

Microsoft[®] Word for Windows 6.0

Prepared 11/30/93



Doc Err's



Fields



File Conversions



Formatting



Frames



Graphics



Macros



Mail merge



Printing



Proofing Tools



SetUp



Tables



















Templates

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-  [Vertical Alignment in Section Doesn't Justify Without Breaks](#)
-  [Word for Windows: Creating Multiple Tables of Contents](#)
-  [WinWord Documentation Error: Spacing Before Setting](#)
-  [WordBasic Error Using Caret for Exponentiation in Math Formula](#)
-  [WinWord: Undocumented Key Codes for Macro Keyboard Assignments](#)
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- ✚ Cannot Create Index Entries from Footnotes in Word for Windows
 - ✚ Updating Field Moves Insertion Point to Beginning of Field
 - ✚ Including Excel Charts in WinWord Documents with DDE
 - ✚ Field Not Updating and/or No Result
 - ✚ WinWord: Multiple References to the Same Footnote
- ✚ Multiple Word Text in a Date-Time Picture Switch
 - ✚ ASK and SET Return No Error with Invalid Bookmark
 - ✚ EDITTIME Must Be in Minutes
 - ✚ Cannot Format TIME or EDITTIME to Display Seconds
 - ✚ WinWord Err Msg: Cannot Sort Fields in Selection
 - ✚ INDEX and XE (Index Entry) Are Case Sensitive in WinWord
 - ✚ 'Index' Field \e or \l Switch Limited to Three Characters
 - ✚ "if" Field Ignoring Nested "eq" Field in Word for Windows
- ✚ Printing a Page Border with PostScript in Word for Windows
 - ✚ Can't Enter Text Inside Field Code Brackets in WinWord
 - ✚ Can't Include an Excel Chart with an {include} Field
 - ✚ Exclamation Marks Not Allowed in Calculated Selection
 - ✚ Using the {print} Field with Dot-Matrix Printers and Winword
 - ✚ Footnote References Renumbered in Word for Windows Tables
 - ✚ WinWord: Reverse Print (White on Black) with LaserJet III
 - ✚ Using the ASK Field with the IF Field in Word for Windows
- ✚ SKIPIF No Longer Functions Properly if Used With NEXT Field
 - ✚ Underlining Superscripted Characters
 - ✚ Keystrokes to Insert Page Number, Date, and Time in WinWord
 - ✚ Example IF Fields for Print Merging in Word for Windows
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 - ✚ Formula in Table Produces Error in WinWord
 - ✚ Macro to Designate Table of Contents Entry Automatically
 - ✚ Utilities Renumber Command Deletes Abbreviations in WinWord
 - ✚ Print Merge Even/Odd Records in WinWord Form Letters
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 - ✚ Table of Contents Left-Aligns Page Numbers
 - ✚ Word for Windows: Suppressing Blank Spaces in Print Merge
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 - ✚ Setting Sequence Numbering Using a Bookmark in WinWord
 - ✚ Button Fields Following Nonupdated Field Don't Work Correctly
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 - ✚ WinWord: Paragraph Return Inserted Between Separate Indexes
- ✚ Control Panel Changes Insert Field Date and Time Instructions

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- ✂ [Superscript and Subscript Underline Misaligns in WinWord 2.0](#)
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- ✂ [Embedded Object Opens in MS Draw from Merged Document](#)
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 -  [Second NUMWORDS Field Result Is Incorrect](#)
 -  [Page Numbering in "Page of Total Pages in Section" Format](#)
-  [Err Msg in Place of REF Field Result: Bookmark Not Defined](#)
 -  [FILLIN Field Dialog Box Blank During Print Merge](#)
 -  [Missing Special Characters in Table of Contents](#)
 -  [IF Field Won't Display Table or Linked Graphic as Result](#)
 -  [Creating a Table of Contents That References Ranges of Pages](#)
 -  [Word Changes Alphabetic Chapter References to Numeric](#)
 -  [Expression / Formula Field Functions](#)
 -  [How to Merge Conditional Number of Records to the Same Page](#)
 -  [Error Referencing Bookmarked Heading 7 or Higher](#)
-  [Blank Line Suppression When Using FILLIN field](#)



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 **Converting Files with Extended Characters in Filenames**

 **WinWord: Cell Line Layout Lost When Converting Table to Text**



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- Applying a Style Overrides Existing Paragraph Formatting
 - Column of Letters Displays Along Left Side Of WinWord Screen
 - Functionality of Style Sheets in Word for Windows
 - Applied Style's Character Formatting Changes Entire Paragraph
- Headers and Footers Do Not Wrap Around APOs in WinWord
 - WinWord Msg: Save Changes to Style?
 - Creating Borders and Tables of Text in Word for Windows
 - Text in Table Appears in Columns in Word for Windows
 - Changing Footnote Reference Styles in Word for Windows
 - Using Tabs Within the Cell of a Table in Word for Windows
 - Creating Side-by-Side Tables in Word for Windows
 - Multiple Word Text in a Date-Time Picture Switch
- Renumbering Removes Leading Tabs in Word for Windows
 - Utilities Renumber Overwrites Leading Paragraph Numbers
 - EDITTIME Must Be in Minutes
 - Cannot Format TIME or EDITTIME to Display Seconds
 - Deleting a Table from a Word for Windows Document
 - Removing Direct Character Formatting Using CTRL+SPACEBAR
 - Table Cell Formatting with Borders Is Inconsistent
 - Auto Outline Numbering and the "Chicago Manual of Style"
 - Bold Formatting Lost in Outline Mode in Word for Windows
- Word for Windows: CTRL+H Does Not Toggle Hidden Text
 - Large Selection Blanks Ribbon and Some Dialog Box Settings
 - Glossary Items Lose Bold When Pasted into Bold Style
 - Top Border of Paragraph Is Lost if Preceded by Two Page Breaks
 - WinWord Err Msg: Indentation Too Large
 - Merged Styles Not Retained with Some WinWord Documents
 - Word for Windows: Creating Styles for Section Formatting
- Preventing Page Breaks in Word for Windows Tables
 - Converting Files with Extended Characters in Filenames
 - Border Above Doesn't Display in Page View in Word for Windows
 - Centering a Table Horizontally on the Page in Word for Windows
 - No Header in WinWord Print Preview When Using Bin Feeder
 - Vertical Alignment in Section Doesn't Justify Without Breaks
 - Using SHIFT+ENTER Within a Justified Paragraph
 - Word for Windows 1.x Has 34 Automatic Styles
 - Creating Side-By-Side Tables in Word for Windows

- ✚ [Can't Toggle Case in Table with SHIFT+F3 or ChangeCase Macro](#)
- ✚ [Last Paragraph of Included File Acquires Different Formatting](#)
- ✚ [APO Moves to Next Page with Text Inserted Above](#)
 - ✚ [WinWord: Underline Doesn't Work with Spaces at End of Line](#)
 - ✚ [Placing Boxes Around Characters and Words](#)
 - ✚ [Vertical Justification May Split Paragraph Box Borders](#)
 - ✚ [Automatic Styles Cannot Be Deleted or Renamed in WinWord](#)
 - ✚ [Tab After Hanging Indent Is Ignored in Word for Windows](#)
 - ✚ [Word for Windows Returns Incorrect Number of Columns](#)
- ✚ [Continuous Section Breaks Become New Page Breaks in Landscape](#)
 - ✚ [Tall Paragraph Mark Clipped If Text Characters Are Smaller](#)
 - ✚ [Character Spacing Spin Box Selects Incorrect Value](#)
 - ✚ [Shading Not Imported into Word for Windows 2.0 from Excel](#)
 - ✚ [Colored Table Cell Border Bleeds into Next Cell in WinWord](#)
 - ✚ [Paragraph Border Does Not Enclose Entire Paragraph in WinWord](#)
 - ✚ [ANSI Characters 0 through 31 Do Not Display in WinWord](#)
 - ✚ [Frame Around Shaded Paragraph Corrupts Formatting in WinWord](#)
- ✚ [Items Cannot Be Framed Within a Table in Word for Windows](#)
 - ✚ [WinWord: Framed Items Overlap and Redraw Incorrectly](#)
 - ✚ [WinWord Column Selection Lost After Formatting Characters](#)
 - ✚ [Hidden Text to the Left of Selection Becomes Part of Selection](#)
 - ✚ [Inserting a Frame Overwrites Border Information in WinWord](#)
 - ✚ [Negative Indents Change to Zero with Numbered or Bulleted List](#)
 - ✚ [Infinite Repagination Occurs with Header Text in Large Points](#)
- ✚ [WinWord Frame at the Top of a Column Moves to Previous Column](#)
 - ✚ [WinWord Err Msg: Line Spacing Must Be at Least .01"](#)
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- ✚ [WinWord: Inserting a Page Break Within a Justified Paragraph](#)
 - ✚ [WinWord: Cannot Use Edit Repeat Table Formatting with Ruler](#)
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- [Removing Frame Doesn't Return Object to Its Original Location](#)
 - [WinWord 2.0: Problems with DropCap Macro in NEWMACRO.DOC](#)
 - [WinWord: Bottom Border Doesn't Display in Exact Height Frame](#)
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 - [Word: Border Below or Above Does Not Display or Print](#)
- [Glossary Entry with Normal Style Doesn't Maintain Alignment](#)
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 - [WinWord: Search for Style Does Not Select Entire Paragraph](#)
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 - [WinWord: Edit Replace Character Spacing Does Not Work](#)
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- [Frame Above Top Margin Displaces Return Address on Envelope](#)
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- [Tab Positions Incorrect in Center and Right-Aligned Paragraphs](#)
 - [WinWord: Cannot Find or Replace Styles in Empty Table Cells](#)
 - [Cannot Use Tab Leader as Edit Find or Edit Replace Criteria](#)
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 - [WinWord: Fonts in Table Appear to Have Superscript Formatting](#)
 - [At Measurement on Status Bar Incorrect in Multiple Columns](#)
 - [Bulleted List Does Not Align with Margin Using Unindent Button](#)
- [WinWord 2.0: Move with Text Frame Option Ignores Bottom Margin](#)
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 - [Bullets and Numbering on Selection Resets Indent Information](#)
 - [Font in Header Changes When Included in Another Document](#)
 - [WinWord: Using Microsoft Graph to Create Vertical Text](#)
 - [Word: Style List on Ribbon Shows Too Many Styles](#)
- [WinWord: Border Splits Over Page Break](#)
 - [Word: Print Preview Does Not Display Background Shading](#)

-  [Word for Windows: How to Create Crop Marks](#)
-  [Continuous Section Break in Glossary Entry Causes Page Break](#)
-  [Ruler Displays Incorrect Paragraph Formatting](#)
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 -  [Header Text Lost When Margin and From Edge Value the Same](#)
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 -  [Can't Remove Character Formats Using Ribbon or Shortcut Keys](#)
 -  [Edit Undo Formmating Command Deletes or Modifies Bookmark](#)
-  [How To Justify the Last Line of a Justified Paragraph](#)
 -  [WinWord Uses Wrong Page Size Setting with Windows NT](#)
 -  [Vertical Cell Alignment Not Supported in Word for Windows](#)
 -  [Footnotes and Endnotes Not Renumbered with Revision Marks On](#)
 -  [Page Setup Command Unavailable in Unprotected Section](#)



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WinWord: Center Vertical Alignment Causes Gap After Frame



Insert Break, File Page Setup, and Format Columns Unavailable



Borders Misalign in Framed, Indented Paragraphs



Frame Formatting Changes Differently Based on Sizing Handle



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Print Preview Incorrect with Shaded Frame on top of Border



256-Color Bitmap Pastes into Word Smaller Than Expected



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- Changing Default Settings for Subscripts and Superscripts
 - AutoClose Macro Is Executed Before Document Is Closed
- Word for Windows: Macro Language Doesn't Support END Command
 - "Illegal Function Call" Error When Using a Dialog Box
 - Using the OPEN Statement in Word for Windows Embedded BASIC
 - Word for Windows Macro Language is Interpretive
 - Accessing the Ruler from the Keyboard in Windows Word
 - Macro to Change Printer Orientation for HP/PCL Driver
 - Macro to Set Create Backup As Default in Word for Windows
 - WinWord Menu Commands Unavailable If Locked for Annotations
- Word BASIC Date\$() Function Defined
 - Word BASIC Kill Statement Defined
 - Word BASIC Shell Command Defined
 - Using SendKeys with Dialog Boxes in Word for Windows
 - SendKeys Key Code for a Space Character Undocumented
 - Special Bookmarks in the WordBasic Macro Language
 - Valid Word for Windows Macro Names
 - UPDATE FIELD Key (F9) Updates Only Selected Fields
- Auto Outline Numbering and the "Chicago Manual of Style"
 - WordBASIC InStr Function Is Case Sensitive
 - MacroAssignToMenu Removing Separator Fails in Word Macro
 - Word for Windows Not Responding to Message Quickly
 - Incorrect Recording of FileFind Session in Word for Windows
 - Assign To Key Limit Is Eight Keys for Single Macro in Winword
 - SendKeys Not Sending All Keystrokes to Dialog Box in WinWord
- Ribbon and Ruler Commands Execute Embedded Super Macros Only
 - Macro to Print Current Page in Word for Windows
 - Must Specify as Integer When Calling External DLL
 - Default\$ Does Not Display Linefeed in WinWord InputBox
 - File Find Print Option Uses Built-In Print Macro Only
 - How to Use Percent, Caret, and Plus SendKeys in WinWord
 - OnTime Macro Doesn't Execute Unless Word for Windows Has Focus

- 📁 [WinWord: Overtyping Command Doesn't Work When Recorded](#)
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 - 📁 [ANSI Characters 0 through 31 Do Not Display in WinWord](#)
 - 📁 [Word for Windows: Macro to List Files](#)
 - 📁 [Creating Special and Foreign Characters in Word for Windows](#)
 - 📁 [Special WinWord BookMarks: EnvelopeAddress and EnvelopeReturn](#)
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Cannot Install Word for Windows 2.0 From MS-DOS Prompt



WinWord: Restoring Drag and Drop Printing Functionality



How WinWord Uses the REG.DAT File in Windows 3.1



Error Messages During Word Setup Caused by Anti-Virus Software



Workstation Installation Option Not Available During Setup




Required Windows Versions for Word for Windows



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- 📁 [WinWord: Using NextCell\(\) to Test for Last Cell in Table](#)
- 📁 [UAE or GP Fault Occurs When Inserting Index or TOC in Table](#)
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- 📁 [How to Center Text Vertically in a Table Row](#)
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-  [How to Create Table Column Headings in a Multiple-Page Table](#)
-  [IF Field Won't Display Table or Linked Graphic as Result](#)
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Templates

 Word for Windows 6.0



Doc Err's



Fields



File Conversions



Formatting



Frames



Graphics



Macros



Mail merge



Printing



Proofing Tools
























SetUp



Tables



Templates

-  Word for Windows: Merging Styles from Other Documents
 -  Changes to Template in One Document Apply to All in WinWord
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 -  WinWord: Assigning Passwords to Template Files
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- ✚ [WinWord: Cannot Assign a Shortcut Key with the Numeric Keypad](#)
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 - ✚ [Template Not Listed in File Find Summary View](#)

Print Key Assignments Prints Only Reassignments of Keys
Article ID: Q65868

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

If you choose Print from the File menu and select Key Assignments in the Print dialog box, Microsoft Word for Windows prints only those key assignments that have been reassigned from their defaults.

Word for Windows currently does not have the ability to print default key assignments.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, page 116

"Microsoft Word for Windows User's Reference," version 2.0, page 275

Additional reference words: w4wprint docerr 1.00 1.10 1.10a 2.00 2.00a 6.00 wm_word 2.00a-CD 2.00b 2.00c

Vertical Alignment in Section Doesn't Justify Without Breaks
Article ID: Q70027

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

When you choose the Vertical Alignment option in the Format Section dialog box in Word for Windows (Format Section Layout... in Word for Windows 2.0), the Justify option will not justify the section until a page break is inserted.

This problem was corrected in Word version 6.0 for Windows.

More Information:

According to the description in Help, the Justify option under Format Section should "expand the space between paragraphs to align the top line with the top margin and the bottom line with the bottom margin." However choosing the Justify option will not take effect or cause text to look any different than the Top Vertical Alignment option until a page break is inserted.

This behavior is very similar to justifying a paragraph of text in Word for Windows. Word has no way of knowing how to justify the line until a paragraph mark is inserted or the line wraps on its own. Word for Windows has to know where the break is; either a paragraph mark, in the case of paragraph justifying, or a page break, in the case of vertical section justifying.

Note: Choosing Center in the Vertical Alignment option for a section will center a single column of text, but not multiple columns.

In Word for Windows 6.0, when you choose Page Setup from the File menu, select the Layout tab, and choose Vertical Alignment as Justified, the page will justify vertically without a page break inserted. Justification of text remains the same as described above in 2.0.

Reference(s):

"Microsoft Word for Windows User's Reference" page 315, 316.

Additional reference words: w4wformat
1.0 1.1 1.1a 1.00 1.10 1.10a 2.0 2.00

Word for Windows: Creating Multiple Tables of Contents

Article ID: Q72763

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows 1.0 and 2.0, you can create separate tables of contents for lists of figures, tables, photos, and so forth.

Note: while the following information can be used in Word for Windows 6.0, the user interface for building multiple tables of contents has been substantially changed. For more information on creating separate tables of contents in version 6.0, look in Help under Tables.

Each TOC field after the first one must be entered using Insert Field or CTRL+F9. Word for Windows cannot create two tables of contents in the same document with the Insert Table of Contents command, even if you give different heading levels for the second one. When you choose Table of Contents from the Insert menu to create a second table of contents, the following message will appear:

Do you want to replace the existing table of contents?

If you choose not to replace the existing table of contents, the first table of contents will be left intact.

More Information:

You can use heading paragraphs or TC fields to generate tables of lists using the TOC field.

Creating Tables of Lists Using Heading Paragraphs

To create multiple tables of lists using heading paragraphs, assign a different heading level to each list. For example, use heading 7 to format the titles of tables, heading 8 to format the titles of photos, heading 9 for figures, and so on. To create the tables of lists, create a separate TOC field for each heading level. For example:

```
{TOC \o 7-7}  
{TOC \o 8-8}  
{TOC \o 9-9}
```

In this example, the "\o" switch tells Word for Windows to create a table of contents using heading paragraphs. The numbers in the fields restrict the table of contents entries to paragraphs formatted with that number heading level. You must include both the starting and ending number for the heading level or the table will be created using

the designated level as well as all levels above it. For example, the field {TOC \o 7} will pick up heading levels 7, 8, and 9, but {TOC \o 7-7} will pick up only level 7.

Creating Tables of Lists Using TC Fields

To create multiple tables of lists using TC fields, a list identifier must be used in each of the TC fields. For example,

```
{TC "Table 1" \f t}
```

is an entry for a list of tables. "Table 1" is the text that will appear in the table of contents. The "\f" switch tells Word that the following letter identifies the list for this entry to be collected into. The list identifier can be any single letter.

To create a table of contents for the list of tables, use the field {TOC \f t}. The "\f" switch in this field tells Word to compile the table of contents using TC fields. If no identifier is given, Word will compile all TC fields in the document.

When you use TC fields for the table of contents, you may also use the "\l" switch to designate a level for a given list. This switch is placed in the TC field. Each level is indented 0.5 inch from the previous level. For example, the field {TC Table 1 \f t \l 3} will cause Word to indent the table of tables 1 inch from the left margin.

NOTE: There is a documentation error in on-line help for Word for Windows 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c , as well as the printed fields documentation provided with the Word for Windows Macro Development Kit. In the help topic for the TOC field, the following example is given:

"For example, if you want only heading 3 in your table, yourcode should be {toc \p 3-3}."

The field should read {toc \o 3-3}.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 558-564

"Microsoft Word for Windows User's Reference," version 1.x, pages 109-111

Additional reference words: docerr w4wfield w4wfield 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c 6.00 wm_word

WinWord Documentation Error: Spacing Before Setting
Article ID: Q81281

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In the "Microsoft Word for Windows User's Guide," version 2.x, page 186 states that when you print a document, Word for Windows ignores the Before setting if the paragraph is at the top of the page. This is only partially true; Word does not ignore the Before setting on the first paragraph of the document. For all other paragraphs that occur at the top of a page the Before setting is ignored.

Steps to Reproduce Problem in Word version 2.x

1. From the File menu, choose New, and choose the OK button.
2. Type some text and press Enter to create a paragraph. Repeat this until multiple pages are created.
3. Select the document and from the Format menu, choose Paragraph.
4. Select 8li in the Before box.
5. From the File menu, choose Print, then choose the OK button.

Although the documentation indicates the first paragraph should print at the top of the page, it prints on the eighth line of your document.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, page 186

Additional reference words: w4wformat
docerr 2.00

WordBasic Error Using Caret for Exponentiation in Math Formula
Article ID: Q87717

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

If you use the caret character (^) to perform exponentiation in a Microsoft Word for Windows macro, the following error message is generated:

```
WordBASIC Err=100
Syntax error
```

MORE INFORMATION

=====

Page 31 of the "Using WordBasic" manual, written by WexTech Systems and Microsoft, documents exponentiation in mathematical formulas using the caret character within a WordBasic macro.

The example shown is as follows:

```
CircleArea = pi*r^2
```

If you run a macro that contains this line, the WordBasic syntax error occurs. There is no supported mathematical operator in WordBASIC for exponential calculations. For more information, query on the following words in the Microsoft Knowledge Base:

exponents and supported and mathematical and operator and wordbasic

Workaround

To perform a mathematical calculation that involves exponents, you can use the ToolsCalculate() function. This function returns a value to a numeric variable. For example, to find the value of two to the eighth power (2^8), use the following WordBASIC statement:

```
x=ToolsCalculate("2^8")
```

-or-

```
Sub MAIN
pi = 3.14159
x = ToolsCalculate("2^2")
CircleArea = pi * x
Print circlearea
```

End Sub

REFERENCES

=====

"Using WordBasic," by WexTech Systems and Microsoft, page 31

"Microsoft Word Developer's Tools Forum," page 113 (from the Macro Developers Kit)

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b w4wmacro
docerr doc err exponent exponentiate power calculate mdk wm_word 6.00

WinWord: Undocumented Key Codes for Macro Keyboard Assignments
Article ID: Q88207

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

This article lists undocumented key codes to which you can assign macros in Microsoft Word for Windows. In versions 2.0, 2.0a, and 2.0a-CD of Word for Windows, you can use these additional key codes with the KeyCode argument of the WordBasic ToolsOptionsKeyboard command. In versions 1.0, 1.1, and 1.1a of Word for Windows, you can use these additional key codes with the MacroAssignToKey command.

These key codes are missing from the following documentation:

- "Microsoft Word for Windows and OS/2 Technical Reference," pages 217-219
- "Microsoft Word for Windows Technical Reference," pages 73-75
- "ToolsOptionsKeyboard" topic in the WordBasic Programming Language section of the Help menu in versions 2.0, 2.0a, and 2.0a-CD of Word for Windows
- "Using WordBasic" by WexTech Systems, Inc. and Microsoft Corporation, pages 311-314.

MORE INFORMATION

=====

The key codes listed below can only be assigned using a WordBasic macro. You cannot assign macros to these key codes directly using the menu commands in Word for Windows. If you type these key codes in the Shortcut Key box, the following error message appears:

The key name is not valid.

| Key Name | Key Code | |
|----------------|----------|---------------------------------|
| ----- | ----- | |
| Pause | 19 | (Note: Not used as macro pause) |
| Scroll Lock | 145 | |
| Semicolon (;) | 186 | |
| Equal Sign (=) | 187 | |
| Comma (,) | 188 | |
| Hyphen (-) | 189 | |
| Period (.) | 190 | |
| Slash (/) | 191 | |
| Backquote (') | 192 | |

| | |
|-------------------|-----|
| Left Bracket ([) | 219 |
| Backslash (\) | 220 |
| Right Bracket (]) | 221 |
| Apostrophe (') | 222 |

For example, to assign the semicolon key to the LaunchDialogEditor macro, create the following macro:

Word 6.0

```
Sub MAIN
ToolsCustomizeKeyboard .Category =1, .name = "LaunchDialogEditor",\
.Keycode = 186, .add
End Sub
```

Word 2.x

```
Sub MAIN
ToolsOptionsKeyboard .Context = 1, .Name = "LaunchDialogEditor",\
.KeyCode = 186, .Add
End Sub
```

For information on using key codes in combination with the ALT, SHIFT and CTRL keys, refer to page 311 of the "Using WordBasic" manual, or page 217 of the "Microsoft Word for Windows and OS/2 Technical Reference."

REFERENCES

=====

"Microsoft Word for Windows and OS/2 Technical Reference," pages 216-220

"Microsoft Word for Windows Technical Reference," pages 72-75

"Windows 3.1 Secrets," by Brian Livingston, pages 325-327

"Microsoft Word for Windows User's Guide," version 2.0, pages 721-723

"Using WordBasic" by WexTech Systems, Inc. and Microsoft Corporation, pages 311-314.

Additional reference words: w4wmacro errmsg err msg docerr
doc err wm_word 6.00

Word: Print Merge Does Not Include Tables or Graphics
Article ID: Q89314

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

When you perform a print merge in Word for Windows, any table or linked graphic that is the result of a conditional IF field is not displayed in the resulting merged documents. To use tables or linked graphics as the result of a conditional print merge statement, use the appropriate method below.

This functionality was changed in Word version 6.0 for Windows.

Merging the Table or Graphic Directly

Use this method when you want to print only the table or graphic.

Define a glossary entry that contains the table or linked graphic, then conditionally merge one of two glossaries.

1. Select the table you want to merge and choose Glossary from the Edit menu. Type "table" (or another appropriate name, without the quotation marks) as the glossary name and choose the Define button.
2. Select the text or field that you want to merge if the condition is false. Choose Glossary from the Edit menu. Type "false" (or another appropriate name, without the quotation marks) as the glossary name and choose the Define button.
3. Insert a field with the following syntax:

```
{GLOSSARY {IF <CONDITION><OP>"<CONDITION>" "TRUE GLOSSARY NAME"  
"FALSE GLOSSARY NAME"}}
```

For example:

```
{GLOSSARY {IF {MERGEFIELD EMPLOYEES}>="100" "TABLE" "FALSE"}}
```

4. Select the field and press the F9 key before you perform the print merge the first time (it should only be necessary to update the field only once).

Note: You must have a glossary defined for the false result or the error message

Error! No glossary entry specified

will appear in place of the field when you merge. If you want no result when the condition is false, define some hidden text as your false glossary (be sure you do not include a paragraph mark in the glossary entry).

Merging a Document That Contains a Table or Graphic

Use this method when the table or graphic is part of another document you insert using an INCLUDE field.

Page 643 of the "Microsoft Word for Windows User's Guide" gives instructions for including a document during a print merge. If the included document contains tables and/or graphics, they do not display in the resulting merged documents when you follow these instructions.

If you reverse the order of the nested fields so the IF conditional field is nested within the INCLUDE field, Word for Windows displays the tables and graphics correctly.

A field with the following syntax will allow Word to evaluate a condition and include one of two documents. Either document may contain tables or graphics.

```
{INCLUDE {if <CONDITION><OP>"<CONDITION>" "TRUE FILENAME" "FALSE  
FILENAME"}}
```

Note: You must specify a file for Word to include, even when the condition is false. If no file is specified for Word to import when the condition is false, the following error message prints on the form letter:

Error! Filename Not Specified

The following are examples of the fields for versions 2.x and versions 1.x of Word for Windows.

Word for Windows versions 2.0, 2.0a, 2.0a-CD, and 2.0b

```
{INCLUDE {IF {MERGEFIELD order}>"100" "C:\\DIRNAME\\LETTER1.DOC"  
"C:\\DIRNAME\\LETTER2.DOC"}}
```

Using this field, Word for Windows includes the text in LETTER1.DOC if the amount in the data field "order" is more than 100. If the amount of the order is less than 100, Word will include LETTER2.DOC. Any table or graphic in LETTER1.DOC or LETTER2.DOC will be correctly displayed in the resulting merged documents.

Word for Windows versions 1.0, 1.1, and 1.1a

```
{INCLUDE {IF {REF order}>"100" C:\\DIRNAME\\LETTER1.DOC  
C:\\DIRNAME\\LETTER2.DOC}}
```

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 268-271,
639-645

Additional reference words: docerr 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD
w4wtable 2.00b w4wmerge w4wfield missing

WinWord: Changing Templates Does Not Copy Styles or Margins
Article ID: Q89486

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b
2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

There is a documentation error in the Microsoft Word for Windows version 2.0 Help topic titled "Attaching a template to a document." This topic incorrectly states that if you use the File Template command to attach a different template to your document, margin settings and styles change to those of the new template.

This topic should state that when you attach a different template to your document, the styles and margin settings remain the same as those of the original template. The template working environment (including the menu commands, keyboard assignments, and glossaries) changes when you change the template attached, but the document itself does not change.

The Word for Windows version 6.0 Help topic titled "Attaching a different template to a document" correctly does not indicate that margin settings change when a different template is attached, but does not completely explain how styles can be automatically updated from the template.

MORE INFORMATION

=====

For correct information about changing the template attached to a document in version 2.0 of Word for Windows, refer to pages 700-701 of the "Microsoft Word for Windows User's Guide."

Workaround

To change elements of the document such as margins, page size, headers or footers to those of another template, create a new document based on the desired template. From the Insert menu, choose File. Select the original filename and choose the OK button. Using this method, your new document contains these elements of the new template.

To change only the styles in a document to those of another template in Word for Windows version 6.0, choose Templates from the File menu, attach the desired template and select the "Automatically Update Document Styles" option.

To change only the styles in your document in Word for Windows version 2.0 to those of another document or template, you must merge the new styles from a different template or document. For information on merging

styles from a template into a document, refer to pages 205-208 of the "Microsoft Word for Windows User's Guide."

Use the following steps to view this documentation error:

1. From the Help menu, choose Help Index.
2. Choose the Search button.
3. Type "templates" (without the quotation marks), then select "templates: attaching to documents." Choose the Show Topics button.
4. Select the "Attaching a template to a document" topic and choose the Go To button. The documentation errors occur in the first two paragraphs of this topic.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 205-208, 700-701

Additional reference words: w4whelp w4wtemplate switch unavailable wm_word docerr doc err 2.00 2.00a 2.00a-CD 2.00b 2.00c 6.

00

ShowAll() Function Causes WordBasic Err=100: Syntax Error
Article ID: Q89767

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

The WordBasic function ShowAll() generates a syntax error, WordBasic Err=100, when executed in a Word for Windows macro.

STATUS

=====

Microsoft has confirmed this to be a problem in versions 2.0, 2.0a, 2.0a-CD, 2.0b, and 2.0c of Word for Windows. This problem was corrected in version 6.0 of Word for Windows.

MORE INFORMATION

=====

The functional form of the ShowAll() command has the following syntax:

```
n = ShowAll()
```

where n is set to 0 (zero) if nonprinting characters are not displayed and -1 if nonprinting characters are visible. This corresponds to the All checkbox found in the View category of the Tools Options dialog box.

WORKAROUND

=====

You can obtain the current status of the ShowAll option using the following macro, which retrieves the value of the All option in the Tools Options View dialog box:

```
Sub Main
  Dim dlg As ToolsOptionsView
  GetCurValues dlg
  n = dlg.ShowAll
End SUB
```

The value of n is 1 if All is checked and 0 if it is not checked.

REFERENCES

=====

"Using WordBasic," by WexTech Systems and Microsoft, pages 285-286

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b w4wmacro
docerr doc err word basic

Format Print Merge Output with Switches or MERGEFIELD Keyword
Article ID: Q91210

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, you can format the results of a MERGEFIELD field by applying character formatting to the MERGEFIELD keyword. You can also format MERGEFIELD field results using a general format switch (*). General switch formatting overrides direct formatting you apply to the MERGEFIELD field.

No menu command for initial letter capitalization or lowercase character formatting exists in Word for Windows; therefore, you must apply these formats using the FIRSTCAP and LOWER general switches.

More Information:

Print Merge Character Case Switches

Syntax: {MERGEFIELD name * upper}

Syntax: {MERGEFIELD name * lower}

field.

Syntax: {MERGEFIELD name * firstcap}

Syntax: {MERGEFIELD name * caps}

Documentation Error

Neither page 628 nor page 762 of the "Microsoft Word for Windows User's Guide" describes the need to use the FIRSTCAP and LOWER general formatting switches to apply these character formats to MERGEFIELD output.

For more information on general switches, search for "Switches" using the Help menu.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, page 628, 643, 762

"Microsoft Word for Windows User's Reference," version 1.x, pages 111-113

Additional reference words: w4wfont w4wfield pmh 6.00
docerr doc err print wm_word 2.00 2.00a 2.00a-CD 2.00b 2.00c

Pressing CTRL+N Indents to Custom Tab, Not to Default Tab Stop
Article ID: Q94050

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, and 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

When you press CTRL+N to apply indent paragraph formatting, Word for Windows indents to the next tab stop, which may be a custom tab stop or a default tab stop. In paragraphs that contain custom tab formatting, the next tab stop might be a custom tab and not a default tab stop.

When you set a custom tab stop, Word deletes all default tabs to the left of the custom tab stop. As a result, when you press CTRL+N, Word will indent the paragraph to the custom tab stop. For example, if you set a custom tab stop at 4 inches, Word deletes all incremental default tab stops that occur before the 4-inch mark. If you then press CTRL+N, Word sets a left indent at 4 inches instead of at the default .5-inch tab stop.

This behavior occurs with all tab stops (left, right, decimal, and center alignment).

This problem was corrected in Word version 6.0 for Windows.

Workaround

In paragraphs that contain custom tab stops, do not use CTRL+N to set indent formatting to the default tab stops. Instead, select the paragraph and apply the indent formatting by choosing Paragraph from the Format menu. Select a From Left setting and choose the OK button.

More Information:

There is a documentation error on page 170 of "Microsoft Word for Windows User's Guide," version 2.0. The heading at the top of the page incorrectly reads as follows:

To indent a paragraph to the next default tab stop...

Instead, it should read as follows:

To indent a paragraph to the next tab stop...

Note: The online Help topic is correct.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 169-171

Additional reference words: w4wformat

1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c

Cannot Assign Macro to PAGE UP, PAGE DOWN, HOME, or END Keys
Article ID: Q95579

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

You cannot assign a macro to the PAGE UP, PAGE DOWN, HOME, or END keys in Word for Windows.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows. NOTE: the command was renamed to ToolsCustomzieKeyboard.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

=====

Although the above keys appear in the list of key codes in the ToolsOptionsKeyboard Help topic, located in the WordBasic Programming Language section of the Help Index, the keys do not function if you assign them to a macro.

Note: The list of key codes also appears on pages 311-314 of the "Using WordBasic" book, by WexTech and Microsoft.

For example, if you assign a macro to the PAGE UP key, the macro does not run when you press PAGE UP, although the macro does run when you select it in the Tools Macro dialog box and choose the Run button.

REFERENCES

=====

"Using WordBasic," by WexTech and Microsoft, pages 311-314

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c
w4wmacro pgup pgdn pageup pagedown keyboard

Undocumented MsgBox Type Arguments for Old Dialog Box Styles
Article ID: Q95617

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

This article describes several undocumented MsgBox Type arguments in the Word for Windows WordBasic macro language. You can use these arguments to create dialog boxes in the same style as those used in Word version 1.1 for Windows.

More Information:

The numbers 4096 through 4101 are valid values for the Type argument. These values display a variety of dialog boxes in Word version 1.1 style. Such dialog boxes have no control box and are stationary.

The following macro displays the result of each undocumented Type argument:

```
Sub MAIN
For counter = 4096 To 4101
  Print Counter
  MsgBox "test", counter
Next counter
End Sub
```

MsgBox Syntax

MsgBox Message\$ [,Title\$] [,Type]

For a list of documented Type arguments, see the MsgBox topic in the WordBasic Programming Language section of the Help menu.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wmacro docerr doc err documentation error omission missing old 6.00

How to Cross Reference Sequence Fields

Article ID: Q96944

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

This article describes how to create a cross-reference to a SEQ (sequence) field in Word for Windows 2.0. The article also describes two methods that do not work and shows why you should not use them to create cross-references to SEQ fields.

Note: although the following methods can be used in Word 6.0, the interface for creating numbered items and cross-references to them has been substantially changed. For more information on this process in Word 6.0, see chapter 19 of the user's manual, or look in Help under Caption or Cross-Reference.

More Information:

To create a cross-reference to a SEQ field:

1. Select the SEQ field to which you want to create a cross-reference.

IMPORTANT: Be sure you do not select any characters before or after the field. For example, select the following SEQ field, but do not include "Table " in the selection:

| Field | Result |
|-------------------|---------|
| ----- | ----- |
| Table {SEQ table} | Table 1 |

2. Insert a bookmark. For example, insert a bookmark named "CrossRef" (without the quotation marks). For information on inserting bookmarks, see page 741 of the "Microsoft Word for Windows User's Guide."
3. Position the insertion point where you want the cross-reference to appear.
4. Insert a SEQ field and include the Bookmark argument. To reference the SEQ field in the above example, insert the following SEQ field:

| Field | Result |
|----------------------------|---------|
| ----- | ----- |
| Table {SEQ table CrossRef} | Table 1 |

For more information on SEQ field syntax, see the Sequence topic in

the Field Types and Instructions section of the Help menu.

Examples of the WRONG Ways to Create a Cross-Reference

=====

Do Not use the REF Field to Create a Cross-Reference to the SEQ Field

Page 744 of "Microsoft Word for Windows User's Guide," incorrectly describes a method where you use a REF field to create a cross-reference to a SEQ field; if you use this method, Word inserts a copy of the SEQ field. In other words, the REF field behaves as if you inserted another SEQ field, thereby incrementing the sequence. As a result, the REF field lists a nonexistent cross reference, and subsequent SEQ fields are incorrectly incremented (that is, the result of subsequent SEQ fields is one number too large). The following example illustrates this behavior:

| Field | | Result |
|--------------------------|--|--|
| ----- | | ----- |
| Table {SEQ table} | | Table 1 |
| Table {SEQ table} | --> Add the CrossRef bookmark to this field | Table 2 |
| Table {SEQ table} | | Table 3 |
| Table {SEQ table} | | Table 4 |
| See Table {REF CrossRef} | | See Table 5 --> Increments sequence |
| Table {SEQ table} | | Table 6 --> Should be 5 |
| Table {SEQ table} | | Table 7 --> Should be 6 |

If you lock the result of the REF field, the cross-reference is correct, but Word increments the sequence anyway, so subsequent SEQ fields are incorrectly incremented (the result of subsequent SEQ fields is one number too large). The following example illustrates this behavior:

| Field | | Result |
|-----------------------------|--|-----------------------------------|
| ----- | | ----- |
| Table {SEQ table} | | Table 1 |
| Table {SEQ table} | --> Add the CrossRef bookmark to this field | Table 2 |
| Table {SEQ table} | | Table 3 |
| Table {SEQ table} | | Table 4 |
| See Table {REF CrossRef \!} | | See Table 2 --> Correct result |
| Table {SEQ table} | | Table 6 --> Should be 5 |
| Table {SEQ table} | | Table 7 --> Should be 6 |

Incorrect Results If You Add Bookmark Name to Text and SEQ Field

There is a documentation error in the the Sequence topic in the Field Types and Instructions section of the Help menu. The first sentence in the following paragraph is misleading because it implies that you should select the item you want to cross-reference instead of or in addition to the SEQ field for that item:

Cross-references

To create an automatic cross-reference to an item you've labeled with a SEQ field, you assign a bookmark name to the item and then include that bookmark name in a SEQ field where you want the cross-reference to appear. Suppose you want to refer to the table showing African sales. First, you add a bookmark name -- for example, `african_sales` -- to the SEQ field you've created for the table....

If you select the text before the SEQ field in addition to or instead of the SEQ field, the cross-reference displays the result of the previous SEQ field instead. This happens because Word includes everything after the first SEQ field and before the second SEQ field as part of the first sequence. For example, if you create a cross reference to Table 2 by adding a bookmark to the second instance of "Table {SEQ table}" below, the cross-reference lists "Table 1" (the previous SEQ field) instead of "Table 2."

| Field | Result |
|----------------------------|---------|
| ----- | ----- |
| Table {SEQ table} | Table 1 |
| Table {SEQ table} | Table 2 |
| <---bookmark---> | |
| Table {SEQ table CrossRef} | Table 1 |

To create a correct cross-reference, do not not select any text preceding or following the SEQ field.

Reference(s) :

"Microsoft Word for Windows User's Guide," version 2.0, pages 562-564, 744

Additional reference words: w4wfield 2.00 2.00a 2.00a-CD 2.00b 2.00c w4whelp

Wrong Error Message Saving Template Using FileSaveAs Macro
Article ID: Q97115

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

If you save a template using the FileSaveAs macro command in a format other than Document Template (*.dot), Word for Windows returns the following error message in Word versions 2.0, 2.0a, 2.0a-cd, 2.0b, and 2.0c:

You cannot save an open document in another format to the same location.

and the following error message in Word versions 1.x:

Cannot write foreign format over open document.

These are not the messages that should appear. The message that should display instead is:

Command not available.

After this message appears, the FileSaveAs macro should stop.

STATUS

=====

Microsoft has confirmed this to be a problem in Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-cd, 2.0b, and 2.0c. This problem was corrected in Word for Windows version 6.0.

In Word for Windows version 6.0, the following error message appears:

Microsoft Word Err=1058

You cannot save a template file to non-template format.
(filename)

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 702-703

"Microsoft Word for Windows User's Reference," version 1.x, page 410

Additional reference words: w4wmacro docerr 1.00 1.10 1.10a 2.00 2.00a 2.00a-cd 2.00b 2.00c w4wtemplate

Error Message: The Custom Dictionary Is Not Available
Article ID: Q104691

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

This article describes three possible causes for the following error message in Word for Windows:

The Custom dictionary is not available.

This error message can occur for the following reasons. (The first two are documented in online Help, but the third is undocumented.)

- The custom dictionary file is not in text file format.
- Another application is using the custom dictionary file.

NOTE: For more information about the above two causes, search for "error messages" using the Help menu.

- The custom dictionary file may be damaged.

MORE INFORMATION

=====

If your custom dictionary file is damaged, you may need to re-create it using the following steps:

1. Choose the New button on the Standard toolbar (on the toolbar in Word 2.0) to create a new document.
2. From the Insert menu, choose File.
3. Select the custom dictionary file, located in the <Windows>\MSAPPS\PROOF subdirectory (where <Windows> is the name of your Windows directory), and then choose OK.

NOTE: Custom dictionary files have a .DIC filename extension.

4. If prompted, convert the file from Text Only.
5. From the File menu, choose Save.
6. Type a filename, with a .DIC extension.
7. In the Save File As Type box, select Text Only and then choose OK.

8. Close the file.

Your re-created custom dictionary file is now ready to use.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c 6.00 wm_word
w4wproof docerr

Cannot Create Index Entries from Footnotes in Word for Windows
Article ID: Q36413

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

In Microsoft Word for Windows, you cannot use the Insert Index Entry command when the current selection is within a footnote window. You can insert an XE field entry (to designate an index entry) within the footnote window. However, the entry is ignored when the index is built, and Word returns the message "No index entries found."

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

Additional reference words: w4wfield 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c

Updating Field Moves Insertion Point to Beginning of Field
Article ID: Q37849

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
-

SYMPTOMS

=====

In Microsoft Word for Windows, updating a field or the result of a field while the insertion point is positioned in the middle of the field may cause the insertion point to move to an unexpected position.

If the field code itself is displayed and Field Codes is not chosen on the View menu, when you update the field using the F9 key, the field result displays and the insertion point moves to the beginning of the result regardless of where it was positioned previously. If the field code is displayed as a result of Field Codes being selected on the View menu, then updating the field does not affect the position of the insertion point.

If the result of a field code is displayed (rather than the field code itself), when you update the field with the F9 key, the insertion point moves to the end of the result regardless of where it was positioned previously.

In all cases, if the insertion point is positioned at the beginning of the field code, it remains in this position even after updating the field with the F9 key.

Additional reference words: 6.00 w4wfield 1.00 1.10 1.10a 2.00 2.00a wm_word

Including Excel Charts in WinWord Documents with DDE

Article ID: Q41309

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Use the following steps to perform a DDE link of an Excel chart in Microsoft Word for Windows

1. From the Chart menu in Excel, choose Select Chart.
2. From the Edit menu, choose Copy.
3. Switch to Word for Windows by pressing ALT+TAB.
4. Position the insertion point where you want to place the chart.

Word for Windows Versions 6.0 and 2.0

5. From the Edit menu, choose Paste Special.
6. In the Data Type list, select the desired format, then choose the Paste Link button.

Word for Windows Version 1.x

5. From the Edit menu, choose Paste Link.
6. In the Paste Link dialog box, select the Auto Update option if you want Word to automatically update the chart whenever it is changed in Excel. If Auto Update is not selected, it is necessary to select the chart and recalculate it (by pressing F9) for new charts to appear.

More Information:

After you place the chart in the Word document, you can scale or crop it.

If you use the above procedure, Word inserts one of the following fields into the document:

Word for Windows Version 6.0

| Data Type ----- | Field Inserted in Document ----- |
|--------------------|--|
| Picture | {LINK ExcelChart "Sheet1 Chart 1" "Chart" \a \p} |
| Chart Object | {LINK ExcelChart "Sheet1 Chart 1" "Chart" \a} |

Word for Windows Version 2.0

Data Type Field Inserted in Document

Picture {LINK ExcelChart "Sheet1 Chart 1" * mergeformat \p \a}
Chart Object {EMBED ExcelChart \s * mergeformat}

Word for Windows Version 1.x

Auto Update Field Inserted in Document

Selected {ddeauto Excel "Sheet1 Chart 1" Chart * mergeformat}
Not selected {dde Excel "Sheet1 Chart 1" Chart * mergeformat}

Additional reference words: w4wfield 1.0 1.1 1.1a 2.0 1.00 1.10 1.10a
2.00 2.00a 2.0a 6.00 wm_word

Field Not Updating and/or No Result

Article ID: Q46344

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Non-DDE fields do not update automatically when their source information changes. Any field entered using the CTRL+F9 key is not evaluated when it is entered. A field entered using the Field option from the Insert menu is initially evaluated when it is entered.

To update a field, do the following:

1. Select the entire field, including the enclosing brackets.
2. Press the F9 key.

A field cannot update unless the information it displays is available. Certain fields are not updated until the information they return becomes available. In most cases, these fields update themselves as the appropriate information becomes available.

Examples of fields that do not initially update are Printdate, Lastsavedby, and Revnum.

Additional reference words: 6.00 w4wfield 2.00 2.0 wm_word

WinWord: Multiple References to the Same Footnote

Article ID: Q47476

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

You can number more than one footnote or endnote with the same number in Word for Windows by using the Footnote Reference field.

More Information:

Scientific journals generally require that all references to a source have the same footnote number. They also require that the footnote be printed only once for each source.

In Word 6.0, to refer to another footnote or endnote,

1. Place the cursor where you want the cross-reference to appear.
2. From the Insert menu, choose Cross-Reference.
3. From the Reference Type box, select Footnote or Endnote. Choose the footnote or endnote you want to refer to, and click Insert.
4. If you want the cross-reference to be superscripted like the original footnote,
 - a. Show Field Codes by highlighting the cross-referenced item and pressing Shift+F9
A field similar to the following appears:
{NOTEREF _Ref0123456789}
 - b. Place the cursor between the final number and the closing brace
 - c. Press the spacebar once, and type "\f" (without the quotation marks)

In Word 2.0 and 1.0, you can create references to the original footnote by using the Footnote Reference field. Follow these steps:

1. Insert the original footnote by choosing Insert Footnote. Select the Auto-Numbered Reference check box in the footnote dialog box.
2. Enter the footnote, return to the document pane, and highlight the footnote reference mark.
3. Choose Insert Bookmark, type a unique name, and press ENTER or choose the OK button.
4. In the text where you want the second occurrence of the footnote reference, press CTRL+F9 to insert the field braces and then type

ftnref <bookmarkname>

where <bookmarkname> is the name you assigned the footnote reference mark in step 3.

5. Highlight the results of the field, and then choose Character from the Format menu. Apply a superscript to the number.

You can insert multiple references to the same footnote by repeating step 4.

When you use automatically numbered references and something causes the reference marks to be renumbered (such as inserting a new footnote between two existing footnotes), any additional reference marks are updated if you do one of the following:

- Move to each ftnref field and press F9.

-or-

- Print the document.

Additional reference words: 1.00 1.10 1.10a w4wfield 2.00 2.00a 2.00a-CD 2.00b 2.00c 6.00 wm_word cross reference

Multiple Word Text in a Date-Time Picture Switch

Article ID: Q48919

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

The correct syntax to include multiple word text in a date-time or a numeric picture switch is to place the text within single quotation marks within the numeric picture or date-time picture.

According to the fields reference, text can be entered as part of a date-time or numeric picture switch by enclosing the text in single quotation marks, as follows:

```
'text'
```

The entire date-time picture or numeric picture must be enclosed within double quotation marks if literal text is used. The following are examples:

```
{date \@ " 'it is' dddd"}  
{= 0 \# "0;-0;'null value'"}
```

Additional reference words: 6.00 w4wformat custom format w4wfield 1.0
1.1 wm_word 1.1a 1.00 1.10 1.10a 2.0 2.00

ASK and SET Return No Error with Invalid Bookmark

Article ID: Q48920

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

ASK and SET fields are not result fields, so if an invalid bookmark name or some other error causes the field to be improperly evaluated, the field will not display an error. Errors are normally displayed as the last results of the field; however, because no result is displayed, no indication of the error is given.

An error can usually be detected in the field that uses the bookmark name that is defined in the SET or ASK statement. If the ASK or SET field has an error, the result field that references the bookmark will indicate that the bookmark is not defined.

Additional reference words: w4wfield 2.00 2.00a 2.00a-CD 2.00b 2.00c 6.00 wm_word

EDITTIME Must Be in Minutes

Article ID: Q49188

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

The EDITTIME field always returns the number of minutes the document has been open. This time includes any time previous to the current session that the document was open.

The EDITTIME field cannot be formatted using a date-time picture switch.

The following field displays the edittime in the hh:mm format:

```
{=int({edittime}/60)}:{={={edittime}-({=int({edittime}/60)}*60)}}
```

Note: All {} are field braces created by using the Insert Field key (CTRL+F9), not the brace keys on the keyboard.

Additional reference words: 6.00 w4wformat w4wfield 1.0 1.1 1.1a 1.00 1.10 wm_word 1.10a 2.0 2.00

Cannot Format TIME or EDITTIME to Display Seconds

Article ID: Q49459

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

There are two fields in Word for Windows that return a time-related result:

1. EDITTIME returns the number of minutes the current document has been open for editing since it was created.
2. TIME returns the current time of day.

You cannot format the result of a field to include seconds or partial seconds using a Word for Windows date-time picture switch. The smallest unit of time that Word for Windows can return or display is minutes.

Additional reference words: 6.00 w4wformat w4wfield 2.0 2.00 wm_word

WinWord Err Msg: Cannot Sort Fields in Selection
Article ID: Q51129

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

The Word version 2.0 and 6.0 for Windows error:

Word cannot sort fields in the selection

or Word version 1.x for Windows error:

Cannot sort fields in selection

can occur when using the Sort Text command from the Table menu in 6.0 or the Sort command from the Tools menu in version 2.0 or the Utilities menu in version 1.x for one of two reasons:

1. The current selection contains a field whose result contains more than one paragraph. You must unlink the field, then try to sort again.

To unlink or break the link between a field and its source of data, highlight the field and use the Unlink Field key (CTRL+SHIFT+F9).

-or-

2. The column selection contains only part of a field in one of the lines. Try to put the whole field on one line and make sure the column selection is as large as the field.

Additional reference words: w4wfield w4werror wm_word
1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c 6.00

INDEX and XE (Index Entry) Are Case Sensitive in WinWord
Article ID: Q57203

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

If you manually insert the XE (Index Entry) field `{xe ...}`, the character case in the argument list affects the resulting index. Below is an example of the situation.

