next to the word Inheritance, the feature is active. If not, click on it to activate Inheritance. Using the Inherit feature, you can define the Headline style as Arial, bold, 20 points, and centered. Then define the ColumnTitle style as based on Headline, and inherit every attribute, changing only the point size to 15 points. Similarly, the SectionHdr style can be based on Headline, inheriting every attribute except point size, which will be set to 12. Now, if you wanted to make all three styles italic, simply change the base style (Headline) to italic. The other two styles will inherit the italic value from the base style:

***Headline***  
***Column Title***  
***Section Header***

The Inherit feature allows you to maintain consistency between styles, much the same way that styles allow you to maintain consistency between sections of text.

### Related Topics:

[The Paragraph Inheritance chain](#)

[The Character Inheritance chain](#)

[How to activate Inherit](#)

[How Inherit works](#)



## How to activate Inherit

The Inheritance feature can be turned on or off through the Options list of the Utilities Menu. When Inheritance is on, text attributes such as bold or italic can have the value of Inherit, in addition to the usual values of on or off. All text has an underlying style. When a text attribute has the value Inherit, it means that the text gets the value for that attribute from the underlying style. When you apply a style to selected text, the applied style becomes the underlying style of the text.

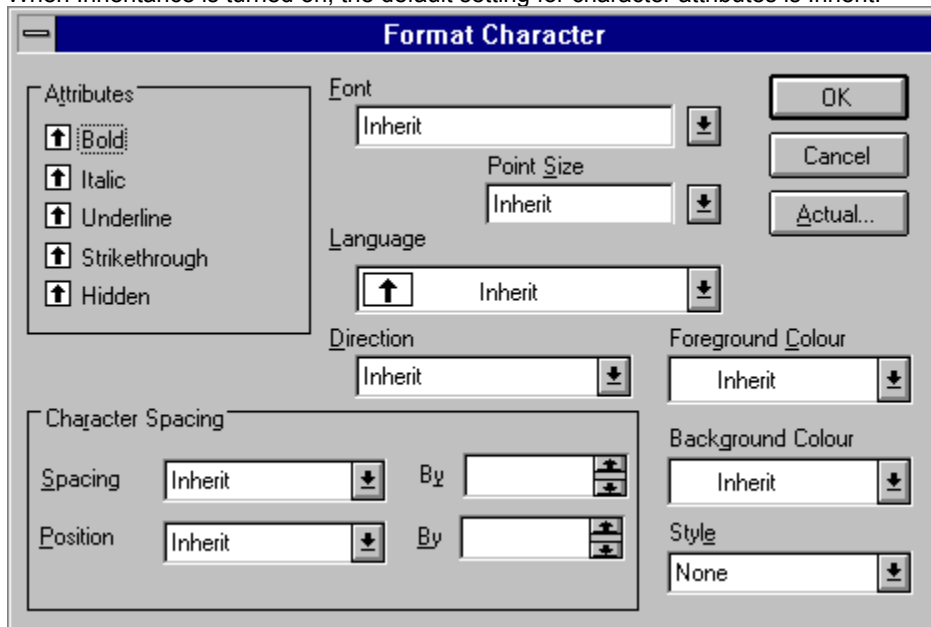
All styles also have attributes, and these attributes can also have the value of Inherit. Every style is based on an underlying style. As with text, whenever a style's attribute has the value Inherit, it means that the style gets the value for that attribute from the underlying style.

You can create a chain of styles, one based on another; you can have a chain of character styles and a chain of paragraph styles. Accent will dynamically search up the chain of styles to resolve the values of Inherited attributes. At any time, you can go into the Format Character or Format Paragraph dialog box and click the Actual button to display the resolved values.



## How Inherit works

When Inheritance is turned on, the default setting for character attributes is Inherit.



