



Writer's Cramp

JRE Enterprises presents Writer's Cramp for Windows. Writer's Cramp is a simple, small, inexpensive, effective word processor. Letters are stored in a database for easy access and storage. Writer's Cramp allows an unlimited number of Letter Databases to be created with each capable of having its own password, so the whole family can have their own personal Letter Database.



Writer's Cramp is coded using Microsoft Visual Basic and Microsoft Professional ToolKit for Visual Basic.

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Change Description Window

The description for a Letter Database can be changed. Enter the new Letter Database description and then press the EXIT button.



Becoming a Registered User

We thank you for giving Writer's Cramp a test drive. Registration is easy and it ensures that we at JRE Enterprises can continue to develop low cost, quality applications for Windows.

View REGISTER.WRI for current pricing information and registration form.

Related topics:

[License Agreement](#)

License Agreement
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Main Window

The Main Window of Writer's Cramp is where new Letter Databases are created and where existing Letter Databases are opened. New Letter Databases are created by clicking on the 'Create Letter Database' button or by choosing menu option File - Create Letter Database. An existing Letter Database can be opened by clicking on the 'Open Letter Database' button or by choosing menu option File - Open Letter Database.

The EXIT button will end Writer's Cramp.

Related topics:

[Create Letter Database](#)

[Open Letter Database](#)



About Window

The about window displays the copyright notice, the version.release number, and the registration status of Writer's Cramp. Click on the About Window to close the window.

Related topics:

[Main](#)



Create Letter Database Window

The Create Letter Database Window is where new Letter Databases are created. Enter a unique name or description, up to 50 characters in length, and click on the 'Create Letter Database' button to create a new Letter Database. A password can be assigned to the Letter Database at this time. After the Letter Database is created, the Letter Database Window will be displayed.

The CREATE LETTER DATABASE button will create the new Letter Database.

The EXIT button will close the window and return to the Main window.

Related topics:

[Main](#)

[Add Password](#)



Add Password Window

A password can be assigned to a newly created Letter Database. Once a password is assigned, then the password must be entered every time the Letter Database is opened. If the password is unknown or forgotten, then the Letter Database can not be opened.

The ADD button will assign the password to the new Letter Database.

The EXIT button will close the window and return to the Main window.

Related topics:

[Create Letter Database](#)

[Letter Database](#)



Open Letter Database Window

The Open Letter Database Window is where existing Letter Databases are listed and can be opened. Open a Letter Database by selecting the Letter Database and clicking on the 'Open Letter Database' button OR by double-clicking on the Letter Database. If the Letter Database is password protected, then a password prompt will be displayed. If there is only one Letter Database, then it is automatically opened. When a Letter Database is opened, the Letter Database Window is displayed.

The database filename for the selected Letter Database is displayed beneath the list of Letter Databases.

The OPEN Letter Database button will open the selected Letter Database.

The EXIT button will close the window and return to the Main window.

Related topics:

[Main](#)

[Letter Database](#)



Get Password Window

If the selected Letter Database is password protected, a prompt for the password will be displayed. The selected Letter Database will not be opened unless the correct password is entered.

The CHECK button will validate the password entered. If the password is valid, then the Letter Database is opened.

The EXIT button will close the window and return to the Main window.

Related topics:

[Open Letter Database](#)

[Letter Database](#)



Registration Window

The registration window is used to enter your name and registration code. After entering a valid registration code the annoying "Unregistered Shareware" message will stop and the printing of the "(Unregistered Shareware)" footnote will stop. The registration code contains **no** numbers.

The UPDATE button will validate the registration code and will write a valid registration code and your name to the LETTER.INI file.

The EXIT button will close the registration window and exit the Writer's Cramp Registration program.

Related topics:

[About](#)

[Becoming a Registered User](#)

[License Agreement](#)



Letter Database Window

The Letter Database Window of Writer's Cramp is where letters are created, modified, and saved. Press the 'List All Letters' button to display a list of all letters. From this list, letters can be modified, deleted, and new letters can be created. Press the 'Find Letters' button to display the Find Window. The Find Window provides search capability to retrieve letters based on dates or text.

Related topics:

[Main](#)

[Change Description](#)

[Password](#)

[Find](#)

[Letters](#)



Password Window

A password can be assigned, changed, or deleted for the open Letter Database. Once a password is assigned, then the password must be entered every time the Letter Database is opened. If the password is unknown or forgotten, then the Letter Database can not be opened.