The following two example fields produce two different results:

1. `{xe "Tuxedo:see black"}`
`{xe "tuxedo:see penguin"}`

After choosing Index from the Insert menu, the results appear as follows:

```
Tuxedo
      see black,1
tuxedo
      see penguin,1
```

2. `{xe "Tuxedo:see black"}`
`{xe "Tuxedo:see penguin"}`

After choosing Index from the Insert menu, the results appear as follows:

```
Tuxedo
      see black,1
      see penguin,1
```

More Information:

This behavior is caused by the case of the character "t" in the words "tuxedo" and "Tuxedo". Word for Windows interprets the words as different; therefore Word builds two different entries.

Note that the braces {} were entered using the CTRL+F9 key combination.

Additional reference words: w4wfield 1.0 1.1 1.1a 1.00 1.10 1.10a 2.0 2.00 6.00 wm_word

'Index' Field \e or \l Switch Limited to Three Characters
Article ID: Q62469

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

In Microsoft Word for Windows, if you use the INDEX field with the \e switch, there is an upper limit of three contiguous characters that you can use to separate the index from the page number. The default character is a blank space.

Similarly, if you use the \l switch with the INDEX field to specify a page number separator, Word imposes a limit of three characters. The default character is a blank space.

If you specify more than three characters to use with either switch, Word will use only the first three.

In the following example, periods are used to separate the index from the page number, and a semicolon separates the page numbers:

```
{index \e "... " \l ";"}
```

REFERENCES

=====

"Microsoft Word for Windows Technical Reference," page 170

"Microsoft Word for Windows and OS/2 Technical Reference," page 359

Additional reference words: 6.00 w4wfield seperater separator 1.00
1.10 wm_word 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c

"if" Field Ignoring Nested "eq" Field in Word for Windows
Article ID: Q64550

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

Using an equation field as a test result in an "if" field will result in an erroneous result.

For example, insert the following field:

```
{if y=x {eq \x(X)} {reference}}
```

The "eq" field will make an X with a box. If $y=x$, then an X with a box will be the result. If $y \neq x$, then the result would be whatever is in the bookmark reference.

If you update the "eq" field or the "reference" field before you update the "if" field, you get the results you would expect. However, once you update the outside field (if $x=y$), the "{equation}" field will result as a blank space.

Microsoft has confirmed this to be a problem in Word for Windows version 1.00. We are researching this problem and will post new information here as it becomes available.

Additional reference words: w4wfield 6.00 wm_word
1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c

Printing a Page Border with PostScript in Word for Windows
Article ID: Q64703

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

The following field code may be used to print a page border on a PostScript printer:

```
{print \p page "clipping 2 setlinewidth stroke"}
```

This particular code will use the last rectangular clipping path set by Microsoft Word for Windows and print a solid line around the path with a width (2 point) set by the Setlinewidth command.

Note: This example will work best for full page borders when the document has no text or has graphics formatted as absolute positioned objects (APO). You must include this sample field on each page that you want to print a border on. The field can be inserted anywhere on the page -- even in a table.

Reference(s):

"Microsoft Word for Windows User's Reference." (Document Number OB 14328-0990) Page 104.

Additional reference words: w4wfield w4wprint 1.00 1.10 1.10a 2.00 6.00
wm_word 2.00a 2.00a-CD 2.00b 2.00c

Can't Enter Text Inside Field Code Brackets in WinWord

Article ID: Q64708

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Entering text inside field code brackets while in overtype mode in Word for Windows is not possible. Attempting to do so will cause the computer to "beep," signifying the rejection of that action.

To check to see if the keyboard is in overtype mode, turn on the status bar and look for "OVR" to be displayed in the right-hand section of the status bar. If "OVR" is displayed, press the INS key to toggle it into the off position.

When field codes are entered in Word for Windows 6.0, two spaces are placed between the field code markers. When in overtype mode you can enter one character before Word will "beep."

REFERENCES

=====

"Microsoft Word for Windows User's Reference." (Document Number OB 14328-0990) Pages 180 and 338.

Additional reference words: w4wfield insert 2.0 2.00 2.00a 2.00b 2.00c 6.00 wm_word

Can't Include an Excel Chart with an {include} Field

Article ID: Q64710

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

It is not possible to include a Microsoft Excel chart (.XLC extension) into a Microsoft Word for Windows document using the {include} field. However, it is possible to include an Excel spreadsheet (.XLS extension) into a Word for Windows document.

WORKAROUND

=====

The following is a method to place an Excel chart into Word for Windows:

1. Select the chart in Excel (from the Chart menu, choose Select Chart).
2. From the Edit menu, choose Copy.
3. After opening Word for Windows, position your insertion point where you want the chart to appear. From the Edit menu, choose Paste to insert the chart.

For best results, size the chart in Excel before inserting it into Word for Windows. Sizing can also be done in Word for Windows by selecting the chart and dragging the handles or by opening the Format menu, and choosing Picture.

REFERENCES

=====

"Microsoft Word for Windows User's Reference." (Document Number OB 14328-0990) page 201.

Additional reference words: 6.00 w4wfield 2.0 2.00 wm_word

Exclamation Marks Not Allowed in Calculated Selection

Article ID: Q65718

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

When using Calculate from the Utilities menu, the selection cannot contain any exclamation marks.

Microsoft Word for Windows uses exclamation marks to indicate errors in its field calculations and returns the message "!Syntax Error" if it finds any exclamation marks in the selection that is being calculated.

To calculate the selection, it is necessary to temporarily remove the explanation marks before the calculation and replace them after the calculation is complete.

Word for Windows 6.0 does not have Calculate on the Tools menu. ToolsCalculate is still a Word command which can be assigned to a menu or toolbar. A "!Syntax Error" is still generated if the selection contains an exclamation mark.

REFERENCES

=====

"Microsoft Word for Windows User's Reference" pages 27, 383.

Additional reference words: w4wfield 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c 6.00 wm_word

Using the {print} Field with Dot-Matrix Printers and Winword
Article ID: Q65837

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

You can use the {print} field with a dot-matrix printer only if the commands sent in the {print} field do not take the printer out of graphics mode.

Note: Most commands sent to a dot-matrix printer through the {print} field will take the printer out of graphics mode. For a list of commands that will not take the printer out of graphics mode, consult your printer owner's manual or contact the manufacturer.

For more information on the {print} field, refer to Page 104 of the "Microsoft Word for Windows User's Reference" guide.

Additional reference words: w4wprint w4wfield 1.00 1.10 1.10a 2.00 6.00
wm_word 2.00a 2.00a-CD 2.00b 2.00c

Footnote References Renumbered in Word for Windows Tables
Article ID: Q65846

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

When using footnotes in a table, it is possible that the numbering for individual footnotes may change as new footnotes are added within the table. This will occur anytime a footnote reference is inserted to the right and above an existing footnote reference.

This renumbering is automatic and should not cause any problems unless you make references to the original numbering by directly typing the reference. When you refer to footnote references in a table, use the field code FTNREF. This will always reflect the proper footnote reference as additional footnotes are inserted into the table.

For example, insert the following field to create a cross reference to a footnote:

```
{FTNREF BookmarkName}
```

In the above example, BookmarkName is a bookmark that you place on the footnote reference number in the document, not in the footnote pane.

Footnote reference numbering in tables is based on a top-down, left-to-right scheme. This is because each cell of the table is considered to be a paragraph. Since it is possible that the table may be changed to text, the numbering of the footnotes must reflect the ordering of the paragraphs after conversion to text.

Consider the following sample table. Each entry, ftx, represents the order in which the footnote references are inserted.

| | | | |
|-----|-----|--|--|
| ft1 | ft4 | | |
| | | | |
| ft2 | | | |
| | | | |
| | ft5 | | |
| | | | |
| ft3 | | | |
| | | | |

After entering ft3, your footnote reference area would be listed in

the following order, as expected:

| | |
|---|-------------------------------|
| 1 | this is the reference for ft1 |
| 2 | this is the reference for ft2 |
| 3 | this is the reference for ft3 |

When ft4 is inserted the numbering will change to the following:

| | |
|---|-------------------------------|
| 1 | this is the reference for ft1 |
| 2 | this is the reference for ft4 |
| 3 | this is the reference for ft2 |
| 4 | this is the reference for ft3 |

ft4 becomes reference 2 because it is in the row before ft2 and will be the second paragraph of text when the table is converted to text.

After inserting ft5, the numbering will be as follows:

| | |
|---|-------------------------------|
| 1 | this is the reference for ft1 |
| 2 | this is the reference for ft4 |
| 3 | this is the reference for ft2 |
| 4 | this is the reference for ft5 |
| 5 | this is the reference for ft3 |

ft5 is also in a row above the cell containing ft3.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, page 749

Additional reference words: w4wfield 2.00a 2.00b 2.00a-cd 2.00c 2.00
6.00 w4wtable wm_word

WinWord: Reverse Print (White on Black) with LaserJet III
Article ID: Q66093

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

You can use the Microsoft Word for Windows PRINT field to use the reverse printing capabilities of the Hewlett-Packard (HP) LaserJet III printer. This procedure requires the following steps:

1. Define and create a black rectangle.
2. Change the opaque mode of the graphic image.
3. Set the palette color to white for the image.

The following is an example:

```
{print " *p300x220Y *c1500a600b*c0P *v0n10 *v1T"}  
Test Text  
{print *v0T}
```

Note: Read the above as:

```
CTRL+F9 print space quotation mark ALT+027 *p  
three zero zero x two zero Y ALT+027 *c one five zero  
zero a six zero zero b * c zero P ALT+027 * v zero n one O  
ALT+027 *v one T endquote. Type the Test Text. CTRL+F9  
print space ALT+027 *v zero T.
```

The first character before the asterisk, is the screen representation of the ALT+027 (ESC) character. The first section *p300x220Y sets the cursor at the default margin position of Word for Windows (1.25 Left, 1.00 Top). The second section *c1500a600b draws a rectangle with the dimensions of 1500 and 600 dots (at 300 dpi - 5 x 3). The *c0P fills the rectangle with black. *v0n10 sets the transparency mode. The *v1T sets the palette color to white. All characters after this code are white until reset by the *v0T.

Chapter 12 of the "HP LaserJet III Technical Reference Manual" discusses these commands in detail. For more information, contact Hewlett-Packard's Personal Peripherals Assist Line at (208) 323-2551.

Reference(s):

"HP LaserJet III Technical Reference Manual," Chapter 12

Additional reference words: w4wprint w4wfield 1.0 1.1 1.1a 1.00 1.10 6.00 wm_word 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c

Using the ASK Field with the IF Field in Word for Windows
Article ID: Q66974

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

To use the ASK field conditioned upon the value of another field, include the IF statement inside the ASK field instead of including the ASK statement in the IF field.

The following example asks if you are married, and asks your spouse's name. It does not ask for your spouse's name if you are not married. (The *Firstcap switch is included so the response can be "yes" or "Yes".)

```
{Ask Married "Are you Married" \*Firstcap}  
{Ask {if {Married} = "Yes" SpouseName} "What is your Spouse's  
Name?"}
```

In the above example, the second ASK field has an IF statement that determines if the bookmark "Married" is equal to "Yes." If it is, the IF field has the value "SpouseName." If not, the field has no value. The ASK field is not updated if it does not have a valid bookmark name as the first element; therefore, it does not ask the question.

Additional reference words: w4wfield 2.00 2.00a 2.00a-CD 2.00b 2.00c 6.00 conditional fillin wm_word

SKIPIF No Longer Functions Properly if Used With NEXT Field
Article ID: Q69319

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

The SKIPIF field successfully skips specified data records to create individual documents for each data record. However, SKIPIF does not work properly when combined with the NEXT field.

MORE INFORMATION

=====

The SKIPIF field compares a data item against specified guidelines made about a data record. If the comparison is TRUE, the present data record is skipped, and Word for Windows does not print it. The next record is selected and compared. If the comparison is FALSE, the data record is printed, and Word for Windows moves on to check the next record.

SKIPIF successfully skips specified data records to create individual documents for each data record. The following example illustrates this:

```
{data c:\\winword\\mydoc.doc}{skipif {zip} = "98000"}{name}  
{street}  
{city}, {state} {zip}
```

This example successfully skips data records that have a zip code of 98000 and prints each data record that does not have a 98000 zip code on a new sheet of paper.

Because the SKIPIF field does not function properly with the NEXT field, if you try to use the SKIPIF and NEXT fields to create a list or address labels, Word for Windows does not print or skip data records properly. The following example illustrates this:

```
{data c:\\winword\\mydoc.doc}{skipif {zip} = "98000"}{name}  
{street}  
{city}, {state} {zip}  
  
{next}{skipif {zip} = "98000"}{name}  
{street}  
{city}, {state} {zip}
```

This example results in erratic placement of data records in your document or an empty print merged document.

Additional reference words: 6.00 w4wmerge w4wfield skipif next wm_word

Underlining Superscripted Characters

Article ID: Q69332

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Word for Windows, when you apply underscore character formatting to a line that contains superscripted characters, the underscore moves up with the superscripted characters. Although this behavior is by design, it may not always be the desired effect. This article describes several methods you can use to keep the underscore in line with nonsuperscripted text.

This functionality was changed in Word version 6.0 for Windows.

More Information:

To underscore text containing superscripted characters, you can do the following (in each example, x3 is x cubed, 3 is superscripted):

1. Use overstrike to underline as follows:

- a. Type and underscore text that is not superscripted.
- b. Place the insertion point at the location for the superscripted text.
- c. From the Insert menu, choose Field.
- d. Select Formula and then Overstrike.
- e. Insert the superscripted text and one underlined nonbreaking space for each superscripted character between the parentheses in the field to obtain:

`{eq \o (3,_)}`.

In this example, the three is formatted for superscript.

2. If there is no comma in the expression to be underscored, use the Formula Box command as follows:

- a. From the Insert menu, choose Field.
- b. Select Formula and then Box.
- c. Type the expression to be underlined in the field as follows:

`{eq \x \bo(x3)}`

In this example, the three is formatted for superscript.

3. If the superscripted text is on its own line, the text can be put into a table as follows:

- a. Highlight text.
- b. From the Insert menu, choose Table.
- c. Select 1 Column and 1 Row.
- d. From the Format menu, choose Table.
- e. Select Border Bottom Single.

4. A more complex solution using the Formula Displace command is as follows:

- a. Type and underscore the text preceding the superscripted text.
- b. From the Insert menu, choose Field.
- c. Select Formula and then Displace.
- d. Modify the field to read

`{eq \d \fon \li() }`

where n is the point size for the superscripted text.

- e. Repeat step b and c.
- f. Modify this field to read

`{eq \d \ban() }`

where n is the same point size used in the first field.

- g. Type and superscript the text to be superscripted and underlined.
- h. A sample end result for x³ (x cubed) would be

`x{eq \d \fo8 \li()}{eq \d \ba8() }3`

where x is underscored and 3 is formatted for superscript and 8 point size.

- i. Another example: This formula underlines "text", which is formatted for superscript. Create the "_" characters, which are nonbreaking space characters with underline character formatting, by pressing CTRL+SHIFT+SPACEBAR. Select the characters and apply underline formatting (press CTRL+U).

`{eq text \d\ba18()_____ }`

Note: Adjust "text", "18" or "_____" for your use.

Additional reference words: w4wfield 1.00 1.10 1.10a 2.00 2.00a w4wtable 2.00a-CD 2.00b high low raise lower

Keystrokes to Insert Page Number, Date, and Time in WinWord
Article ID: Q70018

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

When you are in the header/footer pane of a document, the Page Number, Date of Printing, and Time of Printing fields may be inserted by using keystrokes instead of using a mouse to select the Date, Time, and Page icons on the header/footer icon bar.

The keystrokes to insert the fields are:

- ALT+SHIFT+P (inserts Page Number)
- ALT+SHIFT+D (inserts Date of Printing)
- ALT+SHIFT+T (inserts Time of Printing)

More Information:

These keystrokes may also be used in a document without activating the header/footer.

Reference(s):

"Microsoft Word for Windows User's Reference," pages 147 and 150.

Additional reference words: w4wprint w4wfield 1.00 1.10 1.10a 2.00 6.00
wm_word 2.00a 2.00a-CD 2.00b 2.00c

Example IF Fields for Print Merging in Word for Windows
Article ID: Q70131

The information in this article applies to:

- Microsoft Word for Windows, versions 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

The following are examples of IF statements for print merging and the logic for each statement.

1. {if {party}="R" "Republican" "Democrat or Other"}

If "party" is equal to "R", enter "Republican" (first option is positive). If it is not equal to "R", enter "Democrat" or "Other" (second option is negative).

2. {name}
{if{party}<>"R" "" "Republican
"}{City}

If "party" is not equal to "R", enter nothing. If "party" is equal to "R", enter "Republican". This line will also suppress the blank line left by a non-R result.

3. {if{party}="R" "Republican" {if{party}="D" "Democrat"} {if
{party}="O" "Other"}}

If "party" is equal to "R", enter "Republican". If "party" is "D", enter "Democrat". If "party" is equal to "O", enter "Other". If "party" is none of these, it will be blank.

4. {if{party}="R" "{party}epublican and family" {if{party}="D"
"{party}emocrat and relatives" {if{party}="O" "{party}ther"}}}

If "party" is equal to "R" then enter the value of "party" and "epublican and family". If "party" is equal to "D" then enter the value of "party" and "emocrat and relatives". If "party" is equal to "O" enter the value of "party" and "ther". If "party" is not "D", "R", or "O", it will be blank.

5. {if{party}="R" {if{name}="George Bush" {if{city}="Washington
D.C." "President"}}}

If "party" is equal to "R" and "name" is "George Bush" and "city" is "Washington D.C.", enter "President". If all the conditions aren't met leave it blank.

Sample Data Document

NAME, PARTY, CITY
George Bush, R, Washington D.C.

George McGovern,D,Rapid City
Gorgeous George,O,Hollywood
King George,K,London

Special Note: Field codes and bookmarks are not case sensitive; for example, NAME would print merge to {naME}. However the results are case sensitive. In these examples if the codes said {if {party}="r" "Republican"} and the data document had the "r" capitalized (R), it would be considered to be a non-r and print nothing.

Additional reference words: 6.00 w4wmerge w4wfield wm_word

Using the Lock Result Switch in Word for Windows

Article ID: Q70734

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

The description of the lock result switch in the "Microsoft Word for Windows User's Reference" does not include any examples of usage.

More Information:

Page 119 of the "Microsoft Word for Windows User's Reference" describes the lock result switch that you can include in fields. The switch prevents fields that are part of a result from being updated. However, the documentation provides no examples of using the switch. The lock result switch is represented by the exclamation point, and can be used in a field as follows:

```
{field \!}
```

where "field" is the field type. This switch locks the results of a field in an included file from being updated to the results of the main file. This is useful in situations where a file included in a main document contains fields that would have different results in the main document. These document-specific fields include TITLE, FILENAME, KEYWORDS, COMMENTS, and SEQ fields.

If you include a document containing these fields in a main document, these fields display the information associated with the main document rather than the included file where you insert them. If the INCLUDE FILENAME field in the main document contains the lock result switch (that is, {include filename \!}), then the results of these fields reflect the information associated with the included file. These secondary "included" fields are locked, or associated only with the included document when the lock result switch is added to the include field in the main document.

Note: This switch does not prevent all fields from updating. The INCLUDE field still updates in the main document, as do the TIME, DATE, and equations fields. The switch only locks field results that are specific to a particular document.

Reference(s):

"Microsoft Word for Windows User's Reference," page 119

"Microsoft Word for Windows Technical Reference," page 145

"Microsoft Word for Windows and OS/2 Technical Reference," page 334

Additional reference words: w4wfield statistics

1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c 6.00 wm_word

Formula in Table Produces Error in WinWord

Article ID: Q70990

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

If the result of a formula is too long (wide) to fit within a table cell, "Error!" will display in the Word for Windows table cell.

Text that is typed within a cell will word wrap when the end of the cell is reached. However, this is not true for the results of formulas that are entered into table cells.

For example:

`{eq \F(10000,45345)}`

If the width of the table cell is set to .5 inch, the above formula will result in "Error!". If the width of the cell is increased to .75 inch with the Format Table command, the following fraction will appear:

$$\frac{10000}{45345}$$

The width of the table cell needs to be wide enough to accommodate the result of the entered formula.

Additional reference words: w4wfield w4wtable

1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c 6.00 wm_word

Macro to Designate Table of Contents Entry Automatically
Article ID: Q70996

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

The following macro allows you to designate highlighted text as a table of contents entry without removing the text from the body of the document. You do not have to type the table of contents entry twice.

MORE INFORMATION

=====

You can assign the following macro to a menu and/or a key sequence to quickly designate text to be included in a table of contents:

```
Sub MAIN
a$ = Selection$()
CharRight 1
InsertFieldChars
Insert "tc " + Chr$(34) + a$
Insert Chr$(34)
CharRight 1
End Sub
```

When you have designated all of the table of contents entries with this macro, choose Table Of Contents from the Insert menu and select Use Table Entry Fields.

Table of Contents entries or TC fields are automatically formatted as hidden text. To edit these entries, you must select either Show All or Hidden Text. In Word 6.0, choose Options from the Tools menu, then choose Field Codes from the View tab. Mark the Hidden Text check box. In Word version 2.0 for Windows, choose Options from the Tools menu. Select the View category and mark the Hiddent Text check box. In Word version 1.0 for Windows, choose Preferences from the View menu and mark the Show All check box.

Additional reference words: w4wmacro w4wfield 1.00 1.10 1.10a 2.0 2.00
wm_word

Utilities Renumber Command Deletes Abbreviations in WinWord
Article ID: Q71026

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

The Utilities Renumber command in Microsoft Word for Windows will automatically number paragraphs beginning with abbreviations such as "P.O." or "U.P.S." and delete the abbreviation.

More Information:

If your document contains paragraphs or single lines beginning with abbreviations such as "P.O." or "U.P.S.", the Renumber command will automatically number that paragraph or line, and the abbreviation will be deleted.

Steps to Reproduce Problem

1. Type the following and press ENTER:

Heading 1

2. Type the following and press ENTER:

Heading 2

3. Type the following and press ENTER:

P.O. Box 111

4. Type the following and press ENTER:

U.P.S. Delivery

5. From the Utilities menu, choose Renumber.

6. Select All and Automatic. Your document will then look like:

1. Heading 1
2. Heading 2
- 3.Box 111
- 4.Delivery

(Not only does the Renumber command remove the abbreviation, but it also does not insert spaces between the number and the text.)

Workaround

Use the Renumber command in outline view (from the View menu, choose Outline), showing only the heading levels you want automatically renumbered; or manually insert the {autonum} fields in the paragraphs you want automatically numbered.

Microsoft has confirmed this to be a problem in Word for Windows. We are researching this problem and will post new information here as it becomes available.

Reference(s):

"Microsoft Word for Windows User's Reference," pages 92-93, 229-230.

Additional reference words: w4wfield 2.0 2.00 6.00
address number automatic wm_word

Print Merge Even/Odd Records in WinWord Form Letters

Article ID: Q71382

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

To print only the ODD records in a print merge, place a NEXT field code at the end of the form letter.

The following is an example:

```
{fname} {lname}
{company}
{street}
{city}, {state} {zip}
```

Dear {fname},

Here are the things that you need for the party....

Sincerely,

Jane Doe
{next}

To print EVEN records, insert a second DATA field at the beginning of the document, or use the NEXT statement as described above. If you use the NEXT statement, choose Print Merge from the File menu, then choose to merge from records 2 through x.

MORE INFORMATION

=====

Word for Windows Version 2.0

In Word for Windows 2.0, the NEXT statement performs the same function; however, please note the following:

- When you activate the field codes, the main document field codes appear differently from the codes appear in 1.x. For example,

```
{MERGEFIELD name}{MERGEFIELD address}
```

- When the field codes are not active, the main document field code names appear as follows:

```
(<<name>> <<address>>)
```

Note: The chevron symbols (<< and >>) appear smaller in Word for Windows version 2.0.

REFERENCES

=====

"Using Word for Windows," Que Publishing

Additional reference words: 6.00 w4wmerge w4wfield 1.0 1.00 1.1 1.10
1.1a wm_word 1.10a 2.00 skip miss

Using MERGEREC to Number Print Merge Records

Article ID: Q71829

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

The MERGEREC field can be used to automatically number the records in a Word for Windows print merge document.

MORE INFORMATION

=====

The MERGEREC field can be used in the main document of a print merge in Word for Windows to automatically number the records being merged. This field updates with the Print Merge command (from the File menu, choose Print Merge) and inserts the number of the current print merge record into the merged document.

To use the MERGEREC field:

1. Press CTRL+F9 to insert field braces {} in the main document where the merged record number is to be placed.
2. Type the word MERGEREC. (This is not case sensitive.)
3. From the File menu, choose Print Merge. Choose either Print or New Document to print the merged document or display it on the screen.

If you are merging multiple records into a table (for example, to print labels) a MERGEREC field should be placed in each cell of the table following the NEXT or NEXTIF field. The NEXT or NEXTIF field will increment the result of the MERGEREC field and number each record in the table.

REFERENCES

=====

"Microsoft Word for Windows User's Reference," page 102.

"Microsoft Word for Windows Technical Reference," page 173.

"Microsoft Word for Windows and OS/2 Technical Reference," page 364.

Additional reference words: 6.00 w4wmerge w4wfield wm_word

Using the {Autonum} Field Inside a WinWord Table Cell
Article ID: Q72064

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

When using the {autonum} field to number several paragraphs inside a single cell in a table, each paragraph displays the same number.

More Information:

The {autonum} field is used to number paragraphs, incrementing each new paragraph in sequence automatically. However, when the {autonum} field is used to number individual paragraphs in a table cell, each paragraph is numbered with the same number.

Steps to Reproduce Problem

1. Insert a table into a document with any number of rows and columns.
2. Type several paragraphs in one cell of the table. Insert the {autonum} field in front of each paragraph in the cell either manually
or using the Utilities Renumber command (in version 1.x).
3. Display the result of the field codes. Note that each paragraph is numbered 1.

The same action performed outside a table cell, or with each paragraph in a different cell produces the expected results of sequentially numbered paragraphs. The cell is treated as a paragraph in the case of the {autonum} field code, even though formatting each paragraph in a cell separately is allowed.

Reference(s):

"Microsoft Word for Windows User's Reference," pages 226-230

Additional reference words: w4wfield 1.00 1.10 1.10a 2.00 6.00
w4wtable wm_word

Table of Contents Left-Aligns Page Numbers

Article ID: Q72229

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

When a table of contents (TOC) is inserted in Microsoft Word for Windows, the page numbers will be displayed left aligned.

This problem was corrected in Word version 6.0 for Windows. To obtain new or updated Microsoft products, call Microsoft Consumer Sales at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

More Information:

When you insert a TOC that contains information for more than ten pages, the page numbers referencing the table items display on the right side of the left-aligned page. The page numbers do not line up according to decimal point. For example:

| | |
|---------------------------------|----|
| Computers..... | 7 |
| Software..... | 8 |
| Microsoft Word for Windows..... | 8 |
| Printers..... | 9 |
| LaserJets..... | 9 |
| Scanners..... | 10 |

More Information:

The "toc" styles that are applied within the table of contents `[[{toc}]]` field are defined with left-aligned tabs with dotted leader characters (...) selected.

To align the page numbers in a TOC by decimal position, edit the "toc" styles (toc 1, toc 2, and so on), as follows:

1. From the Format menu, choose Styles, then Define.
2. Select the style to edit, (toc 1, toc 2, and so on).
3. Click the Tabs button.
4. Select the tab at position 5.75" and choose Decimal for Alignment. Choose OK.
5. Choose OK to accept the style change.

The TOC will now have decimal-aligned page numbers. For example:

Computers.....7
Software.....8
 Microsoft Word for Windows.....8
Printers.....9
 LaserJets.....9
Scanners.....10

Reference(s) :

"Microsoft Word for Windows User's Reference," pages 357-360.

Additional reference words: w4wfield 2.00 2.00a 2.00a-CD 2.00b 2.00c

Word for Windows: Suppressing Blank Spaces in Print Merge
Article ID: Q72441

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

When performing a print merge in Microsoft Word for Windows, a blank space displays and prints if one field on a line is blank. A common example of this situation is a line with three name fields, such as the following:

{FNAME} {MI} {LNAME}

In a record where all three fields are filled, the merged record spacing is correct, as in the following example:

James R. Wood

In a record where the middle initial field {MI} is blank, an extra space occurs in the merged record, as in the following example:

Susan Peterson

Note: There are two spaces between the {FNAME} and {LNAME} results.

More Information:

You can eliminate this extra space by using the following conditional statement:

{FNAME} {IF {MI} <> "" "{MI} "}{LNAME}

Note: To enter the field brackets ({}), choose Field from the Insert menu (or press CTRL+F9).

Reference(s):

"Microsoft Word for Windows User's Reference," pages 97-98, and 200
"Microsoft Word for Windows and OS/2 Technical Reference," pages 41-42

Additional reference words: w4wmerge w4wfield 1.00 6.00
1.10 1.10a 2.00 2.00a 2.00b 2.00a-CD wm_word

Word for Windows: Using the Ordinal Switch in a DATE Field
Article ID: Q72571

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

To convert the number 15 to "15th" in a DATE field or another field that displays a number in Microsoft Word for Windows, use the ordinal switch (*ordinal).

More Information:

The following three examples demonstrate the use of the ordinal switch:

To display

March 21st, 1991

enter the fields:

```
{date \@ "MMMM"} {date \@ "d" \*ordinal}, {date \@ "YYYY"}
```

To display

Tuesday the 21st, 1991

enter the following fields:

```
{date \@ "dddd"} the {date \@ "d" \*ordinal}, {date \@ "YYYY"}
```

To display

10th

enter the following field:

```
{=\*ordinal 10}
```

If the "d" in the DATE field is used without the ordinal switch, as in the following DATE field

```
{date \@ "MMMM d, yyyy"}
```

the result will display:

May 21, 1991

The "d" abbreviation in a DATE field will return the date as the one-

or two-digit number corresponding to the day of the month. In this case, the "d" returns 21. Adding the ordinal switch (*\ordinal) changes 21 to 21st.

Reference(s):

"Microsoft Word for Windows User's Reference," pages 94, 113, 117, 118

Additional reference words: w4wfield 1.00 1.10 1.10a 2.00 6.00
th st Arabic wm_word

Word for Windows: Creating Multiple Tables of Contents

Article ID: Q72763

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows 1.0 and 2.0, you can create separate tables of contents for lists of figures, tables, photos, and so forth.

Note: while the following information can be used in Word for Windows 6.0, the user interface for building multiple tables of contents has been substantially changed. For more information on creating separate tables of contents in version 6.0, look in Help under Tables.

Each TOC field after the first one must be entered using Insert Field or CTRL+F9. Word for Windows cannot create two tables of contents in the same document with the Insert Table of Contents command, even if you give different heading levels for the second one. When you choose Table of Contents from the Insert menu to create a second table of contents, the following message will appear:

Do you want to replace the existing table of contents?

If you choose not to replace the existing table of contents, the first table of contents will be left intact.

More Information:

You can use heading paragraphs or TC fields to generate tables of lists using the TOC field.

Creating Tables of Lists Using Heading Paragraphs

To create multiple tables of lists using heading paragraphs, assign a different heading level to each list. For example, use heading 7 to format the titles of tables, heading 8 to format the titles of photos, heading 9 for figures, and so on. To create the tables of lists, create a separate TOC field for each heading level. For example:

```
{TOC \o 7-7}  
{TOC \o 8-8}  
{TOC \o 9-9}
```

In this example, the "\o" switch tells Word for Windows to create a table of contents using heading paragraphs. The numbers in the fields restrict the table of contents entries to paragraphs formatted with that number heading level. You must include both the starting and ending number for the heading level or the table will be created using

the designated level as well as all levels above it. For example, the field {TOC \o 7} will pick up heading levels 7, 8, and 9, but {TOC \o 7-7} will pick up only level 7.

Creating Tables of Lists Using TC Fields

To create multiple tables of lists using TC fields, a list identifier must be used in each of the TC fields. For example,

```
{TC "Table 1" \f t}
```

is an entry for a list of tables. "Table 1" is the text that will appear in the table of contents. The "\f" switch tells Word that the following letter identifies the list for this entry to be collected into. The list identifier can be any single letter.

To create a table of contents for the list of tables, use the field {TOC \f t}. The "\f" switch in this field tells Word to compile the table of contents using TC fields. If no identifier is given, Word will compile all TC fields in the document.

When you use TC fields for the table of contents, you may also use the "\l" switch to designate a level for a given list. This switch is placed in the TC field. Each level is indented 0.5 inch from the previous level. For example, the field {TC Table 1 \f t \l 3} will cause Word to indent the table of tables 1 inch from the left margin.

NOTE: There is a documentation error in on-line help for Word for Windows 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c , as well as the printed fields documentation provided with the Word for Windows Macro Development Kit. In the help topic for the TOC field, the following example is given:

"For example, if you want only heading 3 in your table, yourcode should be {toc \p 3-3}."

The field should read {toc \o 3-3}.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 558-564

"Microsoft Word for Windows User's Reference," version 1.x, pages 109-111

Additional reference words: docerr w4wfield w4wfield 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c 6.00 wm_word

Setting Sequence Numbering Using a Bookmark in WinWord

Article ID: Q72767

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

You can use the {SET} statement to set the sequence numbering in a {SEQ \r} statement in a Microsoft Word for Windows document.

More Information:

The \r switch used in a sequence field resets the sequence number to the number following the \r. You can also use a bookmark with a numeric value in this field. The SET variable is considered a bookmark after the SET field is updated. (The field can be updated by pressing F9 while the field is selected.) In the following example, the bookmark {year} is set to 1992 at the beginning of the document. The {SEQ} field starts the sequence number at {year}, which results in 1992.

It is important to remember that the variable {year} becomes a bookmark that must be contained in field code brackets when used.

| Example | Result |
|-------------------|--------|
| ----- | ----- |
| {set year 1992} | |
| {SEQ yr \r{year}} | 1992 |
| {SEQ yr} | 1993 |
| {SEQ yr} | 1994 |

Reference(s):

"Microsoft Word for Windows User's Reference," pages 106-107

Additional reference words: w4wfield 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c wm_word

Button Fields Following Nonupdated Field Don't Work Correctly
Article ID: Q73434

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

In Microsoft Word for Windows, a MACROBUTTON field or a GOTOBUTTON field will not work correctly when it directly follows any field that has not been updated and is not displaying a result. The text of the button field will appear in the document, but it will not perform the function when you double-click it or when you press ALT+SHIFT+F9.

STATUS

=====

This problem was corrected in Word version 6.0 for Windows.

MORE INFORMATION

=====

Steps to Reproduce Problem

1. Insert the DATE field by pressing CTRL+F9 and typing "date" (without the quotation marks) between the field brackets.
2. Press the END key to move outside the DATE field.
3. Enter a MACROBUTTON field (or a GOTOBUTTON field) on the same line as the DATE field with no spaces or tabs between the two fields.
4. Select the two fields and toggle the field codes off with SHIFT+F9.

The button field text will appear but the DATE field will not display a result. Double-clicking a MACROBUTTON will result in a beep. Double-clicking a GOTOBUTTON may result in the insertion point moving to the beginning of the document.

This behavior only occurs if there is a field directly in front of the button field that is not displaying either the field code or result. This can be corrected by doing any one of the following:

1. Press F9 to display the result of the field that has not been updated.

-or-

2. Press SHIFT+F9 to display the field code of the nonupdated field.

-or-

3. Display both field codes and put a space, tab, or paragraph return between the fields.

Additional reference words: w4wfield w4wmacro

Nested Fields in IF Statement Always Update in WinWord
Article ID: Q74053

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

All fields nested within an IF statement are updated during the evaluation of that IF statement, regardless of whether the IF statement proves TRUE or FALSE. In the following example

```
{IF test="yes" "{fillin "response one"}" "{fillin "response two"}"}
```

both fillin fields are updated, prompting you twice. Only one prints, based on the result of the IF statement. This happens because Word for Windows updates fields from the inside out. Both of the fillin fields get updated before the IF statement test is performed. This functionality is by design.

More Information:

This behavior can create challenges if you need to selectively perform FILLIN or ASK statements during a print merge. You can do such tasks by using a different logical structure than the one above. The following example

```
{fillin {if test = "yes" "response one" "response two"}}
```

prompts you with "response one" if test is "yes", and "response two" if test is "no". This allows conditional fillin prompts without getting multiple prompts.

Reference(s):

"Microsoft Word for Windows and OS/2 Technical Reference," page 335

Additional reference words: w4wfield w4wmerge 1.0 1.1 1.1a 2.0 1.00 1.10 1.10a 2.00 2.0a 2.00a 2.0b 2.0a-CD 2.00b 2.00a-CD wm_word 6.00

WinWord: Paragraph Return Inserted Between Separate Indexes
Article ID: Q74972

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, if you compile an index in several parts (such as an index including a range of letters), Word inserts a paragraph return between each of the separate parts. This occurs whether or not you separate each of the index fields with a paragraph return. Removing this paragraph mark deletes the entire index reference.

More Information:

The "Microsoft Word for Windows User's Guide" recommends breaking up an index that includes more than 4,000 entries into several parts. This allows the updating of each part to be done one field at a time and the computer's memory to be reused to update the next field. For example, a complete index can be compiled from the following inserted fields:

```
{index \p a-f}
{index \p g-r}
{index \p s-z}
```

Note: To insert the field braces, press CTRL+F9.

These fields compile an entire index, with paragraph returns automatically inserted between the result of each separate index field. In the above example, a paragraph return is inserted between the f and g entries of the index and between the r and s entries of the index.

Note: Even if the fields are entered in the same paragraph (no paragraph returns between fields), the index is still compiled with paragraph returns between the individual parts.

Steps to Reproduce Problem

1. From the File menu, choose Open, and choose the OK button.
2. Type the following lines of text:

```
a index
c index
x index
z index
```

3. Select each line of text individually WITHOUT the corresponding paragraph mark. From the Insert menu, select Index Entry. Accept the defaults in the dialog box, and choose the OK button.
4. From the Insert menu, choose Break, accept the default options, and choose the OK button.
6. Press CTRL+F9 to generate a pair of field code braces. Within the braces, type the INDEX field command, followed by the \p switch, followed by the range selection. It should appear as follows:

```
{INDEX \p A-D}
```

7. Repeat the actions in step 6 to set up another index range for the remaining index entries. The result should appear as follows:

```
{INDEX \p A-D}{INDEX \p E-Z}
```

8. Select these field codes, and press F9 to update them.
9. The result is a paragraph mark followed by the first index range and a second paragraph mark followed by the second index range. This occurs even though there are no paragraph marks involved with the index range entries.

Attempting to select either of these paragraph marks for deletion fails. The paragraph marks are permanently associated with the index range entries. You can work around this problem by manually inserting the paragraph marks prior to updating the index range entries. If an initial separation exists, the index range entry does not generate the permanently associated paragraph marks. This should appear as follows:

```
[ENTER]
{INDEX \p A-D} [ENTER]
{INDEX \p E-Z}
```

where [ENTER] refers to pressing the ENTER key prior to each index field entry.

The results are exactly the same as described in step 9 above; however, you can delete the paragraph marks to make the index range entries contiguous. Be aware that updating again generates a new set of index references that include the permanent paragraph marks.

Reference(s):

"Microsoft Word for Windows User's Guide," pages 567-569

"Microsoft Word for Windows User's Reference," pages 165, 182

Additional reference words: w4wfield 2.00 brackets 2.00a 2.00a-CD
2.00b 6.00 wm_word

Control Panel Changes Insert Field Date and Time Instructions

Article ID: Q75109

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
 - Microsoft Windows for Workgroups version 3.11
-

Summary:

The Microsoft Windows Control Panel International date and time settings change the date and time instructions in the Microsoft Word for Windows Insert Field dialog box.

More Information:

In Microsoft Word for Window, the Insert Field dialog box lists a number of possible formats for displaying the date and time. The Control Panel in Windows allows you to change the display of the date and time in Windows. These changes affect the Instructions list in the Insert Field dialog box for the date and time in Word for Windows.

For example:

1. In Word for Windows, choose Field from the Insert menu and select Date in the Insert Field Type list box. Note the display of the optional instructions.
2. Choose Cancel to exit the dialog box.
3. Press the keyboard combination ALT+SPACEBAR and choose Run.
4. Choose Control Panel and OK.
5. Select the International icon and press ENTER.
6. Under Date Format, choose the Change button.
7. Change the Order and Separator used in the Short Date Format and choose OK.
8. Choose OK again and close the Control Panel.
9. In Word for Windows, choose Field from the Insert menu and select Date. Note that the short format dates (the dates displaying MMddyy) in the Instructions list box have changed to reflect the Control Panel Order and Separator options.

The time field instructions are affected only when the separator is changed in the Control Panel.

For more information on changing the default time and the long date format, query on the following words:

default and time and date and format and w4wfield

Reference(s):

"Microsoft Windows User's Guide," version 3.0, pages 180-184

Additional reference words: w4wfield 2.0 2.00 6.00 wm_word

Placing Boxes Around Characters and Words

Article ID: Q75456

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, it is possible to put boxes around individual letters, words, or combinations of words. Listed below are various examples using the Equation formula field to place boxes around characters and words.

More Information:

To put a box around an individual letter, word, or combination of words, use the {eq} field with the \x switch. For example

```
{eq \x (b) \x (o) \x (x)}
```

will give the following result:

```
-----  
| b | | o | | x |  
-----
```

{eq \x (box)} will create the following result:

```
-----  
| box |  
-----
```

You can combine more than one \x switch in a single line of text, but the combined text and borders is limited to only one line of print. If the entered text and borders exceeds the width of the paragraph or the document margins, an error will display.

This field can be combined with paragraph borders and page borders to get a nested border box effect as in the following example:

1. Insert one or more of the fields shown above.
2. Word 6.0: With the cursor still in the paragraph with the field, from the Format menu select Borders and Shading and from the Borders dialog choose Box

Word 2.0: With the cursor still in the paragraph with the field, choose Border from the Format menu and click on Box to put a box around the entire field.

Word 1.x: With the cursor still in the paragraph with the

field, choose Paragraph from the Format menu and choose Border Box to put a box around the entire field.

The result will be a paragraph border around the border applied with a field.

Box borders can also be nested as in the following example:

```
{eq \x(\x(\x(example)))}
```

For more information on creating page borders, query on the following words:

adding and page and borders

Reference(s):

"Microsoft Word for Windows User's Reference," pages 139-140.

"Take Word for Windows to the Edge," (ISBN 1-56276-079-3) by Guy Gallo, Ziff-Davis Press, page 338

Additional reference words: w4wformat 6.00 wm_word
w4wfield

Incorrect Merge Results with Conditional IF Statement
Article ID: Q75623

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

When you use the Microsoft Word for Windows print merge feature, the results may be incorrect when using a conditional IF statement.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. We are researching this problem and will post more information here in the Microsoft Knowledge Base as it becomes available.

MORE INFORMATION

=====

If the following three conditions are true, a print merge may produce incorrect results:

1. The header contains a word that is also the first word of a field in a data record.

Example: name,honors,list,class
 John,Dean List,Honors List,Math
 ^^^^^^^^^^^^^^

2. This same data record contains a blank field for this header.

Example: name,honors,list,class
 John,,Honors List,Math
 ^

3. An IF condition is used for the field that contains data with the first word that is the same as a header.

Example: {if{list}<>" " "{list}<return>
 "}

Steps to Reproduce Problem

1. Insert a table as follows:
-


```

|name|honors      |List      |Class      |teacher|
|-----|-----|-----|-----|
|Twan|Dean's List|Honors List|Math      |Speller|
|-----|-----|-----|-----|
|Joe |              |Late List |Honors Math|Tuck    |
|-----|-----|-----|-----|
|Mike|Class Clown|Honor Roll |          |Smart   |
|-----|-----|-----|-----|

```

2. Save the file as DATA1.DOC.
3. From the File menu, choose New, then OK.
4. Create a form letter as follows:

```

{data c:\\winword\\data1.doc}

{name}
{if{honors}<>" " "{honors}<return>
"}{list}
{if {class}<>" " "{class}<return>
"}{teacher}

```

5. Save the file as MAIN1.DOC.
6. From the File menu, choose Print Merge, then choose Print or New Document to see the results.

Desired Result

| Page 1 | Page 2 | Page 3 |
|-------------|-------------|-------------|
| Twan | Joe | Mike |
| Dean's List | | Class Clown |
| Honors List | Late List | Honor Roll |
| Math | Honors Math | |
| Speller | Tuck | Smart |

Actual Result

| Page 1 | Page2 | Page 3 |
|-------------|-----------|------------|
| Twan | Joe | Mike |
| Dean's List | Late List | Honor Roll |
| Honors List | Tuck | Smart |
| Math | | |
| Speller | | |

Both the Honors and Class merge fields are used in conditional IF statements and produce no merge results under the above conditions, even when the record contains data for these fields.

Additional reference words: w4wmerge w4wfield 2.0 2.00 2.0a 2.00a 2.0b 2.0a-CD 2.00b 2.00a-CD 2.00c 6.00

Index Ignores Fields in Index Entry in Word for Windows
Article ID: Q75625

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

If a display field is inserted (nested) into an index entry in Microsoft Word for Windows version 1.0 or 2.0, the field will not be included in the index entry of the compiled index. AUTONUM, EQ, and SYMBOL fields are display fields.

This problem was corrected in Word version 6.0 for Windows. To obtain new or updated Microsoft products, call Microsoft Consumer Sales at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

More Information:

Fields in an XE field are ignored by the index. If the entire contents of the index entry is a field, the entire entry will be ignored. If the display field is midway through the index entry, the field and everything after it will be ignored.

Steps to Reproduce Problem

1. Press CTRL+F9 to insert field characters.
2. Type "XE" (without the quotation marks) and one space.
3. Type a double-quotation mark.
4. Press CTRL+F9 to insert nested field characters.
5. Inside the nested field characters, type "eq \f(1,2)" (without the quotation marks).
6. Press the RIGHT ARROW key to move the insertion point between the two closing braces of the nested field and XE field.
7. Type " Of The Year" (without the quotation marks). Type a double-quotation mark.
8. Position the insertion point on a line below the XE field.
9. Press CTRL+F9 to insert field characters.
10. Inside the field characters, type "index" (without the

quotation mark).

11. Press CTRL+Keypad 5 to select the document, and press F9 to update all fields.
12. Open the View menu and make sure Field Codes is not chosen. Choose Preferences from the View menu and make sure Show All is not selected.

Result:

Of The Year 1

Expected Result:

1/2 Of The Year 1

This problem was corrected in Word version 6.0 for windows. To obtain new or updated Microsoft products, call Microsoft Consumer Sales at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661. Reference(s): "Microsoft Word for Windows User's Reference," pages 164-167. Additional reference words: w4wfield 2.00 2.00a 2.00a-CD 2.00b 2.00c

Paragraph Inserted with Paste Linked Spreadsheet from Excel
Article ID: Q75717

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

If you bring a Microsoft Excel spreadsheet into a Microsoft Word for Windows document using the Paste Link command, a blank paragraph is inserted above the table. The paragraph mark cannot be selected or deleted; however, the spacing can be reduced. The blank paragraph does not appear if you bring the spreadsheet into Word for Windows using the regular Paste command.

More Information:

Workaround

To reduce the spacing around the inserted paragraph, use the following steps:

1. Position the insertion point to the left of the paragraph mark. (You cannot select the mark only.)
2. From the Format menu, choose Paragraph.
3. Change line spacing from Auto to -0.04 li or -0.01".

Steps to Reproduce Problem

-
1. Create a spreadsheet in Excel.
 2. Select a range of cells to insert into Word for Windows.
 3. From the Edit menu, choose Copy.
 4. Start Word for Windows. From the Edit menu, choose Paste Link.
 5. Choose the OK button.

Note: If the field code is displaying rather than the desired information, clear the Field Codes command on the View menu. In Word 1.x, also verify that the Show All option is not selected in the Preferences dialog box.

A blank paragraph is inserted immediately above the table. This paragraph is not present if the field code is displayed.

Reference(s):

"Microsoft Word for Windows User's Reference," version 1.x, pages
178-179

Additional reference words: 1.0 1.1 1.1a 2.0 2.0a 1.00 1.10 1.10a 2.00
6.00 wm_word w4wtable 2.00a w4wfield

Automatic Paper Tray Switching on HP LaserJet in WinWord
Article ID: Q75758

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

Word for Windows Version 6.0

To switch paper trays in Microsoft Word for Windows version 6.0, choose Page Setup from the File menu, then choose the Paper Source tab. You can select a paper source in the First Page and Other Pages boxes. The options that appear in these boxes are those available for the printer currently selected in the Print dialog box. In the Apply To box, select the Whole Document or the This Point Forward option. If you select This Point Forward, Word will force a section break (which will also produce a page break).

Word for Windows Version 2.0

To switch paper trays in Microsoft Word for Windows version 2.0, choose Page Setup from the Format menu, then choose the Paper Source button. You can select a paper source in the First Page and Other Pages boxes. The options that appear in these boxes are those available for the printer currently selected in the Print Setup dialog box. In the Apply To box, select the Whole Document or the This Point Forward option. If you select This Point Forward, Word will force a section break (which will also produce a page break).

Word for Windows Version 1.x

When you are printing a Word for Windows document, you can switch paper trays automatically on a Hewlett-Packard (HP) LaserJet printer by using the PRINT field and HP LaserJet escape codes.

More Information:

You can use the PRINT field, described on page 104 of the "Microsoft Word for Windows User's Reference," to embed printer control codes in a Word document. These codes go directly to the printer's processor. Enter the PRINT field as the very first item on the first page (or first of a series of pages) that you want to print from another tray. To do this, use the following steps:

1. Press CTRL+F9, and type PRINT between the braces ({}).
2. Press the SPACEBAR once.

3. Type the escape character, 027, and type a double quotation mark. Enter the code used to switch trays, and another double quotation mark. The entire decimal code for Paper Feed Selection is as follows:

```
027"&l#H"
```

The result should appear as follows:

```
{PRINT 027"&l#H"}
```

where "#" is the numeric code of the feed option desired. The following is the list of the feed option numeric code and the corresponding feed option:

| Code | Feed Option |
|------|--|
| ---- | ----- |
| 0 | page eject |
| 1 | upper tray feed |
| 2 | manual feed |
| 3 | manual envelope feed |
| 4 | lower tray |
| 6 | envelope feeder (lower cassette on IIIP) |

For example, the complete code to change the paper feed to manual is:

```
{print 027"&l2H"}
```

The inserted fields will command the printer to print the following pages from the bin specified by the numeric code of the feed option inside the field.

This method was tested on the HP IIP and IIIsi, and the Panasonic KX-P4450 and 4450i. The codes work as advertised with the HP printers; however, the codes cause the Panasonic printers to print reversed.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 218-242

"Microsoft Word for Windows User's Reference," version 1.x, page 104

"The LaserJet Handbook" (Bennett & Randall, Brady Books, 1990, page 370

Additional reference words: w4wprint w4wfield 1.0 1.1 1.1a 1.00 1.10 6.00 wm_word 1.10a 2.00

Placing Sequential Page Numbers in Columns on Same Page
Article ID: Q76479

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

To place sequential page numbers at the bottom of a section column in Microsoft Word for Windows, the following field codes should be included in a table within a footer.

More Information:

This article assumes the document has been formatted for a two-column section. Whether you format the document with a first-page footer or have two footers separated by a next-page section break, the first footer should have a table, formatted in two columns. The table should look as follows:

Word for Windows 2.x and 1.x

|-----|-----|
| {page} | {=sum([r1c1])+1} |
|-----|-----|

The second and following pages should have a footer with a table formatted in two columns. The table should look as follows

|-----|-----|
| {={page}*2-1} | {=sum([r1c1])+1} |
|-----|-----|

where all the curly brackets are inserted using CTRL+F9.

Word for Windows 6.0

|-----|-----|
| {page} | {=sum(a1) +1} |
|-----|-----|

The second and following pages should have a footer with a table formatted in two columns. The table should look as follows

|-----|-----|
| { {page}*2-1} | {=sum(a1) +1} |
|-----|-----|

Reference(s) :

"Microsoft Word for Windows User's Reference" pages 95-96, 103, 364.