- In the Drop-down combo boxes, such as the Font and Direction boxes, the Inherit option is selected. Open the list to choose a different option.
- In the Position box, the Inherit button is selected. To select a different option, click on a different button.
- In the Attributes box, each check box has three options:

Entry	Meaning
-------	---------

- |                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/>            | – blank      The option is off.          |
| <input checked="" type="checkbox"/> | – x      The option is on.               |
| <input type="checkbox"/>            | – up arrow      The option is inherited. |

Character properties are set by using the Format Character dialog box or by clicking on a format button (bold, etc.) from the StyleBar. If Inheritance is on, you may choose to inherit a property rather than set a specific value. You can inherit character properties from a character style by selecting it from the Style box in the Format Character dialog box, or from the StyleBar.

Paragraph properties are set by using the Format Paragraph dialog box or by clicking on a format button (justify, etc.) from the StyleBar. If Inheritance is on, you may choose to inherit a property rather than set a specific value. You can inherit paragraph properties from a paragraph style by selecting it in the Style box in the Format Paragraph dialog box or from the StyleBar. Paragraph styles include character attributes.

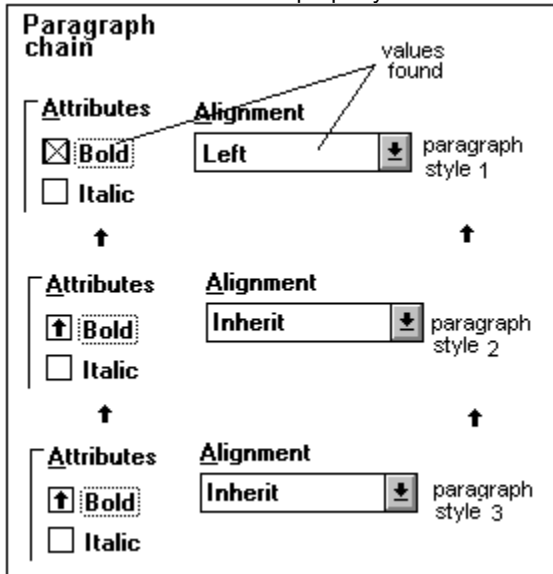
When a property is defined with a specific value other than Inherit, Accent does not need to look elsewhere

for its value.



## The Paragraph Inheritance chain

When you choose Inherit for a character or paragraph property, Accent checks the underlying chain of styles until it finds a value for that property.

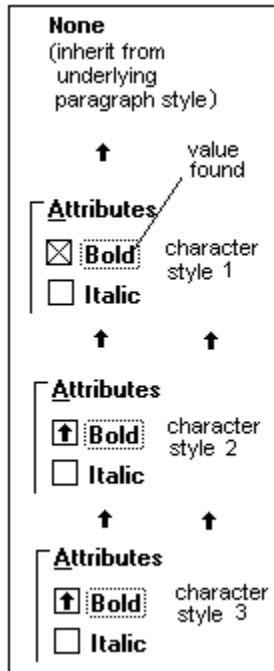


In the paragraph chain diagram above, paragraph style 3 inherits alignment from paragraph style 2, which in turn inherits alignment from paragraph style 1, where alignment is left. A paragraph that is formatted with any one of these three styles will be left aligned (and bold).

The highest level for paragraphs is NormalPar, which has all of its attributes resolved (i.e. no Inherits).



## The Character Inheritance chain



In the character chain diagram above, character style 3 inherits the bold attribute from character style 2, which in turn inherits bold from character style 1, where bold is on. A character that is formatted with any one of these three styles will be bold.

The highest level for characters is named None. None indicates that the search continues to the underlying paragraph style. For example, if the Bold value of character style 1 had been set to Inherit, the search for the value would have continued into the underlying paragraph style.