The ADD button will assign a password to the Letter Database.

The CHANGE button will change or delete a password assigned to the Letter Database.

The EXIT button will close the window and return to the Letter Database window.

Related topics:

[Letter Database](#)



Find Window

The Find Window provides the capability to find letters that match specific search criteria. The letters can be searched for by their creation date, last modification date, and/or keywords. Multiple keywords can be specified, each word separated by a space is considered a keyword. When keywords are specified, all letters are searched to see if they contain the keyword(s). The letter description field is also searched for the keyword(s).

The FIND button will begin the search of the letters using the specified search criteria.

The EXIT button will close the window and return to the Letter Database window.

Related topics:

[Letter Database](#)

[Letters](#)

[Letter](#)



Letters Window

Letters are recorded in the Letters tables. The Letters tables consists of the following fields:

<u>Field Name:</u>	<u>Field Size in characters:</u>
Date Created	
Last Modified Date	
Description	50
Size	
Letter	

The Letters table is sorted on the first column in ascending or descending sort order. The first column can be changed by dragging a column heading to the first column. The sort order can be changed by pressing the SORT button. Press the REFRESH button to redisplay the table data using the current sort field and sort order.

The CREATE button will add a new record to the table, which may then be modified.

The DELETE button will delete the selected record from the table.

The EDIT LETTER button will display the Letter Window with the letter of the selected record. The letter can be created, modified, and printed using the letter word processor.

The EXIT button will close the window and return to the Letter Database window.

Related topics:

[Letter Database](#)

[Find](#)

[Letter](#)



Letter Window

A letter is created, modified, printed, and saved using the letter word processor. The letter word processor allows many of the functions that full-blown retail word processors allow. Fonts, font-size, colors, text alignment, and page breaks (to name a few items) are user controllable.

Menu Items:

File Edit View Insert Font Format Options Tools Window Help

Toolbar and Ruler:



Related topics:

[Letter Database](#)

[Find](#)

[Letters](#)

[Letter](#)

Document Format

The image shows a 'Document Format' dialog box with the following fields and controls:

- Width:** Input field containing the value 8.500.
- Height:** Input field containing the value 11.000.
- Tabs:** Input field containing the value 0.590.
- Margins:** A group box containing four input fields:
 - Left:** Input field containing the value 0.250.
 - Right:** Input field containing the value 0.251.
 - Top:** Input field containing the value 0.250.
 - Bottom:** Input field containing the value 0.251.
- Buttons:** Three buttons are located on the right side: 'OK', 'Cancel', and 'Printer value'.

The PRINTER VALUE button will set the document margins to the minimum required for the default printer.

Enter the paper width, which is typically 8.5 inches. The width is entered based upon the UNITS chosen for the document. By default the UNITS is U.S., which is in inches, or can be in Metric, which is in centimeters. This can be changed by selecting the UNITS-Metric or the UNITS-U.S. menu sub-items from the VIEW menu item.

Enter the paper height, which is typically 11 inches. The height is entered based upon the UNITS chosen for the document. By default the UNITS is U.S., which is in inches, or can be in Metric, which is in centimeters. This can be changed by selecting the UNITS-Metric or the UNITS-U.S. menu sub-items from the VIEW menu item.

Enter the distance to be used between tabs. The distance entered is based upon the UNITS chosen for the document. By default the UNITS is U.S., which is in inches, or can be in Metric, which is in centimeters. This can be changed by selecting the UNITS-Metric or the UNITS-U.S. menu sub-items from the VIEW menu item. Example: To have tabs placed every half-inch, enter **.5**.

Enter the top, bottom, right, and left margins to be used for the document. Typically, margins are determined by the printer. Laser printers usually require at least a .25 inch margin (top, bottom, right, and left). Press the PRINTER VALUE button to set the margins to the minimum required for the default printer. The margins are entered based upon the UNITS chosen for the document. By default the UNITS is U.S., which is in inches, or can be in Metric, which is in centimeters. This can be changed by selecting the UNITS-Metric or the UNITS-U.S. menu sub-items from the VIEW menu item.