Additional reference words: w4wfield 1.00 1.10 1.10a 2.0 2.00

Maximum Page Number with PAGE Field in Word for Windows
Article ID: Q77359

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

Microsoft Word for Windows versions 1.0, 1.1, and 1.1a allow a maximum Arabic page number of 5000; Word for Windows version 2.0 allows a maximum Arabic page number of 32,767. With Roman numbering, the maximum number is 3999 for all versions. Attempting to number pages higher than the maximum using the PAGE field and the Header/Footer command in Word for Windows version 1.x, or the Page Numbers command in Word for Windows version 2.0 results in either an incorrect number or no number.

More Information:

Workaround

In Word version 2.0, use the following steps to number pages after page 32,767:

1. On page 32,767, insert the following fields at the location where you want the page number to appear:

```
{SEQ page \r 32767}  
{SEQ pageX}
```

2. On each page following page 32,767, insert the following fields at the location where you want the page number to appear:

```
{SEQ pageX \h}  
{={SEQ pageX \c}+{SEQ page \c}-1}
```

Note: You must add the result of two SEQ fields because the maximum result of a SEQ field is also 32,767.

In Word version 1.x, use the following steps to number pages after page 5000:

1. Insert the following field on page 5001 at the location where you want the page number to appear:

```
{SEQ page \r 5001}
```

2. On each page following page 5001, insert the following field at the location where you want the page number to appear:

{SEQ page}

In all versions of Word, you cannot insert a SEQ field to start Roman numbering at a value greater than 3999. The largest Roman numeral supported by Word is 3999 (mmmcmxcix). If you insert a SEQ field with a \r switch to start at a number greater than 3999, Word returns the following error message:

Error! Number can not be represented in specified format.

Reference(s):

"Microsoft Word for Windows User's Reference," pages 103, 106-107

Additional reference words: w4wfield 1.00 1.10 1.10a 2.00 limit 6.00
2.0a 2.00a 2.0b 2.0a-CD 2.00b 2.00a-CD 2.00c wm_word

Cannot Insert Nested Formula with Insert Field Command

Article ID: Q77620

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

The Insert Field command does not allow recursion or the nesting of multiple instructions or switches with the Instructions list box in Microsoft Word for Windows. Additional instructions or switches must be nested manually. If you use the Insert Field command and choose to nest instructions using the Instructions list box and the Add button, the instructions are not nested.

Steps to Reproduce Problem

1. From the Insert menu, choose Field.
2. Select Formulas from the Insert Field Type list.
3. Select Fraction from the Instructions list.
4. Choose the Add button.
5. Position the insertion point in the Field Code box between the "(" and the "," and select Radical from the Instructions list.
6. Choose the Add button.

The field code reads `{eq \F(,) \R(,)}` instead of `{eq \F(\R(,),)}`.

Reference(s):

"Microsoft Word for Windows User's Reference," pages 88-119

Additional reference words: w4wfield recursive 1.00 1.10 6.00
1.10a 2.00 2.00a 2.00b 2.00a-CD wm_word

WinWord: Revision Marks Not Displayed with Field Code Results
Article ID: Q77650

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, certain field code results do not display with revision marks when you activate Mark Revisions.

This problem was corrected in Word version 6.0 for Windows.

Steps to Reproduce Problem in Word for Windows version 2.0

1. From the Tools menu, choose Revision Marks. Select the Mark Revisions check box, and choose the OK button.
2. Press CTRL+F9 to insert a field, and type the word "date" (without the quotation marks).
3. Press F9 to update the field. From the View menu, verify the Show All and Field Codes options are NOT chosen.

Note: The date displayed is underlined as expected when Mark Revisions is selected.

4. Move the insertion point to another line in the document, press CTRL+F9 to insert another field, and type the word "autonum" (without the quotation marks).

The number "1" appears without a revision mark underline, even though the field code itself appears to be underlined. Other field results in version 2.0 that do not appear underlined include symbols inserted by choosing Symbol from the Insert menu and any result of the Insert Object command.

Steps to Reproduce Problem in Word for Windows version 1.x

1. From the Utilities menu in version 1.0, 1.1 or 1.1a, choose Revision Marks, select Mark Revisions check box, and choose the OK button.
2. Press CTRL+F9 to insert a field, and type the word "date" (without quotation marks).
3. Press F9 to update the field. From the View menu, verify the Show All and Field Codes options are NOT chosen.

Note: The date displayed is underlined as expected when Mark Revisions is selected.

4. Move the insertion point to another line in the document, press CTRL+F9 to insert another field, and type the word "autonum" (without the quotation marks).

The number "1" appears without a revision mark underline, even though the field code itself appears to be underlined.

Microsoft has confirmed this to be a problem in Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD and 2.0b. This problem was corrected in Word version 6.0 for Windows.

Reference(s):

"Microsoft Word for Windows User's Reference" pages 85-118, 294-296

Additional reference words: w4wfield 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c

Field Braces Not Ignored During Search in Word for Windows
Article ID: Q77681

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

SUMMARY

=====

In Microsoft Word for Windows, if you search for items that are field results and the search includes a character before the text of the field result, Word cannot find the text. The field characters need to be included in the search string.

MORE INFORMATION

=====

The field characters or braces surrounding the field code are not ignored even if they are turned off or hidden. When viewing the field results, Word remembers that field characters surround the field results. Therefore, when searching for text that includes characters before the text contained in the field result, such as "^p", the matching text is not found.

Steps to Reproduce Problem

1. In a Word for Windows document, type "See page number:" (without quotation marks).
2. With the insertion point positioned directly after "See page number:," insert a page field by pressing CTRL+F9 and typing "page" (without the quotation marks). The line should appear as follows:

"See page number:{page}"

Note: Verify there is no space between the colon and page field.

3. Select the page field and update it by pressing F9.
4. If "1" does not appear in place of the {page} field, press SHIFT+F9 to toggle the field results.
5. From the Edit menu, choose Replace.
6. If you are using Word for Windows version 1.x, type ":1" (without the quotation marks) in the Search For box. Choose the OK button.

If you are using Word for Windows version 2.0, type ":1" (without the quotation marks) in the Find What box. Choose the Find Next button.

7. The search text is not found, even though it appears on the screen.

Additional reference words: w4wfield 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD
2.00b 2.00c 6.00

Making Numpages Format Match Page Number Format in WinWord
Article ID: Q77686

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, you can use field switches to make the results of a Numpages field match the format of the Page field.

More Information:

With the Header/Footer command, you can set a page numbering format as numeric, roman numerals (uppercase and lowercase), and alphabetic (uppercase and lowercase). By default the Numpages field inserts a numeric value. You can control the format of the result by using field switches. The following is a list of Numpages fields with switches and their corresponding results:

| | |
|-------------------------|---|
| {numpages} | 1 |
| {numpages *roman} | i |
| {numpages *Roman} | I |
| {numpages *alphabetic} | a |
| {numpages *Alphabetic} | A |

Reference(s):

"Microsoft Word for Windows User's Reference", p. 113

"Microsoft Word for Windows and OS/2 Technical Reference", pp. 326-328

Additional reference words: 1.00 1.10 1.10a 2.00 w4wfield 6.00
wm_word

Paragraph Mark Always Inserted in Field With Table as Result
Article ID: Q77825

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows versions 1.x and 2.x, any field that displays a table as a result also displays a paragraph mark preceding the table. The paragraph mark displays because although a field can be inserted into the middle of a paragraph, a table cannot be contained within a paragraph. The paragraph mark at the beginning of the field prevents the table from inserting into the middle of the paragraph.

This paragraph mark cannot be deleted or modified.

Status:

This problem has been corrected in Word version 6.0 for Windows.

More Information:

This behavior makes it impossible to use DDE or DDEAUTO links to an Excel file to create a data file for use in a Word for Windows print merge.

For more information on print merge errors caused by DDE or DDEAUTO links to Excel, query on the following words:

valid and bookmark and name and dde

Additional reference words: w4wfield w4wmerge 1.00 1.10 1.10a 2.00 1.0 w4wtable 1.1 1.1a 2.0 2.0a 2.00a 2.0b 2.0a-CD 2.00b 2.00a-CD

Can't Access Record Selection Box in WinWord 2.0 Print Merge
Article ID: Q78228

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

SUMMARY

=====

In Microsoft Word for Windows, if you perform a print merge with a main document that is set up with a record selection rule and the field name used in the rule no longer exists in the data document, you cannot access the Record Selection dialog box to change this rule.

MORE INFORMATION

=====

WORKAROUND

=====

To bring up the Record Selection dialog box, use one of the following procedures:

- Correct the data document by changing the modified field name back to the original name or by adding the modified field name to the existing field names.
- If the wrong data file is attached, remove it from the main document by choosing Print Merge from the File menu and choosing Remove Attachments. Then choose Attach Data File, and select the correct data file to attach to the main document.
- Select and copy all of the text from the current document (excluding the final paragraph mark) and paste it into a new document and re-attach the data file.

Steps to Reproduce Problem

1. Open or create a print merge main document in Word for Windows with the field names "name" and "address".
2. From the File menu, choose Print Merge. Choose the Merge button, and choose the Record Selection button.
3. From the Field Name box, select Name. From the Is box, select Equal To, and type "Bob" (without the quotation marks) in the Compare To box.
4. Choose the Add Rule button, then choose the OK button.
5. Choose the Close button to exit the Print Merge dialog box.

6. Change the Name field in the data document to "firstname."

7. Switch back to the main document and repeat step 2.

Choosing the Record Selection button now has no effect. The button flashes, and the focus and default buttons return to the OK button. It does not bring up the Record Selection dialog box to edit or remove the applied rule. The data document must be edited to add the field name used in the rule, or a data document that contains the field name used in the rule must be attached to the main document.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," pages 609-630, 634, 670

Additional reference words: w4wmerge 2.00 pmh helper w4wfield 2.00a
2.00a-CD 2.00b

Internal Paste Link Doesn't Update When a New File is Saved
Article ID: Q78302

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

If you create a link between an unsaved document and a new document in Microsoft Word for Windows version 2.x, and then save the first document, the link is not updated to reflect the new filename.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

WORKAROUND

=====

To update the link, select Links from the Edit menu, select the link you want to update from the Links list box, and click the Change Link button. In the Change Link dialog box, type the new filename in the File Name box.

Steps to Reproduce Problem

1. From the File menu, choose New. Choose the OK button to create a new document (Document1) based on NORMAL.DOT.
2. Type some text in Document1.
3. Select the text. From the Edit menu, choose Copy to place the text on the Clipboard.
4. From the File menu, choose New. Then choose the OK button to create a second new document (Document2) based on NORMAL.DOT.
5. From the Edit menu, choose Paste Special. Select the Formatted Text option, then choose the Paste Link button.

6. From the View menu, choose Field Codes. This displays the INCLUDE field created by Word for Windows to establish the link to Document1. The field code should look similar to the following:

```
{INCLUDE Document1 INTERN_LINK1 \* mergeformat}
```

Note: The document number and intern_link number may be different, depending on how many documents or links have been previously established.

7. From the Window menu, choose Document1 from the list of filenames to switch back to the first document.
8. From the File menu, choose Save As. Type a filename in the File Name box, and choose the OK button.
9. From the Window menu, choose Document2 from the list of filenames to return to Document2. The INCLUDE field does not reflect the new filename for Document1. If you update the field by pressing F9 and turn off the Field Codes option, the error message "Error! Not a valid filename." displays instead of the original link text.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 682-684, 688-689

Additional reference words: 2.00 w4wfield 2.00a 2.0b 2.0a-CD 2.00b 2.00a-CD

Field to Print "Continued" in Word for Windows Footers
Article ID: Q78313

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, you can insert a field into the document footer to print "Continued" for all pages of a document except the last page.

More Information:

To print the word "Continued" in a footer for all pages except the last, follow these steps:

1. From the View menu, choose Header/Footer.
2. Select Footer and choose the OK button.
3. In the footer, press CTRL+F9 to insert field braces. Inside the braces, type "if " (without the quotation marks), press CTRL+F9 for another set of field braces, and type "numpages" (without the quotation marks) inside the field braces.
4. Press the RIGHT ARROW key once to position the insertion point outside the closing brace of the Numpages field. Type ">" (without the quotation marks), press CTRL+F9, and type "page" (without the quotation marks) inside these field braces.
5. Press the RIGHT ARROW key once to position the cursor outside the closing brace of the PAGE field. Type a space and "Continued" (with the quotation marks).

The field should appear as follows:

```
{if {numpages}>{page} "Continued"}
```

Reference(s):

"Microsoft Word for Windows User's Guide", page 752

Additional reference words: w4wfield 2.00 2.00a 2.00a-CD 2.00b 2.00c 6.00 wm_word

SYMBOL Field Font Switches \f, \s, and \h in Word for Windows
Article ID: Q78385

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

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In Microsoft Word for Windows there are three switches that you can use in the SYMBOL field to affect the font, point size, and line spacing of the resulting symbol character.

MORE INFORMATION

=====

Available Switches

- \s The \s switch indicates the font size. If the \s switch is not included in the field, the field result is formatted with the point size of the character formatting applied to the SYMBOL field.
- \f The \f switch indicates the font. If the \f switch is not included in the field, the field result is formatted with the font of the character formatting applied to the SYMBOL field.
- \h The \h switch tells Word not to adjust the line spacing. With this switch, a 24-point bullet character does not force the entire line to be spaced for this character. If the \h switch is not included in the field, the spacing of the entire line adjusts to account for the size of the bullet character.

If you insert a bullet by choosing Symbol from the Insert menu and selecting the bullet character from the Symbol font set, the SYMBOL field displays as {SYMBOL 183 \f "Symbol"} (where 183 is the ANSI code for the bullet character).

When you insert a bullet by using the Bulleted List button on the tool bar or by choosing Bullets and Numbering from the Tools menu, the SYMBOL field displays as follows:

```
{SYMBOL 183 \f "Symbol" \s 10 \h}
```

For more information on the SYMBOL field, search for "Symbol field" using the Help menu.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 153-155,
521-528

Additional reference words: w4wfont toolbar 2.00 w4wfield

WinWord Outline View May Display Incorrect Number of Pages
Article ID: Q78423

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

In Microsoft Word for Windows, when viewing a document longer than one page in outline view, the NUMPAGES field in a header or footer may not display the correct number of pages for the outline.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. We are researching this problem and will post more information here in the Microsoft Knowledge Base as it becomes available.

Steps to Reproduce Problem

1. From the File menu, choose Open.
2. If necessary, select the WINWORD directory from the Directories box. Select GRAPHICS.DOC from the File Name box, and choose the OK button.
3. From the View menu, choose Outline.
4. Click the "3" button on the outline bar, or press ALT+SHIFT+3 to display only heading levels 1-3.
5. From the File menu, choose Print Preview.

The number of pages shown in the header on page two is incorrect. Although the document has nine pages, the outline displays only four.

MORE INFORMATION

=====

Updating the NUMPAGES field should allow the header to represent the correct number of pages in outline view, but the correct page number does not always display on the screen. The correct number does print, even if the display is incorrect.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 490, 510-514,
574

Additional reference words: 1.0 1.1 1.1a 1.00 1.10 1.10a 2.0 2.00
w4wfield footer wrong incorrect improper 2.0a 2.00a 2.0b 2.0a-CD 2.00b
2.00a-CD 6.00

Edited MERGEFIELD Results Do Not Affect Fields in WinWord
Article ID: Q78655

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

In Microsoft Word for Windows, the results of a MERGEFIELD field typically display the name of the field from the data document. You can edit the displayed results of this field, but doing so does not change the field itself.

STEPS TO REPRODUCE PROBLEM

=====

Word version 6.0 for Windows

1. Type "mergefield hello" (without the quotation marks).
2. Select the above words, and press CTRL+F9.
3. Press the F9 key.
4. Turn off the field codes. To do this, from the Tools Options View menu, look for an X next to Field Codes. If there is an X next to Field Codes, choose Field Codes to turn this option off.
5. Select the word "hello," but do not include the MERGEFIELD chevrons in your selection.
6. Press the DEL key and type the word "bye" (without the quotation marks).
7. Choose Field Codes from the Tools Options View menu to activate the field codes.

With field codes active, the field reads {mergefield hello}. With field codes turned off, the field result reads <<bye>>. To restore the field to normal, select it, and press F9.

Word version 2.0 for Windows

1. Type "mergefield hello" (without the quotation marks).
2. Select the above words, and press CTRL+F9.
3. Press the F9 key.

4. Turn off the field codes. To do this, from the View menu, look for a check mark next to Field Codes. If there is a check mark next to Field Codes, choose Field Codes to turn this option off.
5. Select the word "hello," but do not include the MERGEFIELD chevrons in your selection.
6. Press the DEL key and type the word "bye" (without the quotation marks).
7. Choose Field Codes from the View menu to activate the field codes.

With field codes active, the field reads {mergefield hello}. With field codes turned off, the field result reads <<bye>>. To restore the field to normal, select it, and press F9.

Microsoft is researching this problem and will post more information here as it becomes available.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, page 749

Additional reference words: w4wmerge w4wfield 2.00 2.00a-CD 2.00b 6.00
wm_word

Err Msg: Word is Waiting for the Server to Release Object
Article ID: Q78755

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Graph, version 3.0, 3.0a, 3.0b
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

Microsoft Word for Windows 2.x, returns the error message "Word is waiting for the Server to release object" when updating a Dynamic Data Exchange (DDE) link if you do not press ENTER after modifying the cell in Microsoft Excel for Windows.

Word version 6.0 does not return the error message. The following workaround works for both versions.

More Information:

Workaround

This error message persists until you press the ENTER key in Microsoft Excel. To work around this problem and escape the continuous loop, follow the steps below:

1. Press CTRL+ESC to activate the Windows Task List.
2. Select Excel from the list of applications, and choose the Switch To button.
3. In Excel, press the ENTER key to enter the contents of the cell.
4. Switch back to Word for Windows.

Steps to Reproduce Problem

-
1. In Excel, type "1" (without the quotation marks) in cell A1. Press ENTER.
 2. From the Excel Edit menu, choose Copy.
 3. Switch to Word for Windows version 2.0.
 4. From the Word Edit menu, choose Paste Special.
 5. Select the Formatted Text (RTF) option, and choose the Paste Link button.
 6. Switch back to Excel.

7. Change the value in cell A1, and do NOT press ENTER.
8. Switch back to Word for Windows.
9. Select the DDE field code, and press F9 to update the field.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 682-690

Additional reference words: w4wfield errmsg 2.00 2.00a 2.00a-CD 6.00
2.00b 2.00c wm_word

How to Use the MACROBUTTON Field in WinWord Documents

Article ID: Q78835

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

With the MACROBUTTON field in Microsoft Word for Windows, you can create a button in your document that invokes a macro when you double-click it. An example of this field is as follows:

```
{MACROBUTTON macroName buttonText}
```

To insert the field braces, press CTRL+F9. MacroName is the name of the macro you want the button to invoke, and buttonText is the text or graphic you want to serve as the button in the document. If you use a graphic to represent your button, the format is as follows in Word versions 1.0 and 2.0:

```
{MACROBUTTON macroName {import c:\\directory\\subdirectory\\file}}
```

Use this format in Word version 6.0:

```
{MACROBUTTON macroName {includepicture  
c:\\directory\\subdirectory\\file}}
```

The import statement is a field code inserted within the MACROBUTTON field telling the program to insert the referenced graphic file.

When you display the result of the MACROBUTTON field, either the text or graphic that you specified as the buttonText argument displays. Word automatically updates the field's result whenever you edit the field. If you have a mouse, double-click the text or graphic returned by the MACROBUTTON field to run the macro specified in the field's macroName argument. If you don't have a mouse, use the keyboard to select the text or graphic returned by the MACROBUTTON field, and press ALT+SHIFT+F9 to run the specified macro.

For more information, query on the following words:

wordbasic and macro and record

References:

"Word for Windows Companion," pages 750-751

Additional reference words: 1.00 1.10 1.10a w4wfield wm_word 2.00 2.00a 2.00a-CD 2.00b 2.00c 6.00

AUTONUM Field Doesn't Work with IF Statement in WinWord
Article ID: Q78935

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, using an IF statement in a field removes the numeric value that is created by a nested AUTONUM field.

More Information:

This problem also occurs if you nest an INCLUDE field within an IF statement and the included file contains AUTONUM fields. You cannot change this behavior because the IF field evaluation always produces the result text. All nested fields are evaluated, and nested field instructions are not preserved.

Steps To Reproduce Problem

-
1. Press CTRL+F9 to insert the field braces.
 2. Type "if 1 = 1" (without the quotation marks). From the Insert menu, choose Field, and select Auto No. Choose the OK button.
 3. Insert quotation marks around the nested AUTONUM field. The completed field should appear as follows:

 {if 1 = 1 "{autonum}"}
 4. Select the entire field, and press F9. If field codes are displaying, press SHIFT+F9 to display the field results. This field returns no result.

Microsoft is researching this problem and will post new information here as it becomes available.

Additional reference words: w4wfield gone missing numbers 2.00 6.00 2.00a 2.00b 2.00a-CD wm_word

Use of "AND" and "OR" with Print Merge Selection Rules
Article ID: Q79266

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

With the Print Merge Helper (PMH) in Microsoft Word for Windows, you can define "rules" that determine whether or not a specific record is included in the print merge. It is important to understand the difference between the English language meaning of "AND" and the logical meaning of "AND" to use these rules effectively.

MORE INFORMATION

=====

The English language meaning of "AND" is equivalent to the logical meaning "OR." For example, suppose you have a data file that includes a STATE field and you want to perform a print merge of the records for the STATE fields of North Carolina and Washington. In English, you say "Include the records for North Carolina AND for Washington." Logically, however, the statement is written as "Include the records where STATE is North Carolina OR STATE is Washington."

When you use a logical "AND," both conditions must be true in order for the expression to be evaluated as true. If you write the statement "to include the records where STATE is North Carolina AND STATE is Washington," it is logically impossible for both conditions to be true in the same record. The state cannot be both North Carolina and Washington; it has to be one or the other. Below is a chart that describes how logical "AND" and "OR" are evaluated.

| | |
|----------------|--|
| If X=A OR Y=B | If EITHER is true, the record is included. |
| If X=A AND Y=B | If BOTH are true, the record is included. |

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 634, 670

Additional reference words: 2.00 w4wmerge w4wfield

WinWord: Dates Truncated in Statistics Section of Find File
Article ID: Q79579

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

In Microsoft Word for Windows, if the default date format is set to "MMMM d, yyyy" in the [Microsoft Word 2.0] section of the WIN.INI file, dates appear truncated in the Statistics section within the Find File dialog box. The year portion of the date is clipped from the date. For example, the date January 20, 1992, appears in the Statistics box as follows:

January 20,

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

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Steps to Reproduce Problem

1. From the Tools menu, choose Options.
2. From the Category list, select WIN.INI, and set the default date format in the WIN.INI file to the following:

DateFormat="MMMM d, yyyy"
3. From the File menu, choose Find File.
4. Choose the Options button, and select Statistics from the List File Names With box.
5. Choose the OK button.

Note that the dates that appear do not include years.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 491,
500-503, 806

Additional reference words: w4wfield 2.00 2.00a 2.00a-CD 2.00b

WinWord: Calculating Table Values Relative to Current Cell
Article ID: Q79586

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Word for Windows, you can use fields to calculate values in table cells. You can also reference the cells relative to the cell containing the field so that rows or columns can be deleted from or added to the table without affecting the resulting calculation.

More Information:

The Expression field is used to perform mathematical calculations. For example, if you have the following table

| | | | |
|---|---|---|--|
| 1 | 2 | 3 | |
| 4 | 5 | 6 | |

and you want to insert the row totals in the fourth column, you can insert the following field in the last cell of each row:

```
{=sum([rc-3:rc-1])}
```

Note: To create the field braces, press CTRL+F9.

This field calculates the sum of the values in the current row. To do this, the field adds the values from two columns to the left of the current column through the entire current row (one column to the left of the current column). The references to the cells that you add are relative to the cell containing the field.

This method allows you to add or delete rows and maintain a correct sum; you can also add or delete columns without affecting the calculation.

To total all cells in the current row except the row containing the field total, insert the following field in the cell where you want the total to appear:

```
{=sum([c])-sum([rc])}
```

The advantage of this expression is that you do not need to modify it if you add or delete columns from your table.

In Word for Windows 6.0, this feature can be accessed through the

Table... Formula menu. This gives the option to choose relative cells to the left, right, above, and below the current cell. For more information, see the online help.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 306-308

"Microsoft Word for Windows User's Reference," version 1.x, pages 95-96

Additional reference words: w4wfield w4wtable 6.00 wm_word
add subtract multiply divide relation math
1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c

Numbering Columns or Creating Page Numbers for Folded Pages
Article ID: Q79592

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, you can number the columns on a multiple-column page by inserting field codes in the document's header or footer. Using this method, you can simulate the pagination of folded pages (as for a brochure, pamphlet, booklet, leaflet, or program).

More Information:

You can achieve the numbering scheme diagrammed below by inserting the following line at the left edge of your document's header or footer

`{={page}+={page}-1}*1+0}`

and the following line at the right edge of the header or footer:

`{={page}+={page}-1}*1+1}`

The results are as follows:

| page 1 | | | page 2 | | |
|--------|---|------|--------|---|------|
| pg 1 | . | pg 2 | pg 3 | . | pg 4 |
| | . | | | . | |
| | . | | | . | |
| | . | | | . | |
| | . | | | . | |
| | . | | | . | |

You can use the following generic formula to simulate page numbering for any number of columns:

`page + ((page-1) * n) + m`

In this formula, "page" equals the current page field value, "n" equals the number of columns - 1, "m" equals the column position - 1, and the first column starts at zero. Insert the above formula in the header or footer, positioning each formula at the desired location above or below the appropriate column.

For two-column page numbering, use the following formula:

`{={page}+={page}-1}*1+0} 1,3,5,...`

$\{=\{\text{page}\}+\{\text{page}\}-1\}*1+1\}$ 2,4,6,...

For three-column page numbering, use the following formula:

$\{=\{\text{page}\}+\{\text{page}\}-1\}*2+0\}$ 1,4,7,...

$\{=\{\text{page}\}+\{\text{page}\}-1\}*2+1\}$ 2,5,8,...

$\{=\{\text{page}\}+\{\text{page}\}-1\}*2+2\}$ 3,6,9,...

For four-column page numbering, use the following formula:

$\{=\{\text{page}\}+\{\text{page}\}-1\}*3+0\}$ 1,5,9,...

$\{=\{\text{page}\}+\{\text{page}\}-1\}*3+1\}$ 2,6,10,...

$\{=\{\text{page}\}+\{\text{page}\}-1\}*3+2\}$ 3,7,11,...

$\{=\{\text{page}\}+\{\text{page}\}-1\}*3+3\}$ 4,8,12,...

If you want the numbering to start with 0 for the first column, make the following changes:

1. In the first formula, change the starting value of "m" to equal the value of "n" used in that formula. Increase "m" by increments of 1 in each additional formula (as in the original formula examples).
2. From the View menu, choose Header/Footer. Choose the Page Numbers button. Change the Start At value to 0.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 421-431

"Microsoft Word for Windows User's Reference," version 1.x, pages 246-247

"Take Word for Windows to the Edge," (ISBN 1-56276-079-3) by Guy Gallo, Ziff-Davis Press, page 362

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 6.00 wm_word w4wtable 2.00c w4wfield table same multiple

WinWord: Using Bookmarks in a Table of Contents

Article ID: Q79750

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, you can use a bookmark as the text argument in a table of contents entry (TC) field; this causes the bookmark to become part of the table of contents.

More Information:

Note: You cannot insert the bookmark field by pressing CTRL+F9 in the Field Code box of the Insert Field command; therefore, the following procedure is more efficient than using the Insert Field command for entering a table of contents entry that references a bookmark.

The following procedure outlines a method for displaying a bookmark in a table of contents:

1. Press CTRL+F9 to insert field braces at the location in the document where you want the table of contents entry to appear.
2. Type "TC " (without the quotation marks) Be sure to press the SPACEBAR to create a space after TC.
3. Press CTRL+F9 to insert a second set of field braces, then type the bookmark name. The resulting TC field should appear as follows:

```
{TC {bookmark_name}}
```

4. Add any additional TC field switches or instructions after the bookmark field.

For more information about the TC field, search for "Table of Contents" using the Word for Windows version 2.0 Help menu.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 557-562, 758

"Microsoft Word for Windows User's Reference," version 1.x, pages 109, 358, 360, 373

Additional reference words: TOC w4wfield 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c wm_word 6.00

WinWord: Test for Blank Argument Within an Expression Field
Article ID: Q79770

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

Using the ASK field combined with the AND function in Microsoft Word for Windows can cause the following error message:

Undefined Bookmark, BOOKMARKNAME

More Information:

If you leave the dialog box is blank, the bookmark associated with the ASK field does not return a value of zero (0); instead, the above error message appears. The AND function is used to join two logical expressions into a single complex expression. You must define both bookmarks.

Steps to Reproduce Problem

1. From the File menu, choose New, and choose the OK button. Press CTRL+F9 to insert the field code braces, and enter the following information:

{Ask bookmarkname "Enter the number of boxes"}

Press the END key, then press RETURN.

2. Press CTRL+F9 to insert a second set of braces, and insert the information below:

{=and (bookmarkname > 2,bookmarkname < 12)}

3. Select both fields, and update them by pressing the F9 key.
4. Do not type anything in the dialog box that appears. Choose the OK button.

Word for Windows displays the following error message:

Undefined Bookmark, BOOKMARKNAME

You must enter information in the dialog box; an empty dialog box does not return the value "0."

Microsoft is researching this problem and will post new information here as it becomes available.

Reference(s) :

"Microsoft Word for Windows and OS/2 Technical Reference," page 338

"Word for Windows Companion," The Cobb Group, page 679

Additional reference words: w4wfield

1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c 6.00 wm_word

WinWord: TC Field Displays Result

Article ID: Q79907

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, if a TC (Table of Contents Entry) field contains an SEQ field with an * Alphabetic switch, the TC field displays the result of the SEQ field in the document.

This problem was corrected in Word version 6.0 for Windows. To obtain new or updated Microsoft products, call Microsoft Consumer Sales at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

More Information:

You can format the TC field as hidden by pressing CTRL+H or choosing Character from the Format menu and selecting Hidden. If you format the TC field as hidden, no result displays for the TC field, but the table of contents entry displays correctly when compiled into the table of contents.

Steps to Reproduce Problem

1. Create the braces (field characters) by pressing CTRL+F9. Insert the following field in a Word for Windows document:

```
{tc "{seq appendix \* Alphabetic}"}
```

2. Select the entire field, and press F9 to update the field.
3. From the View menu, clear the check mark beside the Field Codes command.
4. From the Tools menu (in version 2.0), choose Options, select the View category, and clear the Hidden Text in the Nonprinting Characters box. Choose the OK button. From the View menu (in version 1.x), choose Preferences, and clear the Hidden Text box. Choose the OK button.

The letter "A" displays as the result of the TC field. If you remove the Alphabetic field switch, no result displays.

Microsoft is researching this problem and will post new information here as it becomes available.

For more information on the TC and SEQ fields in Word for Windows version 2.0, search for "Table of Contents Entry field" and "Sequence field" using the Help menu.

For more information on the * Alphabetic field switch in Word for Windows version 2.0, search for "Format switch" using the Help menu.

Reference(s):

"Microsoft Word for Windows User's Guide", version 2.0, pages 558, 563, 752, 754

"Microsoft Word for Windows User's Reference," version 1.x, pages 106-107, 109, 113

Additional reference words: w4wfield 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c incorrect invalid visible

WinWord: Updating Link Does Not Show Percentage Complete
Article ID: Q79912

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, if you open a document that contains automatic updating links, Word for Windows prompts you to update the links. If you choose the Yes button, the status bar displays the following message:

Updating fields, X% complete. Press ESC to cancel.

However, if you select ONE link in a Word for Windows document and press the F9 key to manually update the field, only an hourglass displays; no progress bar (or percentage complete indicator in Word 1.x and 2.x) appears on the status bar.

More Information:

If you choose the Yes button to update automatic links in a document and press ESC to cancel the update, the status bar displays that the link was updated 100% even though it might not have been fully updated.

Additional reference words: 1.00 1.10 1.10a 2.00 6.00
w4wfield embed dynamic data exchange object OLE DDE 2.0a 2.00a 2.0b
2.0a-CD 2.00b 2.00a-CD wm_word

WinWord: No Error Message for Invalid OLE Field

Article ID: Q80211

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows version 1.x and 2.x, no error message is displayed when an object linking and embedding (OLE) field code is invalid.

Word 6.0 will beep when an invalid EMBED field is used, but will not display an error message.

Workaround

To find an invalid OLE field code, display field codes in your document (from the View menu, choose Field Codes). If an OLE field code is invalid, Word for Windows will display the following error message in place of the OLE object:

Error! Not a valid embedded object.

Choosing the Field Codes command again removes the check mark beside Field Codes and allows you to see the results of the field codes.

More Information:

If you use an invalid dynamic data exchange (DDE) link, all versions of Word for Windows will generate the message "Remote Data Not Accessible." This error appears after you try to update the field by pressing the F9 key. Updating an invalid OLE field does not produce a similar message.

Steps to Reproduce Problem

1. Start Microsoft Excel version 3.0 or later, open a spreadsheet, and copy a small selection of the spreadsheet to the Clipboard.
2. Start Word for Windows. From the Edit menu, choose Paste Special. In the Paste Special dialog box, select Excel Worksheet Object from the Data Type box. Choose the OK button.
3. From the View menu, choose Field Codes (unless a check mark already appears beside the command). The field code for the object you just inserted should look similar to the following:

{EMBED ExcelWorksheet \s * mergeformat}

4. Remove "ExcelWorksheet" from the OLE field code.

5. Press F9 to update the field.

Note that no error message appears.

Additional reference words: 2.00 w4wfield 6.00 wm_word

WinWord: Field to Insert Previous Month Based on Current Date
Article ID: Q80507

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

To insert the previous month's date in a Microsoft Word for Windows document, use the following field:

```
{QUOTE {IF {DATE \@ M} = 1 12 {={DATE \@ M} - 1}}/1/92 \@ MMMM}
```

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 646, 752-753, 759-762

"Microsoft Word for Windows User's Reference," version 1.x, pages 85, 89-91, 94, 97-98, 105, 117-119

Additional reference words: 6.00 w4wfield 1.0 1.1 1.1a 2.0 1.x 1.00
1.10 wm_word 1.10a 2.00

WinWord: Simulating XOR Logic with Field Codes or WordBasic
Article ID: Q80510

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

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In Microsoft Word for Windows, you can simulate the XOR logic by using either field codes or the WordBasic macro language.

MORE INFORMATION

=====

To reproduce the XOR operation in Word for Windows using a WordBasic function, use the following formula:

XOR=(Abs(test1 + test2 +... + testn) Mod 2) * - 1

For example:

```
Sub MAIN
  a =(2 = 2)
  b =(2 = 3)
  c =(2 = 3)
  If XOR(a, b, c) Then
    Print "XOR is True"
  Else
    Print "XOR is False"
  End If
End Sub

Function XOR(a, b, c)
  XOR = (Abs(a + b + c) Mod 2) * - 1
End Function
```

The following is an explanation of how the function works:

1. The formula applies the ABS function to the sum the variables that return TRUE. Note: In Word for Windows, TRUE has the numerical value of negative one (-1), FALSE equals zero (0).
2. The MOD statement divides this sum by two (2) and returns the remainder, which is one (1) if an odd number of the tests are TRUE, and zero (0) if an even number of the tests are TRUE.
3. The remainder is multiplied by negative one. FALSE remains zero, but TRUE becomes negative one (-1) to conform to WordBasic notation.

You can create this type of logical structure in Word for Windows by

using field codes. In the following example, T=TRUE and F=FALSE. Note: To insert the braces, press CTRL+F9.

```
{IF {IF x ="T" "T" "F"} = {IF y ="T" "T" "F"} "F" "T"}
```

In the above example, the field on either side of the equal sign (=) checks to see if the comparison is TRUE. If it is, the results are TRUE; if not, the result is FALSE. The comparison of the two IF statements yields TRUE if they are the same and FALSE if they are not. The following table illustrates the values and the results:

| Statement 1 ----- | Statement 2 ----- | Results ----- |
|----------------------|----------------------|------------------|
| T | T | F |
| T | F | T |
| F | T | T |
| F | F | F |

You can also create this kind of logical structure in a Word for Windows macro. In the following example, T=TRUE and F=FALSE. In WordBasic, the IF statement is combined with the THEN and ELSE statements. An example would be as follows:

```
IF X$="T" THEN Test1$="T" ELSE Test1$="F"  
IF Y$="T" THEN Test2$="T" ELSE Test2$="F"  
IF Test1$=Test2$ THEN Results$="F" ELSE Results$="T"  
END IF
```

For more information on the If...Endif statement, search for "WordBasic Programming Language" and "If...ElseIf...Else...End If" using the Help menu.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 747-762, 774-776

"Microsoft Excel Function Reference," version 3.0, page 155

"GW-Basic Interpreter User's Guide," page 60

Additional reference words: 6.00 w4wfield w4wmacro 1.00 1.10 1.10a
2.00 wm_word 2.00a 2.00a-CD 2.00b 2.00c

Automating Form Templates Without Using ASK or FILLIN Fields
Article ID: Q80551

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

SYMPTOMS

=====

In Microsoft Word for Windows, the normal procedure for automating form templates is to use a series of ASK or FILLIN fields in conjunction with an AutoNew macro. (For more information on this procedure refer to the "Microsoft Word for Windows User's Guide," version 2.0, pages 480-484, or the "Microsoft Word for Windows User's Reference," page 188.) With this procedure, responses are restricted to a total character value of 255 per dialog box. If your automated form requires greater response flexibility and/or the response dialog boxes are not desired, the method below may prove effective.

Note: Word for Windows version 6.0 uses Form fields to get around the character restriction in Ask and Fillin fields.

To use blank fields to automate form templates, use the following steps:

1. From the File menu, choose New, and choose the OK button.
2. Type the following information, pressing ENTER several times after each entry:

Name:

Address:

Phone Number:

3. Press CTRL+F9 to create a set of field code braces for each entry. Your form should appear as follows:

Name: {}

Address: {}

Phone Number: {}

Note: These braces are hidden unless you choose Field Codes from the View menu. As long as the braces do not contain any spaces or characters, they do not generate any error messages.

4. With the field code braces positioned after each question, you can use the F11 key to move quickly to each question. The SHIFT+F11 key

combination moves your insertion point to the previous question.

5. From the File menu, choose Save As. Assign the new form template a name. In Word for Windows version 2.0, select Document Template (*.DOT) from the Save File as Type list, and choose the OK button. In Word for Windows version 1.x, choose the Options button, choose Document Template from the File Format list, and choose the OK button.

MORE INFORMATION

=====

You can further automate the above process by adding an AutoNew macro that alerts the user (with a message box) that the F11 and the SHIFT+F11 keys are available for navigation within the form. Additionally, you can use the insertion of bookmark names corresponding to the empty field code braces to customize navigation to individual questions. For example, in the above procedure, choose Field Codes from the View menu to display the hidden braces. Select the braces beside the Address field. From the Insert menu select Bookmark. In the Bookmark Name field, type "Address" (without the quotation marks) and choose the OK button. You can use the GoTo key (F5) to position the insertion point at any specified question.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 480-84, 730, 742, 753-54

"Microsoft Word for Windows User's Reference," version 1.x, pages 19-20, 84-89, 188, 215

Additional reference words: w4wmacro w4wfield w4wtemplate
1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c 2.00c-cd

WinWord: Two Backslashes Appear in XE Field Before Colon (:)
Article ID: Q80764

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, if you create an index entry by selecting text containing a colon (:) and choosing Index Entry from the Insert menu, two backslashes (\\) display preceding the colon in the resulting XE field. Only one backslash (\) displays before all other punctuation marks.

This problem was corrected in Word version 6.0 for Windows.

More Information:

If you create an XE field using the Insert Index Entry command rather than pressing CTRL+F9 and typing the field, the index entry text appear as follows:

```
{XE "This is an example\\:"}
```

The second backslash is unnecessary in Word for Windows version 2.0; it does not affect the appearance of the index entry in your index. An index entry can contain one, two, or even no backslashes before punctuation and still behave correctly in version 2.0.

In version 1.x, if you create an index entry either by typing the XE field or by typing text in the Index Entry dialog box and you do not type at least one backslash before a colon, no page number appears the index entry in your index. In version 2.0, the index entry and its page number appear correctly in the index regardless of the existence of the backslash.

Steps to Reproduce Problem

1. In a Word for Windows document, type a line with a colon in it.
2. Select the line. From the Insert menu, choose Index Entry. Choose the OK button.
3. From the View menu, choose Field Codes if it is not already selected.

The XE field contains two backslashes in front of the colon in your index entry text. Microsoft is researching this problem and will post new information here as it becomes available.

Reference(s) :

"Microsoft Word for Windows User's Guide," version 2.0, pages 541-545

"Microsoft Word for Windows User's Reference," version 1.x, pages 86, 89, 99, 111-112, 165-166

Additional reference words: 1.00 1.10 1.10a 1.0 1.1 1.1a 2.00 w4wfield
whack

Word: Generating an Index with Nonnumeric Chapter Numbers
Article ID: Q80919

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a_CD 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

To create an index in Word that has nonnumeric chapter references, use the following index entry:

```
{XE "entry text" \t "{SEQ CHAPTER \c \* Alphabetic}-{PAGE}"}
```

Select this field, choose Character from the Format menu, and select the Hidden check box under Style. Choose the OK button. Note: The braces ({}) enclosing the field must be created by pressing CTRL+F9.

This functionality was changed in Word version 6.0 for Windows.

In addition, the chapters in the document must start with a field that reads:

```
{SEQ CHAPTER}
```

You will need to select the field and update it (press F9) for the sequence and page numbers to appear in the index.

This field is needed to make the chapter numbers appear in the index. However, you can include the \h switch inside the field if you do not want to display the result of the field in the document.

Assuming that the above sample Index Entry (XE field) is on page 3 in Chapter 6, the resulting index reads:

```
entry text, F-3
```

Reference(s):

"Microsoft Word for Windows User's Guide," version 1.0, page 111

"Microsoft Word for Windows User's Reference," version 2.0, pages 540-549

Additional reference words: w4wfield sequence sequential 1.00 1.10 2.00 2.00a non-numeric not numeric

Cannot Use \h Together with * Format Switches in a Field
Article ID: Q81135

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

In Microsoft Word for Windows, the \h switch does not work in conjunction with the following format switches in fields:

- *arabic
- *ordinal
- *roman
- *alphabetic
- *cardtext
- *ordtext
- *hex
- *dollartext

If you use \h with any of the above formatting switches, the field result is not hidden; however, removing the formatting switch does not disrupt the formatting of any remaining fields in the series.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

=====

The \h switch is used to hide the result of a field. This is useful when you do not want to display all numbers in a series or when you initiate a sequence number to be referenced in a header or footer.

The * formatting switches control the format of the field result. For example, the * alphabetic switch causes the result of the field to be represented as an alphabetic character rather than numeric. These switches are useful for SEQ and PAGE fields.

When used together the formatting switch overrides the hidden switch

and the field result is no longer hidden.

To correctly use the * formatting switch and maintain the hidden attribute:

1. Select the SEQ Field.
2. From the Format menu, choose Character and select the Hidden check box.

This hides the field results, but maintains the desired formatting.

For more information on fields, search for "field" and "sequence" on the Help menu.

REFERENCES

=====

"Microsoft Word for Windows User's Reference," version 1.x, pages 103, 106-107, 112-113

"Microsoft Word for Windows User's Guide," version 2.0, pages 428-429, 562

Additional reference words: w4wfield sequence sequential 1.0 1.00 1.1 1.10 1.10a 1.1a 2.00 2.0a 2.00a

WinWord: Updating Fields When File Is Locked for Annotations

Article ID: Q81181

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, the author of a document can lock his or her document for annotations so that other users cannot edit the document. However, locking the document for annotations does NOT prevent fields from being updated or new text from being entered in dialog boxes resulting from FILLIN and ASK fields. This behavior is useful for forms that contains fields for people to fill in; people can supply needed information without altering the form itself.

This functionality was changed in Word version 6.0 for Windows.

More Information:

If you lock a document for annotations, only the author can alter text and formatting of the document. However, if the document contains fields, users can update the fields. If the fields are FILLIN or ASK fields, the user can input text in the dialog boxes, and Word inserts and saves the results in the document.

To demonstrate this behavior, follow the steps below:

1. In a new Word for Windows document, type "This is a test," and press ENTER.
2. Press CTRL+F9 to insert field braces, and type the following information between the braces:

 FILLIN "What is your name?"
3. Press F9 to update the FILLIN field. In the dialog box, type your name, and choose the OK button.
4. From the File menu, choose Save As. Type a name for the document in the File Name box, choose the File Sharing button (the Options button in version 1.x), and select Lock for Annotations. Choose the OK button twice.
5. From the File menu, choose Close.
6. From the Tools menu, choose Options, and select the User Info category. (From the Utilities menu in version 1.x, choose Customize.) Type a different name in the User Name field, then choose the OK button.

7. From the File menu, choose 1 to open the file that was closed in step 5.
8. Select the first line of the document. From the Format menu, choose Character. This command should be unavailable because the document is locked for annotations by its author.
9. Select the second line in the document (this is the line containing the FILLIN field), and press F9 to update the field. Type a different name in the dialog box and choose the OK button.
10. From the File menu, choose Save.

The new text you typed in the FILLIN field's dialog box has been saved.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 80, 750, 752

"Microsoft Word for Windows User's Reference," version 1.x, pages 7, 89, 97

Additional reference words: w4wfield automatic automate prevent block
1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c

WinWord: Fields Split Over Two Lines in Outline View

Article ID: Q81379

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, TOC (table of contents), INDEX, INCLUDE, and other fields may appear split over two lines in outline view.

More Information:

It is normal for TOC and INDEX fields to be split over two lines in outline view. Word spreads these fields over two lines because the results of the fields contain paragraph marks that contain formatting information for the TOC or INDEX. INCLUDE fields are also split over two lines if the included information contains a paragraph.

Steps to Reproduce Behavior in Word version 2.x

1. From the View menu, choose Normal or Page Layout. From the View menu, look at the Field Codes command. If Field Codes is checked, press ESC; if Field Codes is not checked, choose Field Codes.
2. In a new Word for Windows document, type a word, and press ENTER.
3. Select the paragraph created in step 2, and select the Heading 1 style from the Style box on the tool bar.
4. Position the insertion point on a blank line below the Heading 1 paragraph. From the Insert menu, choose Table of Contents. Select the Use Heading Paragraphs option in the Table of Contents box, and choose the OK button.
5. From the View menu, choose Outline. The TOC field appear as follows:

```
{TOC \o  
}
```

The functionality of INCLUDE, INDEX and TOC fields split over two lines in outline view is not affected.

Reference(s):

"Microsoft Word for Windows User's Reference," version 1.x, pages 236, 357

"Microsoft Word for Windows User's Guide," version 2.0, pages 517, 539

Additional reference words: 2.00 1.10a 1.10 2.00a 1.00 6.00
w4wfield broken lines wm_word

Superscript and Subscript Underline Misaligns in WinWord 2.0

Article ID: Q81418

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

In Microsoft Word for Windows, the underline for superscript and subscript text does not align with the underline for normal text.

WORKAROUND

=====

To work around this problem, create an equation field using the overstrike function to underscore words or phrases that contain super/subscripted characters, as in the following example:

Syntax: {eq \o(Text,Underscore characters)}

{eq \o(Apple,____)}

In the syntax above, "Text" is the string containing superscript text to be underlined, and "Underscore characters" is the actual characters to be used to underscore the "Text" characters. The braces for the equation field are created by pressing CTRL+F9. Type the text between the braces.

Note: The underscore character may not match the one used by Word's underline character format command. You may need to experiment with different underscore characters (different font, point size, and so forth) to achieve a continuous underscore effect.

STEPS TO REPRODUCE PROBLEM

=====

1. Type some text in a Word for Windows version 2.0 document.
2. Select a portion of the text.
3. From the Format menu, choose Character.
4. From the Super/subscript list box, select superscript.
5. Select all of the text in your document.
6. From the Format menu, choose Character.
7. From the Underline list box, select Single.

Microsoft has confirmed this to be a problem in Word for Windows versions 2.x and 6.0. We are researching this problem and will post new information here as it becomes available.

Additional reference words: w4wfont w4wprint w4wfield 2.00 2.00a 6.00
wm_word 2.00a-CD 2.00b 2.00c

WinWord: NextField and UpdateField Do Not Update All Fields
Article ID: Q81488

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

If the Field Codes command is not chosen on the View menu in Microsoft Word for Windows, using the WordBasic commands NextField and UpdateFields may not update all of the fields in your document.

This problem was corrected in Word version 6.0 for Windows.

More Information:

Steps to Reproduce Problem

-
1. From the File menu, choose New, then choose the OK button.
 2. Press CTRL+F9 to insert a pair of field braces. Within the braces, type the following:

Fillin "Test 1"

3. Press the RIGHT ARROW key to move outside the braces, then press ENTER to move to the next line.
4. Press CTRL+F9 to insert a second pair of field braces. Within the braces, type the following:

Fillin "Test 2"

5. From the Tools menu, choose Macro. (In version 1.x, choose Edit from the Macro menu.) Type "Test" (without the quotation marks) in the Macro Name box, then choose the Edit button. Type the following macro:

```
Sub MAIN
  StartOfDocument
  ViewFieldCodes 0
  NextField
  UpdateFields
  NextField
  UpdateFields
End Sub
```

6. From the Window menu, choose Arrange All. Place the insertion point in the document window, and choose the Start button.

Skipping over Test 1, Word prompts you for Test 2 twice. The function works correctly if the FILLIN field is not the first character of the document; the find next field function (F11) cannot find a field in the first position of a document.

Microsoft is researching this problem and will post new information here as it becomes available.

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wmacro w4wfield

Word for Windows: Creating a Dot-Leader-Delimited Index
Article ID: Q81516

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, you can create an index delimited by a dot leader (as in a table of contents) by adding a switch to the INDEX field and redefining the index style.

More Information:

To create an index similar to the example below, use the following steps:

| | |
|----------------|-----|
| Testing..... | 1,2 |
| Room..... | 3 |
| Equipment..... | 5 |

1. Open a Word for Windows document that contains an index.
2. From the Format menu, choose Style. From the Style Name box, select Index 1, choose the Define button, then choose the Tabs button. Set a tab in the Tab Stop Position box. In the Alignment box, select Right. In the Leader box, select the second option button (dot leader), and choose the Set button. Choose the OK button.
3. Choose the Apply button.
4. Select Yes when prompted to change style properties.
5. Press CTRL+F9 to insert a pair of field braces.
6. Within the field braces, type:

INDEX \e "tab"

where "tab" represents pressing the TAB key. Note: The quotation marks must be typed before and after pressing the TAB key.

7. Update the field by pressing F9.

Reference(s):

"Microsoft Word for Windows and OS/2 Technical Reference," page 360

Additional reference words: w4wfield 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c 6.00 wm_word

WinWord: Framed & Embedded Object Resizes in Whole Page Zoom
Article ID: Q81731

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

If you choose the Whole Page button in the Zoom dialog box of Microsoft Word for Windows version 2.0 and then edit a framed, embedded object, the object resizes.

This problem was corrected in Word version 6.0 for Windows.

Steps to Reproduce Problem

1. From the View menu, choose Zoom, select 100%, and choose the OK button.
2. From the Insert menu, choose Object, select WordArt, and choose the OK button.
3. Create a WordArt object, then choose the OK button to add the object to the document.
4. Select the object. From the Insert menu, choose Frame. Choose the Yes button when prompted to switch to page layout view.
5. From the View menu, choose Zoom, and choose the Whole Page button.
6. Double-click the WordArt object. Make a change to the WordArt object, and choose the OK button to add the object to the document.

The WordArt object is reduced to a smaller size. This result occurs regardless of whether or not the \s switch is removed from the object's EMBED field.

Microsoft has confirmed this to be a problem in Word for Windows versions 2.0 and 2.0a. We are researching this problem and will post new information here as it becomes available.

Reference(s):

"Microsoft Word for Windows User's Guide," pages 346-348, 393, 694

Additional reference words: w4wfield linking embedding OLE paste special scale shrink shrunk
2.00 2.00a 2.00a-CD 2.00b 2.00c

WinWord: PAGEREF Field with Special Bookmarks Produces Error
Article ID: Q81958

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

Using PAGEREF fields in conjunction with the special predefined bookmarks in Microsoft Word for Windows generates a "Bookmark not defined" error.