Index

# Index

A  
B  
C  
D  
E  
F  
G  
H  
I  
J  
K  
L  
M  
N  
O  
P  
Q  
R  
S  
T  
U  
V  
W  
Z

## A

[accelerator keys](#)

[ActionBar](#)

adding

[columns](#)

[columns to a table](#)

[headers and footers](#)

[page breaks](#)

[page numbers](#)

[paragraph borders](#)

[rows to a table](#)

[sections to a document](#)

[text and graphics to a table](#)

words

[to the default dictionary](#)

[to the user dictionary](#)

aligning

[paragraphs](#)

[tables](#)

[Application Control menu](#)



- applying
  - [character direction](#)
  - [character styles](#)
  - formatting
    - [to characters](#)
    - [to paragraphs](#)
    - [to sections](#)
  - [styles](#)
- Arabic
  - [diacritics](#)
  - [inserting into a left to right paragraph](#)
  - [kashida justification](#)
  - [ligatures](#)
  - [numerals](#)
- [arranging windows](#)
- [ASCII files](#)
- [ASCII tables](#)
- [Associating keyboards with a language](#)
- attributes
  - [character](#)
  - [document](#)
  - [paragraph](#)
  - [section](#)
- automatic
  - [backups](#)
  - [hyphenation](#)
  - [page breaks](#)
  - [saves](#)

## **B**

- [backing up documents](#)
- bars
  - [ActionBar](#)
  - [document title bar](#)
  - [menu bar](#)
  - [scroll bars](#)
  - [StatusBar](#)
  - [StyleBar](#)
- [Berlitz® Interpreter™](#)
- bidirectional
  - [copying text](#)
  - [documents](#)
  - [typing](#)
- [Bitmap \(BMP\) files](#)
- [bold](#)
- borders
  - [paragraph](#)
  - [table](#)
- breaks
  - [column](#)
  - [hard](#)
  - [line](#)
  - [page](#)
  - [section](#)
  - [soft](#)

## **C**

- [carets, indentation](#)

- cascading windows
- cells
  - adding text to
  - deleting text from
  - formatting paragraphs in
  - moving between
  - selecting
- centering text
- changes
  - preventing
  - undoing changes
- changing
  - character size
  - column width
  - column width in a table
  - default typing language
  - default tab stops
  - fonts
  - fonts for multilingual text
  - foreground and background color
  - keyboard layouts
  - languages
    - menu
    - keyboard
    - typing
  - line spacing
  - margins
  - number of columns
- page
  - breaks
  - layout
  - numbering
  - size and orientation
- paragraph
  - alignment
  - direction
  - indents
- point size
- row height
- space
  - before and after paragraphs
  - before and after tables
- styles
- tab stops
- templates
- units of measure
- window sizes

- character
  - attributes
  - applying formatting to
  - boldening, italicizing, and underlining
  - direction
  - inheritance chain
  - sets
  - sizing
  - styles
- choosing fonts
- Clipboard, Windows
- closing
  - documents
  - Accent
- code, language

- collating documents
- color
  - adding to tables
  - foreground and background
- columns
  - adding
  - adding to a table
  - breaks
  - deleting
  - deleting from a table
  - direction
  - selecting in tables
  - setting
  - width
- compatibility
- compressing files
- converting
  - documents to templates
  - files from other formats
- Copy Visual
- copying
  - bidirectional text
  - in tables
  - special characters from Windows Character Map
  - styles
  - text and graphics
- counting words
- creating
  - character styles
  - custom dictionaries
  - data files
  - documents
  - documents from templates
  - footers
  - form files
  - headers footers
  - paragraph styles
  - tables
  - templates
- custom dictionaries
- customizing Accent
- cutting
  - in tables
  - text and graphics

## D

- data
  - fields
  - files
- default
  - dictionary
  - tab stops
  - typing language
- dates, inserting
- deleting
  - borders
  - documents
  - footers
  - graphics
  - headers