Document Information

Document Info			
<u>T</u> itle:	<input type="text"/>	<input type="button" value="OK"/>	<input type="button" value="Cancel"/>
<u>T</u> heme:	<input type="text"/>		
<u>A</u> uthor:	<input type="text"/>		
<u>O</u> perator:	<input type="text"/>		
<u>K</u> eywords:	<input type="text"/>		
<u>W</u> ritten at:	<input type="text" value="02/06/1995 05:57:47"/>	<u>D</u> ocument	<input type="text" value="1"/>
<u>L</u> ast saving:	<input type="text"/>	<u>S</u> aved with version:	<input type="text" value="2.05"/>
<u>L</u> ast printing:	<input type="text"/>		
<u>C</u> omment:	<input type="text"/>		<input type="button" value="↑"/> <input type="button" value="↓"/>

Paragraph

Paragraph

Margins:
Left:
Right:
First line:

Alignment:
 Left
 Centered
 Right
 Justify

Line spacing:
 1 line
 1,5 lines
 2 lines

OK
Cancel

Tabulators:

Tabulortype:
 Left
 Right
 Centered
 Decimal

Standard Tab:

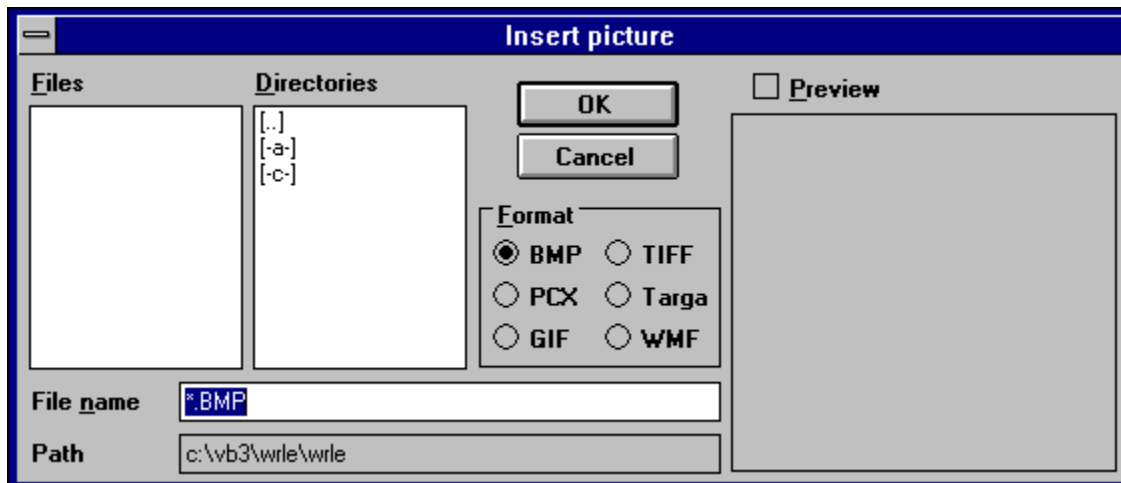
Delete
Add
Delete all

Enter information about the document in the following fields: Title, Theme, Author, Operator, and Keywords.

Information relating to the document is displayed. This information is: Written At (when created), Last Saving, Last Printing, Document (the number of times the document has been modified), and Saved with Version (which does not correlate with the version of WRLE).

Enter a comment about the document up to 64,000 bytes in length.

Insert Picture



Specify the margins to be used for the paragraph. The margins specified for a paragraph is separate from the margins specified for the document. The first line of a paragraph can have a different margin setting than other lines in the paragraph, which allows for the creation of a *hanging indent*. The margins entered is based upon the UNITS chosen for the document. By default the UNITS is U.S., which is in inches, or can be in Metric, which is in centimeters. This can be changed by selecting the UNITS-Metric or the UNITS-U.S. menu sub-items from the VIEW menu item.

Specify the type of alignment to be used for the paragraph. The valid paragraph alignments are: Left, Centered, Right, and Justify.

Specify the type of line spacing to be used within the paragraph. The valid paragraph line spacings are: 1 (single), 1.5, and 2 (double).

Enter the position to place additional tab stops beyond any specified standard tab stops. The distance entered is based upon the UNITS chosen for the document. By default the UNITS is U.S., which is in inches, or can be in Metric, which is in centimeters. This can be changed by selecting the UNITS-Metric or the UNITS-U.S. menu sub-items from the VIEW menu item. Example: To have tabs placed every half-inch, enter **.5**.

Specify the tab type to use. Tabs can be of four different types: Left Justified, Right Justified, Centered, and Decimal Aligned.