More Information:

The PAGEREF field inserts the page number of a bookmark for cross-reference purposes; however, with the predefined bookmarks, the page numbers do not work correctly. These bookmarks are defined as reserved and do not display in the Bookmark dialog box. You can use these bookmarks with the Edit Go To command.

The special bookmarks include the following:

\Sel, \PrevSel1, \PrevSel2, \StartOfSel, \EndOfSel, \Line, \Char, \Para, \Section, \Doc, \Page, \StartOfDoc, \EndOfDoc, \Cell, \Table, and \HeadingLevel.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 746, 749

"Using WordBasic," by WexTech Systems and Microsoft, pages 88-89

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wtable w4wfield 6.00 wm_word

WinWord: ASK Fields with Default Answers Prompt First
Article ID: Q82091

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows version 2.0, if you supply a field as a default answer for an ASK field (by using the \d switch within the ASK field) that field is updated by an AutoNew macro before any other ASK fields in your document are updated.

This behavior can cause problems if the ASK field containing the default answer is not physically the first field in the template. If it is not the first field, the field prompts you for information twice. It is updated first and then again in order of its physical location in the template. If the prompts are answered differently, Word uses the second reply in the document.

Note: The use of fields as default answers to ASK fields in Word for Windows version 1.x does not cause this reaction when the AutoNew macro runs.

More Information:

ASK fields are generally used in template files in conjunction with an AutoNew macro. When you create a new document based on such a template, the fields are automatically updated so that they prompt you for appropriate answers to be filled in at the bookmark locations.

If you use the \d switch within an ASK field to supply another field as the default answer when the prompt appears, an AutoNew macro runs on that ASK field first (regardless of its position in the document).

Steps to Reproduce Problem

1. From the File menu, choose New, select the Template option button, and choose the OK button to create a new template file based on NORMAL.DOT.
2. Press CTRL+F9 to create the field braces, and insert the following fields:

```
{ask to "Who is this memo to?"){to}
{ask from "Who is it from?"){from}
{ask today "Is today's date correct? If not, type in
the correct date." \d {date}}{today}
{ask hour "Time?" \d {time}}{hour}
```

3. From the File menu, choose Save, type a name for the template, and choose the OK button.
4. From the Tools menu, choose Record Macro, type a name for the macro, and choose the OK button. Select the In Template option, and choose the OK button. Record the following steps:
 - a. From the Edit menu, choose Select All.
 - b. Press the F9 key.
 - c. Cancel the dialog boxes.
 - d. From the Tools menu, choose Stop Recorder.
5. From the File menu, choose Close, then choose the Yes button when prompted to save changes to the template.
6. From the File menu, choose New, select the template name assigned in step 3, select the Document option button, then choose the OK button.

The order of prompts is as follows:

Date
Time
To
From
Date
Time

In Word version 6.0, in Page Layout view, the order of prompts is:

Date
Time
Date
Time
To
From
Date
Time

The order of prompts should be as follows:

To
From
Date
Time

Because the default answers to the ASK fields are reserved fields, DATE and TIME, the AutoNew macro causes them to be updated first rather than in the appropriate order.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 646-650,

763-765, 786

Additional reference words: 2.00 2.00a w4wfield 6.00 wm_word

Error Message: Cannot Obtain Data from Excel for <filename>
Article ID: Q82278

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Excel versions 2.1, 3.0, and 4.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

This article describes several causes for the following Microsoft Word for Windows error message:

Cannot obtain data from Excel for <filename>

The information in this article applies to charts created in Microsoft Excel for Windows versions 2.1, 3.0 and 4.0.

More Information:

This error message can occur for the following reasons:

1. The Word for Windows document contains an automatic update link to a chart in Microsoft Excel and the chart was renamed after the link occurred. To maintain a link to a renamed chart, you must change the filename in the field to the current name of the chart, and press the F9 key to update the field in the Word document.

To reestablish a link to the renamed chart, make sure that the Field Codes option is turned on. In the LINK or DDEAUTO field, change the filename to the chart's new name. Be sure to use double backslashes in the path, as in the following example:

```
c:\\excel\\chart1.xlc
```

2. In Excel, the Ignore Remote Requests option is selected in the Workspace dialog box. From the Options menu, choose Workspace, and clear the Ignore Remote Requests check box. Update the field in Word for Windows by pressing the F9 key.
3. Your Excel executable file was renamed to something other than EXCEL.EXE. Rename it EXCEL.EXE.
4. When updating a link, Word for Windows actually launches Excel. If an Auto_Open macro runs when Excel is launched and the execution of that macro exceeds Word's DDE time-out setting, the "Word cannot obtain data..." error message occurs.

To prevent this error when it is caused by DDE time-out, modify the DDETIMEOUT=n setting in the Windows WIN.INI file. The value of "n" determines the number of seconds Word for Windows waits for DDE data from the source application. The default value for n is 30 seconds in

Word for Windows version 1.x. The default value for n is 60 seconds in Word for Windows version 2.0.

In Word for Windows version 2.0, the DDETIMEOUT setting should be placed in the [Microsoft Word 2.0] section of the WIN.INI file as follows:

```
[Microsoft Word 2.0]
DDETIMEOUT=n
```

In Word for Windows version 1.x, the DDETIMEOUT setting should be placed in the [Microsoft Word] section of the WIN.INI file as follows:

```
[Microsoft Word]
DDETIMEOUT=n
```

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 684-691, 810

"Microsoft Word for Windows User's Reference," version 1.x, pages 397, 411, 201-203

Additional reference words: w4wfield 1.00 1.10 1.10a 2.00 6.00
2.00a errmsg err msg wm_word

WinWord: Referencing Expression Fields from Separate Tables
Article ID: Q83204

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, you can use a bookmark to refer to a cell which is in a different table.

More Information:

When working with expression fields in a table, you cannot use cell reference codes (R1C1 or A1, for example) to refer to a cell from a different table.

To reference an expression from a different table, you can apply a bookmark to the expression. Whether you apply the bookmark to the expression or its result, Word inserts the result when you reference the bookmark. This reference can be included in an expression placed in a separate table. For example, create the following expression in a table:

```
|-----|-----|
|2       |{=product ([r1c1])*3} |
|-----|-----|
```

Note: To create the field braces, press CTRL+F9.

Position the insertion point within the field braces, and press F9 to update the field.

In versions 1.0 and 2.0:

From the View menu, clear the Field Codes command

In version 6.0:

From the Tools menu, choose Options. Choose the View tab. Put an x in the Field Codes check box.

The result of the expression should display in the table, as in the following example:

```
|-----|-----|
| 2      |6          |
|-----|-----|
```

Select the expression. From the Insert menu, choose Bookmark. Type "test" (without the quotation marks), and choose the OK button. Insert

a second table, and type the following expression in a cell:

```
{=test*2}
```

The bookmark "test" references the result from the first table (that is, 6). The result of the second expression is 12.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 306-311

Additional reference words: 1.0 1.00 1.1 1.10 1.1a 1.10a 2.0a 2.00 6.00
w4wtable 2.00a w4wtable w4wfield add calculate math equation wm_word

WinWord: Insert Page Numbers Switches Header/Footer Option
Article ID: Q83693

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

In Microsoft Word for Windows, if you use the Insert Page Numbers command to add page numbers to a document, Word activates the Different First Page option in the Header/Footer dialog box.

MORE INFORMATION

=====

The Insert Page Numbers command is designed to apply page numbers to all pages except the first page. If you want page numbers on every page of a document, choose Header/Footer from the View menu (from the Edit menu in Word for Windows version 1.x), clear the Different First Page option, and insert a PAGE field.

REFERENCES

=====

"Microsoft Word for Windows User's Reference," version 1.x, pages 122-123, 246-247

"Microsoft Word for Windows User's Guide," version 2.0, pages 421-424

Additional reference words: 6.00 1.00 1.0 1.10 1.1 1.10a 1.1a 2.0a 2.00a wm_word 2.00 pagination w4wfield different missing 2.0b 2.0a-CD 2.00b 2.00a-CD

Update Source Key Does Not Update Non-WinWord Documents

Article ID: Q84322

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, you can use the Update Source key (CTRL+SHIFT+F7) to update changes in included documents; however, if the included document is not in the Word for Windows version 1.x or 2.0 or 6.0 file format, the changes will not be made.

More Information:

You can use an INCLUDE (called INCLUDETEXT in version 6.0) field to insert a portion of a file or an entire file into a separate file. If the included file is not in Word for Windows format, you can use the \c switch with the INCLUDE field to indicate which converter should be used.

You can then make changes in the destination document while in the main document. To update the source document with those changes, position the insertion point in the text of the included file, and press CTRL+SHIFT+F7. If the source document is not a Word for Windows file, the changes will not be made, and no message will be displayed to indicate that the action cannot be completed.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 246-248

"Microsoft Word for Windows User's Reference," version 1.x, pages 98-99

Additional reference words: w4wfield merge 1.00 1.10 1.10a 2.00 6.00 2.00a 2.00b 2.00a-CD wm_word

WinWord: Placing the Same Page Number on Left and Right Pages
Article ID: Q84659

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

This article describes how to place the same page number on both the left and right pages of a Microsoft Word for Windows document. This page-numbering format is useful for producing training documents in which trainer information (such as delivery notes) is located on the left page and student information is located on the right page.

First, establish different odd and even headers:

In Word version 6.0, choose Page Setup from the File menu. Choose the Layout tab. Under Headers and Footers, choose Different Odd and Even. Click OK.

In Word version 2.0, choose Header/Footer from the View menu. Select the Different Odd and Even Pages box.

In the even header, insert the following field:

`{={page}/2}`

In the odd header, insert the following field:

`{=({page}+1)/2}`

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 6.00
2.00a-CD 2.00b 2.00c w4wfield pagination wm_word

WinWord: SET and ASK Fields Do Not Work in Headers or Footers
Article ID: Q84715

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, SET and ASK fields do not work correctly in headers and footers.

More Information:

The SET and ASK fields are used to assign text to bookmarks. You can then include that bookmark in a field elsewhere in the document to insert the assigned text. For example, the field

```
{SET name "John Doe"}
```

assigns the text "John Doe" to the bookmark "name." If you insert the field {name} elsewhere in the document, the result of that field will be the text "John Doe." For example, if you update the following ASK field,

```
{ASK name "What is your name?"}
```

a dialog box requesting text for the bookmark "name" will be displayed. If you insert a SET or ASK field in a document header or footer, the bookmark will not be defined. Updating an ASK field in a header or footer does not generate a dialog box.

If you insert a bookmark field into the body of the document, the header, or the footer, you will receive the error message "Error! Bookmark Not Defined."

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 573-574, 646-651, 757

"Microsoft Word for Windows User's Reference," version 1.x, pages 89, 92, 107, 149

Additional reference words: w4wfield err 1.00 1.10 1.10a 2.00 2.00a 6.00 2.00a-CD 2.00b 2.00c wm_word

WinWord: Spelling Checker Updates Fields in Headers & Footers
Article ID: Q85456

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

SYMPTOMS

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If you perform a spell check in a Microsoft Word for Windows document that contains headers and/or footers, any fields in the headers and/or footers will be updated.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

=====

Steps to Reproduce Problem

1. From the View menu, choose Header/Footer. Select Header, and choose the OK button to open the header pane.
2. Press CTRL+F9 to insert the braces (field characters), and type the following within the braces:

fillin "What is your name?"

3. If the header/footer bar is being displayed, choose the Close button to close the header pane.
4. In the body of the document, type the following:

This is a test.

5. From the Tools menu, choose Spelling.

The FILLIN field in the header is updated, which causes a dialog box asking for your name to appear.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 277,
573, 752

Additional reference words: w4wproof 2.00 2.00a w4wfield speller
spelling check checker 2.0b 2.0a-CD 2.00b 2.00a-CD

Extra Paragraph Mark Above INCLUDE Field at Top of Document
Article ID: Q85489

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, if you select the Link To File check box and insert a file at the beginning of a document, Word will add an additional paragraph mark at the beginning of the document if the inserted file begins with a table. You cannot delete this additional paragraph mark.

Note: The additional paragraph mark is not displayed when the Field Codes command is checked.

If you insert a file that begins with a table at the start of a document and do NOT select the Link To File check box, Word will not add the additional paragraph mark to the beginning of the document.

More Information:

To insert a file into a Word for Windows document, use one of the following methods:

- From the Insert menu, choose File. Select the file in the File Name box. If desired, select the Link To File check box (in Word for Windows version 1.x, select the Link check box). Choose the OK button.

-or-

- Press CTRL+F9 to insert braces (field characters) in your document. Type "INCLUDE <filename>" (without the quotation marks) inside the braces. For more information on the INCLUDE field, refer to pages 244-248 of the "Microsoft Word for Windows User's Guide."

Workaround

If the extra paragraph mark disrupts the page layout of your document, you can change the paragraph line spacing setting to 0.01 inch. From the Format menu, choose Paragraph. In Word versions 2.x and 6.0, select Exactly in the Line Spacing box, and type "0.01" (without the quotation marks) in the At box. In Word 1.x, type "-0.01" (without the quotation marks) in the Line Spacing box. Choose the OK button.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 244-248

Additional reference words: 1.0 1.00 1.10 1.1 1.1a 1.10a 2.00 2.00a 6.00
wm_word
2.0a w4wfield linked w4wtable extra

Text Containing Fields Does Not Convert Correctly to Table
Article ID: Q85709

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, if you try to convert text that contains one or more fields to a table, the resulting table may contain only one column.

This problem was corrected in Word version 6.0 for Windows.

More Information:

If you convert tab-delimited or comma-delimited text to a table and the first row of text consists of fields or the results of fields, Word for Windows will generate only one table column.

In version 2.0 of Word for Windows, if the text is tab-delimited and contains at least one field, a one-column table will be generated. If the text is comma-delimited, when you choose to convert the text to a table, a dialog box will prompt you to specify a delimiter. If you select the Commas option button, the conversion will work correctly.

In versions 1.0 and 1.1 of Word for Windows, if the text is tab-delimited or comma-delimited and the text contains at least one field, a one-column table will be generated. The delimiter option buttons in the Insert Table dialog box will be unavailable.

Workaround

To convert fields and the results of fields to a table with the correct number of rows and columns, use one of the following methods:

- In Word 2.0, replace the tabs with commas. Select the text and fields, then choose Convert Text to Table from the Table menu.

-or-

- Unlink the fields after you update them by positioning the insertion point within the field(s) and pressing CTRL+SHIFT+F9. In version 2.0, select the text, and then choose Convert Text to Table from the Table menu. In version 1.x, select the text, and then choose Table from the Insert menu.

Note: This workaround will not work for {SYMBOL XXX \f "Symbol"} fields.

Reference(s) :

"Microsoft Word for Windows User's Guide," version 2.0, pages 257-258,
265, 316-318, 757

"Microsoft Word for Windows User's Reference," version 1.x, pages 88,
366, 370

Additional reference words: 1.1a 2.0a 1.00 1.10 1.10a 2.00 2.00a
w4wtable w4wfield conversion incorrect wrong dimmed 2.0b 2.0a-CD 2.00b
2.00a-CD

Effect of *MERGEFORMAT When Updating Link to Excel Sheet
Article ID: Q86353

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

If you update the link to a Microsoft Excel for Windows spreadsheet in your Microsoft Word for Windows document, the following formatting may be affected:

- Font and Point Size
- Cell Borders
- Cell Dimensions

Whether or not changes in the above formatting occur depends on the presence of the *MERGEFORMAT switch in the LINK or DDE field. This formatting is also affected by whether you modify the linked information from within Word for Windows or from within Excel for Windows.

More Information:

If you link an Excel spreadsheet to a Word document, a LINK field (DDE field in Word 1.x) that references the spreadsheet in Excel will be inserted in your document. If you press F9 to update the results of this field, Word will insert a new copy of the spreadsheet.

If you use the *MERGEFORMAT switch in a field, the field result will retain the exact formatting of the previous result when you update the field. For example, if your LINK field contains the *MERGEFORMAT switch and you edit the data, the font, and the border and cell dimensions in your Excel spreadsheet, when you update the LINK field in Word, only the data will be changed in the LINK field results. The border and cell dimensions from updating. If your LINK field does not contain the *MERGEFORMAT switch, formatting of the font and the border and cell dimensions, as well as the data, will be updated to reflect changes made to the Excel spreadsheet when you update the LINK field.

Similarly, if you modify the data and formatting of the spreadsheet by changing the results of the LINK field in Word, only the data will be refreshed when you press F9 to update the field results if the field contains the *MERGEFORMAT switch. The data AND formatting will be refreshed when you press F9 if the field does not contain the *MERGEFORMAT switch. The data AND formatting will be refreshed when you press F9 if the field does not contain the *MERGEFORMAT switch. applied to the linked spreadsheet in Word, be sure the field contains the *MERGEFORMAT switch.

Reference(s) :

"Microsoft Word for Windows User's Guide," version 2.0, pages 748, 756

"Microsoft Word for Windows User's Reference," version 1.x, pages
94-95

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 6.00
2.00a-CD 2.00b w4wfield ddeauto dynamic data exchange wm_word

Error Updating Internal Link That Is Part of an External Link

Article ID: Q86524

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, if a portion of an external link is linked elsewhere in a document, updating the internal link will generate the error message "Error! Bookmark Not Defined." Word version 6.0 does not display the error message.

More Information:

If you choose the Paste Link button after choosing the Paste Special command to link information from an application to a Word for Windows document, a LINK field will be inserted in your document. If you choose the Paste Link button after choosing the Paste Special command to link information from one location in a Word document to another location in the same document, a REF INTERN_LINK field will be inserted in your document. If the REF INTERN_LINK field contains a portion of the result of a LINK field, an error will occur when you update the REF INTERN_LINK field.

Steps to Reproduce Problem

1. Select an Excel worksheet. From the Edit menu, choose Copy to insert the worksheet onto the Clipboard.
2. Switch to Word. From the Edit menu, choose Paste Special. Under Data Type, select Unformatted Text, then choose the Paste Link button.
3. Select a portion of the linked worksheet. From the Edit menu, choose Copy.
4. Position the insertion point lower in the Word document. From the Edit menu, choose Paste Special. Under Data Type, select Formatted Text, then choose the Paste Link button.
5. Switch to Excel and modify some of the information in the linked worksheet.
6. Switch back to Word. The original link has been changed to reflect the change made in Excel; however, the second internal link has not been updated. Select the second link and press F9 to update it.

The error message "Error! Bookmark Not Defined" is displayed.

Microsoft has confirmed this to be a problem in versions 2.x and 6.0 of Word for Windows. We are researching this problem and will post new information here as it becomes available.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, page 683

Additional reference words: w4wfield ole dde l&e embed err 6.00
2.00 2.00a 2.0b 2.0a-CD 2.00b 2.00a-CD wm_word

SYMBOL or AUTONUM Field Embedded Inside QUOTE Field Disappears
Article ID: Q86679

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, a SYMBOL, AUTONUM, AUTONUMOUT, or AUTONUMLGL field inserted in a QUOTE field does not appear in the results of the QUOTE field.

This problem was corrected in Word version 6.0 for Windows.

More Information:

The QUOTE field is often used to keep groups of characters together and print them in all versions of a merged document. Because they disappear in the QUOTE field's output to the document, the SYMBOL, AUTONUM, AUTONUMOUT or AUTONUMLGL fields cannot be used this way.

Steps to Reproduce Problem

1. From the View menu, choose Field Codes if this command is not already chosen.
2. Press CTRL+F9 to insert the field characters (braces).
3. Within the braces, type the following:

```
QUOTE "75
```

4. Press CTRL+F9 to insert another set of field characters. With the insertion point between the field characters, choose Symbol from the Insert menu. Make sure the Symbols From box reads Symbol. Choose the degree symbol from the chart (it is near the center), then choose the OK button.
6. Position the insertion point between the closing brace for the SYMBOL field and the closing brace of the QUOTE field, then type a quotation mark. The field should now appear as follows:

```
{QUOTE "75{SYMBOL 176 \f "Symbol"}"}
```

7. Select the entire QUOTE field and press F9. From the View menu, choose Field Codes to display the field results.

The QUOTE field result is 75. The degree symbol, which should be inserted by the nested SYMBOL field, does not appear.

Microsoft has confirmed this to be a problem in 2.x versions of Word for Windows. This problem was corrected in Word version 6.0 for Windows.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 154, 650-651, 751, 752, 754, 757

Additional reference words: w4wfield 2.00 2.00a 2.00a-CD 2.00b

Framed, Linked Excel Worksheet Duplicates Itself When Dragged
Article ID: Q86791

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0b, 2.0b 2.0c, 6.0
 - Microsoft Windows operating system, versions 3.0 and 3.1
 - Microsoft Excel for Windows, versions 3.0 and 4.0
-

Summary:

In Microsoft Word for Windows, if you frame a linked Microsoft Excel for Windows worksheet, then drag the frame to another location on the page, the worksheet may be duplicated when you update the link. The second copy of the worksheet is no longer linked, so you cannot update it.

More Information:

The problem is related to dragging the framed worksheet to a location on the same line or above the location where it was originally framed. If you frame the linked Excel for Windows worksheet when the View Field Codes option is not selected, the framed worksheet can be moved, but the underlying LINK field is not moved with it. When you later update the LINK field, a new copy of the worksheet appears on the same line where the worksheet was originally framed. This new copy is not framed.

Microsoft has confirmed this to be a problem in Microsoft Word for Windows versions 2.x and 6.0. We are researching this problem and will post new information here as it becomes available.

Workaround

You can avoid this problem by using the Format Frame command to position the frame instead of using the mouse to click and drag the frame to its new position.

-or-

Use the following steps to make sure you frame the LINK field when you frame the Excel worksheet:

1. From the View menu, select the Field Codes option. You can now see the LINK field to the Excel for Windows worksheet.
2. Select the entire LINK field.
3. From the Insert menu, choose Frame. Choose the Yes button if Word prompts you to switch to Page Layout view.

NOTE: The frame is the width of the current column. If necessary, change the width and/or height of the frame.

4. From the View menu, clear the Field Codes option. You can now see the framed Excel for Windows worksheet. Select the frame and, using the mouse, drag it to a new location on the page.
5. From the View menu, select the Field Codes option. Notice that the LINK field appears inside the positioned frame.

Steps to Reproduce Problem

1. Open or create a spreadsheet in Excel for Windows with at least two rows and columns containing data.
2. Select the worksheet. From the Edit menu, choose Copy.
3. Switch to Word for Windows and create a new document. Press ENTER several times to insert some paragraph marks.
4. From the Edit menu, choose Paste Special.
5. In the Data Type box, select Formatted Text (RTF) and choose the Paste Link button.
6. Position the insertion point in the linked table. From the Table menu, choose Select Table.
7. From the Insert menu, choose Frame. Choose the Yes button if Word prompts you to switch to Page Layout view.
8. From the View menu, check the Field Codes command. Notice that the LINK field is visible, and the table disappears. The LINK field is not framed.
9. From the View menu, clear the Field Codes option.
10. With the mouse, drag the framed table up to the top margin, centered on the page.
11. From the View menu, select the Field Codes option. Notice that the table AND a LINK field are now visible. The LINK field is not framed and is located at the original insertion point.
12. From the View menu, clear the Field Codes option.
13. From the Edit menu, choose Links. Select the first item in the Links box and choose the Update button. Notice that two identical tables are visible, one centered at the top margin and one at the left margin.

If you make changes in the Excel for Windows spreadsheet, the positioned table is NOT updated because it is no longer linked.

Additional reference words: w4wfield 2.00 2.00a 2.00a-CD 2.00b 6.00
w4wtable wm_word

Index Entry (XE) Field Truncates Text at Optional Hyphen
Article ID: Q87170

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, if you select text that contains an optional hyphen (created by pressing CTRL+MINUS SIGN) and then choose Index Entry from the Insert menu, Word truncates the text in the Index Entry box at the optional hyphen character. If you choose the OK button, the resulting Index Entry (XE) field is also truncated. Text to the right of the optional hyphen is not included in the Index Entry field.

This problem was corrected in Word version 6.0 for Windows.

Workaround 1

Word for Windows does not truncate text that contains an optional hyphen if you create the XE field by selecting the text and pressing CTRL+F9 to insert field brackets.

Workaround 2

Before you create the XE field, temporarily apply Hidden Text character formatting to the optional hyphen. Turn off the viewing of hidden text by clicking the show/hide nonprinting characters button on the ribbon (the show all button in Word versions 1.x) or by choosing Options from the Tools menu (choose Preferences from the View menu in Word 1.x), selecting the View category and clearing the Hidden Text check box.

Microsoft has confirmed this to be a problem in Word versions 1.0, 1.1, 1.1a, 2.0, and 2.0a. We are researching this problem and will post new information here as it becomes available.

More Information:

Word truncates text at the optional hyphen regardless of whether you select the Optional Hyphens or Show All options in the View category of the Tools Options dialog box.

Steps to Reproduce Problem

-
1. Type a word that contains an optional hyphen. For example, type the following:

HYPHEN, CTRL+MINUS SIGN, ATE

2. Select the word you typed in step 1.
3. From the Insert menu, choose Index Entry. Note that Word for Windows has inserted "HYPHEN" in the Index Entry box. Choose the OK button. The following field is inserted in your Word for Windows document:

{XE HYPHEN}

Word for Windows does not truncate words that contain ordinary hyphens or em or en dashes.

References:

"Microsoft Word for Windows User's Guide," version 2.0, pages 260-264, 541-542

"Microsoft Word for Windows User's Reference," version 1.0, pages 165-166, 289-293

Additional reference words: w4wfield 1.00 1.10 1.10a cut off
incomplete 2.00 2.00a 2.00a-CD 2.00b 2.00c

Bullets and Symbols Blink in Normal and Page Layout Views
Article ID: Q87438

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

If you insert a bullet or symbol in a Microsoft Word for Windows document and you are in normal or page layout view, the symbol or bullet blinks each time you press a key on the keyboard while the insertion point is on the same line as the symbol or bullet. As soon as you move the insertion point to another line, the symbol or bullet stops blinking.

This problem was corrected in Word version 6.0 for Windows.

More Information:

You can insert a bullet by choosing Bullets And Numbering from the Tools menu or by choosing the Bulleted List button on the tool bar. The following is an example of the field code generated by Word for Windows when you insert a bullet:

```
{SYMBOL 183 \f "Symbol" \s 12 \h}
```

To insert a symbol, choose Symbol from the Insert menu.

Workaround

You can avoid the blinking bullet or symbol by switching to draft view or by choosing Field Codes from the View menu.

Microsoft has confirmed this to be a problem in versions 2.0, 2.0a, and 2.0a-CD of Word for Windows. We are researching this problem and will post new information here as it becomes available.

Additional reference words: flash flashing blinking flicker bullet
w4wfield 2.00 2.00a 2.00a-CD 2.00b 2.00c

Internal Link to Range Includes Entire Document When Updated
Article ID: Q87946

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

If you copy a portion of a Microsoft Word for Windows document and paste link it into another document, the entire document appears in the destination document when you update the link if you close the included document without saving changes.

This problem was corrected in Word version 6.0 for Windows.

More Information:

In Word for Windows, you can include a portion of one document as an internal link in a second document. Word for Windows inserts a bookmark in the source document to mark the linked selection. If you create the link, close the source document, and choose the Yes button when you are prompted to save the changes, the link updates correctly. If you choose the No button when you are prompted to save the changes, bookmark information about the internal link is discarded; this forces Word for Windows to include the entire source document when you update the link.

Workaround

When you link a portion of one Word for Windows document to another document, be sure to save any editing changes when you close the source document.

Steps to Reproduce Problem

-
1. Open the CONVINFO.DOC file, which is located in the Word for Windows program directory.
 2. Select a paragraph or two of text. From the Edit menu, choose Copy.
 3. From the File menu, choose New, and choose the OK button.
 4. From the Edit menu, choose Paste Special. Under Data Type, select Formatted Text, then choose the Paste Link button.
 5. From the File menu, choose Save. Type a file name and choose the OK button.
 6. From the Window menu, choose CONVINFO.DOC.

7. From the File menu, choose Close. Choose the No button when you are prompted to save changes to CONVINFO.DOC.
8. Activate the window that contains the document you saved in step 5.
9. From the Edit menu, choose Links. Select the link and choose the Update Now button.

The entire contents of CONVINFO.DOC appears in place of the portion that was previously linked.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 682-696

Additional reference words: 2.00 2.00a 2.00a-cd w4wfield

"Error! Not a Valid Embedded Object" Embedding Excel Object

Article ID: Q88352

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

You may receive the following error message when you embed a Microsoft Excel Worksheet, Macrosheet, or Chart object in a Microsoft Word for Windows document:

Error! This is not a valid embedded object.

This error message is displayed when you update the embedded sheet in Microsoft Excel for Windows.

If you try to delete or unlink the EMBED field, the following error message appears:

Low Memory. Save the document now.

When you choose the OK button, the following third error message appears:

Word needs more memory to be able to undo this operation.
Do you want to continue?

If you choose the Yes button, Word for Windows completes the operation.

This problem was corrected in Word version 6.0 for Windows.

More Information:

Workarounds

- In Microsoft Excel, copy the worksheet information to the Clipboard. Switch to Word for Windows and choose Paste Special from the Edit menu. Select Excel Worksheet Object in the Data Type box and choose the Paste button.

-or-

- Sometimes this problem is caused by your printer driver and you can avoid the error messages by switching to a different printer driver.

Steps to Reproduce Problem

1. Create a new document in Word for Windows. From the Insert menu, choose Object. Select Excel Worksheet and choose the OK button.
2. Type some text in the first cell of the Microsoft Excel worksheet.
3. From the File menu, choose Update.

Note: The Excel Worksheet does not update in Word for Windows the first time you update the file in Microsoft Excel.

4. From the File menu, choose Update again.

Note: The Excel Worksheet updates in Word for Windows.

5. From the File menu, choose Exit, and return to Word for Windows. The following error message appears in place of the EMBED field:

Error! This is not a valid embedded object.

6. Select the EMBED field or the error message and press DELETE to remove the EMBED field or press CTRL+SHIFT+F9 to unlink the EMBED field. The following error message is displayed:

Low Memory. Save the document now.

7. Choose the OK button. The following error message is displayed:

Word needs more memory to be able to undo this operation.
Do you want to continue?

8. Choose the Yes button. The EMBED field is deleted or unlinked.

Microsoft has confirmed this to be a problem in versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c of Word for Windows. We are researching this problem and will post new information here as it becomes available.

"Microsoft Word for Windows User's Guide," version 2.0, pages 694-695

Additional reference words: 2.00 2.00a 2.00a-cd w4wfield
errmsg err msg

Infinite Loop Spell Checking "RE: Testt" Using Grammar Checker

Article ID: Q88372

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, if you type the text string "RE: Testt" in response to a FILLIN or ASK field prompt and a pound sign (#) is directly to the right of the field, when you run the Grammar command with the Spelling Errors check box selected, the string "Testt#" is flagged as a misspelled word. If you choose the Ignore All button, Word for Windows becomes caught in a hanging loop; you must press CTRL+ALT+DEL to exit this loop.

Microsoft has confirmed this to be a problem in versions 2.0, 2.0a, and 2.0a-CD of Word for Windows. This problem was corrected in Word for Windows version 6.0.

More Information:

This problem does not occur if you choose the Add button or the Change button. Also, if you delete the text "RE:" or the pound sign, the loop does not occur. You can also avoid this problem by clearing the Spelling Errors check box in the Customize Grammar Settings dialog box.

Note: The spelling checker in Word for Windows, which is activated by choosing Spelling from the Tools menu, does not cause this problem.

Steps to Reproduce Problem

1. From the Insert menu, choose Field. Under Insert Field Type, select Fill-in, type a prompt, and choose the OK button.
2. Select the FILLIN field and press F9 to update the field. In the dialog box, type "RE: Testt" (without the quotation marks), and choose the OK button.
3. Type "#" (without the quotation marks) immediately after the FILLIN field. The field should appear as follows:

```
{fillin "Enter Text"}#
```

Note: If you clear the View Field Codes command, the line appears as follows:

```
RE: Testt#
```

4. From the Tools menu, choose Options. Under Category, select

Grammar, then choose the Customize Settings button. Under Grammar, select the Spelling Errors check box, then choose the OK button.

5. From the Tools menu, choose Grammar. When the grammar checker flags "Testt#," choose the Ignore All button.

"Microsoft Word for Windows User's Guide for version 2.0", pages 284-286, 472-475, 484-486, 648, 651-652, 752

Additional reference words: w4wproof 2.00 2.00a 2.00a-CD speller hang hangs crash hung stop stops w4wfield locks lock locked reboot soft boot infinite

Setting Up Different First Header/Footer for Even/Odd Pages
Article ID: Q88404

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In a Microsoft Word for Windows document containing different even/odd header or footer formatting, you can create a different first header or first footer that automatically determines whether the page number is even or odd and then inserts the appropriate first header or first footer.

More Information:

When you select the Different First Page check box, Word for Windows not only sets up a different first header, but also sets up a different first footer. If it is necessary to maintain the appropriate even or odd footer on the first page of the section, but that page could be either even or odd, insert the following field in the first footer:

```
{if {=mod({page},2)} = "1" "->->Page {page}" "Page {page}"}
```

Note: In this example, "->" represents a TAB character.

The MOD function divides the current page number by two and then tests to determine if the remainder equals one. If the remainder equals one, the page is odd; if the remainder does not equal one, it equals zero (0), which means the page is even. If the page is odd, the odd page footer is inserted (in the above example, it is two tabs, then the word "Page" and a PAGE field); if the page is even, the even footer is inserted (in the above example, it is the word "Page" and a PAGE field aligned at the left margin).

For example, suppose you have a document for which you want to create different even and odd headers and footers. However, you want the header (but not the footer) on the first page of each section to be blank, similar to the following:

Odd page, first page
of section with
footer, but no header

Even page with
header and footer

| | |
|--|--------|
| | Header |
| | |
| | |
| | |
| | |

| | | |
|-------------|--|-------------|
| | | |
| | | |
| | | |
| Page {page} | | Page {page} |
| | | |

Reference(s) :

"Microsoft Word for Windows User's Guide," version 2.0, pages 579-582, 639-641

"Microsoft Word for Windows User's Reference," version 1.x, pages 95-96, 97-98, 103, 147-149

Additional reference words: w4wfield 1.00 1.10 1.10a 2.00 2.00a 6.00 2.00a-CD 2.00b 2.00c wm_word

WinWord: Bookmarked SEQ Field Returns Incorrect Value

Article ID: Q88592

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, and 2.0a-CD, 2.0b 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

When you select a sequence (SEQ) field in a Microsoft Word for Windows document and apply a bookmark to it, the bookmark references the previous SEQ field or returns the value of the bookmarked field minus one if your selection also includes text to the left of the SEQ field.

If you apply a bookmark to a SEQ field, be sure to select only the SEQ field without selecting any text to the left of the field.

This problem was corrected in Word version 6.0 for Windows. To obtain new or updated Microsoft products, call Microsoft Consumer Sales at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

More Information:

Steps to Reproduce Problem

1. Create a new Word for Windows document. From the View menu, choose Field Codes if that command is not chosen.
2. Type the following:

```
Chapter 1{SEQ chapter \h}  
Chapter 2{SEQ chapter \h}
```

Note: Create the field braces by pressing CTRL+F9. The \h switch formats the field as hidden text.
3. Select the first SEQ field. Make sure that you do not select any text or spaces before the field.
4. From the Insert menu, choose Bookmark. Under Bookmark Name, type "chapt1" (without the quotation marks). Choose the OK button.
5. Select the second SEQ field and include the number "2" in your selection.
6. From the Insert menu, choose Bookmark. Under Bookmark Name, type "chapt2" (without the quotation marks), then choose the OK button.
7. Insert the following fields in your document to reference the SEQ fields you typed in step 1:

{SEQ chapter chapt1}
{SEQ chapter chapt2}

8. From the Edit menu, choose Select All. Press F9 to update fields.
9. From the View menu, choose Field Codes to clear this command.

Notice that the result of both SEQ fields is 1. Word for Windows returns "1" as the value of the chapt2 bookmark because the bookmark includes text to the left of the SEQ field.

Reference(s):

"Running Word for Windows Version 2," by Russell Borland, page 181

Additional reference words: w4wfield
2.00 2.00a 2.00a-CD 2.00b 2.00c 1.00 1.10 1.10a

How to Use Wildcards to Perform Selective Print Merge

Article ID: Q88679

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

In Microsoft Word for Windows, you can use the asterisk (*) and the question mark (?) wildcard characters as part of a selective print merge operation. These wildcards function in Word for Windows similar to the way they function in Microsoft MS-DOS (that is, they act as a substitute for a letter, number, or string).

MORE INFORMATION

=====

The asterisk (*) wildcard character represents a whole word or a group of characters, regardless of length. For example, "D*" (without the quotation marks) represents any group of characters that begins with the letter D, regardless of the length of the string. And, "*D" represents any group of characters that ends with the letter D, regardless of its length.

Note: You cannot search for a string that both begins with an asterisk and ends with an asterisk; therefore, "*D*" is an invalid selection criteria.

The question mark (?) wildcard represents a single character. For example, "?D" represents any string that contains one character before the letter D, such as "ID." And, "?D?" represents any string with one character before and one character after the letter D, such as "IDE."

While the asterisk (*) wildcard character can successfully merge data that begins with numbers, the question mark (?) wildcard character cannot. For example, you could use "98*" during a print merge, but not "98???".

Using Wildcards to Perform Selective Print Merge

Note: In the following samples, create the field braces by pressing CTRL+F9.

- To select records whose First_Name merge field begins with "D", use the following syntax in your print merge main document:

```
{if {First_Name}="D*" "{First_Name}"}
```

- To select records whose First_Name merge field ends with "D":

```
{if {First_Name}="*D" "{First_Name}"}
```

- To selectively merge those records whose First_Name merge field begins with "D" and contain four characters:

```
{if {First_Name}="D???" "{First_Name}"}
```

Note: In a Word for Windows print merge operation, the characters inside the quotation marks are case sensitive. In the above examples, records whose First_Name merge field contains "D" would be found, whereas records whose First_Name merge field contains "d" would not be found.

For information on using wildcards to perform a selective print merge in which a numeric character follows the wildcard, query on the following words in the Microsoft Knowledge Base:

numeric and w4wmerge and wildcard and incorrect

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 637-644

"Microsoft MS-DOS User's Guide and Reference," version 5.0, pages 73-75

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD wild card cards w4wmerge w4wfield pmh helper conditional

SYMBOL Field May Not Print If Character Spacing is Condensed
Article ID: Q89284

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, and 2.0b
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, if you choose Symbol from the Insert menu and select a font other than Normal Text in the Symbols From box, the symbol does not print if you apply condensed spacing character formatting to it. Similarly, if you choose Bullets And Numbering from the Tools menu and choose the New Bullet button, symbols from a font set other than Normal Text do not print if they contain condensed spacing character formatting.

Symbols from the Normal Text font set print correctly when you apply condensed spacing character formatting.

This problem was corrected in Word version 6.0 for Windows.

More Information:

Workarounds

-
- Select the SYMBOL field that contains condensed spacing character formatting. From the Format menu, choose Character. In the Spacing box, select Normal, then choose the OK button.

-or-

- Insert the symbol using the ANSI character code and then format the character for the appropriate font. For example, to insert a Microsoft Windows symbol, choose Character from the Format menu, select WingDings in the Font box, and choose the OK button. Press ALT+Keypad 0255 to create the Microsoft Windows symbol. If you apply condensed spacing character formatting to this symbol, created using the ANSI character code instead of a SYMBOL field, the symbol prints correctly.

Steps to Reproduce Problem

-
1. From the Insert menu, choose Symbol.

-or-

From the Tools menu, choose Bullets And Numbering. Select the Bullets option button and choose the New Bullet button.

2. In the Symbols From box, select any font except Normal Text.

3. Select any symbol and choose the OK button.
4. Select the symbol you inserted in step 3 above. From the Format menu, choose Character.
5. In the Spacing box, select Condensed, then choose the OK button.
6. Print the document.

The symbol does not print.

Microsoft has confirmed this to be a problem in versions 2.0, 2.0a, 2.0a-CD, and 2.0b of Word for Windows. This problem was corrected in Word version 6.0 for Windows.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b w4wfield
w4wprint missing blank printer

Word: Print Merge Does Not Include Tables or Graphics
Article ID: Q89314

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

When you perform a print merge in Word for Windows, any table or linked graphic that is the result of a conditional IF field is not displayed in the resulting merged documents. To use tables or linked graphics as the result of a conditional print merge statement, use the appropriate method below.

This functionality was changed in Word version 6.0 for Windows.

Merging the Table or Graphic Directly

Use this method when you want to print only the table or graphic.

Define a glossary entry that contains the table or linked graphic, then conditionally merge one of two glossaries.

1. Select the table you want to merge and choose Glossary from the Edit menu. Type "table" (or another appropriate name, without the quotation marks) as the glossary name and choose the Define button.
2. Select the text or field that you want to merge if the condition is false. Choose Glossary from the Edit menu. Type "false" (or another appropriate name, without the quotation marks) as the glossary name and choose the Define button.
3. Insert a field with the following syntax:

```
{GLOSSARY {IF <CONDITION><OP>"<CONDITION>" "TRUE GLOSSARY NAME"  
"FALSE GLOSSARY NAME"}}
```

For example:

```
{GLOSSARY {IF {MERGEFIELD EMPLOYEES}>="100" "TABLE" "FALSE"}}
```

4. Select the field and press the F9 key before you perform the print merge the first time (it should only be necessary to update the field only once).

Note: You must have a glossary defined for the false result or the error message

Error! No glossary entry specified

will appear in place of the field when you merge. If you want no result when the condition is false, define some hidden text as your false glossary (be sure you do not include a paragraph mark in the glossary entry).

Merging a Document That Contains a Table or Graphic

Use this method when the table or graphic is part of another document you insert using an INCLUDE field.

Page 643 of the "Microsoft Word for Windows User's Guide" gives instructions for including a document during a print merge. If the included document contains tables and/or graphics, they do not display in the resulting merged documents when you follow these instructions.

If you reverse the order of the nested fields so the IF conditional field is nested within the INCLUDE field, Word for Windows displays the tables and graphics correctly.

A field with the following syntax will allow Word to evaluate a condition and include one of two documents. Either document may contain tables or graphics.

```
{INCLUDE {if <CONDITION><OP>"<CONDITION>" "TRUE FILENAME" "FALSE  
FILENAME"}}
```

Note: You must specify a file for Word to include, even when the condition is false. If no file is specified for Word to import when the condition is false, the following error message prints on the form letter:

Error! Filename Not Specified

The following are examples of the fields for versions 2.x and versions 1.x of Word for Windows.

Word for Windows versions 2.0, 2.0a, 2.0a-CD, and 2.0b

```
{INCLUDE {IF {MERGEFIELD order}>"100" "C:\\DIRNAME\\LETTER1.DOC"  
"C:\\DIRNAME\\LETTER2.DOC"}}
```

Using this field, Word for Windows includes the text in LETTER1.DOC if the amount in the data field "order" is more than 100. If the amount of the order is less than 100, Word will include LETTER2.DOC. Any table or graphic in LETTER1.DOC or LETTER2.DOC will be correctly displayed in the resulting merged documents.

Word for Windows versions 1.0, 1.1, and 1.1a

```
{INCLUDE {IF {REF order}>"100" C:\\DIRNAME\\LETTER1.DOC  
C:\\DIRNAME\\LETTER2.DOC}}
```

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 268-271,
639-645

Additional reference words: docerr 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD
w4wtable 2.00b w4wmerge w4wfield missing

Creating All Odd- or All Even-Numbered Pages in a Document

Article ID: Q89348

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

To create all odd- or all even-numbered pages in a Microsoft Word for Windows document (for example, 1,3,5,7... or 2,4,6,8...) use an expression field (`{=}`) in conjunction with a PAGE field (`{PAGE}`).

More Information:

To create all odd-numbered pages, insert the following field in the document header or footer:

```
{={page} + {={page} - 1}}.
```

To create all even-numbered pages, insert the following field in the document header or footer:

```
{={page} + {page}}
```

Note: If you want to number each page in the same way throughout all sections, add page numbers before you add section breaks. However, if you've already added section breaks and want to add page numbers, position the insertion point in the first section of the document and then insert page numbers or the fields mentioned above.

Note: To create the braces "`{}`", press CTRL+F9.

For more information on using the expression field, search for "Expression field" using the Help menu.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, page 306, 760

"Microsoft Word for Windows User's Reference," version 1.0, pages 95-96

"Microsoft Word Technical Reference For Windows and OS/2," versions 1.0, pages 336-342

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wfield wm_word

How to Apply Formatting to Results of Link to Excel Worksheet

Article ID: Q89395

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

When you use a LINK field to insert a Microsoft Excel worksheet in your Word for Windows document, you can apply formatting to the Microsoft Excel worksheet values in Word by modifying the LINK field.

For example, if you want to apply currency formatting to linked Microsoft Excel worksheet data, modify the LINK field as follows:

Original LINK field:

```
{LINK ExcelWorksheet Sheet1 R1C1 \* mergeformat \r \a}
```

Becomes:

```
{DDEAuto ExcelWorksheet C:\\EXCEL\\Sheet1.xls R1C1 \# $###.00 \* mergeformat \r \a}
```

Or becomes:

```
{DDE ExcelWorksheet C:\\EXCEL\\Sheet1.xls R1C1 \# $###.00 \* mergeformat \r \a}
```

In the above example, the number "300" appears as "\$300.00" in Word for Windows. Other samples:

| | | |
|-------|------------|----------|
| 3 | appears as | \$ 3.00 |
| 3.55 | appears as | \$ 3.55 |
| 333.4 | appears as | \$333.40 |

More Information:

For more information on the field-specific and numeric picture switches used in the above example, see pages 760-762 of the "Microsoft Word for Windows User's Guide."

To add the comma (,) as a thousands separator, modify the LINK field as follows:

```
{DDEAuto ExcelWorksheet C:\\EXCEL\\Sheet1.xls R1C1 \# $#,###.00 \* mergeformat \r \a}
```

Disadvantages to Using This Method

1. The DDE and DDEAuto fields are supported in versions 2.0, 2.0a, 2.0a-CD, and 2.0b of Word for Windows to provide backwards compatibility with earlier versions of Word for Windows. These fields may not be available in future versions of Word for Windows.
2. The DDEAuto field causes Word for Windows to prompt you to update each link every time you open the document. For each link you choose to update, a separate instance of Microsoft Excel is launched. This is normal behavior in versions 1.x of Word for Windows. The LINK field in versions 2.x, and 6.0 of Word for Windows prompts you once to update all the links (if the LINK field is formatted with the \a switch).

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 682-690, 760-762

Additional reference words: w4wfield 1.00 1.10 1.10a 2.00 6.00
2.00a 2.00a-CD 2.00b 2.00c wm_word

WinWord: How to Use Dates as Print Merge Selection Criteria
Article ID: Q89532

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

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In Microsoft Word for Windows, you can perform a selective print merge based on a list of dates. You can selectively print merge based on such criteria as a group of months, days of months, years or combinations of all three. For example, you can perform a selective print merge based on a list of names and birthdates.

In addition, you can instruct Word for Windows to change the date format of data in the merged document.

MORE INFORMATION

=====

To use the selective merge function:

1. Set up the data document. For example:

```
FRIENDS,BIRTHDATE
Raquel Tejada,10-5-1940
Norma Jean Baker,6/1/1926
Marion Michael Morrison,5/26/1907
```

Note: You can use either backslashes or dashes in the dates. If your data document is formatted as a table, you can also spell out the date (for example, "June 1, 1926").

2. Set up the main document:

- a. {if {MERGEFIELD Birthdate \@ "MMMM"}="October" "{MERGEFIELD Friends} {MERGEFIELD Birthdate \@ "MMMM d, yyyy"}"}

This example merges records for people born in October. The Birthdate field is formatted as "October 5, 1940", regardless of the data format of the data document (October 5, 1940, or 10/5/1940, or 10/5/40).

- b. {if {MERGEFIELD Birthdate \@ "MM"}="10" "{MERGEFIELD Friends} {MERGEFIELD Birthdate}"}

This example works the same as example a, except that the Birthdate prints exactly as it appears in the data document.

- c. {if {MERGEFIELD Birthdate \@ "yy"}="40" "{MERGEFIELD Friends}

```
{MERGEFIELD Birthdate \@ "MM dd, yy"}}
```

This example merges records for people born in 1940. The Birthdate field is formatted as "10/5/40."

- d. {if {MERGEFIELD Birthdate \@ " yyyy"}="October 5, 1940"
"{MERGEFIELD Friends} {MERGEFIELD Birthdate \@ "d-MMM-yy"}}

Same result as example 3 above, except that the Birthdate prints in "5-October-40" format.

- e. {if {MERGEFIELD Birthdate \@ "MMMM d, yyyy"}="October 5, 1940"
"{MERGEFIELD Friends} {MERGEFIELD Birthdate}}}

Merges only the records of people born on October 5, 1940.

The above examples do not illustrate all possible selective merge combinations or date formats. To view all possible DATE field switches, choose field from the Insert menu. In the Insert Field Type box, select Date. All the possible date switch combinations appear in the Instructions box.

REFERENCES

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"Microsoft Word for Windows User's Guide," version 2.0, pages 609-656, 751

Additional reference words: 6.00 2.00 2.00a 2.00a-CD 2.00b w4wfield wm_word w4wmerge conditional pmh

WinWord: FILLIN Fields in Header Updated at Print or in Views
Article ID: Q89863

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

By design, Word for Windows updates FILLIN fields located in the header or footer when you print a document, print merge a document to the printer or to a new document, or switch to print preview or page layout view. These fields are updated even if the Update Fields check box is cleared in the Tools Options Print dialog box.

Workaround

To work around this problem, use an ASK field instead of a FILLIN field to insert text in your header or footer. Insert the ASK field in the body of the document. In the header or footer, insert a field reference to the ASK field bookmark. An ASK field prompts you for information when you update the field, but it is not automatically updated when you print the document (unless you select the Update Fields check box in the Tools Options Print dialog box).

To place information in the header with an ASK field:

1. In the body of your document, type:

```
{ASK bookmark_name "Text to appear in InputBox"}
```

Note: To create field brackets ({}), press CTRL+F9. These ASK fields are not visible when you print your document.

2. From the View menu, choose Header/Footer (in versions 1.0, 1.1 or 1.1a of Word for Windows, choose Header/Footer from the Edit menu). Select Header and choose the OK button. In the header window, insert the following field:

```
{ref bookmark_name}
```

3. On the header option bar, choose the Close button.
4. Select the entire document and update the fields by pressing the F9 key. When the ASK field prompts you for information, type the appropriate text and choose the OK button.
5. From the File menu, choose Print. The bookmark text appears in your document header.

Reference(s) :

"Microsoft Word for Windows User's Guide," version 2.0, pages 475-478

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b
6.00 wm_word
w4wfield w4wprint 3.00 3.10

WinWord: Use of ASK and FILLIN Fields and \o Switch
Article ID: Q90010

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

This article discusses the following issues regarding the use of ASK and FILLIN fields in a Word for Windows print merge operation:

- Using the \o switch to cause Word to prompt you only once for input.
- Choosing the Cancel button or pressing ESC when prompted for ASK or FILLIN input.
- How to print the results of ASK and FILLIN fields while suppressing blank lines in your merged documents.

More Information:

ASK Field

The ASK field prompts you to type text, which it assigns to a bookmark name. During a print merge, the ASK field prompts you for input before printing each merged document, which allows you to customize each merged document. The ASK field itself has no result; the result is assigned to the bookmark. You must insert a separate field to reference the bookmarked information you typed in response to the ASK prompt. Example:

```
{ASK BookmarkName "Message Text"}{REF BookmarkName}
```

In this example, the ASK field prompts you for input, which it assigns to the bookmark named BookmarkName. The REF field inserts the input in your merged document.

FILLIN Field

The FILLIN field prompts you for text that is used as the FILLIN field result. During a print merge, the FILLIN field prompts you for input before printing each merged document, which allows you to customize each merged document.