- [Hebrew vowels](#)
- [page breaks](#)
- [passwords](#)
- [section breaks](#)
- [styles](#)
- [tab stops](#)
- [tables](#)
- [text and graphics](#)
- [text and graphics from a table](#)
- [word from user dictionaries](#)
- [diacritical marks](#)
- [dialog boxes](#)
- [dictionaries](#)
  - [default](#)
  - [user](#)
- [direction](#)
  - [character](#)
  - [column](#)
  - [paragraph](#)
  - [section](#)
  - [table](#)
- [disk space, saving](#)
- [documents](#)
  - [applying formatting to](#)
  - [backing up](#)
  - [bidirectional](#)
  - [closing](#)
  - [compressing](#)
  - [converting](#)
  - [copying styles from other](#)
  - [creating](#)
  - [deleting](#)
  - [encrypting](#)
  - [exporting](#)
  - [finding](#)
  - [icons, making into](#)
  - [importing](#)
  - [navigating](#)
  - [new](#)
  - [opening](#)
  - [opening as read only](#)
  - [opening from templates](#)
  - [opening most recently edited](#)
  - [paginating](#)
  - [printing](#)
  - [renaming](#)
  - [saving](#)
  - [security](#)
  - [selecting entire](#)
- [templates](#)
  - [changing](#)
  - [creating](#)
  - [saving documents as](#)
  - [starting documents from](#)
- [title bar](#)
- [viewing multiple](#)
- [double spacing](#)

## **E**

[Encapsulated PostScript \(EPS\) files](#)

[encrypting documents](#)  
[enlarging characters](#)  
[exiting Accent](#)  
[exporting documents](#)

## F

[faxes, sending](#)

fields

[inserting](#)  
[printing](#)  
[searching for text in](#)  
[viewing](#)

files

[ASCII](#)  
[backing up](#)  
[BMP \(Bitmap\)](#)  
[closing](#)  
[compressing](#)  
[converting from other formats](#)  
[converting to other formats](#)  
[creating](#)  
[data](#)  
[deleting](#)  
[encrypting](#)  
[exporting](#)  
[finding](#)  
[form](#)  
[GIF](#)  
[hot](#)  
[importing](#)  
[new](#)  
[opening](#)  
[paginating](#)  
[PCX \(Paintbrush\)](#)  
[printing to](#)  
[renaming](#)  
[RTF \(Rich Text Format\)](#)  
[saving](#)  
[TIFF](#)  
[WMF \(Windows Metafile\)](#)

[filters, graphic](#)

finding

[documents](#)  
[text](#)

[flag, language](#)

font

[box](#)  
[changing for multilingual text](#)  
[choosing](#)  
[included with Accent](#)  
[preview box](#)  
[sizing](#)

[footers](#)

[form letters, creating](#)

formatting

[actual](#)  
[characters](#)  
[copying](#)  
[documents](#)  
[graphics](#)

[paragraphs](#)  
[paragraphs in a table](#)  
[sections](#)  
[table borders and shading](#)  
[text](#)  
[shortcut keys](#)  
[with styles](#)

## G

[GIF files](#)  
[going to](#)  
graphics  
    [adding and deleting in tables](#)  
    [copying, cutting, and pasting](#)  
    [deleting](#)  
    [filters](#)  
    [hiding](#)  
    [importing](#)  
    [inserting](#)  
    [sizing](#)  
[gridlines](#)  
[gutters](#)

## H

[hanging indents](#)  
hard  
    [page breaks](#)  
    [spaces](#)  
    [hyphens](#)  
[header record](#)  
[headers](#)  
Hebrew  
    [inserting into a left to right paragraph](#)  
    [vowels](#)  
help  
    [changing the language of](#)  
    [contents](#)  
    [how to use](#)  
    [searching for help topics](#)  
[hidden text](#)  
hiding  
    [graphics](#)  
    [table borders](#)  
    [text](#)  
    [the StyleBar, ActionBar, StatusBar, and ruler](#)  
[Hindi numerals](#)  
[hot files](#)  
[hyphenation](#)  
hyphens  
    [hard](#)  
    [viewing](#)

## I

[icons, making documents into](#)  
[importing](#)  
    [documents](#)