Enter the distance to be used between tabs. The distance entered is based upon the UNITS chosen for the document. By default the UNITS is U.S., which is in inches, or can be in Metric, which is in centimeters. This can be changed by selecting the UNITS-Metric or the UNITS-U.S. menu sub-items from the VIEW menu item. Example: To have tabs placed every half-inch, enter **.5**.

FILES displays all pictures that match the selected format in the specified drive, directory, and with the specified file name pattern. Double-click on a picture to insert the picture or click on a picture to select it and then press the OK button.

DIRECTORIES allows the specification of the drive and directory to search for pictures that match the specified format and file name pattern.

FORMAT must match the type of picture to be inserted. The following picture formats are currently supported: BMP, PCX, GIF, TARGA, TIFF, and WMF.

When the preview check box is checked, selected pictures will be displayed in the picture box.

FILENAME allows the specification of a filename pattern to use when searching for pictures. The filename pattern will change automatically depending upon the selected FORMAT chosen.

Edit Menu Item

UNDO -- RUnDo the last action. Up to the last ten actions can be undone.

short-cut keys: *ctrl+Z* or *alt+Backspace*

CUT -- Remove the selected text and place it in the Windows clipboard.

short-cut keys: *ctrl+X* or *shift+DEL*

COPY -- Copy the selected text to the Windows clipboard.

short-cut keys: *ctrl+C* or *ctrl+INS*

PASTE -- Copy the current contents in the Windows clipboard and place in the letter.

short-cut keys: *ctrl+V* or *shift+INS*

CLEAR -- Deletes the selected text.

SELECT ALL -- Selects the entire document.

short-cut keys: *ctrl+numpad5*

SEARCH -- Search for a text string in the letter. The Search dialogue is displayed.

short-cut keys: *F2*

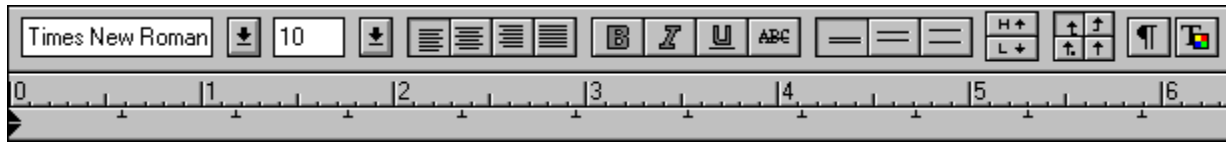
SEARCH NEXT -- Repeat search for text string.

short-cut keys: *shift+F2* or *F3*

REPLACE -- Search for and replace a text string in the letter with another text string. The Replace dialogue is displayed.

short-cut keys: *ctrl+F2*

Toolbar



Select the font to be used by clicking on the desired font in the list. The font selected will appear in the text box. Normally only printer fonts are displayed in the list.

Select the font size to be used by clicking on the desired size in the list. The currently selected size appears in the text box. The desired size can also be typed directly into the text box.

Select the font color to be used clicking on the box containing the desired color.

Normally, only printer fonts are used by Writer's Cramp to provide *what-you-see-is-what-you-get* capability. Check the check box to display screen fonts in addition to printer fonts.

Select the font attributes to be used by clicking on the check box next to the attribute(s) until a check mark appears. Valid font attributes are: **Bold**, *Italic*, Underline, and ~~Strikethrough~~.

The sample box displays sample text using the currently selected font, size, color, and attributes.

File Menu Item

EXPORT LETTER -- Export a letter from the Letter table to a file. The Export dialogue is displayed. The following file formats are supported: HED, Ansi/Ascii, Ansi/Oem, and Rtf 1.

The HED format retains all document formatting and is the native file format for Writer's Cramp.
IMPORT LETTER -- Import a letter from a file, any existing letter data will be overwritten with the file data. The Import dialogue is displayed. The following file formats are supported:

HED, Ansi/Ascii, Ansi/Oem, and Rtf 1.

SAVE -- Save the current changes to the letter. Changes are written to the Letter table.

short-cut keys: *shift+F12* or *shift+F3*

SAVE AS -- Save the current letter as a new letter to the Letter table. The Letter description can be changed. The current letter will be unaffected.

SAVE PROFILE -- Save the current word processor profile settings. These saved settings will be used next time a letter is edited.