Using the \o Switch

When you add the \o switch to a Word for Windows FILLIN or ASK field,

Word for Windows prompts for input only once, before printing the first document during a print merge, rather than once for each print merge document. Word for Windows uses the same information in each merged document. Examples:

```
{FILLIN "Batch Number" \o}  
{ASK BookmarkName "Message Text" \o}{REF BookmarkName}
```

What Happens When You Choose the Cancel Button or Press ESC?

If you previously typed something in the ASK or FILLIN field dialog box, that text remains in the dialog box for the next prompt. If you choose the Cancel button (or, in Word for Windows version 2.0, press the ESC key) to skip an ASK field, Word uses the previously-typed text as the current value of the ASK field bookmark.

Note: In versions 1.0, 1.1, or 1.1a of Word for Windows, if you press ESC in an ASK or FILLIN field dialog box, the print merge stops.

Canceling an ASK or FILLIN field dialog box only cancels the prompt for input; it does NOT delete the previously-typed input. If you don't want any value assigned to a FILLIN field or to an ASK field bookmark, you must press the DEL key to delete the previously-typed text, and then choose the OK button. In Word version 6.0, a space must be inserted to create blank results

ASK and FILLIN Field Results Don't Print If You Suppress Blank Lines

In versions 2.0, 2.0a, 2.0a-CD, and 2.0b of Word for Windows, the result of a FILLIN field or ASK field bookmark is not inserted in your merged document if you check the Skip Completely option under Treatment of Blank Lines Caused by Empty Fields in the Print Merge dialog box. In other words, suppression of blank lines by the Word for Windows Print Merge Helper cancels the result of an ASK or FILLIN field.

Microsoft has confirmed this to be a problem in versions 2.0, 2.0a, 2.0a-CD, and 2.0b of Word for Windows. We are researching this problem and will post new information here as it becomes available.

Workarounds

- If you are not concerned with blank lines appearing in your merged documents, select the Print Blank Lines option in the Print Merge dialog box.
- or-
- If you want to suppress the printing of blank lines, insert a conditional IF statement. When you perform the print merge, select the Print Blank Lines option in the Print Merge dialog box. In the example below, a blank link resulting from an empty {company} field is suppressed with the following instructions:

```
{MERGEFIELD name}  
{IF {company}<>" "}{company}[SHIFT+ENTER]  
{FILLIN "Batch Number" \o}
```

Note: Press SHIFT+ENTER to create a newline character. Do not type "[SHIFT+ENTER]" in the field. Press CTRL+F9 to create the field brackets.

For more information on ASK and FILLIN fields:

- Search for "fields: print merge", "ask field", or "fillin field" using the Help menu in version 2.0 of Word for Windows.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 646-651

Additional reference words: w4wmerge w4wfield 1.00 1.10 1.10a 2.00
2.00a 2.00a-CD 2.00b pmh missing appear data 6.0 wm_word

Changing Excel Link Type Resets Table Alignment Formatting

Article ID: Q90506

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, and 2.0b
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

In a Word for Windows document that contains a link to a Microsoft Excel spreadsheet, if you change the link type from manual to automatic (or from automatic to manual), any alignment formatting you apply in Word for Windows to the linked object will be lost.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

=====

This loss of alignment formatting occurs regardless of the other settings in the Links dialog box and regardless of the field switches in the LINK field. For example, a * mergeformat switch in the LINK field will keep you from losing alignment formatting applied to the Microsoft Excel spreadsheet in Word.

The reason the alignment is lost when you change the link in the Links dialog box is because Word actually deletes the existing LINK field, then creates a new one with or without the "\a" switch depending on whether you are changing from auto to manual or the other way around.

WORKAROUND

=====

1. From the View menu, choose Field Codes.
2. Manually edit the LINK field to Excel to change it from manual to automatic as follows:
 - Manual to automatic: Add \a to the LINK field before the \r.
 - Automatic to manual: Remove the \a from the LINK field.

Steps to Reproduce Problem

1. In Microsoft Excel, open or create a spreadsheet.
2. Select the spreadsheet. From the Edit menu, choose Copy.
3. Switch to Word for Windows. From the Edit menu, choose Paste Special.
4. In the Paste Special dialog box, under Data Type, select Formatted Text. Choose the Paste Link button.
5. Select the linked spreadsheet. From the Table menu, choose Row Height. Select Center Alignment and choose the OK button. Note that the spreadsheet is now centered on the line.
6. With the spreadsheet selected, choose Paragraph from the Format menu. Select Center Alignment and choose the OK button. Note that the text is centered in the table cells.
7. From the Edit menu, choose Links. Select the Excel link. Select the Automatic option if Manual is currently selected; select the Manual option if Automatic is currently selected. Choose the OK button. Notice that the alignment formatting for the table and for the text in each cell is reset to the original format.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b w4wfield 3.00
3.10

WinWord: Changing Page Numbering Format in "Page of Pages"
Article ID: Q90693

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, the format "Page of Pages" is not available as a field option.

To simulate a "Page of Pages" field:

1. Place the insertion point where you would like the "Page of Pages" format to appear.
2. From the Insert menu, choose Field (ALT, I, D).
3. In the Insert Field Type list, select Page. (Type "p" on the keyboard to jump to the fields beginning with "p.")
4. Type the word "of" (without the quotation marks and with a space before and after it).
5. From the Insert menu, choose Field (ALT, I, D).
6. In the Insert Field Type list, select No. Of Page.

Appear on Screen: {page} of {numpages}

Note: If you know the field name, you can use Insert Field (CTRL+F9) and type the field codes directly into your document.

More Information:

Both fields, NUMPAGES and PAGE, default to Arabic numbers. You can select other styles from the Page Number Format dialog box available when you select Page Numbers from the Insert menu of the Word for Windows toolbar. Or you can enter a page number field code and use these switches:

| ENTRY | STYLE | |
|--|-----------|------------|
| RESULT | | |
| {page} of {numpages} | Default | "1 of 3" |
| {page *roman} of {numpages *roman} | Lowercase | "i of iii" |
| {page *Roman} of {numpages *Roman} | Uppercase | "I of III" |
| {page *alphabetic} of {numpages *alphabetic} | Lowercase | "a of c" |

{page *Alphabetic} of {numpages *Alphabetic} Uppercase "A of C"

Reference(s):

"Microsoft Word for Windows User's Reference," version 1.x, page 113

"Microsoft Word for Windows User's Guide," version 2.0, pages 427, 751

Additional reference words: w4wfield 1.00 1.10 1.10a 2.00 2.00a 6.00
2.00a-CD 2.00b 2.00c wm_word

Err Msg: Number Cannot Be Represented in Specified Format
Article ID: Q91156

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b
2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, if you format an EQ field using an ORDTEXT (ordinal text), CARDTEXT (cardinal text), or DOLLARTEXT (dollar text with fraction) switch, the following error message occurs when the field result is zero (0):

Error! Number cannot be represented in specified format.

This problem was corrected in Word version 6.0 for Windows. To obtain new or updated Microsoft products, call Microsoft Consumer Sales at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

This error message does not occur in versions 1.0, 1.1, and 1.1a of Word for Windows.

More Information:

For more information on the ORDTEXT, CARDTEXT, and DOLLARTEXT number-formatting switches, including examples, choose Help Index from the Help menu and choose the Search button. Type "switches" (without the quotation marks) in the Search dialog box and choose the Show Topics button. Select General Switches and choose the Go To button. In the General Switches window, choose the Format (*) jump text.

Microsoft has confirmed this to be a problem in versions 2.0, 2.0a, 2.0a-CD, and 2.0b of Word for Windows. This problem was corrected in Word version 6.0 for Windows.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 756

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b w4wfield
errmsg err msg equation formula

Format Print Merge Output with Switches or MERGEFIELD Keyword
Article ID: Q91210

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, you can format the results of a MERGEFIELD field by applying character formatting to the MERGEFIELD keyword. You can also format MERGEFIELD field results using a general format switch (*). General switch formatting overrides direct formatting you apply to the MERGEFIELD field.

No menu command for initial letter capitalization or lowercase character formatting exists in Word for Windows; therefore, you must apply these formats using the FIRSTCAP and LOWER general switches.

More Information:

Print Merge Character Case Switches

Syntax: {MERGEFIELD name * upper}

Syntax: {MERGEFIELD name * lower}

field.

Syntax: {MERGEFIELD name * firstcap}

Syntax: {MERGEFIELD name * caps}

Documentation Error

Neither page 628 nor page 762 of the "Microsoft Word for Windows User's Guide" describes the need to use the FIRSTCAP and LOWER general formatting switches to apply these character formats to MERGEFIELD output.

For more information on general switches, search for "Switches" using the Help menu.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, page 628, 643, 762

"Microsoft Word for Windows User's Reference," version 1.x, pages 111-113

Additional reference words: w4wfont w4wfield pmh 6.00
docerr doc err print wm_word 2.00 2.00a 2.00a-CD 2.00b 2.00c

How to Send Printer Escape Codes from a WinWord Document

Article ID: Q93658

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

In Word for Windows, you can use one of the following methods to send an instruction, or printer escape sequence, to your printer:

- Insert a PRINT field in your document that contains the printer escape codes. Example:

```
{PRINT "<printer instructions>"}
```

-or-

- Type the printer escape sequence in your document and format it for a printer font.

MORE INFORMATION

=====

There are limitations and drawbacks to each of the above methods, depending on which printer driver you use. Neither method is guaranteed to work on every printer.

Limitations of the PRINT Field

When you insert a PRINT field, Word calls an escape in the printer driver that sends the printer instruction text to the printer. If the escape in the printer driver malfunctions, the PRINT field may produce incorrect or no results.

Note: The PRINT field does not affect your page layout because Word treats a PRINT field as nonprinting characters.

Limitations of Typing Printer Information Directly in Your Document

When you type printer information directly in your document, Word treats the escape sequence text as normal text. This means that Word incorporates the text in your document page layout.

When you print the document, the printer interprets the escape sequence text as printer instructions and does not print it. Your printer may misinterpret the escape sequence if Word does not send the entire string

contiguously. For example, if you apply justified paragraph formatting, Word sends other characters to adjust the line length, thereby changing the escape sequence string.

For information on the PRINT field, search for Print Field using the Help menu in version 2.0 of Word for Windows.

REFERENCES

=====

"Microsoft Word for Windows User's Reference," version 1.x, page 104

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c 1.00 1.10
6.00 wm_word 1.10a w4wfield w4wprint

Word: FILLIN Field Is Limited to 255 Characters

Article ID: Q93706

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

SUMMARY

=====

The Word for Windows FILLIN field prompts you for text that is used as the FILLIN field result. The maximum number of characters that can be entered in a FILLIN field is 255.

To allow the user to type more than 255 characters, you can use the WordBasic InputBox\$ command.

MORE INFORMATION

=====

The InputBox\$ command displays a dialog box requesting a single item of data and returns the text entered in the dialog box when the user chooses the OK button.

The syntax is as follows

```
a$ = InputBox$(Prompt$ [,Title$] [,Default$])
```

where:

Prompt\$ is the text displayed in the dialog box.

Title\$ is the title displayed in the title bar of the dialog box; if omitted, Word uses the title "Microsoft Word".

Default\$ is the default text proposed in the text box of the dialog box.

The InputBox\$ command in the following macro assigns the text you enter to the "a\$" variable. The EditGoTo command is used to move the insertion point to a defined bookmark name before inserting the contents of the a\$ variable.

```
Sub MAIN
a$ = InputBox$("Type text")
EditGoTo "bookmark"
Insert a$
End Sub
```

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 6.00 2.00b 2.00c w4wmacro w4wfield InputBox\$ wm_word

Embedded Object Opens in MS Draw from Merged Document

Article ID: Q93734

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

If your print merge main document contains an embedded object, Word for Windows unlinks the EMBED field and inserts the field result in the merged document as a graphic image. As a result, if you double-click the image in the merged document, Word launches Microsoft Draw instead of the original server application.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wmerge w4wfield ole equation editor art graph chart client linking embedding

Extra Minus Signs (-) in Front of Negative Field Result

Article ID: Q94338

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, and 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

If you use a thousands separator in a numeric picture switch and the result is a negative number with three or fewer digits, Word for Windows places two or three minus signs (-) in front of the number instead of one. This happens when the field result contains fewer digits than the numeric picture switch describes.

This problem was corrected in Word version 6.0 for Windows.

More Information:

In the following sample field, Word displays the result correctly if it is a positive number or if it contains four or more digits. By contrast, Word displays the result incorrectly, as shown, if the result is negative and contains three or fewer digits:

```
{=sum ([r1c1:r2c2])\# #,##0}
```

Note: \# is the numeric picture switch and #,##0 is the number picture that includes a thousands separator (,).

If the result is Word displays result as

| | | |
|-------|----------|-------------|
| 5996 | 5,996 | (correct) |
| -5996 | -5,996 | (correct) |
| 103 | 103 | (correct) |
| -103 | - -103 | (incorrect) |
| -82 | - - -82 | (incorrect) |
| -9 | - - - -9 | (incorrect) |

Workaround

Use the "\# ,0" numeric picture switch instead. This switch formats field results correctly regardless of the number of digits in the result. In the above example, change the field to the following:

```
{=sum ([r1c1:r2c2])\# ,0}
```

For more information on the numeric picture switch, search for "switches" using the Help menu in version 2.0 of Word for Windows.

Reference(s):

"Microsoft Word for Windows User's Reference," version 1.x, pages 114-117

Additional reference words: w4wfield alignment misalign too many extra space spaces hyphen 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c

Template Field Code Does Not Display "NORMAL.DOT" Template
Article ID: Q94404

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, and 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

The result of the TEMPLATE field is blank (null) if your Word for Windows document is based on the NORMAL template (NORMAL.DOT).

This problem was corrected in Word version 6.0 for Windows.

More Information:

When your document is based on the NORMAL template, the TEMPLATE field result is blank regardless of whether the NORMAL.DOT file exists on your hard disk.

Workaround

The following field displays "NORMAL.DOT" (without the quotation marks) if your document is based on the NORMAL template. If your document is not based on NORMAL.DOT, the field displays the name of whichever template your document is based on.

```
{IF {TEMPLATE} <> "" "{TEMPLATE}" "NORMAL.DOT"}
```

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 490

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wfield attached attach nothing

EQ Field Codes for Foreign Language Characters: Norwegian
Article ID: Q94742

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

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You can insert foreign language characters and punctuation in a Word for Windows document using any of the four methods listed below. This article provides an extensive list of EQ and SYMBOL fields you can use to create Norwegian language characters.

MORE INFORMATION

=====

Method 1: Choose the Symbol command from the Insert menu.

Use this method to insert available symbols. To access a different set of symbols, select a different font in the Symbols From box.

Method 2: Insert the ANSI character code.

Use this method to insert available symbols. To enter an extended ANSI character, hold down the ALT key, and type the four-digit ANSI character code on the numeric keypad with NUM LOCK turned on.

Method 3: Change the international settings.

You can use the International option in Windows Control Panel to change the Country, Language, and Keyboard Layout settings to those of a different language. For information on these settings, see the Control Panel section in "Microsoft Windows User's Guide." For pictures of international keyboard layouts, see pages 623-630 in "Microsoft MS-DOS User's Guide and Reference," version 5.0.

Use this method when you type many foreign characters and need to type them in other applications as well. This method changes the characters that display when you press the keys on your keyboard.

Method 4: Insert EQ or SYMBOL fields.

Use this method if the character you need does not appear in the Insert Symbol dialog box and if you only occasionally need to type foreign words.

The following table lists the SYMBOL or EQ fields you can use to create Norwegian language characters. These fields use a 10-point Courier New font. If you use a different font or size, you may need to modify the field contents.

For more information on EQ fields, see the "Using EQ, or Formula, Fields to Produce Mathematical Formulas" application note. To obtain this application note, call Microsoft Product Support Services at (206) 454-2030.

Note: Neither the user's guide nor Help contains information on the use of EQ fields in version 2.0 of Word for Windows. However, the documentation on the use of EQ fields in the user's reference for Word versions 1.x applies to Word version 2.0 as well.

Norwegian Language Characters

| Illustration | Description | Field Code |
|--------------|---------------------------|---------------|
| A ring | Uppercase A, ring (volle) | {symbol 0197} |
| a ring | Lowercase A, ring (volle) | {symbol 0229} |
| AE | Uppercase AE, ligature | {symbol 0198} |
| ae | Lowercase AE, ligature | {symbol 0230} |
| O/ | Uppercase O, slash | {symbol 0216} |
| o/ | Lowercase O, slash | {symbol 0248} |

REFERENCES

"Microsoft MS-DOS User's Guide and Reference," version 5.0, pages 623-630

"Microsoft Windows User's Guide," version 3.1, pages 169-171

"Microsoft Windows User's Guide," version 3.0, pages 181-182

"Chicago Manual of Style," Thirteenth Edition, The University of Chicago Press, 1982

"Microsoft Word for Windows User's Guide," version 2.0, pages 153, 265, 268

"Microsoft Word for Windows User's Reference," version 1.x, page 135

Additional reference words: w4wfont w4wfield 6.00 wm_word
WD0522 Norway
1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c

Cannot Insert Clipboard Contents Using ^c in Edit Replace

Article ID: Q94880

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

The following error message occurs if you try to insert the contents of the Windows Clipboard in a Word for Windows document using the Edit Replace command when the Clipboard contains a TC field that is nested in an XE field:

Word cannot read the formatting in this document.

To replace the search text with contents of the Clipboard, choose Replace from the Edit menu, and type "^c" (without the quotation marks) in the Replace With box.

More Information:

This problem does not occur with other nested field combinations.

Workaround

1. Use the Find command from the Edit menu to locate the search text.
2. Close the Find dialog box.
3. From the Edit menu, choose Paste to insert the contents of the Clipboard.

Steps to Reproduce Problem

1. In a Word document, insert the following field:

```
{XE "Index"{TC "Table of Contents Entry"}}
```

Note: Press CTRL+F9 to create the curly field brackets ({}).

2. Press ENTER to insert a paragraph mark.
3. Type "YYY" (without the quotation marks).
4. Select the field you inserted in step 1 above.
5. From the Edit menu, choose Copy.
6. From the Edit menu, choose Replace.

7. Type "YYY" (without the quotation marks) in the Find What box.
8. Type "^c" (without the quotation marks) in the Replace With box.
9. Choose the Replace All button. The "Word cannot read the formatting in this document" error message occurs. Choose the OK button.

Result: Word inserts the XE field but not the TC field, as follows:

```
{XE "Index"}
```

We are researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 260-266

Additional reference words: w4wfield errmsg err msg 2.00
2.00a 2.00a-CD 2.00b 2.00c 6.00 wm_word

Newline Character Appears As Pipe Character (|) in Dialog Box
Article ID: Q95093

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

When you open a document in version 2.0 of Word for Windows that you created in version 1.x of Word for Windows, the lines of multiple-line default text in a FILLIN or ASK field dialog box appear on the same line, separated by a pipe character (|).

The FILLIN or ASK field results print and appear correctly in your document, with the newline character as the separator.

The pipe character also occurs in place of a newline character in multiple-line entries in the Summary Info dialog box.

To change the appearance of the dialog box, delete the pipe characters. In their place, type SHIFT+ENTER to insert a newline character.

This problem was corrected in Word version 6.0 for Windows.

Steps to Reproduce Problem

1. Create a document in Word version 1.x that contains a FILLIN field.
2. Select the FILLIN field and press F9 to update the field.
3. In the FILLIN dialog box, type at least two lines of text.
4. Save the file and exit Word version 1.x.
5. Launch Word version 2.0 and open the file you saved in step 4 above.
6. Select the FILLIN field and press F9 to update the field.

Result: The text in the FILLIN dialog box appears with a pipe (|) character between the two lines. The text does not wrap to a second line. However, the FILLIN field result displays correctly in the document.

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wfield

Index Entry Text Truncated Following Tab Character

Article ID: Q95654

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

In Microsoft Word for Windows, the Index Entry command on the Insert menu truncates text that follows a tab of a index entry. For example, if you select the following text in your document, only the first word will appear in the Index Entry dialog box:

John <tab> Smith

The word "John" appears in the Index Entry dialog box, but the word "Smith" is not included.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

=====

The following macro allows you to create an index entry from a text selection that includes a tab character. To use this macro, select the index entry text in your document and run the macro. The macro creates an index entry field, {XE}, to the right of the selected text. The index entry includes the selected text and the tab character. The resulting index takes on the tabs position defined for the index styles (Index 1-7).

Index Entry Macro

```
Sub MAIN
EditCopy
CharRight 1
InsertFieldChars
Insert "XE " + Chr$(34)
```



```
EditPaste
Insert Chr$(34)
CharRight 1
End Sub
```

Index entries are formatted as hidden text. To edit or view these entries in Word 2.x for Windows, choose Options from the Tools menu and select the View category. Under Nonprinting Characters, select the All or the Hidden Text check box. In Word 1.x for Windows, change the view options by choosing Preferences from the View menu.

Additional reference words: 1.00 1.10 1.10a 2.00 2.0a 2.0b 2.0c incomplete
xe w4wfield entries w4wmacro

EQ, AUTONUM, and SYMBOL Fields Are Blank in Print Merge
Article ID: Q95658

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

When you use an EQ, AUTONUM, or a SYMBOL field in a print merge data document, this field is printed as a blank space in your Word for Windows merged document.

These fields are printed as blank spaces because when Word performs a print merge operation it unlinks the fields and places only the result in the merged documents. Since Word cannot unlink an EQ, AUTONUM, or a SYMBOL field, it cannot place a result in the merged document; the missing result appears as a blank space.

Similarly, if you nest a SYMBOL field in an IF field, as in the following example, the SYMBOL field does not display or print in a print merge:

```
{IF {MERGEFIELD CODE} <> "" "{SYMBOL 183 \f "Symbol"} {MERGEFIELD CODE}"}
```

This problem was corrected in Word version 6.0 for Windows

Workarounds

For SYMBOL fields:

Instead of inserting a SYMBOL field, create the symbol by pressing ALT+NNNN (where NNNN is the ANSI character code of the symbol).

For AUTONUM fields:

Instead of using an AUTONUM, AUTONUMLGL, or AUTONUMOUT field, renumber the paragraphs using one of the options in the Numbered List dialog box of the Bullets And Numbering command (located on the Tools menu).

For EQ (Equation) fields:

Use the Microsoft Equation Editor to insert the equation as an EMBED field; the EMBED field will continue to be displayed even after it is unlinked during a print merge operation.

More Information:

The EQ, AUTONUM, and SYMBOL fields are in a class of fields called display fields. The result of such fields depends on the presence of

the field. You cannot unlink such fields from their result, so Word inserts a blank space in place of the result when it unlinks the field during a print merge operation.

Note: You cannot unlink an EQ, AUTONUM or a SYMBOL field by pressing CTRL+SHIFT+F9.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wmerge
w4wfield

Using Expression Fields to Manipulate Page Numbering

Article ID: Q95886

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

This article describes how you can use the Expression field and the Sum function in conjunction with the PAGE field to manipulate page numbering in the following ways:

- Return the current page number plus 1 (or more)
- Return the number of pages in the document minus a specified number
- Number the document in reverse order

More Information:

Return the Current Page Number Plus 1 (or More)

The Expression field below adds 1 to the current page number to return the number of the next page in your document. You can use this field in your header or footer to instruct the reader to "Continue reading on page x" (where x is the result of the Expression field).

```
{={PAGE}+1}
```

Return the Number of Pages in the Document Minus a Specified Number

The following Expression field subtracts a specified number (x) from the total number of pages in your document and displays the result:

```
{={NUMPAGES}-x}
```

For example, if {NUMPAGES} returns 10 as the total number of pages in the document, {={NUMPAGES}-3} returns 7.

Number the Document in Reverse Order

You can insert the Expression field below in the header or footer to number the pages in your document in reverse order. This method works if your document is numbered continuously, starting at 1; it does not work if page numbering in your document is not continuous or does not start at 1.

```
{={NUMPAGES}-{PAGE}}
```

Reference(s) :

Word version 2.0 for Windows Help menu, Field Types and Instructions section, Expression and Numpages topics.

"Microsoft Word for Windows User's Reference," pages 95-96, 103

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wfield equal calculate calculation plus difference

Macro to Remove Document Index Field Entries

Article ID: Q95986

Summary:

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

This article contains a macro that deletes all your Word document's index entries before you convert the document to a text format.

Index entries are converted to plain text when you save a document to the Microsoft Write or Text With Layout file formats. As a result, there may be repeated words within the document text.

This problem was corrected in Word version 6.0 for Windows.

To workaroud this problem, run the following macro to find and delete all XE entries. After running the macro, choose Save As from the File menu, and save a copy of the document in Windows Write, Text With Layout, or DOS Text With Layout file format.

```
Sub MAIN
StartOfDocument
ViewFieldCodes 1
EditFindClearFormatting
EditFind "^19XE", .Direction = 2
While EditFindFound()
EditCut
EditFind "^19XE", .Direction = 2
Wend
End Sub
```

More Information:

Index entries are inserted in Word for Windows as fields formatted as hidden text. When viewing field codes, the index entry fields appear as follows:

```
{XE "Index Entry Text"}
```

If you save a Word document in Text With Layout or Windows Write format, the index entry text is converted as document text. For example, the following portion of a Word document

```
Environmental Concerns {XE "The Environment"}
```

converts in Text With Layout or Windows Write format as:

```
Environmental Concerns The Environment
```

The above macro removes the index entries from your document so that the XE fields are not converted to straight document text.

WARNING: ANY USE BY YOU OF THE CODE PROVIDED IN THIS ARTICLE IS AT YOUR OWN RISK. Microsoft provides this macro code "as is" without warranty of any kind, either express or implied, including but not limited to the implied warranties of merchantability and/or fitness for a particular purpose.

Reference(s):

"Using WordBasic," by WexTech Systems and Microsoft, page 180-182

Additional reference words: w4wmacro w4wfield xe index appsconv text with layout write 2.00 2.00a 2.00a-CD 2.00b 2.00c

Numeric Format Switch for Thousands Separator and Dollar Sign
Article ID: Q96049

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

Use the following numeric format switch to format a numeric result with commas as thousands separators and the currency symbol (such as \$) adjacent to the first number:

{\# \$,0.00}

Examples:

| This field | Yields this result |
|-----------------------|--------------------|
| {=3190321 \# \$,0.00} | \$3,190,321.00 |
| {=43217 \# \$,0.00} | \$43,217.00 |

For more information on numeric format switches in Word version 2.0, use the Field Types and Instructions section of the Help menu and select the General Switches jump text.

Reference(s):

"Microsoft Word for Windows User's Reference," version 1.x, pages 114-117, 364

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 6.00 2.00c w4wfield wm_word

SYMBOL Field Affects Word Wrapping and Nonbreaking Characters
Article ID: Q96076

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.1
-

Summary:

If you use Symbol command from the Insert menu to place a symbol character in your document, one of the following problems may result:

- A symbol character inserted next to a nonbreaking space or nonbreaking hyphen may prevent the nonbreaking space or hyphen from working as expected.

-or-

- A symbol character inserted as part of a word (for example, a copyright symbol) may prevent the word from wrapping correctly.

To avoid this problem, insert a symbol using ANSI characters rather than using the Insert Symbol command or by inserting a SYMBOL field. See the "Workarounds" section below for more information.

More Information:

A nonbreaking space (CTRL+SHIFT+SPACEBAR) prevents a line break between two words, as in the example "2 ft." A nonbreaking hyphen (CTRL+SHIFT+HYPHEN) prevents a line break in a hyphenated word, as in the example "232-3432." However, neither character works as expected when you insert an adjacent symbol using the Insert Symbol command because this command inserts a field code rather than ANSI characters.

Similarly, words that contain a SYMBOL field may not wrap correctly. For example, if you use the Insert Symbol command to insert a copyright symbol at the end of a word, the copyright symbol may wrap, but the word itself may not. If you insert a SYMBOL field adjacent to a footnote reference, Word breaks the line between the text or footnote reference and the SYMBOL field.

Workarounds

-
- From the Insert menu, choose Symbol, select Normal Text in the Symbol From box and then select a symbol from this character set. When you insert a symbol from the Normal Text character set, Word inserts the symbol character but does not insert a SYMBOL field.

-or-

- Insert the symbol using the Windows version 3.1 Character Map (found in Windows Program Manager Accessories group).

-or-

- Insert the symbol using ANSI characters. With NUM LOCK on, hold down the ALT key, and using the keys on the numeric keypad, type 0 (zero) and the ANSI decimal code for the character you want to insert. (You may need to first change character formatting to the font that contains the symbol character, such as Symbol or Wingdings.)

To determine the ANSI character code for the symbol:

1. Be sure the Field Codes command on the View menu has a check mark so that all fields show their codes. (If this command does not have a check mark, choose Field Codes to switch to field code view.)
2. Insert a symbol using the Insert Symbol command. Note the number and font in the SYMBOL field. (Then, delete the field.)

In the following example, the ANSI character code is 149 and the font is Wingdings:

```
{SYMBOL 149 \f "Wingdings"}
```

You can also determine the ANSI character code by using the Windows version 3.1 Character Map (found in Windows Program Manager Accessories group). Select the symbol you want and look in the Keystroke box in the lower right corner for the ANSI code and the Font box in the upper left corner for the name of the font. Microsoft has confirmed this to be a problem in Microsoft Word versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0. We are researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

For more information on using the nonbreaking space and nonbreaking hyphen characters in Word for Windows, query on the following words in the Microsoft Knowledge Base:

symbol and line and wrap

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 91, 153-155

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wfield
6.00 wm_word
early wrong place incorrect fixed 2.00 w4wfont non breaking
non-breaking

Data File Character Formatting Not Retained in Merged Document
Article ID: Q96247

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Word for Windows, if a print merge data document contains text with different character formatting, that text may appear incorrectly in the merged document. This happens because text merged from the data file takes on the formatting you apply to the corresponding field in the main document. As a result, the format of the MERGEFIELD field in the main document overrides any formatting you applied in the data document.

For example, if you insert a trademark symbol in your data document by pressing ALT+0226 and formatting the character for the Symbol font, Word replaces the Symbol font character formatting with that of the MERGEFIELD field in the main document when you perform the print merge operation. In the merged document, an accented uppercase A character appears instead of the trademark symbol (if the MERGEFIELD field is formatted with a font other than Symbol).

Workaround

For the data field that contains special character formatting, insert a REF field in your main document instead of a MERGEFIELD field. For example, in place of the following MERGEFIELD field

{MERGEFIELD FIELDNAME}

insert the following REF field instead:

{REF FIELDNAME}

Word retains the data document formatting for the results of the REF field, which preserves the special character formatting.

The drawback to this workaround is that the print merge helper does not detect errors or suppress blank lines for this field. If you use this workaround, you must suppress blank lines and resolve any print merge errors manually for the REF field.

For information on suppressing blank lines when not using MERGEFIELD fields, query on the following words in the Microsoft Knowledge Base:

winword and suppress and blank and line and 1.1

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 153,
628-656

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wfield
monotype sorts symbol wingdings dingbats zapfdingbats w4wmerge changes
changed 6.00 wm_word

Lowercase Roman Numeral Page Numbers Are Uppercase in TOC
Article ID: Q96744

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

If you apply All Caps or Small Caps character formatting to the table of contents (TOC) style, Word for Windows changes lowercase Roman numeral and alphabetic page numbers to uppercase page numbers in the table of contents.

For example, if your Word document contains lowercase Roman numeral (i, ii, iii) page numbers and your TOC 1 style contains All Caps character formatting, Word capitalizes the page number in the table of contents, as shown below:

IN THE ROSE GARDEN I

Instead, the table of contents should appear as follows:

IN THE ROSE GARDEN i

This problem was corrected in Word version 6.0 for Windows.

Workaround

Note: This workaround does not work for Small Caps character formatting. For Small Caps, you must manually format the TOC text.

Use the following workaround to create a table of contents with All Caps character formatting when your document contains lowercase Roman numeral or alphabetic page numbers:

1. Remove the All Caps character formatting from your TOC styles.
2. In the document, insert TOC Entry (TC) fields in your document to identify text as table of contents entries. Type the TC entry text in uppercase letters, or select the text and press SHIFT+F3 to change the case to uppercase.

The following is a sample TC field:

{TC "IN THE ROSE GARDEN"}

Note: Do not apply All Caps character formatting to the TC field text because, when you create the TOC, the TOC style removes All Caps character formatting.

3. When you create the table of contents by choosing Table Of Contents from the Insert menu, select the Use Table Entry Fields option button.

Reference(s) :

"Microsoft Word for Windows User's Guide," version 2.0, pages 558-559

"Microsoft Word for Windows User's Reference," versions 1.x, pages 358, 360, 373

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wfield capital capitalized capitalizes upper lower case switch

TOC Field Incorrectly Includes Hidden AUTONUM Field

Article ID: Q96864

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

If you create a table of contents (TOC) by selecting the Use Heading Paragraphs option in the Table Of Contents dialog box (from the Insert menu, choose the Table Of Contents command), Word for Windows includes lines for hidden heading paragraphs if those paragraphs are preceded by a hidden AUTONUM field.

This problem was corrected in Word version 6.0 for Windows.

More Information:

For example, when you update a document similar to the following

```
{toc /o}
{autonum}. heading #1
{autonum}. heading #2 <this line is formatted as hidden text>
{autonum}. heading #3
```

the TOC field will generate the following table of contents:

```
1. heading #1.....1
2.....1
3. heading #3.....1
```

Workaround

To work around this problem, if your document contains paragraphs with hidden headings, number paragraphs with the SEQ fields instead of AUTONUM fields. To do this, replace AUTONUM fields with the following SEQ field in paragraphs formatted with the Heading 1 style:

```
{SEQ h1}
```

In paragraphs formatted with the Heading 2 style, replace AUTONUM fields with the following SEQ field

```
{SEQ h2}
```

and so on. After you finish editing your document, update all the SEQ fields and the TOC field.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wfield

How to Cross Reference Sequence Fields

Article ID: Q96944

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

This article describes how to create a cross-reference to a SEQ (sequence) field in Word for Windows 2.0. The article also describes two methods that do not work and shows why you should not use them to create cross-references to SEQ fields.

Note: although the following methods can be used in Word 6.0, the interface for creating numbered items and cross-references to them has been substantially changed. For more information on this process in Word 6.0, see chapter 19 of the user's manual, or look in Help under Caption or Cross-Reference.

More Information:

To create a cross-reference to a SEQ field:

1. Select the SEQ field to which you want to create a cross-reference.

IMPORTANT: Be sure you do not select any characters before or after the field. For example, select the following SEQ field, but do not include "Table " in the selection:

| Field | Result |
|-------------------|---------|
| ----- | ----- |
| Table {SEQ table} | Table 1 |

2. Insert a bookmark. For example, insert a bookmark named "CrossRef" (without the quotation marks). For information on inserting bookmarks, see page 741 of the "Microsoft Word for Windows User's Guide."
3. Position the insertion point where you want the cross-reference to appear.
4. Insert a SEQ field and include the Bookmark argument. To reference the SEQ field in the above example, insert the following SEQ field:

| Field | Result |
|----------------------------|---------|
| ----- | ----- |
| Table {SEQ table CrossRef} | Table 1 |

For more information on SEQ field syntax, see the Sequence topic in

the Field Types and Instructions section of the Help menu.

Examples of the WRONG Ways to Create a Cross-Reference

=====

Do Not use the REF Field to Create a Cross-Reference to the SEQ Field

Page 744 of "Microsoft Word for Windows User's Guide," incorrectly describes a method where you use a REF field to create a cross-reference to a SEQ field; if you use this method, Word inserts a copy of the SEQ field. In other words, the REF field behaves as if you inserted another SEQ field, thereby incrementing the sequence. As a result, the REF field lists a nonexistent cross reference, and subsequent SEQ fields are incorrectly incremented (that is, the result of subsequent SEQ fields is one number too large). The following example illustrates this behavior:

| Field | | Result |
|--------------------------|--|--|
| ----- | | ----- |
| Table {SEQ table} | | Table 1 |
| Table {SEQ table} | --> Add the CrossRef bookmark to this field | Table 2 |
| Table {SEQ table} | | Table 3 |
| Table {SEQ table} | | Table 4 |
| See Table {REF CrossRef} | | See Table 5 --> Increments sequence |
| Table {SEQ table} | | Table 6 --> Should be 5 |
| Table {SEQ table} | | Table 7 --> Should be 6 |

If you lock the result of the REF field, the cross-reference is correct, but Word increments the sequence anyway, so subsequent SEQ fields are incorrectly incremented (the result of subsequent SEQ fields is one number too large). The following example illustrates this behavior:

| Field | | Result |
|-----------------------------|--|-----------------------------------|
| ----- | | ----- |
| Table {SEQ table} | | Table 1 |
| Table {SEQ table} | --> Add the CrossRef bookmark to this field | Table 2 |
| Table {SEQ table} | | Table 3 |
| Table {SEQ table} | | Table 4 |
| See Table {REF CrossRef \!} | | See Table 2 --> Correct result |
| Table {SEQ table} | | Table 6 --> Should be 5 |
| Table {SEQ table} | | Table 7 --> Should be 6 |

Incorrect Results If You Add Bookmark Name to Text and SEQ Field

There is a documentation error in the the Sequence topic in the Field Types and Instructions section of the Help menu. The first sentence in the following paragraph is misleading because it implies that you should select the item you want to cross-reference instead of or in addition to the SEQ field for that item:

Cross-references

To create an automatic cross-reference to an item you've labeled with a SEQ field, you assign a bookmark name to the item and then include that bookmark name in a SEQ field where you want the cross-reference to appear. Suppose you want to refer to the table showing African sales. First, you add a bookmark name -- for example, `african_sales` -- to the SEQ field you've created for the table....

If you select the text before the SEQ field in addition to or instead of the SEQ field, the cross-reference displays the result of the previous SEQ field instead. This happens because Word includes everything after the first SEQ field and before the second SEQ field as part of the first sequence. For example, if you create a cross reference to Table 2 by adding a bookmark to the second instance of "Table {SEQ table}" below, the cross-reference lists "Table 1" (the previous SEQ field) instead of "Table 2."

| Field | Result |
|----------------------------|---------|
| ----- | ----- |
| Table {SEQ table} | Table 1 |
| Table {SEQ table} | Table 2 |
| <---bookmark---> | |
| Table {SEQ table CrossRef} | Table 1 |

To create a correct cross-reference, do not not select any text preceding or following the SEQ field.

Reference(s) :

"Microsoft Word for Windows User's Guide," version 2.0, pages 562-564, 744

Additional reference words: w4wfield 2.00 2.00a 2.00a-CD 2.00b 2.00c w4whelp

Conditional Alphanumeric Merge May Yield Incorrect Results

Article ID: Q97484

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

A print merge operation may yield incorrect results if you use a conditional statement to evaluate alphanumeric data when the first character of the data is numeric. This happens because conditional statements (IF fields) evaluate only the first two characters of a numeric string.

More Information:

For example, using the sample data file below, the following conditional statement incorrectly yields a true result for the first and second records, although only the second record satisfies the condition:

```
{IF {MERGEFIELD TEST} = "1AB" "This is true"}
```

Note: The IF field evaluated only the first two characters (1A) of the numeric string.

Sample Data File

```
-----  
|  Rec_Num  |  Name   |  Test  |  
-----  
|    1     |  John   | 1AA    |  
-----  
|    2     |  Bill   | 1AB    |  
-----  
|    3     |  Fred   | 2AA    |  
-----  
|    4     |  George | ABC    |  
-----
```

Workaround

Word version 2.0

If your alphanumeric data contains entries that begin with a numeric character, use the print merge Record Selection feature to perform a conditional merge of the data. By setting record selection rules, you can merge only data records that meet the criteria you specify.

The disadvantage of this workaround is that you must perform multiple print merge operations if your main document contains more than one conditional statement for alphanumeric fields. In this case, you must modify your main document for each condition, change the Record Selection settings to evaluate each condition individually and then perform a separate print merge operation. The functionality of the Record Selection feature differs from that of an IF field, so you must modify your print merge procedure accordingly.

For example, the following procedure uses the Record Selection feature to perform a conditional print merge of the sample data file above. This procedure replaces the following conditional statement:

```
{IF {MERGEFIELD TEST} = "1AB" "This is true"}
```

1. Attach the data file to the main document and then activate the main document.
2. From the File menu, choose Print Merge, and then choose the Merge button.
3. Choose the Record Selection button.
4. From the Field Name list, select Test.
5. From the Is list, select Equal To.
6. In the Compared To box, type "1AB" (without the quotation marks) and then choose the Add Rule button. Choose the OK button.
7. Complete the print merge operation. For record 2, "This is true" should appear in the merged document.

Word version 1.x

1. Sort your data file based on the field that contains entries that begin with a numeric character.
2. Number your data records.
3. Insert a conditional field, such as IF or NEXTIF, to print merge the correct data records.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 633-645

"Microsoft Word for Windows User's Reference," version 1.0, pages 197-199

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c numbers strings w4wmerge w4wfield alphabetic 6.00 wm_word

"Bookmark Not Defined" Replaces Print Merge ASK Field Result
Article ID: Q97485

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

The following error message prints in place of bookmark information

Error! Bookmark not defined.

if you define a bookmark in a print merge main document using an ASK field and then perform a print merge operation in which you select the Skip Completely option to suppress the printing of blank lines. Word for Windows loses the bookmark and stops printing the bookmark information in your merged document after the first occurrence of blank line suppression.

In other words, when Word suppresses the printing of a blank line, it does not retain the ASK field results, so this information does not print in subsequent merged records.

This problem was corrected in Word version 6.0 for Windows.

Workaround

Turn off the Skip Completely option in the Print Merge dialog box.

-or-

Replace paragraph marks in your main document with newline characters (press CTRL+ENTER).

Note: Both workarounds disable the suppression of blank lines.

Microsoft has confirmed this to be a problem in versions 2.0, 2.0a, 2.0a-CD, 2.0b, and 2.0c of Word for Windows. This problem was corrected in Word version 6.0 for Windows.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wfield
w4wmerge errmsg err msg
*

Maximum Values for Field Format Switches

Article ID: Q97591

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

A field will produce the following result (error message)

Error! Number Cannot be Represented in Specified Format

when the resulting value exceeds the maximum value for the field formatting switch.

Below is a list of the maximum values each field formatting switch can produce. If the maximum value is exceeded, the preceding error message will appear as the field result.

| Switch | Maximum |
|--------------|--|
| *alphabetic | Values > 6,656.4999 |
| *arabic | Values > 2,147,483,647.4999 Note: Can produce the above error message or incorrect results. |
| *cardtext | Values > 999,999.4999 |
| *dollartext | Values > 999,999.99 |
| *hex | Values > 32,767.4999 |
| *ordinal | Values > 2,147,483,647.4999 |
| *ordtext | Values > 999,999.4999 |
| *roman | Values > 3,999 |

More Information:

Field format switches are used to format the result of a field. For example, the field {=99.99 * dollartext} yields the following result:

Ninety-nine and 99/100

For more information on field switches in Word for Windows 2.0, search for "switches" using the Help menu.

Reference(s):

"Microsoft Word for Windows User's Reference," pages 112-114

Additional reference words: w4wfield limit limits limitation 6.00
limitations max exceed exceeds numeric 1.00 1.10 1.10a 2.00 2.00a
2.00a-CD 2.00b 2.00c wm_word

Result of SEQ Field Is a Negative Number

Article ID: Q97729

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

The maximum positive number result of a SEQ (Sequence) field is 32,767 (2 to the 15th power). If the result of a SEQ field is greater than 32,767, Word for Windows displays the result as a negative number that descends one increment for each number in the sequence. For example:

| If the SEQ field result should be | Word displays |
|--------------------------------------|---------------|
|--------------------------------------|---------------|

| | |
|--------|---------|
| 32,767 | 32,767 |
| 32,768 | -32,768 |
| 32,769 | -32,767 |
| 32,770 | -32,766 |

Microsoft has confirmed this to be a problem in versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0 of Word for Windows. We are researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c limit 6.00 w4wfield

SET Fields Within IF Field Evaluate Incorrectly

Article ID: Q97791

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

When you use an IF field to determine how to set a bookmark, and you use SET fields inside the IF field, the bookmark being set always evaluates as the second SET statement.

For example, these statements

```
{ask gender "What is the person's gender?"}
--> {if gender = f {set pronoun she}{set pronoun he}}
    {ref pronoun}
```

always show the bookmark "pronoun" as "he". This is because Word evaluates fields from the inside out, and from left to right. It evaluates the first SET statement, and the bookmark "pronoun" is set to "she". It then evaluates the next SET field, and the bookmark "pronoun" is reset to "he". When the IF instruction is carried out, both the true bookmark and the false bookmark are "he".

More Information:

The correct way to use these fields together is to put the IF field inside the SET field, as in the following example:

```
{ask gender "What is the person's gender?"}
--> {set pronoun {if gender = f "she" "he"}}
    {ref pronoun}
```

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wfield
6.00 define assign wrong value incorrect wm_word

Second NUMWORDS Field Result Is Incorrect

Article ID: Q97797

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

When you use the NUMWORDS field in a document more than once, and there are more than 10 words in the document, the first NUMWORDS field shows the correct number of words in the document, and subsequent NUMWORDS fields show results that are wrong. If there are 10 or fewer words in the document, all NUMWORDS fields show the correct number of words.

The actual number of words in a document is determined by choosing Summary Info from the File menu, choosing Statistics, and choosing the Update button.

By contrast, this problem does not occur with the NUMCHARS field because the NUMCHARS value is never an estimate like NUMWORDS can be. When you choose the Update button in the Statistics dialog box, Word updates only the number of words, because of the number of characters is always accurate.

This problem was corrected in Word version 6.0 for Windows.

Workaround

Include the NUMWORDS field in a SET field, and use the REF field to refer to it. In the following example, "words" is the name of the bookmark established in the SET field:

1. Near the beginning of the document, insert this field:

```
{set words {numwords}}
```

2. Where you want the number of words in the document to appear, insert this field:

```
{ref words}
```

You can use this field as many times as needed.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wfield

Page Numbering in "Page of Total Pages in Section" Format
Article ID: Q97861

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

This article describes how you can number the pages of a section in the following format:

<Page Number> of <Total Number of Pages in Section>

More Information:

This numbering sequence is implemented differently depending on the version of Word for Windows you are using. Follow the directions corresponding to the correct version on your machine as follows:

Word for Windows, version 6.0

=====

1. Place your cursor in the desired section of the document.
2. Go into the header or footer and insert the page number as you normally would.
3. Press the space bar and type "of", without the quotes, and press the space bar again.
4. Go to the Insert menu and choose Field. From the Field Name column select SectionPages.

Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c

=====

1. Select some text at the end of the last page of the section.
2. From the Insert menu, choose Bookmark.
3. Type a Bookmark Name and then choose the OK button.
4. In the header or footer for the section, insert the following fields and text:

{PAGE} of {PAGEREF BookmarkName}

For example, if your section contains 11 pages, the following appears in the header or footer on page 3:

Word for Windows, Versions 1.x

=====

In Word versions 1.x, there is a problem with the method described for Word version 2.0 above. When you insert the PAGEREF field in the header or footer, its result is the current page number instead of the number of the page where the bookmark is located. As a result, you must use the one of the following methods in Word versions 1.x:

Method 1: Lock the PAGEREF Field

-
1. Perform steps 1 through 4 of the instructions for Word version 2.0 above.
 2. Select the PAGEREF field in the header or footer and update it by pressing F9.
 3. Lock the PAGEREF field by pressing CTRL+F11 (or ALT+CTRL+F1).

Note: If you later add pages to the section, you can update the PAGEREF field by doing the following:

- a. Unlock the PAGEREF field by selecting it and pressing SHIFT+CTRL+F11 (or ALT+SHIFT+CTRL+F1).
- b. Repeat steps 2 and 3 above.

Method 2: Use a SET Field

-
1. Select some text at the end of the last page of the section.
 2. Insert a SET field that assigns a unique bookmark name to the page number of the last section. The following is the syntax of the SET field:

{SET BookmarkName {PAGE}}

3. From the View menu, be sure the Page command has no check mark. If this command does have a check mark, choose Page to switch to Normal view.
4. From the Edit menu, choose Header/Footer.
5. Choose the Options button.
6. In the Start At box, type 1.
7. Change the Start At field to 1.
8. Select Header or Footer and then choose the OK button.
9. In the header/footer pane, insert the following fields and text:

{PAGE} of {BookmarkName * charformat}.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 746, 749

"Microsoft Word for Windows User's Reference," pages 103-104, 107

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wfield
wrong incorrect wm_word 6.0

Err Msg in Place of REF Field Result: Bookmark Not Defined
Article ID: Q98895

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

If you type nothing in response to an ASK field prompt, Word for Windows records a nul value, which may cause the following error message to appear as the result of the REF field that references the nul ASK field result in versions 2.0 and 1.0:

Error! Bookmark not defined.

In version 6.0, the message is

Error! Reference source not found.

This happens because you cannot assign a bookmark to a nul value. A bookmark must represent a value, such as a selection or the insertion point (the insertion point is not the same as a nul value).

Workaround 1

To prevent the above error message from appearing, insert a SET field before the ASK field, as shown in the example below. The SET field assigns the insertion point, or no selection (""), to the bookmark (instead of a nul value) so the error message does not occur.

```
{SET address2 ""}{ASK address2 "What is the second line of  
the address?"}{ref address2}
```

This workaround assigns a blank value to the bookmark that Word can insert if a different value is not later assigned using the ASK field.

Note: The \d (default) ASK field switch has no effect on this workaround.

Workaround 2

Insert an IF field that compares the reference to the ASK field bookmark with a reference to an intentionally undefined bookmark. If the bookmarks are the same (which means that both produce the "Error! Bookmark not defined" error message), Word inserts an alternate result.

Note: Be sure to choose a unique bookmark name as the intentionally undefined bookmark. If this bookmark name is later assigned to a

value, the workaround fails.

In the following example, which illustrates this workaround, "xxxx" is an undefined bookmark name. If the value of the mybookmark bookmark is nul, Word inserts "No name given" as the result of the IF field.

```
{ASK mybookmark "Type your name:"}
```

Insert the following IF field in place of the REF field that references the ASK bookmark results:

```
{IF {mybookmark} = {xxxx} "No name given" {mybookmark}}
```

Reference(s):

"User's Guide," version 2.0, pages 477-478, 640-644, 646-650

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b
2.00c 6.00 w4wfield errmsg err msg w4wmerge print merge wm_word

FILLIN Field Dialog Box Blank During Print Merge

Article ID: Q98897

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

When you use the FILLIN field in a print merge document to prompt for information to print on each record, Word for Windows does not always display what was typed in the previous FILLIN dialog box. This happens if the Skip Completely option is selected in the Print Merge dialog box and if Word skipped a blank line in the previous record. In other words, when Word suppresses the printing of a blank line, it does not retain the FILLIN field results, so this information does not appear as the default response the next time the FILLIN dialog box appears.

This problem was corrected in Word version 6.0 for Windows. To obtain new or updated Microsoft products, call Microsoft End User Sales at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

Workaround

- Use the \d switch in the FILLIN field, which displays the same default response each time instead of the response you typed in the previous FILLIN dialog box.
- or-
- Cancel the selection of the Skip Completely option in the Print Merge dialog box.
- or-
- Replace paragraph marks in your main document with newline characters (press CTRL+ENTER to create a newline character).

NOTE: The last two workarounds disable the suppression of blank lines.

Microsoft has confirmed this to be a problem in versions 2.0, 2.0a, 2.0a-CD, 2.0b, and 2.0c of Word for Windows. This problem was corrected in Word version 6.0 for Windows.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wfield w4wmerge errmsg err msg error message

Missing Special Characters in Table of Contents

Article ID: Q99412

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

Table of contents entries that contain special characters that you created using equation fields will be generated with the special characters missing.

For example, if you apply Heading 1 style to the following paragraph on page 1

Scandinavian Cities: $MALM\{eq \ \circ(O, /)\}$

the entry will appear as follows in your table of contents:

Scandinavian Cities: MALM.....Page 1

STATUS

=====

Microsoft is researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

Additional reference words: 2.00 2.0a 2.0a-cd 2.0b 2.0c omitted lost gone deleted missing without w4wfield

IF Field Won't Display Table or Linked Graphic as Result

Article ID: Q99683

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

You cannot insert a table or a linked graphic into a Word document as the result of an IF field that contains INCLUDE, IMPORT, or GLOSSARY fields.