[graphics](#)  
[indentation carets](#)  
[indenting](#)  
[paragraphs](#)  
[tables](#)  
Inheritance  
[character styles](#)  
[how Inherit works](#)  
[how to activate inherit](#)  
[paragraph styles](#)  
[insert mode](#)  
inserting  
[Arabic diacritics](#)  
[columns in a table](#)  
[column breaks](#)  
[dates](#)  
[fields](#)  
[graphics](#)  
[Hebrew vowels](#)  
[line breaks](#)  
[page breaks](#)  
[page numbers](#)  
[rows in a table](#)  
[section breaks](#)  
[tables](#)  
[tabs](#)  
[tabs in a table](#)  
[text and graphics in a table](#)  
[inside lines in a table](#)  
[italicizing](#)

## J

[justification, kashida](#)  
[justifying paragraphs](#)

## K

[kashida justification](#)  
[kerning](#)  
keyboard  
[accelerators](#)  
[associating a language with](#)  
[changing](#)  
[layouts](#)  
[maps](#)  
[shortcuts](#)  
[KeyMaps](#)

## L

[landscape page orientation](#)  
language  
[associating with a keyboard](#)  
[box](#)  
changing  
[default language](#)  
[menu](#)  
[typing](#)

[code](#)  
[flag](#)  
[last left to right/right to left](#)  
[marking text with](#)  
[typing in more than one](#)  
[layout, page](#)  
[ligatures](#)  
line  
    [breaks](#)  
    [numbers](#)  
    [selecting](#)  
    [spacing](#)  
    [spacing in tables](#)  
[linking documents to style sheets](#)

## M

[main documents](#)  
margins  
    [cell](#)  
    [markers](#)  
    [setting](#)  
    [table](#)  
[measurement, units of](#)  
menu  
    [bar](#)  
    [languages](#)  
[merging documents](#)  
[modes, overtyping and insert](#)  
[mouse shortcuts](#)  
moving  
    [between cells in a table](#)  
    [tab stops](#)  
    [text](#)  
multilingual  
    [fonts](#)  
    [keyboards](#)  
    [spell checking](#)  
    [text](#)

## N

[navigating documents](#)  
new  
    documents  
        [creating](#)  
        [from templates](#)  
        [saving](#)  
    [sections](#)  
[Nikud](#)  
[noncontinuous section starts](#)  
numbers  
    [Hindi and Arabic](#)  
    [line](#)  
    [page](#)  
    [section](#)  
[nonbreaking hyphens](#)  
[nonbreaking spaces](#)  
[nonprinting characters](#)



## O

- online Help
  - [changing the language of contents](#)
  - [how to use](#)
  - [searching for help topics](#)
- [opening](#)
  - documents
    - [as read only](#)
    - [from templates](#)
    - [most recently edited](#)
- options
  - [Arabic language](#)
  - [dialog box](#)
  - [find and replace](#)
  - [import filter](#)
  - [KeyMaps](#)
  - [opening documents](#)
  - [printing](#)
  - [saving](#)
  - [spell checking](#)
  - [table borders and shading](#)
- orientation
  - [page](#)
  - [ruler](#)
- [overtyping mode](#)

## P

- page
  - [breaks](#)
  - [layout](#)
  - [margins](#)
  - [numbers](#)
  - [orientation](#)
  - [size](#)
- [paginating documents](#)
- paragraphs
  - [aligning](#)
  - [applying formatting to](#)
  - [attributes](#)
  - [borders](#)
  - [direction](#)
  - [indenting](#)
  - [inheritance chain](#)
  - [line spacing](#)
  - [marks](#)
  - [selecting](#)
  - [spacing before and after](#)
  - [styles](#)
- [passwords](#)
- [Paste Special](#)
- pasting
  - [special characters from Windows Character Map](#)
  - [text and graphics](#)
- [PCX files](#)
- [point sizes](#)
- [portrait page orientation](#)
- [preventing changes](#)