PRINT -- Print the letter, using the default Windows printer. The Print dialogue box is displayed, which allows the specification of the number of copies to print and whether to print the whole document or certain pages of the document.

short-cut keys: *ctrl+shift+F12* or *F5*

PRINT PREVIEW -- View the letter as it would be printed.

short-cut keys: *shift+F5*

PRINT SETUP -- Specify the default Windows printer.

Data Backup

It is important to backup the files of Writer's Cramp in case of hard drive failure or worse. The backed up files should be kept "off site" or somewhere other than your home or business. JRE Enterprises recommends that all files in the Writer's Cramp directory be backed up on a regular basis. If you wish to only back up the data files, then you will need to back up all files with the following file extensions:

- ini
- ldb
- mdb

Select the font to be used by clicking on the desired font in the drop-down list. The font selected will appear in the text box. Normally only printer fonts are displayed in the list.

Select the font size to be used by clicking on the desired size in the drop-down list. The currently selected size appears in the text box. The desired size can also be typed directly into the text box.

Specify the type of alignment to be used for the paragraph. The valid paragraph alignments are: Left, Centered, Right, and Justify.

Select the font attributes to be used by clicking on the B (**Bold**), I (*Italic*), U (Underline), S (~~Strikethrough~~). boxes.

Specify the type of line spacing to be used within the paragraph. The valid paragraph line spacings are: 1 (single), 1.5, and 2 (double).

Click on the **H** box to create superscripted text, click on the **L** box to create sub-scripted text.

Specify the tab type to use. Tabs can be of four different types: Left Justified, Right Justified, Decimal Aligned, and Centered.

Click on the VIEW box to toggle the visibility of space marks, paragraph marks and tabs on and off.

The font color dialog will be displayed. Select the font color to be used clicking on the box containing the desired color and then pressing the OK button..

The ruler displays the current unit of measure, which is normally inches. The small inverted T's show where tabs are currently assigned. New tabs can be created from the ruler by clicking on a tab and dragging it to a new tab position. Paragraph margins can be set by dragging the black triangles to the desired position. The left top triangle controls the margin for the first line. The left bottom triangle controls the left margin for all lines, except the first line. The right triangle controls the right margin for all lines.

View Menu Item

ICON BAR -- Toggle displaying the icon bar on and off.

PARAGRAPH MARKS -- Toggle displaying paragraph marks on and off.

PICTURES as FRAMES -- Toggle displaying pictures 'as is' or as frames (boxes). Frame display uses less memory and speeds up the document display.

RULER -- Toggle displaying the ruler on and off.

SCROLLBARS -- Toggle displaying scrollbars on and off.

 HORIZONTAL -- Toggle displaying the horizontal scrollbar on and off.

 VERTICAL -- Toggle displaying the vertical scrollbar on and off

 PERCENT THUMB -- Toggle displaying the percent thumb on and off. The percent thumb displays what percent of the document the vertical scrollbar box has been dragged.

SPACES -- Toggle displaying spaces on and off.

STATUS LINE -- Toggle displaying the status line on and off.

TAB BAR -- Toggle displaying the tab bar on and off.

TABS -- Toggle displaying tabs on and off.

TOOL BAR -- Toggle displaying the Writer's Cramp tool bar on and off.

GRAY BACKGROUND -- Toggle gray background on and off.

UNITS METRIC -- Use metric system for the ruler, i.e. centimeters.

UNITS US -- Use US system for the ruler, i.e. inches.

Insert Menu Item

FILE -- Insert a text file at the current cursor location. Displays the Insert File dialogue which allows a file to be inserted. The following file formats are supported: HED, Ansi/Ascii, Ansi/Oem, and Rtf 1.

PICTURE -- Insert a picture at the current cursor location. Displays the Insert Picture dialogue which allows a picture to be inserted. The following picture formats are supported: Bmp, Pcx, Gif, Tiff, Targa, and Wmf.

Font Menu Item

FONT -- Set font information for the selected text. Displays the Replace Font dialogue which allows changing the font, font size, font color, and font attributes.

short-cut keys: *F9*

COLOR -- Set font color for the selected text. Displays the 'Change Color' dialogue which allows the changing of the font color.