Workaround

To display a linked graphic or a table as the result of a conditional IF field, nest the IF field inside an INCLUDE, IMPORT, or GLOSSARY field, so that the IF field updates first. For example, you could nest the fields as follows:

```
{INCLUDE {IF conditionalTest table.doc falseResult}}
```

More Information:

The following examples illustrate the problem that occurs when you try to insert a linked graphic or table as the result of an INCLUDE, IMPORT, or GLOSSARY field nested inside an IF field.

In the following examples, a table or a linked graphic is used as results in an IF field. TABLE.DOC is a file that contains a table. "Glossary table" is a glossary entry that contains a table. PICTURE.WMF is a Windows metafile graphic. "Glossary picture" is a glossary entry containing a linked graphic.

```
{if conditionalTest {include TABLE.DOC} falseResult}  
{if conditionalTest {glossary table} falseResult}  
{if conditionalTest {import PICTURE.WMF} falseResult}  
{if conditionalTest {glossary picture} falseResult}
```

If conditionalTest is true in any of the above examples, the table or picture will not display when you update the field. Any text above or below the table in either TABLE.DOC or the table glossary will display correctly. Any text above or below the graphic in the picture glossary will display correctly. Embedded graphics and graphics that are not linked will display correctly.

For more information on importing graphics as the result of a conditional field, query on the following words in the Microsoft Knowledge Base:

importing and graphics and condition

Microsoft has confirmed this to be a problem in Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0. We are researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

Reference(s) :

"Microsoft Word for Windows User's Reference," version 1.0, pages 97-99

Additional reference words: w4wtable w4wfield 1.00 1.10 1.10a 2.00 6.00
wm_word 2.00a 2.00a-cd 2.00b 2.00c

Creating a Table of Contents That References Ranges of Pages

Article ID: Q103730

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

When Word for Windows builds a table of contents, Word lists the page number on which the item starts. This article describes how you can use TC fields to create a table of contents that lists the range of pages for an item.

MORE INFORMATION

=====

Use the following procedure for each table of contents entry that references a range of pages:

1. Select the first word of the range you want to reference in your table of contents.
2. From the Insert menu, choose Bookmark.
3. Type an appropriate, unique name in the Bookmark Name box, such as "Chapter1," and then choose OK.
4. Position the insertion point at the end of the range.
5. Insert a TC field that references the bookmark you inserted at the beginning of the range in steps 2 and 3 above. Use the following syntax for this TC field

```
{TC "<text> [TAB] {PAGEREF <BookmarkName>} - "}
```

where <text> is the text you want to appear for this entry in the table of contents; [TAB] means to press TAB; and <BookmarkName> is the name of the bookmark you inserted in steps 2 and 3 above.

Example:

```
{TC "Chapter 1 [TAB] {PageRef Chapter1} - "}
```

The above TC field appears as follows in the table of contents:

```
Chapter 1.....1-3
```

For more information, select the "TC" and "TOC" jump text in the Field Types And Instructions section of online Help.

REFERENCES

=====

Word for Windows "User's Guide," version 2.0, pages 540, 557-562, 564

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b
2.00c w4wfield

Word Changes Alphabetic Chapter References to Numeric
Article ID: Q103731

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

When you create a table of contents that contains alphabetically numbered chapters, Word for Windows changes the chapter numbers to their numeric format when you create a table of contents based on heading paragraphs.

WORKAROUND

=====

To create a table of contents in which Word retains alphabetic chapter numbers, select the Use Table Entry Fields option instead. Use the following instructions to create the TC fields using SEQ (sequence) fields to number the chapters:

NOTE: This method places the chapter information in individual TC fields instead of the TOC field. As a result, number formatting information is retained in the table of contents.

1. In your document, insert alphabetic chapter reference numbers using SEQ fields. For example, use the following field to number a series of appendix chapters:

```
Appendix {SEQ Appendix \* Alphabetic}
```

Result: Appendix A

2. Insert a TC field that references the SEQ field. For example, insert the following field after the SEQ field you added in step 1 above:

```
{TC "First Appendix [TAB] {SEQ appendix \c} - "}
```

where [TAB] means to press the TAB key.

Resulting table of contents entry:

```
First Appendix.....A-1
```

3. Position the insertion point where you want the table of contents to appear.
4. From the Insert menu, choose Table Of Contents.

5. Select the Use Table Entry Fields option and then choose OK. Word inserts the following field in your document:

```
{TOC \f}
```

Notes

- The drawback to this workaround is that you must use TC fields throughout your document to create your table of contents. You cannot base your table of contents on heading paragraphs.
- The tab character in the TC field is essential to the success of this method.

For more information, select the "General Switches," "TC," and "TOC" jump text in the Field Types and Instructions section of online Help.

REFERENCES

=====

Word for Windows "User's Guide," version 2.0, pages 540, 557-562, 564

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b
2.00c w4wfield

Expression / Formula Field Functions

Article ID: Q105640

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

This article explains in detail the syntax and usage of the operators and functions that are available to the Expression (Formula) field.

In Word version 6.0, the Expression field name was changed to Formula. Also, the Formula field name was changed in version 6.0 to Equation.

| 1.x, 2.x Field Name | 6.0 Field Name |
|---------------------|----------------|
| = (Expression) | = (Formula) |
| Eq (Formula) | Eq (Equation) |

MORE INFORMATION

=====

Operators

If you combine several operators in one field, Word evaluates in the following order:

1. % Percent
2. ^ Exponentiation
3. * and / Multiplication and division
4. + and - Addition and subtraction

In formulas with more than one operator with the same priority, Word evaluates the operators from left to right. Use parentheses if you want to alter the order of evaluations.

+ Addition Syntax: {=x+y}

- Subtraction Syntax: {=x-y}

NOTE: {=x--y} is the same as {=x+y}. An even number of subtraction signs is equivalent to one addition sign.

* Multiplication Syntax: {=x*y}

/ Division Syntax: {=x/y}

% Percentage Syntax: {=x%}

$\{=25\% \} = .25$
 $\{=200*25\% \} = 50$

\wedge Powers and roots Raise a number to another power or find a root of a number.
Syntax: $\{=x^y\}$
 $\{=4^2\} = 16$ 4 squared
 $\{=3^3\} = 27$ 3 Cubed
 $\{=27^{(1/3)}\} = 3$ Cube root 27

= Is equal to

< Less than

<= Less than or equal to

> Greater than

>= Greater than or equal to

<> Not equal to

Table Column References

NOTE: n is used to indicate the row or column number.

| | |
|--------------------------|--|
| [RnCn] | Cell in Row n, Column n. |
| [Rn] | All cells in Row n. |
| [Cn] | All cells in Column n. |
| [R] | Row that the formula is in, including the current cell. |
| [C] | Column that the formula is in, including the current cell. |
| [RnCn:RnCn] | Range of all cells between the two cell references. |
| Bookmarkname [RnCn] | Cell in table identified by bookmarkname. |
| Bookmarkname [RnCn:RnCn] | Range of cells identified by bookmarkname. |

NOTE: Word for Windows version 6.0 uses A1 reference types to refer to cells. It does not use RnCn reference types.

| | |
|-----------------------|--|
| Bookmarkname [D4] | Cell D4 in table identified by bookmarkname. |
| Bookmarkname [D4:J17] | Range of cells identified by bookmarkname. |

ABOVE, BELOW, LEFT, RIGHT can be used with the table functions (AVERAGE, COUNT, MAX, MIN, PRODUCT, SUM).

Functions

Functions with () can take any number of arguments. If the arguments have more than two digits, you must put a space in front of each.

There are five Boolean functions, which return a value of 1 (true) or 0 (false): NOT, OR, AND, FALSE, TRUE.

The following functions can refer to cells in a table: AVERAGE, MAX, MIN, COUNT, PRODUCT, SUM.

- ABS(x) Returns the absolute value of a number. The absolute value of a number is the number without its sign.
- {=ABS(3.5)} = 3.5
{=ABS(-3.5)} = 3.5
- AND(x,y) Returns "1" if both arguments are true. Returns "0" if both arguments are false. Mostly used with IF statements.
- {=AND(profits>1000, profits<2000)} = 1 when "profits" has been defined as \$1,234. The same formula returns 0 when profits has been defined as \$2,234.
- {=IF(AND(profits>1000,profits<2000),13,15)} = 13 when profits has been defined as \$1,234. The same formula returns "15" when profits has been defined as \$2,234.
- AVERAGE() Gives the average value of the numbers in the list.
- {=AVERAGE(10, 20, 60)} = 30 {=AVERAGE([RnCn],[RnCn])}
- COUNT() Tells you how many items are in the list.
- {=COUNT(2, 5, 67, 1.38)} = 4
{=COUNT([RnCn],[RnCn],[RnCn],[RnCn])}
- DEFINED(x) Returns "1" (true) if x has been defined, "0" (false) if it has not.
- {=DEFINED(4/0)} = 0
{=DEFINED(gross_income)} = 1 if gross_income exists and it evaluates without error.
- FALSE Returns a 1 or a 0.
- {=FALSE} = 0
{=IF(5=6,TRUE,FALSE)} = 0
- IF(x,y,z) x can be a formula. The arguments y and z must be numbers, not text.

INT(x) Rounds x down to the nearest integer.

{=INT(5.67)} = 5
 {=INT(-5.67)} = -6

MAX() Returns the largest value in the list.

{=MAX(3, 4, 5)} = 5
 {=MAX([RnCn], [RnCn], [RnCn])}

MIN() Returns the smallest value in the list.

{=MIN(3, 4, 5)} = 3
 {=MIN([RnCn], [RnCn], [RnCn])}

MOD(x,y) Returns the remainder (modulus) after x is divided by y. The result has the same sign as y. If the answer is 0, returns "0.0" (without quotation marks).

{=MOD(4, 2)} = 0.0
 {=MOD(3, 2)} = 1
 {=MOD(-3, 2)} = 1
 {=MOD(3, -2)} = -1
 {=MOD(-3, -2)} = -1
 {=MOD(3.5, 2.7)} = 0.8

NOT(x) Returns the Boolean opposite of the result. Mostly used with IF formulas.

{=NOT(1=1)} = 0
 {=NOT(1=5)} = 1
 If x is defined as 7, 7{=NOT(x>10)} = 1

OR(x,y) Returns "1" if one or both arguments are true. Returns "0" if both arguments are false. Generally used with IF formulas.

{=OR(1+2=3, 2=4)} = 1
 {=OR(1+5=3, 2=4)} = 0

PRODUCT() Multiplies all the items in the list.

{=PRODUCT(5,4,3)} = 60 {=PRODUCT(5,4,3,(1/2))} = 30
 {=PRODUCT([RnCn], [RnCn], [RnCn])}

ROUND(x,y) Rounds x to y digits. If y is greater than 0, then x is rounded down to y decimal places.

If y is 0, x is rounded down to the nearest integer.

If y is a negative number, x is rounded down to the left of the decimal point.

{=ROUND(x,y)}
 {=ROUND(123.456, 2)} = 123.46
 {=ROUND(123.456, 1)} = 123.5

{=ROUND(123.456, 0)} = 123
{=ROUND(123.456, -0)} = 123
{=ROUND(123.456, -1)} = 120
{=ROUND(123.456, -2)} = 100
{=ROUND(156.789, -2)} = 200

y is zero. Rounds x to the nearest integer.
{=ROUND(123.456, 0)} = 123

y is positive. Rounds to y decimal places.
{=ROUND(123.456, 2)} = 123.46
{=ROUND(123.456, 1)} = 123.5

y is negative. Rounds x to that number of places to the left of the decimal. Y must not be greater than 1 minus the number of digits in x. "-1" rounds to the nearest tens place, "-2" rounds to the nearest hundreds place, "-3" rounds to the nearest thousands place.

{=ROUND(123.456, -0)} = 123
{=ROUND(123.456, -1)} = 120
{=ROUND(123.456, -2)} = 100
{=ROUND(156.789, -2)} = 200

SIGN(x) Determines whether a number is positive (returns 1) or negative (returns -1) or zero (returns 0). Mostly used with the IF field.

{=SIGN(-25)} = -1
{=SIGN(0)} = 0
{=SIGN(456)} = 1

SUM() Adds the numbers in the list.

{=SUM(5, 13, 2, 4, 6)} = 30 {=SUM(5, 13, -2, 4, -6)} = 14
{=SUM([RnCn], [RnCn], [RnCn])}

TRUE Returns a 1 or a 0.

{=TRUE} = 1

REFERENCES

=====

"Word for Windows and OS/2 Technical Reference" (blue book), pages 337-342

"Word for Windows Technical Reference" (brown book), pages 153-156

Word for Windows 2.0 Help, Index, Field Types and Instructions, Expression

"Hacker's Guide to Word for Windows," Woody Leonard and Vincent Chen, Addison Wesley Publishing Company, 1993

Additional reference words: wm_word 1.00 1.10 1.00a 2.00 2.00a 2.00a-CD 2.00b 2.00c 6.00 w4wfield

How to Merge Conditional Number of Records to the Same Page
Article ID: Q105888

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

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In Word for Windows, you can merge a conditional number of records to the same page.

MORE INFORMATION

=====

To merge a conditional number of records to the same page, use a combination of SET, IF, and NEXTIF fields. For example, you could use this method to merge all records with the same name to one page in the merge and create a new page in the merge when a new name is encountered in the data file.

The following example uses a data file with employee names (Employee) and projects they are working on (Projects). The Check field is used in the datafile to mark the last record of a particular name.

Sample Data File:

| Employee | Project | Check |
|-----------|---------|-------|
| John Doe | 4578j | |
| John Doe | 86785x | |
| John Doe | 543p | 1 |
| Jane Doe | 87x | |
| Jane Doe | 89976m | 1 |
| Sam Smith | 7897r | |
| Sam Smith | 857t | |
| Sam Smith | 78974x | |
| Sam Smith | 7868p | 1 |

The main document should be set up as follows, with a copy of the conditional statements equal to the maximum number of projects for each employee (four in the above example):

```
Employee      Project
{MERGEFIELD Employee}      {MERGEFIELD Project}{set duplicate {if
{MERGEFIELD Check}="1" "off" "on"}}{nextif {mergefield check}=""}{if
{duplicate}="on" "P
t{MERGEFIELD Project}}{set duplicate {if {MERGEFIELD Check}="1"
"off" "on"}}{nextif {mergefield check}=""}{if {duplicate}="on" "P
t{MERGEFIELD Project}}{set duplicate {if {MERGEFIELD Check}="1"
"off" "on"}}{nextif {mergefield check}=""}{if {duplicate}="on" "P
t{MERGEFIELD Project}}{set duplicate {if {MERGEFIELD Check}="1"
```

```
"off" "on"}}{nextif {mergefield check}=""}{if {duplicate}="on" "P  
t{MERGEFIELD Project}"}
```

Where "P" represents a paragraph mark that would push the next Project to a new line and "t" represents a tab character that would align the next project under the previous project.

The resulting merge document would appear as follows:

| Employee | Project |
|----------|----------|
| John Doe | 4578j |
| | 86785x |
| | 5436435p |

--- Page Break ---

| | |
|----------|--------|
| Jane Doe | 87x |
| | 89976m |

--- Page Break ---

| | |
|-----------|--------|
| Sam Smith | 7897r |
| | 857t |
| | 78974x |
| | 7868p |

Additional reference words: w4wmerge w4wfield 1.00 1.10 1.10a 2.00
2.00a 2.00a-cd 2.00b 2.00c 6.00 wm_word

Error Referencing Bookmarked Heading 7 or Higher
Article ID: Q105889

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

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When you update a reference to a bookmarked AUTONUMLGL field that is formatted for the Heading 7, Heading 8, or Heading 9 style in Word 2.x, the following error will appear

The document is too large for Word to handle.

and the system may lock, requiring you to reboot to exit the program.

This problem does not occur when you reference bookmarked AUTONUM or AUTONUMOUT fields, or bookmarked AUTONUMLGL fields formatted with Heading 6 style or lower.

STATUS

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This problem does not occur in Word for Windows versions 1.x.

Microsoft has confirmed this to be a problem in Word for Windows versions 2.x. This problem was corrected in Word version 6.0 for Windows.

WORKAROUND

=====

When referencing bookmarked AUTONUMLGL fields that are formatted with the Heading 7, Heading 8, or Heading 9 style, insert at least six spaces after the second L in the AUTONUMLGL field before bookmarking it so that the field appears as follows:

```
{AUTONUMLGL      }
```

The added spaces in the field code will not affect the resulting number and will prevent the error from occurring when you update a field that references this bookmarked AUTONUMLGL field.

Additional reference words: 2.00 2.00a 2.00a-cd 2.00b 2.00c w4wfield
hang hung crash crashed locks locked frozen freezes crashing quit
quits stopped gpf gp fault

Blank Line Suppression When Using FILLIN field

Article ID: Q106652

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.1
-

SUMMARY

=====

If you are using a FILLIN field in Word for Windows, and do not enter any information into the FILLIN message box, the line in the document that holds the field code will still exist (and will be blank). To have the blank line suppressed if no information is entered in the FILLIN field message box, use one of the two methods below.

Method 1

1. Using the following example as a model, insert the following lines somewhere in your document, before the location where the information generated by the FILLIN fields will go. These lines assign FILLIN values to bookmarks. These bookmarks will be referenced later in the document where the information will actually appear.

```
{set name "{fillin "enter name""}"  
{set company "{fillin "enter company""}"  
{set address "{fillin "enter address""}"
```

2. Enter the following lines at the location in the document where you want the information to appear.

```
{if name <> "" "{name}  
"}{if company <> "" "{company}  
"}{if address <> "" "{address}  
"}"
```

Method 2

The results of this method are identical to the results of Method 1. The SET statements have been incorporated into the conditional statements.

```
{set name {fillin "enter name"}}{if name <> "" "{name}  
"}{set company {fillin "enter company"}}{if company <> "" "{company}  
"}{set address {fillin "enter address"}}{if address <> "" "{address}  
"}"
```

When you select the whole document (choose Select All from the Edit menu) and press F9 to update the fields, you will be prompted for each piece

of information. If you leave one or more of the pieces of information blank, the line containing its FILLIN field will be suppressed.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 474 and 672

Additional reference words: 2.00 2.00a 6.00 2.00a-CD 2.00b 2.00c
2.00c-CD 6.00 w4wfield w4wmerge

Converting Files with Extended Characters in Filenames

Article ID: Q69559

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

The following information concerns converting/opening files in Word for Windows that contain extended characters within the filename.

This functionality has changed in Word version 6.0 for Windows.

Opening a File with an Extended Character within the Filename

The following error will result when trying to convert a document to Word for Windows if the filename contains an extended or high bit character:

Document name or path is not valid

It is possible to create a filename that contains non-ANSI extended characters if it was created in a non-Windows application such as Word for DOS. Such a file can be opened in Word for Windows only after the extended characters are removed from the filename. This can be done by renaming the file either at the DOS prompt or from within the application in which the file was originally created.

Saving a File with an Extended Character within the Filename

When saving a Word for Windows document that contains extended ANSI characters in the filename to another file format, two files will be created: one file that contains characters from the extended ANSI character set and one that contains characters from IBM PC Extended Character Set. To open the file in Word for Windows, select the filename that contains the ANSI characters. To open the file in the other application, such as Word for DOS, select the filename that contains the non-ANSI characters.

Additional reference words: w4wformat

1.0 1.1 1.1a 1.00 1.10 1.10a 2.0 2.00

conv high bit characters file name valid document name

WinWord: Cell Line Layout Lost When Converting Table to Text
Article ID: Q80598

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, if you convert a multicolumn table to text, the layout will be lost if the table contains one or more cells with text that wraps around to another line.

More Information:

In Word for Windows version 2.x and 6.0, you can convert a table to text by selecting the table and choosing the Convert Table to Text command from the Table menu. In Word for Windows versions 1.x, you can do this by choosing the Table To Text command from the Insert menu.

To preserve the line layout of the table, save it in "text with layout" format. (In the Word 2.0 File Save As dialog box, select the Text With Layout (*.ans) option; in the Word 1.x File Save As dialog box, select the Text With Layout (PC-8) option). Then, open the text with layout file and convert it to normal Word format.

Example

| | | | | | |
|-----|---|-------|------|------|-----|
| one | two | three | four | five | six |
| 1 | now is the time for all good men to come to the aid of their party. | 3 | 4 | 5 | 6 |
| | now is the time for all good men to come to the | | | | |

If you select this table and convert it from Table to Text, the resulting text will look like the following:

```
one           two           three    four    five    six
 1    now is the time for all good men to come to the aid of their party.
now is the time for all good men to come to the 3  4  5  6
```

Note: The multiple-line cell that wrapped within the table cell now wraps across the entire line, distorting the original appearance of the text.

If you save the table in text with layout format, it retains its appearance when it is reopened and converted to normal Word format, as follows:

| | | | | | |
|-----|--------------------------|-------|------|------|-----|
| one | two | three | four | five | six |
| 1 | now is the time for all | 3 | 4 | 5 | 6 |
| | good men to come to the | | | | |
| | aid of their party. Now | | | | |
| | is the time for all good | | | | |
| | men to come to the | | | | |

Note: In Word 1.x, after you save the document using the Text With Layout (PC-8) option, when you open it again, Word suggests that you convert from Text Only format. Make sure you change the selection to Text With Layout (PC-8) so Word will perform the correct conversion.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 318, 675-676

"Microsoft Word for Windows User's Reference," version 1.x, pages 99, 121, 283, 366, 369-370

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c conv w4wtable

Applying a Style Overrides Existing Paragraph Formatting
Article ID: Q35571

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

If a Style is applied to a paragraph that contains manual paragraph formatting, the manual paragraph formatting will be removed, leaving only the paragraph formatting defined in the Style.

For example, if a paragraph is formatted by setting the indents, tabs, and justification on the Ruler, and a Style is then applied, the formatting applied on the Ruler will be lost.

This loss of formatting occurs by product design. This functionality is different than what occurs for manual character formatting.

Additional reference words: w4wformat 1.00 1.10 1.10a 2.00a 2.00a-CD 2.00b 2.00c wm_word

Column of Letters Displays Along Left Side Of WinWord Screen
Article ID: Q36459

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

SUMMARY

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When you are trying to set up columns in Word for Windows, a string of characters may display along the left side of the screen after you use the Section command. This effect occurs if the right-indent marker on the ruler is positioned left of the left-indent and first-line-indent markers.

This problem occurs most frequently when setting up snaking columns. If you adjust the right indent to the desired column width before you apply the column formatting with the Section command, the resulting right indent remains in effect after you set up the columns. This procedure results in a narrower column than expected, and the column often has a negative width that produces the long line of characters along the left side of the screen.

To work around the problem, select the entire problem area, and choose one of the following methods.

1. Press CTRL+X (CTRL+Q in Word for Windows 2.0 or 6.0) to clear the paragraph formatting of the paragraph. This method also resets the tab-stop settings to be the defaults and resets the left indent and first-line indent to zero. If you have set up special tabs or indents that need to be retained, you should use method Number 2.
2. Hold down the SHIFT key, and scroll to the left until the right-indent marker appears in the negative portion of the ruler. Drag the right-indent marker to the right until it lines up with the vertical dotted line that indicates the position of the right margin or the right edge of a column.

MORE INFORMATION

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For example, if you are working on a document that has 1.25-inch left and right margins. The right indent would then coincide with the 6-inch mark on the ruler. If your goal was to create two 2.5-inch-wide columns with 1-inch-wide spacing between the two, then the right-indent marker should remain at the 6-inch ruler mark and the Division Layout or Section command should be used to indicate two columns with 1-inch spacing. This is the correct method.

The incorrect method is to first adjust the right-indent marker to the column width of 2.5 inches on the ruler (yielding an indent of 3.5

inches left of the right margin), and then to choose the same Section settings. The resulting margin would coincide with the 2.5-inch position on the ruler, but the text would remain indented 3.5 inches from this position, corresponding to a column width of -1 inch. Under such circumstances, there is no horizontal space available for the text, and the program does its best by placing the characters in a column of single-character width.

Additional reference words: w4wformat 1.00 1.10 1.10a 2.00 2.00a wm_word
2.00a-CD 2.00b 2.00c

Functionality of Style Sheets in Word for Windows

Article ID: Q37803

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

The Styles feature in Microsoft Word for Windows provides a higher level of format control in addition to normal formatting procedures. Essentially, the style that you apply to the current paragraph defines the base paragraph settings.

There are two levels of format control: style formatting and manual formatting. Style formatting is the formatting that remains if all other formatting is removed. Manual formatting is formatting that is in addition to or on top of the style formatting. Changing one level of formatting does not change the other level.

If you apply formatting only through Styles, the formatting is completely replaced when another style is applied to that paragraph. However, if you apply manual formatting in addition to the style, the manual formatting carries over when the style is redefined with the new style.

More Information:

Manual formatting commands do not turn off the current style, but add to that style. For example, if you define a style containing Italic formatting and apply it to a paragraph and you manually format some of the text in this paragraph as Bold, that text becomes Italic and Bold. If you apply a new style containing Underline rather than Italic to that paragraph, the text in the paragraph becomes Underline and Bold.

Like character formatting, paragraph settings in a style determine the default paragraph formatting. you can define styles that contain settings for tab stops, indents, line spacing, and justification. If a paragraph has a style applied containing paragraph settings and you apply a different style, the paragraph settings defined in the first style are completely replaced by the settings in the second style. However, if there is additional paragraph formatting applied in addition to the style, that formatting remains even after you apply a different style.

For example, you define a style containing the settings for tab stops at 1 inch and 4 inches. You type a paragraph and the text is arranged in columns lined up at 1 and 4 inches. You define another style with tab stops at 1.5 inches and 5 inches and apply this style to the paragraph; the columns in the paragraph now line up at 1.5 and 5 inches. You manually place a tab stop on the ruler at 3.5 inches; now the columns line up at 1.5 and 3.5 inches. If you reapply the original

style, with tab stops at 1 and 4 inches, to the paragraph, the columns line up at 1 and 3.5 inches because the manually applied tab remains on the ruler.

Additional reference words: w4wformat 6.00 wm_word
1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c

Applied Style's Character Formatting Changes Entire Paragraph
Article ID: Q41741

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows versions 1.x and 2.x, if you apply a style to a paragraph, its character formatting is applied to the entire paragraph, not just the current selection.

For example, if you apply a style containing bold to a paragraph that is already formatted as italic, the paragraph becomes bold italic. This behavior occurs no matter what portion of the paragraph is selected when you apply the style.

Unlike Microsoft Word for MS-DOS, Word for Windows does not have character styles. Word for Windows has only paragraph styles.

Word version 6.0 provides the capability to assign Character Styles to a word or word(s) within a paragraph.

Word version 1.x and 2.x

To assign a Character Style to words within a paragraph:

1. Select Format and Style.
2. Select New.
3. Type the name for your Character Style in the Name box.
4. Select Character Style in the Style Type box.
5. Select Format. Select Font.
6. Then select the attributes for your Style. Select OK.
7. Select the Add to Template box to make this a permanent change for the template.
8. Select OK. Select Close.
9. The new Character Style may now be assigned to certain words within a paragraph of a Word 6.0 document without effecting the rest of the paragraph.

Additional reference words: w4wformat
1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c

Headers and Footers Do Not Wrap Around APOs in WinWord

Article ID: Q41750

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, headers and footers do not flow around absolutely positioned objects (APOs) or framed objects as main body text, footnotes, and annotations do. If you position an APO or a frame over a header or footer, the APO or frame prints over the contents of the header or footer.

Objects in the Drawing Layer of Word 6.0 act like APOs in this respect. However, they can be moved behind the text using the Send Behind Text feature.

Additional reference words: w4wformat
format position 1.00 1.10 1.10a
2.00 2.00a 2.00a-CD 2.00b 2.00c 6.00

WinWord Msg: Save Changes to Style?

Article ID: Q41803

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

Word for Windows Message: "Save changes to style?"

You chose Define Styles from the Format menu, typed or selected a style name, made some changes to the styles definition, and then selected another name or chose Cancel without choosing Define. Word wants to know if you want to keep the changes to the style or discard the changes.

If you want to keep the changes, choose Yes. If you want to discard them, choose No or Cancel.

This functionality has changed in Word version 6.0.

Additional reference words: w4wformat 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c

Creating Borders and Tables of Text in Word for Windows

Article ID: Q47522

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

To place a border around text, follow these steps:

Word for Windows version 2.0 and 6.0

1. Select the line or lines of text you want to put the border around.
2. From the Format menu, choose Border.
3. Select the type of border you want to format the text with.

Word for Windows version 1.0 and 1.1

1. Select the line or lines of text you want to put the border around.
2. From the Format menu, choose Paragraph.
3. Select the type of border you want to format the text with.

More Information:

A border can be a single line that is a horizontal or a vertical bar, or a box enclosing the text. However, borders cannot be combined to create a table.

To create a table, follow these steps:

1. Select the line or lines of text.
2. Choose Insert Table.

This creates a box outside of the selected text as well as inserts lines that separate the text.

Additional reference words: w4wformat "table of text" 1.00 1.10 1.10a
wm_word 2.00 2.00a 2.00a-CD 2.00b 2.00c 6.00

Text in Table Appears in Columns in Word for Windows

Article ID: Q47597

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

SUMMARY

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If the text in the cells of a table appears in columns instead of normal lines, the cell of the table may have paragraph formatting that includes an indent that is larger than the width of the column.

MORE INFORMATION

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There are two methods to determine and correct this problem:

1. Check the ruler by doing the following:

- a. Select the problem paragraph.
- b. Activate Paragraph mode by pressing CTRL+SHIFT+F10.

Small triangles appear under the numbers on the ruler. The triangle on the right points left, and the triangle on the left points right, so that they point at each other. If this is not the case, the left paragraph indent is currently set larger than the cell width. The left triangle has two parts, which can be moved separately. The top section indicates the first-line indent and the bottom section indicates the left paragraph indent.

The triangles can be moved with a mouse or the keyboard. When using the keyboard, the LEFT and RIGHT ARROW keys are used to position the ruler cursor, represented by a rectangular box on the ruler. Once the cursor is moved, do the following:

- a. To change the left or right paragraph indents, press either the "L" or "R" key (respectively) to move the indents to the current cursor position.
- b. To change the first-line indent, press the "F" key to move the first-line indent to the current cursor position.

Using the mouse to position the left and right indents is accomplished by pointing at the appropriate triangle and, holding the left mouse button down, dragging it to the new position on the ruler, as follows:

- a. To set a first-line indent, move the left indent to the position desired for the first-line indent.

b. To move just the left margin indicator (the bottom section of the triangle), hold the SHIFT key down and drag it back to the left.

2. Select the problem paragraph. From the Format menu, choose Paragraph. If there are measurements in the From Left, From Right, or From First Line text boxes in the Indents group box, the measurements should be reduced or removed.

If the problem occurs only on the first line of a paragraph, the cause is a first-line indent that is too large for the cell width.

Additional reference words: 6.00 w4wformat w4wtable 1.00 1.10 1.10a
2.00 wm_word 2.00a 2.00a-CD 2.00b 2.00c

Changing Footnote Reference Styles in Word for Windows

Article ID: Q47857

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

SYMPTOMS

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Changing the footnote reference style or the annotation reference style by choosing Styles from the Format menu does not change any existing footnote reference number or annotation reference style characteristics. Only footnote references and annotation references inserted after the style has been redefined take on the new style. To change the character format of existing footnote references in Word for windows, use the Replace command from the Edit menu as follows:

1. From the Edit menu, choose Replace.
2. In the Find box, do not enter text. Use the character formatting keys to search for the combination of formatting that is applied to the existing footnote reference marks. For example, the default formatting for footnote references is Normal + Font: 8-point, superscript 3-point. To search for this, hold down the CTRL key and press "P" until the space below the search box reads Font: 8-point. Then, hold down the CTRL and SHIFT keys and press the PLUS key.

Note: Key sequences for formatting are summarized on page 290 of the "Microsoft Word for Windows User's Reference" manual.

3. In the Replace box, enter the key sequences for the formatting you want to use for the footnote references.
4. If you have other text that is formatted the same as the new footnote reference style, do NOT clear the Confirm Changes box. If you do remove the check, Word reformats all text that meets the search criteria using the new style without prompting you prior to each change.
5. Choose the OK button.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate

your subsidiary, call Microsoft International Customer Service at
(206) 936-8661.

Additional reference words: w4wformat 1.00 1.10 1.10a 2.00 2.00a
2.00a-CD 2.00b 2.00c

Using Tabs Within the Cell of a Table in Word for Windows
Article ID: Q48113

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

You can use the Format Tabs command to set up tab positions within cells of a table. Each cell holds its own individual tab settings, even among cells located in the same column. Microsoft Word for Windows ignores tab settings at positions that exceed the cell boundaries.

The use of tabs is modified slightly when in a table. To move to the next cell in a table, use the TAB key. To move to a tab position within a cell, hold down the CTRL key, and press the TAB key.

Additional reference words: w4wformat 6.00 wm_word
1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c

Creating Side-by-Side Tables in Word for Windows

Article ID: Q48373

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

SUMMARY

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You cannot create two side-by-side tables in Word 1.x for Windows; however, you can create two side-by-side tables in Word versions 2.x and 6.0. You can create the appearance of two side-by-side tables in versions 1.x, 2.x, and 6.0.

To create the appearance of two side-by-side tables, create a single table with enough columns for both tables, plus one extra column to separate the tables in the center. You can then reduce the column width of the middle column so that it appears that there are two side-by-side tables.

Word for Windows Versions 2.x and 6.0

1. From the Table menu, choose Insert Table or click the Table Icon on the toolbar. Change the number of columns to the total number of columns for both tables plus one.
2. Select the column that you want to separate the tables by positioning the insertion point in the column; from the Table menu, choose Select Column.
3. From the Table menu, choose Column Width; or, drag the table column guides with your mouse to change the width of the selected column.
4. Select the columns representing your left part of the table, choose Border from the Format menu, and apply borders around the cells in the left part of the table. Repeat this step for the right side of the table, leaving the center column unformatted. The bordered parts of the table will give the appearance of two side-by-side tables.

Word for Windows Version 1.x

1. From the Insert menu, choose Table (ALT+I T). Change the number of columns to the total number of columns for both tables plus one.
2. Select the column that you want to separate the tables. Using the keyboard, move the insertion point to the top cell in the column, press F8, and then press DOWN ARROW until you reach the bottom of the column.

3. From the Format menu, choose Table (ALT+T A) to change the Width Of Column box to the desired space between the tables.

Additional reference words: w4wformat 1.00 1.10 1.10a 2.00 2.00a
2.00a-CD 2.00b 2.00c 6.00 wm_word

Multiple Word Text in a Date-Time Picture Switch

Article ID: Q48919

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

The correct syntax to include multiple word text in a date-time or a numeric picture switch is to place the text within single quotation marks within the numeric picture or date-time picture.

According to the fields reference, text can be entered as part of a date-time or numeric picture switch by enclosing the text in single quotation marks, as follows:

```
'text'
```

The entire date-time picture or numeric picture must be enclosed within double quotation marks if literal text is used. The following are examples:

```
{date \@ " 'it is' dddd"}  
{= 0 \# "0;-0;'null value'"}
```

Additional reference words: 6.00 w4wformat custom format w4wfield 1.0
1.1 wm_word 1.1a 1.00 1.10 1.10a 2.0 2.00

Renumbering Removes Leading Tabs in Word for Windows

Article ID: Q48923

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Word for Windows Versions 2.x and 6.0

If you renumber paragraphs by choosing Bullets and Numbering from the Tools menu and later choose the same option to remove numbering, Word only removes the numbers and leading tabs from those paragraphs that you formatted by choosing Bullets and Numbering from the Tools menu.

Word for Windows Version 1.x

If you renumber a paragraph by choosing Renumber from the Utilities menu and later choose the same command with the Remove option, Word removes the leading white space from any paragraphs containing leading tabs or spaces.

Word removes leading white space to force alignment of similar heading levels for an outline and to force alignment of similarly nested paragraphs created using CTRL+N.

Additional reference words: 6.00 w4wformat 1.00 1.10 1.10a 2.00 2.00a
wm_word 2.00a-CD 2.00b 2.00c

Utilities Renumber Overwrites Leading Paragraph Numbers

Article ID: Q48924

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

In Microsoft Word for Windows, if a paragraph begins with a number, choosing to renumber will replace the leading numbers with new numbers that follow the current numbering scheme. This will occur whether the numbers were manually entered from the keyboard or placed there from the menu option. One exception is if a number is NOT followed by a space. Word then views the number as part of the text.

Word version 2.0

To renumber from the menu:

1. Select the text to be renumbered.
2. From the Tools menu and select Bullets and Numbers.
2. Choose the Numbered List button.
3. Make the desired choices from the Number box and choose OK.

Word versions 1.0 and 1.1

1. Select the text to be renumbered.
2. From the Utilities menu select Numbering.
3. Choose the desired Format and choose OK.

Note: You can highlight a section of text and select the Learn option of Utilities Renumber Format, and the command takes the format of the number from the first paragraph of each level and uses this format for all other paragraphs in the same level. This option requires that the numbers be followed by spaces.

Additional reference words: 6.00 w4wformat 1.00 1.10 1.10a 2.00 2.00a
wm_word 2.00a-CD 2.00b 2.00c

EDITTIME Must Be in Minutes

Article ID: Q49188

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

The EDITTIME field always returns the number of minutes the document has been open. This time includes any time previous to the current session that the document was open.

The EDITTIME field cannot be formatted using a date-time picture switch.

The following field displays the edittime in the hh:mm format:

```
{=int({edittime}/60)}:{={={edittime}-({=int({edittime}/60)}*60)}}
```

Note: All {} are field braces created by using the Insert Field key (CTRL+F9), not the brace keys on the keyboard.

Additional reference words: 6.00 w4wformat w4wfield 1.0 1.1 1.1a 1.00 1.10 wm_word 1.10a 2.0 2.00

Cannot Format TIME or EDITTIME to Display Seconds

Article ID: Q49459

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

There are two fields in Word for Windows that return a time-related result:

1. EDITTIME returns the number of minutes the current document has been open for editing since it was created.
2. TIME returns the current time of day.

You cannot format the result of a field to include seconds or partial seconds using a Word for Windows date-time picture switch. The smallest unit of time that Word for Windows can return or display is minutes.

Additional reference words: 6.00 w4wformat w4wfield 2.0 2.00 wm_word

Deleting a Table from a Word for Windows Document

Article ID: Q49865

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

After you insert a table into a Word for Windows document file, there are three ways to delete it:

Word for Windows Versions 2.0 and 6.0

1. Select the table or section of rows. From the Table menu, choose Delete Rows.
2. Select the table or section of table. From the Table menu, choose Convert Table to Text, and choose either Paragraph Marks, Tabs, or Commas. Press ENTER.
3. Select the table or section of the table and at least one paragraph marker below the table. Press the DEL key.

Word for Windows Version 1.x

1. Select the table or a portion of the table. From the Edit menu, choose Table (ALT+D A), and choose the Delete button.
2. Select the table or section of table. From the Insert menu, choose Table To Text (ALT+I T), select Paragraphs from the Convert Table To dialog box, and press ENTER.
3. Select the table or section of the table and at least one paragraph marker below the table. Press the DEL key.

Insert Table To Text converts the table format to text format without deleting the text contained in the table. Each cell in the table is converted into a separate paragraph.

Reference(s):

"Microsoft Word for Windows User's Reference," pages 167, 369-370
"Microsoft Word for Windows User's Guide," page 328

Additional reference words: w4wformat w4wtable 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c

Removing Direct Character Formatting Using CTRL+SPACEBAR
Article ID: Q50725

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Direct or manual character formatting is applied using the Format Character menu command or the keyboard equivalents available for the options in the Format Character command. To remove all direct character formatting, perform the following steps:

1. Highlight the character(s) you want to remove the formatting from.
2. Press CTRL+SPACEBAR.

This procedure removes all direct character formatting from the selected characters. It does not affect paragraph formatting or any formatting applied via style sheets.

Additional reference words: w4wformat

Table Cell Formatting with Borders Is Inconsistent

Article ID: Q60847

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

Microsoft Word for Windows is not consistent when formatting borders in a table. The formatting of a cell will overwrite the formatting of the cells to the right and left, but may not overwrite the formatting of the adjacent cells above and below.

More Information:

The following sample steps reproduce this problem:

Example 1

1. Format row 2 with a Single Top border.
2. Format row 1 with a Bottom border of None.

Result: A Single border appears between rows 1 and 2.

Example 2

1. Format row 2 with a Single Top border
2. Format row 1 with a Thick Bottom border.
3. Format row 1 with a Bottom border of None.

Result: No border appears between rows 1 and 2.

Additional reference words: w4wformat w4wtable 6.00 wm_word

Auto Outline Numbering and the "Chicago Manual of Style"

Article ID: Q61514

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

Automatic Outline Numbering in Microsoft Word for Windows follows the "Chicago Manual of Style" (CMS) in numbering scheme (as stated on page 230 of the "Microsoft Word for Windows User's Reference"), but not in alignment.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This functionality was added to Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

=====

According to the CMS, the level numbers should be right aligned, as follows:

- I.
- II.
- III.
- IV.

Word for Windows numbering (using the Utilities Renummer and Format Outline commands) is left aligned, as follows:

- I.
- II.
- III.
- IV.

Word version 6.0

Word version 6.0 defaults to the left alignment described above. This alignment can be changed using the following steps:

1. Select any Heading Level 1 text.
2. From the Format menu choose Heading and Numbering and choose Modify.
3. In the Number Position dialog box set the Alignment of List Text drop down list box to Right and choose Ok.

Word version 2.x

You can correct the numbering alignment using the following general steps:

1. From the Format menu, choose Style (Styles Define in Word for Windows 1.x) and add a right-aligned tab to the appropriate heading style at the desired position. For example, heading 1 might have a right-aligned tab at 0.3 inches.
2. Insert a tab before each {autonumout} field.

You can create a macro to automate step 2. The macro below inserts a tab before each {autonumout} field for the "heading 1" style:

```
Sub MAIN
EditFindClearFormatting
StartOfDocument
EditFindStyle .Style = "heading 1"
EditFind .Direction = 2, .Format = 1
While EditFindFound()
  InsertBookmark .Name = "Origin"
  StartOfLine
  If Asc(Selection$()) <> 9 Then
    Insert Chr$(9)
  End If
  EditGoTo .Destination = "Origin"
  EditFind .Direction = 2, .Format = 1
Wend
StartOfDocument
End Sub
```

This macro only works for heading level 1. You must modify the macro to format other heading levels.

Microsoft is researching this problem and will post new information here as it becomes available.

Additional reference words: w4wformat w4wmacro 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c

Bold Formatting Lost in Outline Mode in Word for Windows
Article ID: Q64283

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

If text has been formatted in a bold weight in normal editing mode in Microsoft Word for Windows, and it is brought into outline mode and changed into a heading-level-two style, the text will lose the bold formatting it previously had. This is apparent when the text has been formatted in bold prior to entering outline mode.

To have text hold the bold format from galley, draft, or page view into outline mode, it is important to format the text using the heading-level style that will be required when the text is in outline mode. For example, if you have a paragraph heading that needs to be formatted in bold, and it is going to also be in a heading-level-two style, you must format the text with a heading-level-two style prior to entering outline mode. Or, leave the text in normal format and allow the appropriate heading-level style to change the text accordingly when in outline mode.

The text loses the bold formatting because the heading-level-two style contains bold in its definition, which in turn causes the text to default back to its original formatting when it is converted to a heading-level-two style.

Reference(s):

"Microsoft Word for Windows User's Reference" pages 236-239

Additional reference words: w4wformat 6.00 wm_word
1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c

Word for Windows: CTRL+H Does Not Toggle Hidden Text
Article ID: Q65850

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

When hidden text in Microsoft Word for Windows is NOT displayed, CTRL+H (CTRL+SHIFT+H for Word 6.0) will only apply hidden character formatting, not remove it. This occurs because in this situation once hidden character formatting is applied to selected text by pressing CTRL+H (CTRL+SHIFT+H for Word 6.0), the text disappears. When CTRL+H (CTRL+SHIFT+H for Word 6.0) is pressed again, the hidden text will not reappear.

In this case, hidden text is a toggle to the selected area. Because hidden text is not being displayed, the selection becomes an insertion point once the text is hidden. Any formatting applied without a selection of text will not be applied to the hidden text.

When working with hidden text in this manner, or when removing hidden-text formatting from specific selections of text, be sure to display hidden text.

In Word for Windows versions 1.0, 1.1, and 1.1a, this is done by choosing Preferences from the View menu and selecting the Hidden Text check box or the Show All check box.

In Word for Windows version 2.0 and Word version 6.0, this is done by choosing Options from the Tools menu, selecting View from the Category list and under Nonprinting Characters, selecting the Hidden Text check box or the All check box.

Reference(s):

"Microsoft Word for Windows User's Reference," version 1.0, page 153.

Additional reference words: w4wformat 6.00 wm_word
1.00 1.10 1.10a 2.0 2.00

Large Selection Blanks Ribbon and Some Dialog Box Settings

Article ID: Q66036

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

If you select 50 or more paragraphs of text in a Microsoft Word for Windows document, the Style, Font, and Points (Pts) boxes on the ribbon are blank. Similarly, if you select 20 or more rows in a table in which all columns are the same width, the values in the Table Column Width dialog box are blank.

This happens because, in order to optimize performance speed, Word does not survey large selections to determine formatting information.

More Information:

If you click the arrow on the Font box or the Style box, all the fonts or styles will be displayed. If you click the arrow on Pts box, the box will remain empty. To achieve the desired character formatting, select a font, then type a valid point size in the Pts box.

After you select a font, the font will momentarily appear on the ribbon and then will disappear. If you enter a point size, it will disappear when you press ENTER.

Additional reference words: w4wformat 6.00 wm_word
1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00 2.00c nothing

Glossary Items Lose Bold When Pasted into Bold Style

Article ID: Q66103

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

SYMPTOMS

=====

Bold text that has been copied into the Glossary will lose its bold formatting when pasted into a paragraph that is formatted using a style with bold formatting.

STATUS

=====

Microsoft has confirmed this to be a problem in Word for Windows versions 1.x, 2.x. and 6.0 We are researching this problem and will post information here as it becomes available.

Additional reference words: w4wformat 6.00 wm_word 1.0 1.1 1.1a 1.00 1.10 1.10a 2.0 2.00

Top Border of Paragraph Is Lost if Preceded by Two Page Breaks
Article ID: Q68042

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

If you insert two page breaks immediately before a bordered paragraph in Word for Windows, the top border disappears. Note that with only one page break, the paragraph displays correctly.

Microsoft has confirmed this to be a problem in Word for Windows versions 1.00, 1.10 and 1.10a. We are researching this problem and will post new information here as it becomes available.

In Word for Windows 6.0, the paragraph and the two blank pages display correctly in Normal View, but not in Page Layout or Print Preview. In Page Layout and Print Preview, the second blank page appears with a small vertical black line on the left and right side of the page. These lines do not print, and the entire document will print correctly.

More Information:

Workaround

Enter some text between the two inserted page breaks and format the text as Hidden from the Format Character dialog box.

In Word for Windows 6.0, insert a paragraph mark between the two page breaks.

Steps to Reproduce Problem

-
1. Type a paragraph.
 2. Select the paragraph.
 3. From the Format menu, choose Paragraph and select Box from the Border field.
 4. Insert two page breaks before the bordered paragraph. (Be sure there are no paragraph marks between the two page breaks and the bordered paragraph; if there are, delete them.)
 5. Note that the top border has vanished.

Reference(s):

"Microsoft Word for Windows User's Reference." (Document Number OB 14328-0990) Pages 32-33 and 252.

Additional reference words: w4wformat 6.00 wm_word

WinWord Err Msg: Indentation Too Large

Article ID: Q68048

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

You will receive the error message

Indentation Too Large

- or

The Indent Size is Too Large

if you set an indent that leaves a paragraph smaller than the default tab width. It is possible to use the mouse to indent a paragraph smaller than a tab width without receiving this message; however, you will receive it if you choose Paragraph from the Format menu.

Microsoft has confirmed this to be a problem in Word for Windows. We are researching this problem and will post new information here as it becomes available.

More Information:

To eliminate the error message, from the Format menu select Tab and decrease the value in the Default Tab Width text box until it is less than the width of the indented paragraph and choose OK.

Additional reference words: w4wformat 6.00 wm_word
1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c

Merged Styles Not Retained with Some WinWord Documents

Article ID: Q68317

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, and 2.0a
 - Microsoft Windows operating system, versions 3.0 and 3.1
-

SUMMARY

=====

In Microsoft Word for Windows, styles do not remain in some documents after being merged from a template. For example, if you merge styles into a document using the steps below, the new style formatting is applied to your document during the session; however, it may be lost after the document is closed and then reopened.

Note: This problem is most common with documents converted from the Microsoft Word for MS-DOS file format to Word for Windows.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

=====

Steps to Reproduce Problem

Versions 1.x of Word for Windows

1. From the Format menu, choose Define Styles.
2. Choose the Options button, then choose the Merge button.
3. Choose the From Template button.

Versions 2.0 and 2.0a of Word for Windows

1. From the Format menu, choose Styles.
2. Choose the Define button, then choose the Merge button.

3. Choose the From Template button.

WORKAROUND

=====

As an alternative to merging styles from a template, you can manually change the existing styles by choosing Define Styles from the Format menu.

Another way to work around this problem is to add an AutoOpen macro that merges the styles from the template whenever you open the document.

Another possible workaround to this problem is to save the document in rich-text format (RTF) after merging the styles from the template. To save a document in RTF, do the following:

Version 2.0 of Word for Windows

1. From the File menu, choose Save As.
2. In the Save File As Type box, select Rich Text Format (*.rtf).
3. Change the name of the file in the File Name box, and choose the OK button.
4. Close the current document and open the file that was just saved in rich-text format.

Versions 1.x of Word for Windows

1. From the File menu, choose Save As.
2. Choose the Options button.
3. In the File Format box, select RTF.
4. Change the name of the file in the Save File Name box, and choose the OK button.
5. Close the current document and open the file that was just saved in rich-text format.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 205-208

"Microsoft Word for Windows User's Reference," version 1.x (Document Number OB 14328-0990), pages 340 and 347

Additional reference words: w4wformat 1.00 1.10 1.10a 2.00 2.00a
w4wtemplate disappear missing

Word for Windows: Creating Styles for Section Formatting
Article ID: Q68363

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

Microsoft Word for Windows does not allow you to save section formatting as a style. You can, however, save the formatted section marks in glossaries so that the section format can be reused.

In Word for Windows 6.0, glossary entries are referred to as Autotext.

More Information:

To create a glossary or autotext entry for a section format, do the following:

Word for Windows Version 6.0

1. Make sure that Page Layout on the View menu is not selected; if there is a check in front of Page Layout, choose Normal to change to normal view.
2. From the Insert menu, choose Break and select an appropriate section break option.
3. Position the insertion point on the section mark. The section mark is a double-dotted line.
4. From the File menu, choose Page Setup and the Layout tab, and select the desired section formatting.
5. Select the section mark, choose Autotext from the Edit menu, type in an autotext name, and choose the Add button.
6. These autotext entries will be saved to the NORMAL.DOT by default unless specified otherwise.

Word for Windows Version 2.x

1. Make sure that Page Layout on the View menu is not selected; if there is a check in front of Page Layout, choose Normal to change to normal view.
2. From the Insert menu, choose Break and select an appropriate section break option.

3. Position the insertion point on the section mark. The section mark is a double-dotted line.
4. From the Format menu, choose Section Layout and make the appropriate formatting selections..
5. Select the section mark, choose Glossary from the Edit menu, type in a glossary name, choose the Define button , and choose the OK button.
6. When exiting Word for Windows, choose the Yes button when you are asked if you want to save global glossary and command changes.

Word for Windows Versions 1.x

-
1. Make sure that Page on the View menu is not selected; if there is a check in front of Page, choose Page to deselect it.
 2. From the Insert menu, choose Break and select an appropriate Section Break option.
 3. Position the insertion point on the section mark. The section mark is a double-dotted line.
 4. From the Format menu, choose Section and make the appropriate formatting selections.
 5. Select the section mark, choose Glossary from the Edit menu, type in a glossary (autotext) name, choose the Define button, and choose the OK button.
 6. When exiting Word for Windows, choose the Yes button when you are asked if you want to save global glossary and changes.