[preview box](#)  
[previewing documents](#)  
[print merge](#)  
[printer setup](#)  
[printing documents](#)

## Q

[quitting Accent](#)

## R

[read-only documents](#)  
[replacing text](#)  
[reverting to last saved version](#)  
[resizing graphics](#)  
[Rich Text Format \(RTF\) files](#)  
rows  
  [adding](#)  
  [deleting](#)  
  [height](#)  
  [selecting](#)  
ruler  
  [formatting paragraphs with](#)  
  [hiding](#)  
  [origin](#)  
  [viewing](#)

## S

saving  
  [automatically](#)  
  [disk space](#)  
  [documents](#)  
  [selections](#)  
  [styles](#)  
screen  
  [customizing](#)  
  [parts of](#)  
scroll bars  
searching  
  [for text](#)  
  [on line help](#)  
sections  
  [attributes](#)  
  [applying formatting to](#)  
  [continuous and non continuous starts](#)  
  [starting new](#)  
selecting  
  all  
  [cells](#)  
  [columns](#)  
  [dialog box options](#)  
  [lines](#)  
  [paragraphs](#)  
  [rows](#)  
  [tables](#)  
  [text](#)  
selection

- [printing](#)
- [saving](#)
- [sending faxes](#)
- [setup, printer](#)
- [shading tables](#)
- shortcuts
  - [keyboard](#)
  - [mouse](#)
- [shrinking characters](#)
- sizing
  - [characters](#)
  - [document windows](#)
  - [page](#)
- [soft page breaks](#)
- spacing
  - [before and after paragraphs](#)
  - [before and after tables](#)
  - [double](#)
- [special characters](#)
- [spelling, checking](#)
- [splitting tables](#)
- [StatusBar](#)
- [style sheets](#)
- [Stylebar](#)
- styles
  - [adding to style sheets](#)
  - [applying](#)
  - [character](#)
  - [paragraph](#)
- [subscript](#)
- [superscript](#)

## T

- tables
  - [adding columns](#)
  - [adding rows](#)
  - [adding text and graphics](#)
  - [aligning](#)
  - [borders and shading](#)
  - [cell width](#)
  - [column width](#)
  - deleting
    - [rows](#)
    - [columns](#)
    - [text and graphics](#)
  - [direction](#)
  - [formatting](#)
  - [frame](#)
  - [gridlines](#)
  - [indenting](#)
  - [inserting](#)
  - [inside lines](#)
  - [line spacing](#)
  - [moving between cells](#)
  - [row height](#)
  - [selecting](#)
  - [setting the number of rows and columns](#)
  - [shading and color](#)
  - [spacing before and after](#)
  - [splitting](#)

tabs

templates

creating, modifying, and saving  
starting documents from

text

adding and deleting in tables  
aligning  
Arabic  
area  
boldening, italicizing, and underlining  
coding tables  
Cyrillic set  
Greek set  
Hebrew set  
Simplified Arabic set  
Symbol set  
Traditional Arabic set  
Turkish set  
Western set

copying  
deleting  
finding and replacing  
finding  
formatting  
hidden  
marking with a language  
moving  
overtyping  
pasting  
replacing  
selecting  
sizing  
tabs, default  
tabs, inserting, moving and deleting  
tabs, inserting in a table  
tabs, types of  
translating

templates

creating and changing  
opening documents from

text

thesaurus  
TIFF files  
tiling windows  
time and date  
title bar  
translating  
TrueType fonts

typing

bidirectional  
language  
typing in other languages

## **U**

underlining  
undoing changes  
unindenting  
units of measurement  
user dictionaries

## V

viewing

[multiple documents](#)

[options](#)

## W

[Window description](#)

windows

[cascading](#)

[tiling](#)

[tiling horizontally](#)

[WMF files](#)

[words, selecting](#)

## Z

[zooming](#)