NORMAL -- Sets the selected text to the normal font style.

short-cut keys: *ctrl+N*

BOLD -- Sets the selected text to **bold**.

short-cut keys: *ctrl+B*

ITALIC -- Sets the selected text to *italics*.

short-cut keys: *ctrl+I*

UNDERLINE -- Underlines the selected text.

short-cut keys: *ctrl+U*

STRIKETHRU -- ~~Strikethru~~ the selected text.

short-cut keys: *ctrl+S*

SUBSCRIPT -- Subscripts the selected text.

short-cut keys: *ctrl+T*

SUPERSCRIPT -- Superscripts the selected text.

short-cut keys: *ctrl+P*

ALIGN LEFT -- Left aligns paragraphs.

short-cut keys: *ctrl+L*

ALIGN RIGHT -- Right aligns paragraphs.

short-cut keys: *ctrl+R*

ALIGN CENTER -- Centers paragraphs.

short-cut keys: *ctrl+J*

FULL -- Justifies paragraphs to fill the page width.

short-cut keys: *ctrl+F*

SINGLE SPACE -- Use single spacing between lines.

1.5 SPACE -- Use 1.5 spacing between lines.

DOUBLE SPACE -- Use double spacing between lines.

Format Menu Item

CHARACTER -- Set font information for the selected text. Displays the Replace Font dialogue which allows changing the font, font size, font color, and font attributes.

MARGINS -- Set document format. Displays the Document Format dialogue which allows changing the document's width, height, default tabs, and page margins.

short-cut keys: *ctrl+F8*

PARAGRAPH -- Set paragraph format. Displays the Paragraph dialogue which allows changing the paragraph's margins, alignment, line spacing, default tabs, and special tabs.

TABS -- Set paragraph format. Displays the Paragraph dialogue which allows changing the paragraph's margins, alignment, line spacing, default tabs, and special tabs.

TEXT -- Format the letter using the current margins.

Options Menu Item

AUTO LINEBREAK -- Toggle automatic word wrap on and off.

PAGE BREAKS -- Set or remove a page break.

REPAGINATE -- Adjusts page breaks for the entire letter.

SPELL CHECK -- Displays the Spell Check Options dialogue box, which allows specifying whether to: ignore words in uppercase, ignore words containing numbers, displaying of suggestions, and which custom dictionary to use when adding new words.

Tools Menu Item

SPELL CHECK -- Invokes the spell checker, which displays the Spell Check dialogue box. when an unknown word is found in the document.

THESAURUS -- Invokes the thesaurus, which displays the Thesaurus dialogue box containing alternate words for the currently selected word.

Window Menu Item

CASCADE -- Arrange all open document windows so that they overlap each other, with the title .bar remaining visible for each of the windows.

TILE -- Arrange all open document windows so that none of the windows overlap with each other.

ARRANGE ICONS -- Arrange all iconized windows so their icons appear in an orderly fashion at the bottom of the main window.

Displays a list of alternative words that the suspected mis-spelled word may be.
Double-click on a word in the list to place it into the Change To text box.

Help Menu Item

CONTENTS -- Displays the Contents section of Writer's Cramp help.

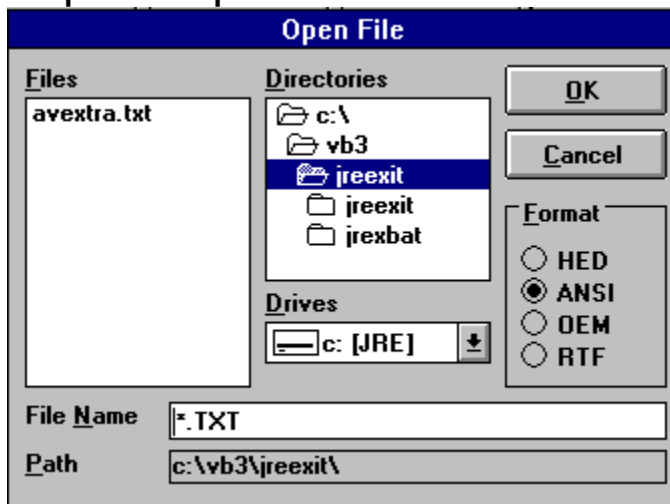
SEARCH -- Displays a search dialogue for keyword searches of Writer's Cramp help.

ABOUT... -- Displays the About dialogue which contains the version number of Writer's Cramp and whether it is registered..

Displays a word the Spell Checker found in the document that may be mis-spelled.

Displays the alternate word that will replace the suspected mis-spelled word in the document if the Change or Change All button is pressed.