To insert a copy of the section break, choose Glossary (Autotext) from the Edit menu and choose the Insert button.

Additional reference words: w4wformat 6.00 wm_word
1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c

Preventing Page Breaks in Word for Windows Tables

Article ID: Q69415

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

Microsoft Word for Windows adds a page break between rows of a table if the table is too long to fit on the page. To force Word to keep the table together, do the following:

Word version 6.0

1. Select the table.
2. From the Insert menu, choose Frame.
3. From the Format menu, choose Frame.
4. Type or choose the desired positions in the Horizontal and Vertical dialogs.
5. Choose the OK button.

Word versions 1.x, 2.x

1. Select the entire table.
2. From the Format menu, choose Paragraph.
3. In versions 1.x, select the With Next check box under Keep Paragraph. In versions 2.0 and 2.0a, select the Keep With Next check box under Pagination.

More Information:

The maximum length of a single cell or row of cells in a table is one page; therefore, even if the table is formatted to be one unit on a single page, Word places a page break between rows if a single cell or a row of cells is too long to fit between the top and bottom margins of the page. To correct this problem, you can adjust the top and bottom margins so that the table fits on the page, or you can absolutely position the table on the page to override the margin settings. To position the table, use the following steps:

Word version 2.x

1. Select the table.
2. From the Insert menu, choose Frame.
3. From the Format menu, choose Frame.
4. Type or choose the desired positions in the Horizontal and Vertical dialogs.
5. Choose the OK button.

Word version 1.x

1. From the Format menu, choose Position.
2. Under Horizontal, select Left and select Relative To Margin rather than Relative To Column.

Additional reference words: w4wformat 6.00 wm_word

1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b

w4wtable 2.00c

Converting Files with Extended Characters in Filenames

Article ID: Q69559

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

The following information concerns converting/opening files in Word for Windows that contain extended characters within the filename.

This functionality has changed in Word version 6.0 for Windows.

Opening a File with an Extended Character within the Filename

The following error will result when trying to convert a document to Word for Windows if the filename contains an extended or high bit character:

Document name or path is not valid

It is possible to create a filename that contains non-ANSI extended characters if it was created in a non-Windows application such as Word for DOS. Such a file can be opened in Word for Windows only after the extended characters are removed from the filename. This can be done by renaming the file either at the DOS prompt or from within the application in which the file was originally created.

Saving a File with an Extended Character within the Filename

When saving a Word for Windows document that contains extended ANSI characters in the filename to another file format, two files will be created: one file that contains characters from the extended ANSI character set and one that contains characters from IBM PC Extended Character Set. To open the file in Word for Windows, select the filename that contains the ANSI characters. To open the file in the other application, such as Word for DOS, select the filename that contains the non-ANSI characters.

Additional reference words: w4wformat

1.0 1.1 1.1a 1.00 1.10 1.10a 2.0 2.00

conv high bit characters file name valid document name

Border Above Doesn't Display in Page View in Word for Windows
Article ID: Q69860

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

If the first paragraph on any page after the first page in a document is formatted with line Spacing Before and a Border Above, the border will not display in Page View.

This problem was corrected in Word version 6.0 for Windows.

More Information:

Steps to Reproduce Problem

-
1. Load Word for Windows and bring up a new document.
 2. Type about one half of a line of text and press ENTER.
 3. Press F4 to repeat this until you have more than one page of text.
 4. Position the cursor at the top of page 2.
 5. From the Format menu, choose Paragraph and set Spacing Before to 0.5li.
 6. Select Border Above and choose OK.
 7. From the View menu, choose Page.

Result: The line above the paragraph on the second page is not displayed. The border can be viewed in Print Preview and also in Galley View. If the Spacing Before is set back to 0li, then the border will show up in Page View as well. This behavior does not occur on the first page of the document, only on subsequent pages.

Microsoft has confirmed this to be a problem in Word for Windows versions 1.0 1.1 and 1.1a. This problem was corrected in Word for Windows version 2.0.

Reference(s):

"Microsoft Word for Windows User's Reference," pages 304- 305.

. Change the Apply To section of the dialog to Whole Table from Selection (Word for Windows 1.x only).

More Information:

It is also possible to position a table horizontally on the page with the Format Position command. To do this, use the Format Position command as follows:

| | |
|---------------------|---------------------|
| Horizontal: Center | Vertical: Inline |
| Relative To: Margin | Relative To: Margin |

Paragraph Width: Auto

Note: Using the Format Position command to position the table will allow text to wrap around the table depending upon the width of the table.

Additional reference words: w4wformat
1.0 1.1 1.1a 1.00 1.10 1.10a 2.0 2.00

Centering a Table Horizontally on the Page in Word for Windows

Article ID: Q69861

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, to center a table horizontally (left to right) on the page, do the following:

Word version 6.0

1. Place the cursor within a cell of the table.
2. From the Table menu select Cell Height and Width.
3. From the Row dialog set the Alignment button to Center and choose OK.

Word versions 1.x and 2.x

1. Place the cursor within a cell of the table.
2. In Word version 2.0, choose Row Height from the Table menu. In previous versions of Word for Windows, choose Table from the Format menu.
3. Set the alignment for the rows (Align Rows) to Center.
4. In Word versions 1.x, select Whole Table under Apply To.

More Information:

You can also position a table horizontally on the page with the Format Position command. To do this, choose Position from the Format menu and select the following settings:

Horizontal: Center Vertical: Inline
Relative To: Margin Relative To: Margin

Paragraph Width: Auto

Note: Using the Format Position command to position the table will allow text to wrap around the table if there is room.

Additional reference words: w4wformat 6.00 wm_word
1.0 1.1 1.1a 1.00 1.10 1.10a 2.00 2.00a
w4wtable position

No Header in WinWord Print Preview When Using Bin Feeder
Article ID: Q70017

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

When printing a document with a Bin Feeder selected in the File Printer Setup dialog box in Word for Windows, a header will not print or appear in print preview unless it is specified to print 1 inch or farther from the top of the page.

More Information:

Some printers (such as 9-pin and 24-pin printers) offer the paper feed selections of tractor feed or bin feeder. When you print a document using a bin feeder, the paper is scrolled up 1 inch automatically before printing begins. Because of this functionality, a header will not print inside that 1 inch area at the top of the paper. Because the default setting for the header is 0.5 inch from the top of the paper, the header will not display in print preview or print unless it is manually set to print 1 inch or farther from the edge of the page.

Solution:

To display the header in print preview and print it, do one of the following:

Word for Windows 6.x

-
1. From the File menu, choose Page Setup, select the paper source tab, and set the source to tractor feed.
 2. Format the document for a top margin that is greater than 1 inch. Then choose the Margins tab from the File Page Setup menu. Change From Edge measurement for the header to 1 inch or greater.

Word for Windows 2.x

-
1. From the format menu, choose Page Layout, select the paper source button, and set the source to tractor feed.
 2. Format the document for a top margin that is greater than 1 inch. Then choose Header/Footer from the View menu, select Options and change the Distance From Edge for the header to 1 inch or greater.

Word for Windows 1.x

-
1. From the File menu, choose Printer Setup, select Setup and select Tractor Feed for the Paper Feed.

-or-

2. Format the document for a top margin that is greater than 1 inch. Then choose Header/Footer from the Edit menu, select Options and change the Distance From Edge for the header to 1 inch or greater.

To Illustrate:

1. Set up one of the Windows 9-pin or 24-pin printers through the Control Panel.
2. In Word for Windows use the appropriate commands to set the paper source to the bin feeder.
3. Verify that the Distance from Edge measurement for the header is smaller than one inch. Type in an example header.
4. From the File menu, choose Print Preview. Note that the header does not display at the top of the page.

Reference(s):

"Microsoft Word for Windows User's Reference," pages 148, 149.

Additional reference words: w4wformat 6.00 wm_word
w4wprint 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c

Vertical Alignment in Section Doesn't Justify Without Breaks
Article ID: Q70027

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

When you choose the Vertical Alignment option in the Format Section dialog box in Word for Windows (Format Section Layout... in Word for Windows 2.0), the Justify option will not justify the section until a page break is inserted.

This problem was corrected in Word version 6.0 for Windows.

More Information:

According to the description in Help, the Justify option under Format Section should "expand the space between paragraphs to align the top line with the top margin and the bottom line with the bottom margin." However choosing the Justify option will not take effect or cause text to look any different than the Top Vertical Alignment option until a page break is inserted.

This behavior is very similar to justifying a paragraph of text in Word for Windows. Word has no way of knowing how to justify the line until a paragraph mark is inserted or the line wraps on its own. Word for Windows has to know where the break is; either a paragraph mark, in the case of paragraph justifying, or a page break, in the case of vertical section justifying.

Note: Choosing Center in the Vertical Alignment option for a section will center a single column of text, but not multiple columns.

In Word for Windows 6.0, when you choose Page Setup from the File menu, select the Layout tab, and choose Vertical Alignment as Justified, the page will justify vertically without a page break inserted. Justification of text remains the same as described above in 2.0.

Reference(s):

"Microsoft Word for Windows User's Reference" page 315, 316.

Additional reference words: w4wformat
1.0 1.1 1.1a 1.00 1.10 1.10a 2.0 2.00

Using SHIFT+ENTER Within a Justified Paragraph

Article ID: Q70729

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

When you are using SHIFT+ENTER to create a new line within a justified paragraph, the line of text justifies regardless of how many words of text are on the line.

Word for Windows doesn't calculate a "hotspot" to determine when text will actually justify. For example, some word processors require text to fill 75 percent of a line before text will justify. In this case, Word will justify any amount of text.

To see this on the screen:

1. In a new paragraph formatted as justified, type

just text

2. Press SHIFT+ENTER, and the text will appear as:

just text

3. If you press only ENTER, the text will appear as:

just text

Additional reference words: w4wformat 6.00 wm_word
1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c 2.00c-CD

Word for Windows 1.x Has 34 Automatic Styles

Article ID: Q71366

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

Although only four styles appear when viewing the Format Styles or Format Define Styles dialog box, Word actually contains 34 automatic styles. Pressing CTRL+A while in either of these two menus will display a scroll box listing all 34 automatic styles.

More Information:

The list below defines the 34 automatic styles and their default definitions.

For definitions that include a reference to "next style," this signifies the paragraph style that will be attached to a new paragraph created when the ENTER key is pressed. For example, if the current paragraph uses the annotation text style, pressing ENTER from this paragraph will start a new paragraph that uses the annotation text style. In contrast, if the current paragraph uses the annotation reference style (one that has no reference to a next style), pressing ENTER from this paragraph will start a new paragraph that uses the normal style.

| Style | Default Definitions |
|----------------------|---|
| ----- | ----- |
| annotation reference | normal + font: 8 point |
| annotation text | normal + (next style: annotation text) |
| footer | normal + tabs at 3 inches centered, 6 inches right (next style: footer) |
| footnote reference | normal + font: 8 point, superscript 3 point |
| footnote text | normal + (next style: footnote text) |
| header | normal + tabs at 3 inches centered, 6 inches right (next style: header) |
| heading 1 | normal + font: helv 12 point, bold underline, space before 12 point |

| | |
|---------------|---|
| heading 2 | normal + font: helv 12 point, bold, space before 6 point |
| heading 3 | normal + font: 12 point, bold, indent left .25 inch (next style: normal indent) |
| heading 4 | normal + font: 12 point, underline, indent left .25 inch (next style: normal indent) |
| heading 5 | normal + bold, indent left .5 inch (next style: normal indent) |
| heading 6 | normal + underline, indent left .5 inch (next style: normal indent) |
| heading 7 | normal + italic, indent left .5 inch (next style: normal indent) |
| heading 8 | normal + italic, indent left .5 inch (next style: normal indent) |
| heading 9 | normal + italic, indent left .5 inch (next style: normal indent) |
| index 1 | normal |
| index 2 | normal + left indent .25 inch |
| index 3 | normal + left indent .5 inch |
| index 4 | normal + left indent .75 inch |
| index 5 | normal + left indent 1 inch |
| index 6 | normal + left indent 1.25 inch |
| index 7 | normal + left indent 1.5 inch |
| index heading | normal + (next style: index 1) |
| line number | normal |
| normal | font: tms rmn 10 point, flush left |
| normal indent | normal + indent left .5 inch (next style: normal indent) |
| toc 1 | normal + indent right .5 inch, left tab at 5.75 inches, right tab at 6 inches |
| toc 2 | normal + left and right .5 inch indents, left tab at 5.75 inches, right tab at 6 inches |
| toc 3 | normal + left indent 1 inches, right indent .5 inch, left tab at 5.75 inches, right tab at 6 inches |

toc 4 normal + left indent 1.5 inch, right indent
 .5 inch, left tab at 5.75 inches, right tab at 6
 inches

toc 5 normal + left indent 2 inches, right indent
 .5 inch, left tab at 5.75 inches, right tab at 6
 inches

toc 6 normal + left indent 2.5 inches, right indent
 .5 inch, left tab at 5.75 inches, right tab at 6
 inches

toc 7 normal + left indent 3 inches, right indent
 .5 inch, left tab at 5.75 inches, right tab at 6
 inches

toc 8 normal + left indent 3.5 inches, right indent
 .5 inch, left tab at 5.75 inches, right tab at 6
 inches

In Word for Windows version 2.0 there are now 38 automatically defined styles. To access these styles, chose either the Styles box on the ribbon or choose Styles from the Format menu and press CTRL+Y.

Note: there are two styles that do not show up in the list. These two styles show up only when the create envelope function is used. The names of the two styles are as follows:

ENVELOPE ADDRESS Normal + Font: 12pt, Indent:
 Left 2", Position: Center, Horiz Relative to
 Column, Bottom Vert. Relative to Margin, Width
 5.5"

ENVELOPE RETURN Normal

Additional documentation for Word for Windows version 2.0 will be provided at a later date.

Reference(s):

"Microsoft Word for Windows User's Reference" pages 342-349.

Additional reference words: w4wformat standard 6.00 wm_word
 2.00 2.00a 2.00a-CD 2.00b 2.00c 1.00 1.10 1.10a

Creating Side-By-Side Tables in Word for Windows

Article ID: Q71532

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

Word for Windows does not have an automatic feature that allows the generation of side-by-side tables. It is possible to simulate this effect with the Format Position command.

PROCEDURE

Word for Windows Version 2.0 and later

1. Create a small table (table #1) by choosing the table tool from the tool bar, or choose Insert Table from the Table menu.
2. Create another table (table #2) with a paragraph mark between the two tables.
3. Select Table #1 by placing the cursor anywhere in the table and pressing ALT+Keypad 5, making sure the NUM LOCK key is off.

-or

Click with the left mouse button from the first cell in the table and drag it to the end of the table.

4. From the Insert menu, choose Frame.
5. Select Table #2 two (as described above) and choose Frame from the Insert menu.

Now that you have inserted both tables into a frame, you can click and drag the tables to whatever position you want while in page view, as well as position them side by side. The way to know whether or not you have properly framed the tables is to place your mouse cursor on the edge of the table and if it turns into a four-way directional arrow, then you have positioned the table properly.

Word for Windows Version 1.0 and 1.1

1. Insert the first table into a document.
2. Highlight the table and choose Position from the Format menu. Type

a number for the Horizontal Position and Paragraph Width and choose OK.

3. Insert the second table.

4. Highlight this table and choose Position from the Format menu. Type a number for the Horizontal Position that corresponds to the position next to the first table. Type a Paragraph Width that will allow it to fit alongside the first table and choose OK.

It is also possible to use this technique to simulate tables that have cells with different heights along the same row. To create this, follow the steps listed above. Position the tables so that the right border of the first table is at the same horizontal position as the left border of the second table, so that they appear as one table.

For another method of creating the side-by-side table effect, query on the following words:

table and side and by and word and windows

REFERENCES

=====

"Microsoft Word for Windows User's Reference," page 370

Additional reference words: 6.00 w4wformat 1.00 2.00 2.0 1.10 1.1 1.0
wm_word 1.10a 1.1a w4wtable toolbar

Can't Toggle Case in Table with SHIFT+F3 or ChangeCase Macro
Article ID: Q72549

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

When you select one or more cells of a table in Microsoft Word for Windows and attempt to toggle the case of characters by pressing SHIFT+F3 or running the ChangeCase macro, the computer beeps, indicating that the command is unavailable.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

WORKAROUND

=====

To use SHIFT+F3 or the ChangeCase macro to change the case of characters in a table, the text entries must be selected individually (that is, without selecting the cell marker).

To change all the entries in a table at once, use one of the following workarounds:

Workaround 1

1. Select the table and the paragraph mark that immediately follows the table.
2. Press SHIFT+F3 to toggle the case to the desired format.

Workaround 2

1. Select the table.
2. From the Insert menu, choose Table To Text.

3. Press SHIFT+F3 to toggle the case to the desired format.
4. From the Insert menu, choose Table, select the number of rows and columns, and choose the OK button. The text is converted back to table format with the desired case.

REFERENCES

=====

"Microsoft Word for Windows User's Reference," version 1.x, page 378

Additional reference words: w4wformat w4wtable w4wmacro uppercase
lowercase 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c

Last Paragraph of Included File Acquires Different Formatting
Article ID: Q73022

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

If you use the INCLUDE field to insert the contents of one document into another document in Microsoft Word for Windows version 1.0, 1.1, or 1.1a, the last paragraph in the source document acquires the formatting that is used in the paragraph containing the INCLUDE field. To preserve the formatting of the source document's final paragraph, apply the desired formatting to the paragraph that contains the INCLUDE field.

More Information:

If you insert the contents of one document into another document using the INCLUDE field, the last paragraph mark of the source document is replaced by the paragraph mark that follows the paragraph containing the INCLUDE field in the destination document.

If you format the paragraph containing the INCLUDE field with the same formatting that is applied to the last paragraph of the source document, the formatting of the last paragraph in the source document does not change when you include it.

Steps to Reproduce Behavior

-
1. Type two lines of text in a blank document.
 2. From the Format menu, choose Paragraph, and type "2" (without the quotation marks) in the Line box under Spacing.
 3. From the File menu, choose Save, name the document, and choose the OK button.
 3. From the File menu, choose New, and choose the OK button.
 4. From the Insert menu, choose File. Select the Link check box, select the file created above, and choose the OK button.

The included text is single-spaced. To correct the problem, select the paragraph that contains the INCLUDE field and change its formatting to double-spaced.

Word for Windows version 2.0 retains the source document's last paragraph mark when it is included so that it is unnecessary to format the paragraph containing the INCLUDE field.

Reference(s) :

"Microsoft Word for Windows User's Reference," version 1.x, pages 98-99

"Microsoft Word for Windows User's Guide," version 2.0, pages 246-248,
567

Additional reference words: w4wformat 1.0 1.1 1.1a 1.00 1.10 1.10a
2.00 wm_word 6.00

APO Moves to Next Page with Text Inserted Above

Article ID: Q73595

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

SUMMARY

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If an object is absolutely positioned with the Format Position command in Microsoft Word for Windows and you insert text or graphics above the absolutely positioned object (APO) so that in normal or draft view the APO is below a page break, Word moves the APO to the next page.

MORE INFORMATION

=====

Absolute positioning secures an item in a certain location on the page; however, if you insert text or graphics above the APO so that the item moves to the next page in normal or draft view, the object moves to its designated position on the next page.

To bring the positioned item back to the correct page, follow these steps:

1. On the View menu, choose Normal or Draft. Turn on Show All by choosing the asterisk button on the ribbon.
2. Select the item and its accompanying paragraph mark. From the Edit menu, choose Cut.
3. Position the insertion point on the correct page in a location high enough above the page break to allow the item to fit on the page.
4. From the Edit menu, choose Paste.

The picture returns to its designated position on the page.

Additional reference words: w4wformat 6.00 wm_word
1.0 1.00 1.1 1.10 1.1a 1.10a 2.0 2.00
frame

WinWord: Underline Doesn't Work with Spaces at End of Line
Article ID: Q75211

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

SUMMARY

=====

In Microsoft Word for Windows, if a line formatted to be underlined in a table or document contains only spaces, the line will not be underlined. In the same manner, if a line with underline formatting ends in spaces, the spaces will not be underlined.

MORE INFORMATION

=====

There must be at least one character at the end of a line for underline formatting to be applied. Valid characters that will take the underline formatting are any text characters, tabs, and nonbreaking spaces (CTRL+SHIFT+SPACEBAR).

Steps to Reproduce Problem

1. Open a new document.
2. Press the SPACEBAR three times.
3. Highlight the spaces.
4. From the Format menu, choose Character and select Underline to apply underline formatting.

The blank spaces will not be underlined, even though the ribbon will indicate that underline formatting is applied.

If the previous steps are taken, using the TAB key or CTRL+SHIFT+SPACEBAR instead of the SPACEBAR to create the spaces, the underline formatting will work to underline the blank spaces.

REFERENCES

=====

"Microsoft Word for Windows User's Reference," pages 31-33.

Additional reference words: w4wformat 6.00 wm_word 1.00 1.10 1.10a 1.0 1.1 1.1a 2.0 2.00

Placing Boxes Around Characters and Words

Article ID: Q75456

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, it is possible to put boxes around individual letters, words, or combinations of words. Listed below are various examples using the Equation formula field to place boxes around characters and words.

More Information:

To put a box around an individual letter, word, or combination of words, use the {eq} field with the \x switch. For example

```
{eq \x (b) \x (o) \x (x)}
```

will give the following result:

```
-----  
| b | | o | | x |  
-----
```

{eq \x (box)} will create the following result:

```
-----  
| box |  
-----
```

You can combine more than one \x switch in a single line of text, but the combined text and borders is limited to only one line of print. If the entered text and borders exceeds the width of the paragraph or the document margins, an error will display.

This field can be combined with paragraph borders and page borders to get a nested border box effect as in the following example:

1. Insert one or more of the fields shown above.
2. Word 6.0: With the cursor still in the paragraph with the field, from the Format menu select Borders and Shading and from the Borders dialog choose Box

Word 2.0: With the cursor still in the paragraph with the field, choose Border from the Format menu and click on Box to put a box around the entire field.

Word 1.x: With the cursor still in the paragraph with the

field, choose Paragraph from the Format menu and choose Border Box to put a box around the entire field.

The result will be a paragraph border around the border applied with a field.

Box borders can also be nested as in the following example:

```
{eq \x(\x(\x(example)))}
```

For more information on creating page borders, query on the following words:

adding and page and borders

Reference(s):

"Microsoft Word for Windows User's Reference," pages 139-140.

"Take Word for Windows to the Edge," (ISBN 1-56276-079-3) by Guy Gallo, Ziff-Davis Press, page 338

Additional reference words: w4wformat 6.00 wm_word
w4wfield

Vertical Justification May Split Paragraph Box Borders

Article ID: Q75541

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

In Microsoft Word for Windows, if you use box paragraph borders to enclose paragraphs in a box, using vertical justification for the section formatting may cause the vertical box borders to stretch to the point that there are visible breaks or gaps in the border. This will also occur if you enclose a table with border and set the section to vertical justification.

MORE INFORMATION

=====

If multiple paragraphs are formatted with the Box option and the section is set for vertical justification as outlined below, the vertical bars of the box border appear broken unless the bordered text fills a full page. This problem can occur in a section with any number of columns. This problem only occurs when multiple paragraphs are sharing a box border.

Version 2.0 of Word for Windows

Vertical alignment is set in version 2.0 of Word for Windows by choosing Section Layout from the Format menu and selecting either Top, Center, or Justified for the Vertical Alignment option. Choosing Justified stretches the space between paragraphs.

Paragraph borders are applied by choosing Border from the Format menu and selecting the desired options from the Border, Line, and Preset boxes. Refer to page 362-379 of the "Microsoft Word for Windows User's Guide" for instructions.

Version 1.x of Word for Windows

Vertical alignment is set in version 1.x of Word for Windows by choosing Section from the Format menu and selecting either Top, Center, or Justified for the Vertical Alignment option. Choosing Justified stretches the space between paragraphs.

Paragraph formatting is applied by choosing Paragraph from the Format menu and selecting the desired options from the Border and Pattern boxes. Refer to page 367 of the "Microsoft Word for Windows User's Guide" for instructions.

Workaround

To set the Vertical Alignment option to Top or Center so that the space between paragraphs is not stretched, do the following:

1. From the Format menu, choose Section.
2. Set the Vertical Alignment option to Top or Center.
3. Choose the OK button.

-or-

If the desired effect is a page border, use another method of placing a border around an entire page. Refer to page 21 of the "Microsoft Word for Windows User's Reference" or page 367 of the "Microsoft Word for Windows User's Guide" for instructions.)

REFERENCES

=====

"Microsoft Word for Windows User's Reference," version 1.x, pages 21, 251-252, 315

"Microsoft Word for Windows User's Guide," version 2.x, pages 367-379

Additional reference words: w4wformat 6.00 wm_word

1.00 1.10 1.10a 2.00 2.00a table

Automatic Styles Cannot Be Deleted or Renamed in WinWord
Article ID: Q75739

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

SUMMARY

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Microsoft Word for Windows has 34 automatic styles, predefined styles used for such things as headers, table of contents entries, and so on. Most do not appear in the Style box on the ruler until they are used. Once any of these styles has been used, it will show in the list of Styles on the Ruler. Creating your own styles adds to the list, increasing its length.

Workaround

Added "user-defined" styles may be added to the top of the Styles list by beginning all of the names with a period ".". Style names beginning with a period will be displayed before names beginning with a letter. Style names beginning with a period will be sorted alphabetically within that group of names.

To create a style to be added to the top of the Style list, do the following:

1. Create a line of text containing the desired formatting for the new style.
2. Select the text and choose Define Styles from the Format menu.
3. Type the new style name, beginning with a period (.) to add the style to the top of the list.
4. Choose OK.

This style name will now appear first in the list of styles.

REFERENCES

=====

"Microsoft Word for Windows User's Reference" pages 342-349

Additional reference words: w4wformat 6.00 wm_word
1.0 1.1 1.1a 1.00 1.10 1.10a 2.0 2.00

Tab After Hanging Indent Is Ignored in Word for Windows
Article ID: Q75875

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 2.0, 2.0a, 2.0a-CD, 2.0b
-

SYMPTOMS

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The first tab on the first line of a hanging indented paragraph in Microsoft Word for Windows will be ignored if it is inserted after the left indent.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

Steps to Reproduce Problem

1. In a new document, create a hanging indent by pressing CTRL+T on the keyboard. This should leave the first line with no indent and create a left indent at 0.5 inches (this depends on default tab stops in format/document) for the rest of the paragraph.
2. Set a tab after the indent, by clicking the ruler below the 1.25 inch mark.
3. Type just a couple of characters and then press the TAB key to move to the 1.25 tab set on the ruler.

The cursor will jump to the left indent mark (.5 inch) set by the hanging indent instead of the 1.25 tab.

REFERENCES

=====

"Microsoft Word for Windows User's Reference," pages 143-145

Additional reference words: w4wformat 1.00 1.10 1.10a 1.0 1.1 1.1a 2.00 2.0 2.0a 2.00a 2.0b 2.0a-CD 2.00b 2.00a-CD

Word for Windows Returns Incorrect Number of Columns

Article ID: Q77133

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
-

SYMPTOMS

=====

In Microsoft Word for Windows, if you select the rows of a column and the end-of-row markers and choose Table from the Format menu, Word returns an incorrect result for the number of columns.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

Steps to Reproduce Problem

1. From the Insert menu, choose Table to insert a table with one row and two columns.
2. Select all the columns in the the row and the end-of-row markers.
3. Choose Format Table.

In Word for Windows 2.0 follow these steps:

1. From the Table menu, choose Insert Table to insert a table with one row and two columns.
2. Select all the columns in the the row plus the end of row markers.
3. From the Table menu, choose Column Width.

The dialog box displays the width of columns 1-3, even though only two columns exist in the table.

Additional reference words: w4wformat 1.00 1.10 1.10a 2.0 2.00 2.0a 2.00a 2.0b w4wtable 2.0a-CD 2.00b 2.00a-CD

Continuous Section Breaks Become New Page Breaks in Landscape

Article ID: Q77233

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

Continuous section breaks become next-page section breaks if you change the page orientation or paper size in one of the sections. This change is not reversed if you reverse the page orientation change, so if a continuous section break becomes a next-page section break, it must be manually changed back to continuous.

More Information:

In Microsoft Word for Windows version 2.0, you can change the page orientation of one or more sections within the same document.

If you insert a continuous section break between sections that are subsequently formatted for different page orientations or paper sizes (for example, landscape and portrait), the continuous section break becomes a next-page section break. This occurs because a single page cannot contain both portrait and landscape orientation. Each page can contain one orientation only.

If you later change the sections of the document back to the original orientation or paper size, the continuous section break is not restored. The next-page section break remains until you manually change it back to a continuous section break using the Format Section Layout command.

Steps to Reproduce Problem

Note: These steps assume that the default page-setup orientation is portrait.

1. Create a new document and divide it into three sections, separated by continuous section breaks. To insert a continuous section break into a document, move the insertion point to the place where you want to insert the section break. From the Insert menu, choose Break and select Continuous from the Section Break portion of the dialog box. Choose the OK button.
2. With the insertion point positioned in the second section, from the Format menu, choose Page Setup. Select Size and Orientation and change the Orientation to Landscape. Choose the OK button.
3. From the Format menu, choose Section Layout. The Section Start is now New Page. Choose the Cancel button.

4. Position the insertion point in the second section. From the Format menu, choose Page Setup. Select Size and Orientation and change the Orientation to Portrait. Choose the OK button.
5. From the Format menu, choose Section Layout. Notice that the Section Start is still New Page; it has not changed back to Continuous. Choose the Cancel button.

Additional reference words: w4wformat

2.00 2.0a 2.00a 2.0b 2.0a-CD 2.00b 2.00a-CD

Tall Paragraph Mark Clipped If Text Characters Are Smaller
Article ID: Q77252

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, if you format a paragraph mark in a larger point size than the text beside it, the paragraph mark can be clipped on the screen.

More Information:

Word for Windows determines line height from the height of the characters on the line, not the paragraph mark. If you reduce the line height, Word clips the larger paragraph mark to fit the new line height.

Steps to Reproduce Problem

-
1. Select Show All. Select a paragraph mark and format it for Roman 24-point.
 2. To the left of the paragraph mark, type some text.
 3. Press SHIFT+HOME to select the text, and press CTRL+SPACE to remove the Roman 24-point formatting.

Notice that the line height decreases to match the text. You can select the paragraph mark and format it for a smaller point size.

Additional reference words: w4wformat 6.00 wm_word
1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c

Character Spacing Spin Box Selects Incorrect Value

Article ID: Q77427

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

If you type an Expanded character spacing value into the By spin box, Microsoft Word for Windows does not select the closest interval if you scroll down one option using the arrows in the spin box.

More Information:

Word sets Expanded character spacing values at 1/4 point intervals. If you type an invalid measurement (such as 5.35 pt.) and scroll down using the arrow, Word selects the second closest interval instead of the closest interval.

Steps to Reproduce Problem

1. From the Format menu, choose Character.
2. From the Spacing list box, select Expanded and type 5.35 pt. into the By spin box.
3. Using the spin box arrows, scroll down one option. 5 pt is displayed, even though 5.25 pt is the nearest valid match.

This problem does NOT occur if you scroll UP in the spin box. In the steps above, 5.5 pt displays if you scroll up one option using the spin box arrows instead of scrolling down.

Additional reference words: w4wformat 6.00 wm_word
wrong incorrect 2.00 2.00a 2.00a-CD 2.00b 2.00c

Shading Not Imported into Word for Windows 2.0 from Excel
Article ID: Q77903

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

If you copy cells from a Microsoft Excel for Windows spreadsheet through the Clipboard into version 2.x of Microsoft Word for Windows, the cells do not retain shading.

This problem was corrected in Word version 6.0 for Windows.

The following are four possible workarounds for this problem:

- Use the Edit Copy Picture command in Excel to copy a bitmap image of the spreadsheet to the Clipboard:
 1. In Excel, select the cells to be copied.
 2. While holding the SHIFT key, choose Copy Picture from the Edit menu.
 3. In Word for Windows, paste the Excel selection.
- In Excel, copy the spreadsheet to the Clipboard:
 1. In Excel, select the spreadsheet to be copied.
 2. From the Edit menu, choose Copy.
 3. From the Edit menu in Word, choose Paste Special, select Picture or Bitmap as the format, and paste the worksheet image as a picture.
- In Excel, place the spreadsheet in the Clipboard using an OLE server application:
 1. In Excel, select the spreadsheet to be copied.
 2. From the Edit menu, choose Copy.
 3. From the Edit menu in Word, choose Paste Special and select Excel Worksheet Object.
- Format the table after you insert it into Word.

More Information:

This problem occurs because Excel does not include the shading when it

places the table on the Clipboard. Word can pull shaded text from the Clipboard. To illustrate this, follow the steps below:

1. Start Word.
2. Insert a table.
3. Format a cell in the table as shaded.
4. Copy the table to the Clipboard.
5. Quit Word and then restart Word.
6. From the Edit menu, choose Paste to insert the table into a document.

The pasted item is shaded. Quitting Word demonstrates that Word can copy information sufficient to support shading on the Clipboard.

Steps to Reproduce Problem

1. Start Excel.
2. Type some information in a cell.
3. Format the cell as shaded.
4. Copy the cell to the Clipboard.
5. From the Edit menu, choose Paste to insert the cell back into Excel. The cell is shaded.
6. Quit Excel and then restart Excel.
7. From the Edit menu, choose Paste again.

The pasted item is not shaded. The information that Excel places on the Clipboard does not contain shading information in a format that other applications can use.

Reference(s):

"Microsoft Word for Windows User's Reference," pages 202-203

Additional reference words: w4wformat
link embed dde 2.00 w4wtable

Colored Table Cell Border Bleeds into Next Cell in WinWord
Article ID: Q77959

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

SYMPTOMS

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Microsoft Word For Windows displays inconsistent corners with colored formatted borders. The outside gridlines bleed into the next color.

Steps to Reproduce Problem

1. Insert a three-row by two-column table.
2. Select the first row. From the Format menu, choose Borders.
3. Select the thickest line. Select red in the Colors box. In the Border box, select both inner and outer lines. Choose the OK button.
4. Select the second row and repeat steps 2 and 3, choosing yellow as the color.
5. Select the third row and repeat steps 2 and 3, choosing blue as the color.

The red cells flow into the yellow cells on the outside border, while meeting correctly at the inner gridlines. With yellow as the top color, the lines join the next color correctly.

STATUS

=====

Microsoft has confirmed this to be a problem in Word For Windows. This problem was corrected in Word version 6.0.

Additional reference words: w4wformat 2.00 2.00a 2.00b 2.00a-CD

Paragraph Border Does Not Enclose Entire Paragraph in WinWord
Article ID: Q77977

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
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SUMMARY

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In Microsoft Word for Windows versions 1.0, 1.1, and 1.10a, positioning an item inside a bordered paragraph causes the border to display incompletely on the sides touching the positioned item. The border may not print correctly.

In Word for Windows version 2.0, if you insert a frame inside a bordered paragraph, the border does not appear on the edges touching the frame. The document also prints with the borders missing.

MORE INFORMATION

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Steps to Reproduce Problem

Word for Windows 2.0

1. Type a paragraph of text.
2. Place the insertion point in the paragraph. From the Format menu, choose Border. From the Preset box, select Box. From the Line box, select one of the Line patterns. Choose the OK button.
3. In the next paragraph after the bordered paragraph, type a word and select it. From the Insert menu, choose Frame.
4. Use the mouse to drag the frame into the bordered paragraph, or use the Format Frame command to position the frame inside the bordered paragraph.

The portions of border that touch the positioned word disappear.

Word for Windows 1.0, 1.1 and 1.1a

1. Type a paragraph of text.
2. From the Format menu, choose Paragraph and select Box from the border box.
3. In the paragraph following the bordered paragraph, type a word and

select it.

4. From the Format menu, choose Position. Type "1 inch" (without the quotation marks) in the Paragraph Width box, and choose the Preview button.
5. From the Preview icon bar, choose the Boundaries button. Move the absolutely positioned word into the bordered paragraph. Choose the Page View button to return to your document.

The portions of border that touch the positioned word disappear.

Microsoft has confirmed this to be a problem in Word for Windows. We are researching this problem and will post new information here as it becomes available.

Additional reference words: w4wformat 6.00 wm_word apo incomplete break
broken line 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c

ANSI Characters 0 through 31 Do Not Display in WinWord

Article ID: Q78003

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

SUMMARY

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The American National Standards Institute (ANSI) allows you to create characters by typing their ANSI codes. ANSI characters are characters that do not appear on a standard American keyboard. Microsoft Word for Windows versions does not display an ANSI code for decimal numbers 0-31 and Word does not display an error message if you type a decimal number ranging from 0-31. The ANSI character set includes the decimal numbers 33-255 in Word for Windows.

MORE INFORMATION

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To create the ANSI characters in Word for Windows, follow the steps below:

1. From the Format menu, select Character. In the Font box, select Symbol.
2. Turn on NUM LOCK.
3. Hold Down the ALT key.
4. Type "0" (without the quotation marks) followed by the decimal number that represents the ANSI Character you want to include. You must use the numbers on the numeric keypad rather than the numbers across the top of your keyboard.
5. After you type the code, release the ALT key. Word inserts the character represented by the code into your document. For example, to create a bullet character you type ALT+0183.

Note: ANSI character number 32 is a space. If you insert this character as shown above, it produces a single space. You can verify this (in version 1.x) by selecting Preferences from the View menu, and selecting Spaces or Show All. In versions 2.x and 6.0, choose Options from the Tool menu, choose View from the Category list, and select Spaces or Show All.

For more information, query on the following words:

ANSI and characters and w4wmacro

Additional reference words: w4wformat 6.00 wm_word

1.0 1.1 1.1a 1.00 1.10 1.10a 2.00

REFERENCES

=====

"Microsoft Word for Windows User's Reference," version 1.x, pages
427-428

"Microsoft Word for Windows User's Guide," version 2.0, pages 153-155

Additional reference words: w4wformat wm_word 6.00

Frame Around Shaded Paragraph Corrupts Formatting in WinWord
Article ID: Q78144

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

If you place a frame around a shaded paragraph in Microsoft Word for Windows, an area of white space surrounds the frame. This causes the border and shading attributes to be split.

More Information:

The white space surrounding the frame varies in width. To minimize this white space, choose Frame from the Format menu, and set the Distance from Text option to 0 inches. The amount of white space decreases but is not eliminated.

Steps to Reproduce Problem

-
1. Type a 5-line paragraph into a document in Word for Windows 2.0.
 2. Shade the paragraph: from the Format menu, choose Border. Choose the Shading button, and select 25% from the Custom Pattern box.
 3. Choose the OK button twice.
 4. Insert a frame below the shaded paragraph. From the Insert menu, choose Frame. Use the mouse or keyboard to create a 1 inch by 1 inch frame. Shade the frame, as described in step 2.
 5. Position the frame over the top of the paragraph created in steps 1 and 2.

The paragraph shading stops short of the frame border, leaving a line of white space around the frame.

Microsoft has confirmed this to be a problem in Word for Windows versions 2.x and 6.0. We will post new information here as it becomes available.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 377, 393-397

Additional reference words: w4wformat
2.00 2.00a 2.00a-CD 2.00b 6.00

Items Cannot Be Framed Within a Table in Word for Windows
Article ID: Q78150

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, you cannot frame items within a table. Depending upon the conditions, different results occur when you attempt to frame items in a table. The results of four different scenarios are listed below.

More Information:

Scenario #1 - Framing a Picture with Only the Picture Selected

1. From the Table menu, choose Insert Table, or select the Table button on the tool bar. Format the table with two columns and two rows.
2. Position the insertion point in a table cell. From the Insert menu, choose Picture. Select a picture to insert, and choose the OK button.
3. Select the picture by clicking inside the picture. Small square boxes appear around the picture.
4. From the Insert menu, choose Frame.

Result: The Frame option is not available.

Scenario #2 - Framing a Picture If the Whole Cell is Selected

1. Repeat steps 1 and 2 in Scenario #1. Select the whole cell by placing the insertion point before the picture and holding down the SHIFT key while you press the RIGHT ARROW key twice, or by clicking and dragging the insertion point until the whole cell is selected.
2. From the Insert menu, choose Frame.

Result: The whole row is framed and can be positioned.

Scenario #3 - Selecting the Whole Cell Including Text

1. Repeat steps 1 and 2 in Scenario #1. Enter text within a cell and select it. With the insertion point at the beginning of the text within the cell, press SHIFT+END, or click and drag the mouse until the whole cell is selected.

2. From the Insert menu, choose Frame.

Result: The entire row is framed and can be positioned.

Scenario #4 - Selecting Only the Text Within a Cell

1. Repeat steps 1 and 2 in Scenario #1. Enter text within a cell and select the text only (do not include the end-of-cell marker in the selection).

2. From the Insert menu, choose Frame.

Result: The Frame option is not available.

Reference(s):

"Microsoft Word for Windows User's Guide," pages 314-323, 393-397

Additional reference words: w4wformat w4wtable 6.00 wm_word
2.00 2.00a 2.00a-CD 2.00b 2.00c

WinWord: Framed Items Overlap and Redraw Incorrectly
Article ID: Q78163

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

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In Microsoft Word for Windows, if you position a framed picture over another framed picture, one of the pictures appears to redraw incorrectly, producing a gap. This gives the appearance that one picture is larger than the other even if both pictures are the same size.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

WORKAROUND

=====

To correct this problem, select the top framed picture and choose Frame from the Format menu. Set the Distance From Text box to zero (0) and choose the OK button.

MORE INFORMATION

=====

Steps to Reproduce Problem

Version 1.x of Word for Windows

1. From the Insert menu, choose Picture. Press ENTER to add an extra paragraph mark after the picture for positioning purposes.
2. Insert a second picture below the first one.
3. To position the pictures, follow these steps:

- a. Select one of the pictures.
 - b. From the Format menu, choose Position. From the Horizontal Position box, select Margin. Choose the OK button.
 - c. Repeat steps a and b for the second picture.
4. From the File menu, choose Print Preview. Choose the Boundaries button. Use the mouse or keyboard to position one of the pictures over a corner of the other picture.

The bottom picture redraws incorrectly. A band of white space displays between the border of the top picture and the redrawn bottom picture.

Version 2.0 of Word for Windows

1. From the Insert menu, choose Picture. Press ENTER to add an extra paragraph mark below the picture. Insert another picture below the first one.
2. Select the first picture. From the Insert menu, choose Frame. Repeat this step for the second picture.
3. Select the View menu and verify that you are in page layout view.
4. Use the mouse or keyboard to position one of the pictures over a corner of the other picture.

The same result occurs as in Word version 1.x. The bottom picture redraws incorrectly; the frame of the top picture extends beyond the picture, not allowing the bottom picture to fully redraw.

The printed accuracy of these pictures depends on the printer and the printer driver you use. Some printer drivers print the two pictures incorrectly (as they appear on the screen). Other printer drivers print the two pictures correctly (as they should appear on the screen).

REFERENCES

=====

"Microsoft Word for Windows User's Reference," version 1.x, pages 258-259

"Microsoft Word for Windows User's Guide," version 2.0, pages 393-397, 419

Additional reference words: w4wformat 1.00 1.10 1.10a 2.00 2.00a-CD 2.00b superimpose overlay

WinWord Column Selection Lost After Formatting Characters
Article ID: Q78244

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

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In Microsoft Word for Windows, if you use CTRL+SHIFT+F8 or the right mouse button to select a column of text and then apply character formatting, the text does not remain selected after you apply the formatting.

MORE INFORMATION

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When you press CTRL+SHIFT+F8, the Column Selection mode activates, and you can use the arrow keys to select a column of text. You can also use the right mouse button to select a column of text. If you apply character formatting to the selected text, the width of the characters changes. This can cause the column selection to no longer be accurate. Therefore, the text selection is lost when character formatting is applied.

REFERENCES

=====

"Microsoft Word for Windows User's Reference," page 318
"Microsoft Word for Windows User's Guide," page 106

Additional reference words: w4wformat 1.0 1.1 1.00 1.10 1.10a 1.1a 2.0 2.00 2.0a 2.00a 2.0b 2.0a-CD 2.00b 2.00a-CD wm_word 6.00

Hidden Text to the Left of Selection Becomes Part of Selection
Article ID: Q78493

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

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In Microsoft Word for Windows, if your document includes hidden text that is not currently displaying, any hidden text to the immediate left of a highlighted selection becomes included with that selection. If you cut and paste or copy the selection, the hidden text copies or pastes with the selection.

Steps to Reproduce Problem

1. From the File menu, choose New. Type "aaalbbb2ccc" (without the quotation marks).
2. Select bbb from the above text. From the Format menu, select Character (Format Font in version 6.0), choose Hidden, and click the OK button.
3. Ensure that the Hidden Text and Display All options are not selected. (From the version 1.x View menu, choose Preferences to verify Hidden Text and Show All are not selected. From the version 2.0 Tools menu, choose Options, and select the View category. Verify that Hidden Text and All are not selected. From the version 6.0 Tools Menu, Choose Options, and select the View Tab Option).
4. Select the number 2 from the text you typed in step 1.
5. Set your display to show Hidden Text by following the appropriate instructions in step 3.

The hidden text becomes highlighted as well as the normal text you selected.

If you type text immediately after making the selection, the text is formatted as hidden text. This text does not display as you type it if the Hidden Text option is not selected. If you copy or paste a selection that includes hidden text to the immediate left of the selection, that hidden text copies with it. Hidden text to the right of the selection is not affected.

To avoid this situation, make sure you select the Hidden Text option to view all hidden text.

Additional reference words: w4wformat 6.00 wm_word

2.00 2.00a 2.00a-CD 2.00b 2.00c 2.00c-CD 1.00 1.10 1.10a

Inserting a Frame Overwrites Border Information in WinWord
Article ID: Q78534

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

SUMMARY

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In Microsoft Word for Windows, inserting a frame into a paragraph with a border causes the border information to be distorted.

Inserting a frame around the first character is a convenient method to insert a dropped capital letter; however, this method does not work if the paragraph has a formatted border.

Steps to Reproduce Problem

1. Type at least three lines of text in a paragraph.
2. Select the paragraph.
3. From the Format menu, choose Border, select any style, and place the border around the paragraph. Choose the OK button. (In version 6.0 from the Format menu choose Borders and Shading select the Borders Tab and Box under Presets, select any style line. Choose the OK button).
4. Select the first character of the paragraph.
5. From the Insert menu, choose Frame.

The upper left-hand corner of the border covers the top of the framed character. This border moves with the framed character.

For more information on dropped capital letters, refer to the section titled "Setting Up a Dropped Capital Letter" in the "Microsoft Word For Windows User's Guide," pages 416-417.

Additional reference words: w4wformat 6.00 wm_word display dropcap 2.00 2.00a 2.00a-CD 2.00b 2.00c

Negative Indents Change to Zero with Numbered or Bulleted List
Article ID: Q78693

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, if you format text with a negative left indent and create a bulleted or numbered list from that text, the negative left indent reverts back to zero.

Steps to Reproduce Problem

1. Type three lines of text in a new document. Select the text.
2. In Word 6.0, from the Format menu, choose Paragraph and select the Indents and Spacing Tab Option. In Word 2.x, from the Format menu, choose Paragraph.

In the Indentation box, change the From Left value to -0.25 inches and Choose OK.

3. From the Tools menu, choose Bullets and Numbering. Choose the Bullets or Numbered List option, and choose the OK button. In version 6.0 from the Format Menu, choose Bullets and Numbering, then select the Bulleted Tab Option. Choose the size and style of bullet and then OK.

The text changes to a bulleted or numbered list and the left indent returns to zero. Select the text, and choose Paragraph from the Format menu. The left indent displays zero inches.

Additional reference words: w4wformat 6.00 wm_word
2.00 2.00a 2.00a-CD 2.00b 2.00c 2.00c-CD

Infinite Repagination Occurs with Header Text in Large Points
Article ID: Q78729

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows version 2.0, an infinite repagination occurs if you delete a character in a header that is formatted with a point size larger than one-half of the document page size. This occurs if you are using a font that can be scaled to a large point size.

This problem was corrected in Word version 6.0 for Windows.

Steps to Reproduce Problem

1. Open a new document. From the View menu, choose Page Layout.
2. From the View menu, choose Header/Footer.
3. Select Header, and choose the OK button.
4. Select a font from the tool bar that can be scaled to 127 points (such as Modern). Leave the point size at 10 or 12 points.
5. Type the word "test" (without the quotation marks), and press RETURN.
6. Press the F4 key four times to repeat the text.
7. Select the text, and format it for 127 points by selecting the Points box on the tool bar.
8. Scroll down so that you can see the second line of text.
9. Click your mouse outside the selected text to remove the selection.
10. Move the insertion point to the end of the second line and press the DEL key.

The document begins flashing to indicate Word is repaginating. Repagination continues until you click your mouse. This occurs because the text is at the edge of the largest possible header size, and the repagination only partially succeeds. Word for Windows waits until the next idle period to try again. Clicking the mouse button stops the repagination.

Additional reference words: w4wformat

WinWord Frame at the Top of a Column Moves to Previous Column
Article ID: Q78750

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows version 2.0 and 6.0, if you insert a frame at the top of a column in a multicolumn document and position the frame relative to the column, the frame moves to the top of the previous column.

Steps to Reproduce Problem

1. Open an existing Full Page document. From the Format menu, choose Columns, and format the document to be three columns.
2. Position the insertion point at the top of either column 2 or 3 on any page of the document. From the Insert menu, choose Frame.
3. Select the frame. From the Format menu, and select Frame.
4. Format the frame's Horizontal position to be centered Relative To Column.
5. Choose the OK button.

The frame moves to the top of the previous column.

Microsoft has confirmed this to be a problem in Word for Windows version 2.0 and 6.0. We are researching this problem and will post new information here as it becomes available.

Additional reference words: w4wformat 6.00 wm_word
2.00 and 6.0

WinWord Err Msg: Line Spacing Must Be at Least .01"
Article ID: Q78797

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

When using the Microsoft Word for Windows Format Paragraph command, if you select Exactly from the Line Spacing box and type .01 in the Line Spacing At box, you receive the following error message:

Line spacing must be at least 0.01".

If you type .01, the line spacing is interpreted as exactly .01 lines. To be interpreted as inches, you must type .01". Typing .01 sets the line spacing to .01 lines, which is less than .01 inches.

More Information:

Steps To Reproduce Problem

1. Type a paragraph of text.
2. From the Format menu, choose Paragraph. In version 6.0 Microsoft Word for Windows select the Indents and Spacing Tab Option.
3. In the Line Spacing box, select Exactly. Type .01 in the Line Spacing At box.
4. Choose the OK button.

Microsoft is researching this problem and will post new information here as it becomes available.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, page 185

Additional reference words: w4wformat 6.00 wm_word
2.00 2.0a 2.00a 2.0b 2.0a-CD 2.00b 2.00a-CD

WinWord: Removing Frame Does Not Remove Border

Article ID: Q78922

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

If you insert a frame in a Microsoft Word for Windows version 2.0 document, Word also places a border around the frame. This allows you to see the boundaries of the frame. If you remove the frame the border remains intact.

This problem was corrected in Word version 6.0 for Windows.

Steps to Reproduce Problem

1. Type "test" (without the quotation marks).
2. Select "test."
3. From the Insert menu, choose Frame.
4. From the Format menu, choose Frame, and select Remove Frame.

The frame disappears, but the border remains.

Workarounds

To work around this problem, use one of the following methods:

- From the Format menu, choose Border, and set the borders to None.

-or-

- Press CTRL+Q to remove the frame and border if you do not need to maintain your paragraph formatting; CTRL+Q resets paragraph formatting.

References:

"Microsoft Word for Windows User's Guide," version 2.0, page 397

Additional reference words: w4wformat
2.00 2.00a 2.00a-CD 2.00b 2.00c

WinWord: Colored Text Not Displaying on VGA Monochrome Monitor
Article ID: Q78936

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows version 2.0 and 6.0, formatting text with certain colors on a VGA monochrome monitor results in the text not displaying.

More Information:

These colors are all visible as shading or borders. This problem occurs if you create a document with these colors or if you open a document that uses these colors because none of the color-formatted text is visible.