Export/Import/Insert File



Print

Print

Print Range

All

Pages

From: To:

Copies:

Spell Check

Spell Check	
Not in Dictionary:	<input type="text" value="dogg"/>
Change To:	<input type="text" value="dogs"/>
Suggestions	<ul style="list-style-type: none">dogdogsdoug
	<input type="button" value="Ignore"/>
	<input type="button" value="Ignore All"/>
	<input type="button" value="Change"/>
	<input type="button" value="Change All"/>
	<input type="button" value="Add"/>
	<input type="button" value="Cancel"/>

Spell Check Options

Spell Check Options


IGNORE

Words in UPPERCASE

Words with Numbers

Always Suggest

Select Custom Dictionary:

Custom Dictionary 1 

Thesaurus

The image shows a classic Windows-style dialog box titled "Thesaurus". It has a blue title bar with a minus sign on the left. The dialog contains the following elements:

- Looked Up:** A text input field containing the word "dog".
- Change To:** A text input field containing the word "canine".
- Synonyms:** A list box containing the following words: "canine", "bowwow", "cur", "bitch", "pup", "hound", and "puppy". The word "canine" is currently selected and highlighted in blue.
- Buttons:** Two buttons are located on the right side of the dialog: "Replace" (top) and "Cancel" (bottom).

Displays the selected word from the document for which alternative words are being sought.

Displays the alternate word that will replace the selected word in the document if the Replace button is pressed.

Displays a list of alternative words that can be used in place of the selected word.
Double-click on a word in the list to place it into the Change To text box.

When checked, the Spell Checker will ignore words that are totally in UPPERCASE.

When checked, the Spell Checker will ignore words that contain any numbers.

When checked, the Spell Checker will provide a list of alternate words, or suggestions, when a word is found that the Spell Checker believes is mis-spelled.

Select which custom dictionary will be used by the Spell Checker when adding words to the Spell Checker via the Add button in the Spell Check dialogue box. Each custom dictionary can be up to 54,000 bytes in length. Writer's Cramp currently supports five custom dictionaries, all of which are searched to determine if a word is mis-spelled.

Displays a list of files that are in the current drive:/directory and match the specified format and filename pattern.

Displays a list of directories within the currently selected drive. Double-click on a directory to get to any sub-directories within the directory. The highlighted directory is used for the File Export, File Import, or Insert File process.

Displays a list of drives on the PC. The highlighted drive is used to determine which directories are displayed.

Click on the appropriate format when exporting, importing, or inserting files. Writer's Cramp supports: HED, ANSI, OEM, and RTF 1. HED is the native (and preferred) file type which will retain all formatting information in a document. ANSI and OEM are plain text file types and any formatting information will be lost if a document is saved as ANSI or OEM. RTF 1 is Rich Text Format 1 file type, which retains formatting information and can be used for transferring documents between different word processors.

Enter a filename pattern when doing a File Import or an Insert File. The filename pattern will be used to determine which files are displayed in the file list box. When doing a File Export, enter the filename to be used for the exported document.

Specify whether to print all pages of the document or whether to print certain pages of a document. If the All radio button is selected, then all pages of the document will be printed. If the Pages radio button is selected, then a page range must be entered by entering a starting page number in the From text box and an ending page number in the To text box. To print a single page of a document, enter the page number to be printed in both the From text box and the To text box.

.Enter the number of copies of the document (or partial document) to be printed.

Pressing the Setup button will display the standard Printer Setup dialogue. The Printer Setup dialogue is used to specify the default Windows printer.

Press the Ignore button to bypass the suspected mis-spelled word without changing the word. If the word is found again in the document, the Spell Checker will again display the word as a suspected mis-spelled word.

Press the Ignore All button to bypass the suspected mis-spelled word without changing the word. If the word is found again in the document, the Spell Checker will ignore it and will **not** display the word again as a suspected mis-spelled word.

Press the Change button to change the suspected mis-spelled word to the word in the Change To text box. If the word is found again in the document, the Spell Checker will again display the word as a suspected mis-spelled word.

Press the Change All button to change the suspected mis-spelled word to the word in the Change To text box. If the word is found again in the document, the Spell Checker will automatically change the word to the Change To word and the Spell Checker dialogue box will not be displayed.

Press the Add button to add the suspected mis-spelled word to the current custom dictionary. The word will no longer be considered mis-spelled during subsequent spell checks

Press the Cancel button to stop the current spell checking operation.