Steps to Reproduce Problem

-
1. Type some text, and select it.
 2. From the Format menu, choose Character (in Word for Windows 6.0 choose Font).
 3. Select Magenta, Cyan, Yellow, Lt Gray, or Gray in the Color box.
 4. Choose the OK button.

None of these text colors display in Sample box or in the document.

Microsoft has confirmed this to be a problem in Word for Windows version 2.0 and 6.0. We are researching this problem and will post new information here as it becomes available.

Word for Windows version 1.x does not have the colors Lt Gray and Gray, nor does it have a Sample box for viewing; therefore, version 1.x does not exhibit this problem.

Additional reference words: w4wformat see gone disappear 6.00 wm_word hidden 2.00 2.00a 2.00b 2.00a-CD

WinWord: Position Header Overrides Paragraph Formatting
Article ID: Q78937

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

SYMPTOMS

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If you position a header or footer using a frame in Microsoft Word for Windows, the paragraph formatting for Page Break Before is overridden.

MORE INFORMATION

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To avoid this problem, do not insert a frame into the header/footer; instead, choose Paragraph from the Format menu, and apply your formatting.

Steps to Reproduce Problem

1. From the File menu, choose New, and choose the OK button. From the View menu, choose Normal.
2. Type a word, and press ENTER.
3. On the second line, type a few words.
4. Select the first line. From the Insert menu, choose Frame. From the Format menu, choose Frame, and select Vertical Position to Center.
5. Select the second line. From the Format menu, choose Paragraph, and select Page Break Before.
6. From the View menu, choose Header/Footer, and close the Header pane by clicking the Close button.
7. A dotted line should appear between the two lines of text, and the status bar should read two pages.
8. From the View menu, choose Header. From the Insert menu, choose Frame. From the Format menu, choose Frame, and select Horizontal Center to position the Header.

Before you close the Header pane, the dotted line disappears. If you close the header, the status bar only reads one page. If you print the document, the first line is centered vertically and the header is centered horizontally as expected. However, the second line appears on the same page rather than on the next page as stipulated.

Additional reference words: 6.00 w4wformat 2.00 2.00a 2.00a-CD 2.00b
2.00c wm_word

WinWord: Horizontal Frames Switch Sides on Consecutive Pages
Article ID: Q78951

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, if you format a frame (version 2.0) or an absolutely positioned object (APO) (version 1.x) for a Horizontal Outside position, and you create it on two or more consecutive pages, Word places the frame or APO on opposite sides of the consecutive pages.

More Information:

Objects that you position as Horizontal Outside on two consecutive pages are positioned on the right side of the first page and the left side of the second page. This problem occurs even if you do NOT select the Facing Pages option in the Page Setup dialog box (version 2.0) or the Mirror Margins option in the Document dialog box (version 1.x).

Steps to Reproduce Problem

Word Version 2.x and 6.x

1. Type a line of text, and press ENTER.
2. Select the paragraph of text.
3. From the Insert menu, choose Frame.
4. From the Format menu, choose Frame. In the Horizontal box, select Outside, and select Margin in the Relative To box. In the Vertical box, select Center, and select Margin in the Relative To box.
5. Choose the OK button.
6. Position the insertion point to the right of the frame, and press ENTER.
7. Select the frame. From the Edit menu, choose Copy. Position the insertion point in front of the second paragraph mark below the frame. From the Edit menu, choose Paste.
8. Position the insertion point in front of the empty paragraph mark between the two frames. From the Insert menu, choose Break. Select Next Page in the Section Break dialog box, and choose the OK button.

9. From the File menu, choose Print Preview to compare the two pages. The text is positioned on the right side of the first page and the left side of the second page.

Word Version 1.x

1. From the Insert menu, choose Picture. Select the New Picture option, and choose the OK button.
2. Select the empty picture frame.
3. From the Format menu, choose Position.
4. In the Horizontal box, select Outside, and select Page in the Relative To box. In the Vertical box, select Center, and select Margin in the Relative To box. Choose the OK button.
5. Press the ENTER key twice to insert two paragraph marks after the picture. Position the insertion point in front of the second paragraph mark. From the Insert menu, choose Break. Select Next Page in the Section Break dialog box, and choose the OK button.
6. Repeat steps 1 through 4 on the second page.
7. From the File menu, choose Print Preview to compare the two pages. The text is positioned on the right side of the first page and the left side of the second page.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, page 405

Additional reference words: w4wformat 6.00 wm_word
switch 1.00 1.10 1.10a 2.00 2.00a 2.00b 2.00a-CD

WinWord: Inserting a Page Break Within a Justified Paragraph
Article ID: Q79085

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, if you insert a hard page break in a justified paragraph, the last line of text preceding the page break justifies regardless of the number of words on the line. If there are few words on this line, large gaps appear between each word.

More Information:

If you insert a hard page break in a justified paragraph, Word for Windows behaves as if you inserted a newline character in the paragraph at that point. The words on that line justify regardless of the amount of space required between each word.

Workaround

To correct this problem, insert a paragraph mark (press ENTER) before you insert the hard page break. This causes the last line of the paragraph to be left-aligned rather than justified.

Steps to Reproduce Problem

-
1. Create a new document, and type a line of text.
 2. From the Format menu, choose Paragraph. Select Justified in the Alignment box, and choose the OK button.
 3. Position the insertion point in the middle of the text. Press CTRL+ENTER to insert a page break.

For more information on breaks within justified paragraphs:

- Search for "justifying text" and "page breaks: inserting and removing" using the Help menu.
- Query on the following words in the Microsoft Knowledge Base:

justify and paragraph and new and line and hotspot

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 166-168, 434-435

"Microsoft Word for Windows User's Reference," version 1.x, pages 4-5,
169-170, 243, 245

Additional reference words: w4wformat 6.00 wm_word
1.0 1.1 1.1a 1.00 1.10 1.10a 2.00 6.0 left right gap

WinWord: Cannot Use Edit Repeat Table Formatting with Ruler
Article ID: Q79130

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

When using the ruler mode and a mouse to format a table in Microsoft Word for Windows, The Repeat Table Formatting command is not available on the Edit menu.

More Information:

Steps to Reproduce Problem

Word Version 2.x and 6.x

1. From the Table menu, choose Insert Table. Specify a 2-column, 2-row table, and choose the OK button.
2. From the View menu, choose Ruler if it is not already selected. If it already checked (selected), press ESC to cancel.
3. The table-width markers display by default.
4. Select the first cell of the table, and drag the table-width marker on the ruler to change its width.
5. Select the first cell of the second row, and open the Edit menu.

The Repeat command on the Edit menu reads "Repeat Insert Table." You cannot repeat a cell or column formatting change that was made with the ruler.

Word Version 1.x

1. From the Insert menu, choose Table. Specify a 2-column, 2-row table, and choose the OK button.
2. From the View menu, choose Ruler if it not already selected. If it is already checked (selected), press ESC to cancel.
3. Choose the Ruler icon (at the far-right end of the ruler) to display the table width markers.
4. Select the first cell of the table, and drag the table-width marker on the ruler to change its width.

5. Select the first cell of the second row, and open the Edit menu.

The Repeat Formatting command is not viewable on the Edit menu.

Microsoft has confirmed this to be a problem in Word for Windows versions 1.x, 2.x and 6.0. We are researching this problem and will post new information here as it becomes available.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 316, 331-333

"Microsoft Word for Windows User's Reference," version 1.x, page 369

Additional reference words: w4wformat w4wtable 6.00 wm_word
repeat 2.00 2.00a 2.00a-CD 2.00b 2.00c 1.00 1.10 1.10a 1.1a 6.00

WinWord: Section Layout Displays Incorrect Name for the Break
Article ID: Q79132

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

When you select a section break in a Microsoft Word for Windows document, the Section Layout dialog box displays the attributes of the previous section rather than displaying the type of section break highlighted. A section break marks the end of a section; therefore, the Section Layout dialog box displays the properties of the preceding section.

More Information:

To view or select section breaks on the screen, Word for Windows versions 2.0 and 6.0 must be in normal view. Choose the Normal View icon on the tool bar, or verify Normal is selected on the View menu.

Steps to Reproduce Problem

1. In a new document, type "section 1," (without the quotation marks), and press the ENTER key twice to create a blank line beneath the text.
2. From the Insert menu, choose Break. In the Section Break box, select Continuous, and press the OK button. Press the ENTER key twice to create another blank line beneath the section break.
3. Type "section 2," (without the quotation marks), and press the ENTER key twice.
4. From the Insert menu, choose Break. In the Section Break box, select Next Page, and press the OK button. Press the ENTER key twice to create another blank line beneath the section break.
5. Select the first double-dotted line, which represents the first section break. Note that the status bar reads "Sec 2," indicating that you are in Section 2. From the Format menu, choose Section Layout in Word for Windows 2.0. In Word for Windows 6.0 from the File menu, choose Page Setup then select the Layout Tab Option. . The Section Start box displays "New Page" even though Section 2 was formatted with a Continuous section break.
6. Select the second section break. Note that the status bar reads "Sec 3," indicating that you are in Section 3. From the Format menu, choose Section Layout in Word for Windows 2.0. In Word for Windows 6.0 from the File menu, choose Page Setup then select the Layout Tab

Option. The Section Start box displays "Continuous," even though Section 3 was formatted with a New Page section break.

Microsoft has confirmed this to be a problem in Word for Windows version 2.0 and 6.0. We are researching this problem and will post new information here as it becomes available.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, page 236

Additional reference words: w4wformat 6.00 wm_word
2.00 2.00a 2.00a-CD 2.00b 2.00c

Paragraph Borders Are Erratic If Used with a Framed Object

Article ID: Q79264

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

SUMMARY

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In Microsoft Word for Windows, if you place a framed object inside a paragraph or group of paragraphs formatted with a border, that border behaves erratically. The following problems may occur:

1. If the framed object is near the edge of the border, portions of the border disappear.
2. If you insert the framed object into a group of paragraphs that have a common border, the border becomes fragmented into pieces associated with individual lines of text. You must reset the borders to surround individual paragraphs.
3. If you insert the framed object into a group of paragraphs without a common border and then insert a common border around the group of paragraphs, the border becomes fragmented. In addition, Word for Windows places a border around the object itself. If you attempt to remove this border by choosing Border from the Format menu, the dialog box shows that there is no border; however, the borders do print correctly.
4. The border arrangements vary between page layout and print preview modes.

STATUS

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Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. We are researching this problem, and will post more information here in the Microsoft Knowledge Base as it becomes available.

MORE INFORMATION

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Steps to Reproduce Problem

1. Open a new document.
2. Type several lines of text.
3. Select the text. From the Format menu, choose Border and Shading.

4. Select a border, and choose the OK button.
5. Position the insertion point within the text.
6. From the Insert menu, choose Picture.
7. Select a picture file, and choose the OK button. The picture should now be within the paragraph.
8. Select the picture. From the Insert menu, choose Frame.

The border behaves as described in the first problem above. Modify the text as necessary to duplicate the other problems.

Additional reference words: w4wformat 6.00 wm_word
2.00 2.00a 2.00a-CD 2.00b 2.00c

Narrow Page Width Crops Text Columns Display in WinWord
Article ID: Q79265

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows version 2.x, if you set the page width of a document to less than 4 inches, Word for Windows crops the right-hand side of the display of columns that appears when you press the Text Columns button.

This problem was corrected in Word version 6.0 for Windows.

More Information:

Word for Windows truncates the Text Columns display to reflect the maximum number of minimum-width columns that you can insert in a reduced page width document. You can increase the number of columns that can be inserted by decreasing the Space Between Columns setting (the default is 0.5 inch) in the Columns dialog box. For example, if you change the space between columns to 0 inches, the Text Columns display is still cropped; however, this occurs only at page widths smaller than 0.5 inch.

As the document's page width decreases, the Text Columns display becomes more severely cropped. This truncation occurs in the following increments:

| Page Width (in Inches) | Number of Columns Displayed |
|------------------------|-----------------------------|
| ----- | ----- |
| 4 and up | 4 |
| 3 to 4 | 3 |
| 2 to 3 | 2 |
| 1 to 2 | 1 |
| less than 1 | 0 |

Steps to Reproduce Problem

Note: The tool bar must be active before performing these steps; from the View menu, choose Toolbar unless it is already chosen (if it is already checked, press ESC).

1. From the File menu, choose New, and choose the OK button.
2. From the File menu, choose Page Setup, and select the Margins option. Select 3" in the Left and Right margin boxes, and choose the OK button.

3. Choose Text Columns button. The right side of the display is truncated; only two columns display.

Microsoft has confirmed this to be a problem in Word for Windows version 2.0. This problem was corrected in Word version 6.0 for Windows.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 348-353

Additional reference words: w4wformat newspaper style 2.00 drop down drop-down

Formatting Text to Default Font With Mouse Does Not Work
Article ID: Q79269

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, you can change the character formatting of a selection by holding down the CTRL+SHIFT key combination while you point and click the left mouse button on text that contains the desired character formatting. The selected text takes on the character formatting of the text you click. Character formatting includes all options available in the Character dialog box.

This procedure works as described above to apply all character formatting except the default font, which is determined by the Word for Windows Setup program.

This functionality was changed in Word version 6.0 for Windows.

More Information:

The default font is determined differently in Word for Windows version 1.x and 2.0. In version 2.0, Word uses the default printer font, which is the primary font of the default printer driver listed in the WIN.INI file. When using Microsoft Windows version 3.0, the following fonts are used with the corresponding printer drivers as the default printer font in Word for Windows version 2.0:

| Default Printer Driver | Version | Default Printer Font |
|------------------------|----------------|----------------------|
| ----- | ----- | ----- |
| HP LaserJet III | 3.85 (HPPCL5A) | CG Times, 10-pt |
| HP LaserJet II | 3.4 (PCL/HP) | Courier, 10-pt |
| Generic Text Only | 3.0 | Roman 10 CPI, 10-pt |

In Word for Windows version 1.x, Tms Rmn 10-pt is always designated as the default font, regardless of the default printer. The font that actually prints is determined by the printer driver, as described for version 2.0 above.

Redefining your default font in the Word for Windows NORMAL.DOT file does not change the default print font.

Steps to Reproduce Problem

1. From the File menu, choose New, and choose the OK button.
2. Type two lines of text, separated by two paragraph returns, as

shown in the following example:

line one

line two

3. Select the second line of text. From the Format menu, choose Character. Select Modern in the Font box, and select 16 in the Points box. Choose the OK button.
4. With the second line still selected, hold down CTRL+SHIFT, then point and click the first line of text.

This should change the character formatting of the second line of text to reflect the character formatting of the first line. However, if you format the first line of text with the default printer font (in version 2.0) or with Tms Rmn (in version 1.x), the second line does not change.

Note: To demonstrate the correct behavior of this feature, select the first line, press SHIFT+CTRL, then point and click the second line. The formatting of the first line changes to the Modern font in 16-pt.

Microsoft has confirmed this to be a problem in Word for Windows versions 1.0, 1.1, 1.1a, and 2.0. This problem was corrected in Word version 6.0 for Windows.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, page 152

"Microsoft Word for Windows User's Reference," version 1.x, page 208

Additional reference words: w4wformat w4wfont 2.00 1.00 1.10 1.10a

WinWord: Search Text Not Found After Changing Measurement Unit
Article ID: Q79273

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

SUMMARY

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If you change the unit of measure in Microsoft Word for Windows, paragraph formatting may not be detected during a search. For example, if you create a paragraph in a document with indents measured in centimeters, save the document, and later open it with inches as the unit of measure, a search for paragraphs using an inch measurement yields the following error message:

The Search Text Is Not Found

This problem also occurs if your unit of measure is a unit other than inches and you apply indent formatting to some paragraphs using the Indent toolbar button (or by pressing CTRL+N) and then apply indent formatting to other paragraphs by choosing Paragraph from the Format menu. The indent formatting you apply using the former method is measured in inches, but the formatting you apply using the latter method is measured in the new unit of measure, such as centimeters. When the values do not equate exactly, Word for Windows fails to find one of the settings. For example, 2.54 centimeters is not exactly one inch, so 2.54 centimeters is not found if you search for all one-inch indent formatting.

STATUS

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This problem was corrected in Word version 6.0 for Windows.

MORE INFORMATION

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Steps to Reproduce Problem

1. From the Tools menu, choose Options. Select the General category.
2. In the Measurement Units box, select Centimeters, and choose the OK button.
3. Create a new Word for Windows document. Type four short lines of text, being sure to press ENTER at the end of each line.
4. Select the second and third lines. From the Format menu, choose Paragraph. Type "2.54" (without the quotation marks) in the

Indentation From Left box, and choose the OK button. Press CTRL+HOME to go to the beginning of the document.

5. From the Edit menu, choose Find. Choose the Paragraph button, and type "2.54" (without the quotation marks) in the Indentation From Left box. Choose the OK button, then choose the Find Next button. Lines two and three are successfully found. Choose the Cancel button.
6. From the Tools menu, choose Options. In the Measurement Units box, select Inches, and choose the OK button.
7. Press CTRL+HOME to return to the beginning of the document. From the Edit menu, choose Find. Choose the Paragraph button. Notice that the 2.54 previously typed in has converted to inches and now reads "1." Choose the OK button, then choose the Find Next button.

The indented lines are successfully found, as before. However, if you choose the Paragraph button and manually type "1" (without the quotation marks) in the Indent From Left box, choosing the OK button and then the Find Next button causes the error message "The Search Text Is Not Found" to appear. The error occurs because 1 inch is not exactly 2.54 centimeters, and the conversion of units does not account for this small difference.

REFERENCES

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"Microsoft Word for Windows User's Guide," version 2.0, pages 164, 166, 260

Additional reference words: w4wformat 2.00 2.00a 2.00a-CD 2.00b

WinWord: Page Setup Selects Additional Area of Table

Article ID: Q79331

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows version 2.x, if you choose Page Setup from the Format menu with the insertion point in a table, Word for Windows selects either a complete row or additional rows.

This problem was corrected in Word version 6.0 for Windows.

More Information:

Steps to Reproduce Problem

1. From the Table menu, choose Insert Table. Create a 3-row, 3-column table, and choose the OK button.
2. Position the insertion point in the second row of the table. From the Table menu, choose Select Row. Note that only row two is selected.
3. From the Format menu, choose Page Setup.
4. Choose either the Cancel button or the OK button.

Both the second and third rows are now selected. If the insertion point is active in only one cell of the table, Word selects the entire row containing that cell when you choose Page Setup.

Microsoft has confirmed this to be a problem in Word for Windows version 2.x. This problem was corrected in Word version 6.0 for Windows.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 230, 320

Additional reference words: w4wformat 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wtable

Underline Prints Broken Under Expanded Leader Tab in WinWord
Article ID: Q79434

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

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In Microsoft Word for Windows version 2.0, if you insert an underline character beneath a dot-leader tab that is formatted as expanded, the underline character prints broken. This problem only occurs with certain versions of the Hewlett-Packard (HP) LaserJet III driver, such as version 30.3.85.

This problem was corrected in Word version 6.0 for Windows.

Steps to Reproduce Problem

1. From the File menu, choose New, and choose the OK button.
2. From the Format menu, choose Tabs.
3. Under Tab Stop Position, type 2".
4. Make this a dot-leader tab by choosing option 2 in the Leader box. Choose the OK button.
5. From the Format menu, choose Character, and select Single in the Underline box. Select Expanded in the Spacing box, and choose the OK button.
6. Press the TAB key on the keyboard.

These steps result in a two-inch dotted line appearing on the screen. This line is also underlined; however, if you print to the HP LaserJet III printer, the underline may appear broken in the printed output.

Microsoft is researching this problem and will post new information here as it becomes available.

Additional reference words: w4wformat
2.00 laser jet

Frames Cannot Be Inserted Within Frames in Word for Windows
Article ID: Q79458

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
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SUMMARY

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In Microsoft Word for Windows version 2.x, you cannot insert a frame into or around another frame. If you try to insert a frame around text that already contains a frame, Word for Windows combines the two frames into one. If you try to insert a frame around text that wraps around an existing frame, the text overlaps the original frame.

This problem was corrected in Word version 6.0 for Windows.

MORE INFORMATION

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The following steps demonstrate the problems that occur if you try to insert a frame into or around another frame. In page layout view, selecting and framing a block of text that includes a previously-framed object causes one of the following results:

- The two frames are combined into a single frame.
- The text is framed separately from the previously-framed object, and the text frame overlays the first frame.
- If you frame at least half a page of text that includes a framed object that is positioned in the middle of the text, the text and previously-framed object are enclosed in a single frame; however, sometimes the picture remains in the middle of the text, as originally positioned, with text wrapping around it.

Steps to Reproduce Problem

Note: You must be in page layout view before performing these steps. From the View menu, ensure that Page Layout is chosen. The following scenarios reproduce the results described above.

Scenario 1: Two frames are combined into a single frame.

1. Type a multiple-line paragraph. Be sure to press the ENTER key at the end of the paragraph.
2. From the Insert menu, choose Picture. Select the CLIPART subdirectory from the Directories list, select a picture file, then choose the OK button. Press the ENTER key to insert a paragraph mark

after the picture.

3. Type another multiple-line paragraph. Be sure to press the ENTER key at the end of the paragraph.
4. Select the picture.
5. From the Insert menu, choose Frame to place a frame around the picture.
6. Select both paragraphs, and the picture by pressing CTRL+Keypad 5.
7. From the Insert menu, choose Frame to place a frame around the selection. The frame around the picture is replaced by the frame around the entire selection.

Scenario 2: Two frames overlap one another.

1. Repeat steps 1-5 in Scenario 1 above.
2. If you are using the mouse, select the framed picture, and drag and drop the framed picture into the middle of the first paragraph so that text wraps around all sides of the picture.

If you're using the keyboard, select the picture. From the Format menu, choose Frame, and in the Horizontal Position box, select Center. In the Horizontal Relative To box, select Margin. In the Vertical Position box, select Center, and in the Vertical Relative To box, select Paragraph. Type 0" in the Distance From Text box, select the Move With Text option, and choose the OK button.

3. Select the first paragraph only. Using the mouse, click the beginning of the paragraph, and drag through the end of the paragraph. The framed picture is not selected.
4. From the Insert menu, choose Frame. The text is framed separately from the framed picture, and the framed text is positioned over the top of the framed picture.

Scenario 3: Frame around text replaces frame around picture; however, the position of the picture is maintained relative to the text.

1. Type several multiple-line paragraphs. Be sure to press ENTER at the end of each paragraph. The typed text should cover at least half a page.
2. Position the insertion point at the end of a paragraph in the middle of the text. Press the ENTER key to create a blank paragraph.
3. From the Insert menu, choose Picture. Select the CLIPART subdirectory from the Directories list, select a picture file, and choose the OK button. Press the ENTER key to insert a paragraph mark after the picture.
4. Select the picture.

5. From the Insert menu, choose Frame to place a frame around the picture.
6. Using the mouse, drag and drop the framed picture into the middle of the typed text so that text wraps around all sides of the picture.
7. Select the text only (the framed picture should not be selected). From the Insert menu, choose Frame.

Microsoft is researching these problems and will post new information here as it becomes available.

REFERENCES

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"Microsoft Word for Windows User's Guide," version 2.0, pages 393-395, 397

Additional reference words: w4wformat
2.00 apo absolute

WinWord: Use As Default Button Removes Bold Formatting
Article ID: Q79498

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
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SYMPTOMS

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In Microsoft Word for Windows, if you choose the Use As Default button in the Character dialog box with the Bold option selected, the selected text is not formatted in bold.

STATUS

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Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. We are researching this problem, and will post more information here in the Microsoft Knowledge Base as it becomes available.

MORE INFORMATION

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The Use As Default button changes the default character style. To make the text bold, press CTRL+Q while the text is still selected.

Steps to Reproduce Problem

1. Open a new document based on NORMAL.DOT.
2. Type some text.
3. Select the text with the mouse or by pressing CTRL+Keypad 5.
4. Press CTRL+B to format the selection as bold.
5. From the Format menu, choose Character, and choose the Use As Default button. Choose the OK button.

Word for Windows removes the bold formatting from the selected text.

Additional reference words: w4wformat 6.00 wm_word
2.00

WinWord: Setting Default Tab Stop to 0" Displays Incorrectly
Article ID: Q79641

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, you can set the default tab stops to zero inches. Word accepts this setting, but the ruler still displays the tab stops at .5 inch, which is the normal default setting. The tab stops actually function at their minimum setting of .01 inch.

Steps to Reproduce Problem Version 6.0

1. From the File menu, choose New, and choose the OK button.
2. From the Format menu, choose Tabs.
3. Select the current setting in the Default Tab Stops box, and press the DEL key. Type 0" and choose the OK button.

Steps to Reproduce Problem Version 2.0

1. From the File menu, choose New, and choose the OK button.
2. From the Format menu, choose Tabs.
3. Select the current setting in the Default Tab Stops box, and press the DEL key. Type 0" and choose the OK button.

Steps to Reproduce Problem Version 1.x

1. From the File menu, choose New, and choose the OK button.
2. From the Format menu, choose Document.
3. Select the current setting in the Default Tab Stops box, and press the DEL key. Type 0" and choose the OK button.

In all versions, the default tabs are set on the ruler to .5 inch; however, they do function as if the default tab stops were set to .01" inch.

Microsoft has confirmed this to be a problem in Word for Windows versions 1.0, 1.1, 1.1a, 2.0, and 6.0. We are researching this problem and will post new information here as it becomes available.

Additional reference words: w4wformat 6.00 wm_word
1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b
2.00c 2.00c-CD

WinWord: Page Setup Orientation Overrides Print Setup Setting
Article ID: Q79645

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

Setting the orientation of a document (portrait or landscape mode) in the Microsoft Word for Windows version 6.0 Page Setup dialog box overrides any selection made in the Print Setup dialog box.

More Information:

You can set the orientation of each page of your document individually with the following steps:

1. From the File menu, choose Page Setup.
2. Select Size and Orientation. Select the Portrait or Landscape option in the Orientation box, and choose the OK button.

You can set the overall page orientation of your document with the following steps:

1. From the File menu, choose Print Setup. Select Setup.
2. Select Portrait or Landscape in the Orientation box and choose the OK button.

Word for Windows does not change the orientation setting in the Print Setup dialog box; it simply bypasses that setting for the current print job.

Additional reference words: w4wformat 6.00 wm_word
w4wprint 2.00 2.00a 2.00a-CD 2.00b 2.00c

WinWord: Gap Appears in Border at Line Breaks in Print Preview
Article ID: Q79753

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

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In Microsoft Word for Windows version 2.0, a gap appears at each line break of a paragraph if you apply a border and shading to that paragraph.

STATUS

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Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

Steps to Reproduce Problem

1. From the File menu, choose New, and choose the OK button. Type a short paragraph.
2. From the Format menu, select Border. Apply a border and shading to the paragraph.
3. From the File menu, select Print Preview.

After each line break, a gap appears in the border, and a thin white line runs across the shading.

Additional reference words: w4wformat 2.00 2.00 2.00a 2.00a-CD 2.00b 2.00c

Paragraph Indenting Produces Incorrect Results in Tables

Article ID: Q79866

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, if you press CTRL+T, CTRL+G, CTRL+M, or CTRL+N with one or more cells selected in a table, the entire row or group of rows containing the selected cells takes on the indent formatting. If you select an entire column, the whole table becomes formatted with the indent.

This problem was corrected in Word version 6.0 for Windows.

More Information:

CTRL+T produces a hanging indent, and CTRL+G cancels a hanging indent. CTRL+N nests paragraphs, and CTRL+M removes nested paragraphs. These key combinations affect the selected paragraph(s) or the paragraph containing the insertion point when you press the key combination.

If you select more than one cell in a table, the entire row or group of rows containing the selected cells is indented to match the formatting of the selected cells. If you select an entire column of text, then the entire table is indented to match the formatting of the selected cells; however, if you use the mouse to format the paragraphs by moving the first line indent and paragraph indent markers on the ruler, only the selected text is affected. To adjust indents on the ruler, the ruler must be in the mode that displays the triangular indent markers.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 166-177, 322-323

"Microsoft Word for Windows User's Reference," version 1.x, pages 361-372, 404-405

Additional reference words: w4wformat
indentation align alignment 1.0 1.00 1.1
w4wtable 1.10 1.1a 1.10a 2.00

Removing Frame Doesn't Return Object to Its Original Location

Article ID: Q80044

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Windows operating system versions 3.0 and 3.1
-

Summary:

When you frame an object or picture, Microsoft Word for Windows version 2.x places it in a separate paragraph immediately before the paragraph in which it was originally located. If you subsequently remove the frame from the object, it does not return to its original position; instead, Word for Windows places the object at the beginning of its original paragraph. This behavior is by design; Word for Windows does not retain information about the object's original position in the paragraph.

This functionality was changed in Word version 6.0 for Windows.

More Information:

Steps to Reproduce Problem

1. From the File menu, choose New, and choose the OK button.
2. Type 2-3 paragraphs in the document. Position the insertion point in the middle of one of your paragraphs.
3. From the Insert menu, choose Object or Picture, select the file you want to insert, and choose the OK button.
4. Select the inserted item. From the Insert menu, choose Frame; or, choose the Frame button on the tool bar. Note that Word for Windows places the framed object in a separate paragraph immediately before the paragraph in which it was originally located.
5. From the Format menu, choose Frame, and choose the Remove Frame button.

The object or picture appears at the beginning of the paragraph you inserted it into rather than returning to its original location in that paragraph.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, page 389-419

Additional reference words: w4wformat
2.00 moved back

WinWord 2.0: Problems with DropCap Macro in NEWMACRO.DOC
Article ID: Q80497

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

This article describes two problems with the DropCap macro, supplied with Microsoft Word for Windows:

- The macro fails when it is run on a letter whose font size is greater than 14 points.
- If you add a box border to the frame created when you run the DropCap macro, the bottom line of the border will neither display nor print.

These problems were corrected in Word version 6.0 for Windows.

More Information:

The DropCap macro is one of several macros included in NEWMACRO.DOC, which is supplied with Word for Windows version 2.0. A dropped capital letter is an enlarged first letter of a paragraph, positioned in the upper-left corner of the paragraph, with the paragraph text flowing around it to the right and below.

See page 767 of the "Microsoft Word for Windows User's Guide" for instructions on installing the DropCap macro and other macros from NEWMACRO.DOC.

To create a dropped capital letter, select the appropriate character(s) and run the DropCap macro. The selected text will be formatted for a larger font size, then a frame will be added.

Problem 1

The DropCap macro fails on text larger than 14 points. If the selected text is larger than 14 points, you will receive the following error message:

The measurement must be between 0.01" and 22".

Problem #2

If you add a box border to the frame created when you run the DropCap macro, the bottom line of the border will neither display nor print.

Workaround for Problems 1 and 2

Type the large capital letter in a separate paragraph. Place a frame around the letter, then add a border. Move the framed, bordered letter into place at the beginning of the paragraph.

For information on borders, frames, and positioning, see pages 361-364, 393-395, and 401 (respectively) in the "Microsoft Word for Windows User's Guide."

In Word for Windows 6.0, the Drop Cap feature is included under the Format menu. The above documented problems do not occur.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 361-364, 393-395, 401, 416-417, 767

Additional reference words: w4wformat
2.00 drop cap newmacros.doc first line big
w4wmacro w4wfont

WinWord: Bottom Border Doesn't Display in Exact Height Frame
Article ID: Q80554

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

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In Microsoft Word for Windows, the bottom border of a frame with exact height formatting does not display if the frame contains too much text.

STATUS

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Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. We are researching this problem, and will post more information here in the Microsoft Knowledge Base as it becomes available.

MORE INFORMATION

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If the frame contains too much text, the excess text wraps below the frame border and cannot be seen. This causes the bottom border of the frame to disappear while leaving the rest of the frame intact.

Steps to Reproduce Problem

1. From the File menu, choose New, and choose the OK button. From the Insert menu, choose Frame to insert an empty frame.
2. If you are prompted to change to Page Layout View, choose the Yes button.
3. From the Format menu, choose Frame.
4. In the Size box, set the height to Exactly 1", and choose the OK button.
5. Position the insertion point in the frame, and fill the frame with text until it wraps below the bottom border.

The bottom border disappears, and there is no indication that more text exists.

WORKAROUND

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To work around this problem, you must reset the height of the frame.

Use one of the following two methods to reset the height:

- From the Format menu, choose Frame. In the Height At box, increase the value until all the text displays.

-or-

- From the Format menu, choose Frame. In the Height box, change the setting to Auto, and choose the OK button.

Either of the above methods resizes the frame to show all the text, and display the bottom border of the frame again.

Additional reference words: w4wformat 6.00 wm_word 2.00

WinWord: Text Not Vertically Centered with Large Header/Footer
Article ID: Q80605

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

If a Microsoft Word for Windows document contains large headers or footers, the top or bottom margin increases to accommodate the header or footer text. If you vertically center text on a page with large headers or footers, Word for Windows aligns the text between the adjusted margins rather than between the original margins. This may give the appearance that the text's alignment is no longer vertically centered.

More Information:

You can vertically center text on a page by choosing Section Layout (or Section in version 1.x) from the Format menu and selecting Center in the Vertical Alignment box. This vertically centers the section's text between the page margins, rather than between the edges of the page.

When you insert a header/footer, Word for Windows inserts it within the top/bottom margin. If the header/footer is bigger than the margin, the header/footer pushes the margin down or up to make room for itself. Vertically-centered text is then re-aligned between the adjusted margins.

To illustrate how Word for Windows vertically centers text in a document containing a long header/footer, follow the steps below:

1. Create a new document, and type a line of text.
2. Position the insertion point on the line of text. From the Format menu, choose Section Layout (Section in version 1.x). Select Center in the Vertical Alignment box, then choose the OK button.
3. From the File menu, choose Print Preview. Choose the Margins button. Notice that the text is centered in the middle of the top and bottom margins.
4. From the View menu, choose Normal.
5. From the View menu, choose Header, type containing 10 lines of text, and choose the Close Button.
6. From the File menu, choose Print Preview. Choose the Margins button.

The text moves down the page and is now centered between the bottom margin and the bottom of the header text.

For more information on vertical alignment, search for "vertical alignment" using the Help menu in Word for Windows version 2.0.

Reference(s) :

"Microsoft Word for Windows User's Reference," version 1.x, page 315

"Microsoft Word for Windows User's Guide," version 2.0, page 164, 447, 572-573

Additional reference words: w4wformat
2.00 1.00 1.10 1.10a 1.1 1.1a 1.0 uneven
justification justify

WinWord: Replace Command Doesn't Change Table Formatting
Article ID: Q80612

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

If you create a table that does not contain any text in Microsoft Word for Windows and then apply paragraph formatting to it, the Edit Replace command does not replace the formatting. Formatting in an empty table cell is retained in the end-of-cell marker rather than the paragraph mark. The Replace command identifies formatting contained only in text or paragraph markers.

To work around this problem, you can manually select the table and change the formatting characteristics.

More Information:

Steps to Reproduce Problem

Word for Windows Version 2.0

1. From the File menu, choose New, and choose the OK button.
2. From the Tools menu, select Options. From the Category list, select the View icon, and select the Table Gridlines and All options. Choose the OK button.
3. Type some text in the document, and press ENTER.
4. From the Table Menu, choose Insert Table. Accept the default values, and choose the OK button.
5. Select the entire document by pressing CTRL+Keypad 5.
6. From the Format menu, choose Character, select Bold, and choose the OK button. The entire document has bold formatting.
7. From the Edit menu, choose Replace. In the Find What box, press the CTRL+B key combination to search for bold formatting. The word "Bold" appears below the selection box. In the Replace With box, press the CTRL+I key combination to replace with italic formatting. The word "Italic" appears below the selection box. Choose the Replace All button and then the Close button.
8. All of your text and paragraph marks now have italic formatting; however, if you type text within one of the blank table cells, the

text has bold formatting.

Word for Windows Version 1.x

1. From the File menu, choose New, and choose the OK button.
2. From the View menu, choose Preferences. Select the Table Gridlines and Show All options. Choose the OK button.
3. Type some text in the document, and press ENTER.
4. From the Insert Menu, choose Table. Accept the default values, and choose the OK button.
5. Select the entire document by pressing CTRL+Keypad 5.
6. From the Format menu, choose Character, select Bold, and choose the OK button. The entire document has bold formatting.
7. From the Edit menu, choose Replace. In the Search For box, press the CTRL+B key combination to search for bold formatting. The word "Bold" appears below the selection box. In the Replace With box, press the CTRL+I key combination to replace with italic formatting. The word "Italic" appears below the selection box. Clear the Confirm Changes option, and choose the OK button.
8. All of your text and paragraph marks have italic formatting; however, if you type text within one of the blank table cells, the text has bold formatting.

This problem does not occur if text or paragraph marks previously exist in the table cell. Text or a paragraph mark provide a recognizable search item for the Replace command.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 263-4

"Microsoft Word for Windows User's Reference," version 1.x, pages 289-90

Additional reference words: w4wformat wm_word

1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c 6.00 w4wtable

WinWord: Deleting a Section Break and Maintaining Formatting
Article ID: Q80834

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

If you delete a section break in Microsoft Word for Windows, the document or page layout settings are also deleted. By using the procedure below, you can work around this situation, and delete a section break while maintaining the document or page layout settings.

Word for Windows version 6.0

1. From the View menu, choose Normal if it is not already selected.
2. Position the insertion point in the section that contains the section information to be saved.
3. From the Tools menu, choose Macro, press the Record button, assign the name "settings" (without the quotation marks) to the macro, and choose the OK Button. It is not necessary to assign the macro to the keyboard, menu or toolbar. The mouse cursor changes to an arrow and cassette tape signifying that the macro recorder is on. The Macro toolbar also displays.
4. From the File menu, choose Page Setup, and choose the OK button, or click the Stop button on the Macro toolbar.
5. From the Tools menu, choose Macro and press the Stop Recording button.
6. Select the section break, and press delete key.
7. From the Tools menu, choose Macro, select the settings macro, and choose the Run button.

The page layout information is restored.

Word for Windows Version 2.0

1. Position the insertion point in the section that contains the section information to be saved.
2. From the Tools menu, choose Record Macro, assign the name "settings" (without the quotation marks) to the macro, and choose the OK button.

3. From the Format menu, choose Page Setup, and choose the OK button.
4. From the Tools menu, choose Stop Recorder. The page layout information is now recorded in the settings macro.
5. Select the section break, and press the DEL key.
6. From the Tools menu, choose Macro, select the settings macro, and choose the Run button.

The page layout information is restored.

Word for Windows Version 1.x

1. Position the insertion point in the section that contains the section information to be saved.
2. From the Macro menu, choose Record, assign the name "settings" (without the quotation marks) to the macro, and choose the OK button.
3. From the Format menu, choose Document, then choose the OK button.
4. From the Macro menu, choose Stop Recorder. The page layout information is now recorded in the settings macro.
5. Select the section break, and press the DEL key.
6. From the Macro menu, choose Run, select the settings macro, and choose the Run button.

For more information on recording macros, search for "recording a macro" using the Help menu in Word for Windows version 2.0.

REFERENCES

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"Microsoft Word for Windows User's Guide," version 2.0, pages 764-765, 766-767

"Microsoft Word for Windows User's Reference," version 1.x, pages 186-187, 284-285

Additional reference words: w4wformat 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c wm_word 6.00

WinWord: Different Indents Cause Improper Numbering Sequence
Article ID: Q80857

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
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SUMMARY

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In Microsoft Word for Windows, outline numbering is restarted each time a new indent measurement is found.

MORE INFORMATION

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In Word for Windows, you can set indents by choosing Bullets and Numbering from the Tools menu, selecting the Outline option button, and selecting Outline in the Format box. Indents are treated as heading levels when Word applies outline numbering. In the example below, three indented paragraphs are numbered using the Bullets and Numbering command.

Before applying outline numbering, the three indented paragraphs appear as follows:

TITLE

SUBTITLE

SUBTITLE

After applying outline numbering, the three indented paragraphs appear as follows:

I. TITLE

A. SUBTITLE

1. SUBTITLE

If you set up a series of indents in the above format and then number the text, the numbering orders itself properly; however, if you add more information to the outline and set different indents, the numbering restarts with one (I.) and does not follow the proper sequence. This is a design feature of Word version 2.0.

Steps to Reproduce Behavior

1. In a new document, type "TITLE," and press ENTER.
2. From the Format menu, choose Paragraph. Select 0.5" in the

Indentation from Left box, then choose the OK button.

3. Type the word "SUBTITLE," and press ENTER.
4. From the Format menu, choose Paragraph. Select 1.0" in the Indentation from Left box, then choose the OK button.
5. Type "SUBTITLE."
6. Select all the text. From the Tools menu, choose Bullets and Numbering, and select the Outline option button.
7. In the Format box, select Outline, then choose the OK button. (Note that lines of text set with different indents are numbered as shown in the example above.)
8. Position the insertion point at the end of the second "SUBTITLE" (step 3), and press ENTER.
9. From the Format menu, choose Paragraph. Type 0.1" in the Indentation from Left box, then choose the OK button.
10. Type "TITLE," and press ENTER.
11. From the Format menu, choose Paragraph. Type 0.6" in the Indentation from Left box, then choose the OK button.
12. Type "SUBTITLE," and press ENTER.
13. From the Format menu, choose Paragraph. Type 1.1" in the Indentation from Left box, then choose the OK button.
14. Type "SUBTITLE."
15. Repeat steps 6 and 7 above.

Note that the text added in steps 10, 12, and 14 are not properly sequenced. This behavior occurs because Word detects that the indents are set differently and therefore renumbers the new lines from the beginning, which produces improper sequencing.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 171-174, 521-532

Additional reference words: w4wformat wm_word 6.00
automatically incorrect 2.00 toolbar tool bar outlining

Word for Windows: Paragraph Formatting Within Table Cells
Article ID: Q80917

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

When you insert a table in a Microsoft Word for Windows document, each cell in the table assumes the paragraph formatting of the paragraph where the insertion point is located when you insert the table. This behavior may produce unexpected results in the display of text in the table. To check the formatting specified for the paragraph containing the insertion point, choose Paragraph from the Format menu.

More Information:

A common example of this problem occurs when the paragraph containing the insertion point is formatted with a non-zero left or right indent. If you insert a table at this point, each cell contains indents, and the contents of the cells may align unexpectedly. When you apply an indent to table cells, the indent is measured from the boundary of each cell, not from the document margin.

With the ruler's indent scale active, you can view the ruler to check for paragraph indents before you insert the table. You can also check for indents in individual cells after you insert the table. If more than one cell in the table is selected, the ruler reflects the indents for the top-left cell of the selection, and the triangular indent markers are unavailable, signifying that they do not apply to the whole selection.

For a more precise view of the indents choose Paragraph from the Format menu, and consider the follow conditions:

- If the left indent is less than the cell width and the combined indents are greater than the width of the cell, any text in the cell appears in a one-character wide column, positioned at the left indent.
- If the left indent is larger than the width of the cell, no text displays, regardless of the value of any other indents.
- If the indent values are smaller than the width of the cell (but not zero), the indents are made from the left and/or right cell boundaries (just as normal paragraphs are indented from the left and/or right margins).

Word for Windows Version 2.0

If you use the Format Paragraph command to set left and/or right

paragraph indents for an existing table cell and the indents you specify narrow the cell or paragraph to less than approximately .7-inch, you receive the following error message:

This indent is too large.

If you attempt to set a first-line indent beyond the end of the cell or paragraph (as determined by the right indent), you receive the same error message.

You do not receive any error messages if you use the ruler to set the same paragraph indents.

Word for Windows Versions 1.x

In Word for Windows version 1.x, you can specify any left, right, or first-line paragraph indent value(s) within an existing table cell, regardless of its relationship to the cell width and regardless of whether you set the indents using the ruler or the Format Paragraph command. No error messages appear in reference to conflicts in table cell indentations. In Word version 1.x, the error message "Indentation too large" appears only in reference to settings that conflict with page margin and width settings.

Workaround

You can quickly reset all paragraph indents affecting a table by using the following steps:

1. With the insertion point positioned in the table, select the whole table by pressing ALT+Keypad 5 (with NUM LOCK off).
2. From the Format menu, choose Paragraph.
3. Type 0 (zero) in all three Indent boxes, and choose the OK button.

While paragraph indents are probably the most common cause of misalignment in table cells, other paragraph formatting can affect table cells. For more information on table formatting, query on the following words in the Microsoft Knowledge Base:

paragraph and line and spacing and table and row and winword

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 49, 162-170, 322-324

"Microsoft Word for Windows User's Reference," version 1.x, page 367

Additional reference words: w4wformat wm_word
1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c 6.00
w4wtable errmsg

WinWord: Bullet Replaces Leading Number in Paragraph
Article ID: Q81055

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

SUMMARY

=====

In Microsoft Word for Windows, if you create a list or paragraphs containing bullets, Word replaces any leading numbers in the paragraphs or list items with the bullet character.

MORE INFORMATION

=====

Word for Windows does not allow both a number and a bullet to appear at the beginning of a paragraph or list item when you use the Bullets and Numbering command.

Workaround

To stop Word from removing leading numbers from paragraphs or lists that you want to format with bullets, use one of the following methods:

- Place the number in a QUOTE field as follows:
 1. Press CTRL+F9 to insert field braces.
 2. Type "quote" (without the quotation marks), and press the SPACEBAR.
 3. Type the desired number inside the quotation marks. The field code should display as follows:

```
{quote "12.2"}
```
 4. Press the F9 key to update the display results.

-or-

- Insert bullets manually using the Edit Copy/Paste command or by choosing Symbol from the Insert menu.

-or-

- Use the following macro, which can replace the ToolsBulletListDefault macro assigned to the Bulleted List tool bar button. The macro automates the typing of unique characters in front

of the numbers prior to adding the bullets.

```
Sub MAIN
If Len(Selection$()) = 1 Then
    EditGoTo .Destination = "\Para"
EndIf
ToolsBulletsNumbers .Type = 0, .Replace = 1, .Remove
InsertBookmark .Name = "bulletselection"
CharLeft 1
n = CmpBookmarks("\Sel", "bulletselection")
While n = 8 Or n = 6
    CharRight 1, 1
    If Asc(Selection$()) = 9 Then
        EditClear
    Else
        CharLeft 1
    EndIf
    Insert "X"
    CharLeft
    ToolsBulletListDefault
    EditClear
    EndOfLine
    n = CmpBookmarks("\Sel", "\EndOfDoc")
    If n <> 0 Then
        ParaDown
        StartOfLine
        n = CmpBookmarks("\Sel", "bulletselection")
    EndIf
Wend
EditGoTo .Destination = "bulletselection"
InsertBookmark .Name = "bulletselection", .Delete
End Sub
```

Steps to Reproduce Problem

1. Type the following lines in a Word for Windows version 2.0 document:
 1. item one
 2. item two
2. Select the text typed in step 1. From the Tools menu, choose Bullets and Numbering.
3. Select Bullets, and choose the OK button.

The following message appears on the screen:

Do you want to replace the existing numbers with bullets?

If you choose the No button, no bullets are inserted. If you choose the Yes button, the numbers are replaced by bullets.

In Word for Windows 6.0, the user is prompted as to whether or not to replace the leading numbers with the bullet character. Answering NO to the prompt applies the bullets and leaves then numbers intact.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 153-154,
521-528

Additional reference words: w4wformat 6.00 wm_word
2.00 toolbar button w4wmacro

WinWord 2.0: Solid Black Line Extends Across Ruler

Article ID: Q81111

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

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When using a default tab setting that is less than 0.1-inch, the ruler displays a solid black line from the left indent marker to the right indent marker. A black line also appears in the body of the document when you press the TAB key. When using Word for Windows version 6.0, the ruler no longer displays a solid black line across it but a similar black line appears in the body of the document when you press the tab key in the document.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. We are researching this problem and will post more information here in the Microsoft Knowledge Base as it becomes available.

WORKAROUND

=====

To ensure that a black line does not extend across the ruler or across the body of the document when pressing the TAB key, choose a default tab setting greater than 0.01-inch.

MORE INFORMATION

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Steps to Reproduce Problem

1. From the Format menu, choose Tabs.
2. Select 0.01" in the Default Tab Stops box.
3. Choose the OK button.

A black line extends from the left indent marker to the right indent marker on the ruler. A similar black line appears in the body of the document when you press the TAB key in the document.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, page 179

Additional reference words: w4wformat wm_word 6.00 show screen 2.00 2.00a
2.00a-CD 2.00b 2.00c

WinWord Documentation Error: Spacing Before Setting

Article ID: Q81281

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In the "Microsoft Word for Windows User's Guide," version 2.x, page 186 states that when you print a document, Word for Windows ignores the Before setting if the paragraph is at the top of the page. This is only partially true; Word does not ignore the Before setting on the first paragraph of the document. For all other paragraphs that occur at the top of a page the Before setting is ignored.

Steps to Reproduce Problem in Word version 2.x

1. From the File menu, choose New, and choose the OK button.
2. Type some text and press Enter to create a paragraph. Repeat this until multiple pages are created.
3. Select the document and from the Format menu, choose Paragraph.
4. Select 8li in the Before box.
5. From the File menu, choose Print, then choose the OK button.

Although the documentation indicates the first paragraph should print at the top of the page, it prints on the eighth line of your document.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, page 186

Additional reference words: w4wformat
docerr 2.00

Word for Windows: Tab Leader Extends Beyond Frame Border
Article ID: Q81311

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

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In Microsoft Word for Windows, if you format a tab inside a frame and the tab is wider than the frame and includes a tab leader, the tab leader extends beyond the right-hand border of the frame when you press the TAB key.

MORE INFORMATION

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Workaround

This behavior occurs if the frame has not yet been applied to an object or body of text; however, if you select an object or body of text and then apply a frame to that item, the frame becomes positioned around the selected item. This positioning stops the tab leader from extending beyond the frame border. The tab leader displays and prints correctly; it extends to the right border of the frame but not beyond.

Steps to Reproduce Problem

1. From the Insert menu, choose Frame. Click and drag to create a frame.
2. From the Format menu, choose Tabs. In the Tab Stop Position box, type a value wider than the frame. Select a leader from the Leader section, and choose the OK button.
3. Press the TAB key.

The results of these steps vary depending on the view you are working in. In page layout and normal, the tab leader displays incorrectly; it extends past the right-hand border of the frame. In these views, the tab leader prints outside the frame. In print preview, the tab leader does not extend past the right border of the frame. In outline view, the frame and the tab leader are not visible. When printing in outline view, neither the frame or the tab leader print.

Additional reference words: w4wformat wm_word 6.00 3.0 3.0a 3.1 2.00 2.00a 2.00a-CD 2.00b 2.00c

Word for Windows: Shading Extends to the Right-Hand Margin
Article ID: Q81434

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0 and 2.0a
-

SYMPTOMS

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If a Microsoft Word for Windows version 2.0 document contains only one paragraph and you shade that paragraph and then frame it, the shading extends to the right-hand margin of the paragraph. Framing the paragraph should restrict the shading to the frame.

You can avoid this problem by inserting the frame before you add the shading.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

Steps to Reproduce Problem

1. From the File menu, choose New, then choose the OK button. Type some text on the first line. Select the text and the end of paragraph marker.
2. From the Format menu, choose Border, then choose the Shading button. Select a shade percentage under Pattern, and choose the OK button twice.
3. From the Insert menu, choose Frame.

The frame surrounds the text, but the shading extends to the right-hand margin.

WORKAROUND

=====

1. From the Tools menu, choose Options, and select the View category. Select the Paragraph Marks option in the Nonprinting Characters box. Choose the OK button.

2. Select the last paragraph mark. From the Format menu, choose Border, then choose the Shading button. In the Pattern box, choose the Clear option, then choose the OK button.

Additional reference words: w4wformat 2.0a 2.00 2.00a

Paragraphs After Bullets & Numbering Retain Hanging Indent

Article ID: Q81484

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

SUMMARY

=====

In Microsoft Word for Windows, you can use two methods to apply bullets and numbering to your text. To apply bullets or numbers, you can choose the appropriate button on the tool bar, or you can choose Bullets and Numbering from the Tools menu.

You can also use both of these methods to insert a hanging indent for the current paragraph or for all paragraphs currently selected. After you apply the formatting to the current paragraph or selection, Word applies the hanging indent to any paragraphs subsequently entered. You must manually remove the hanging indent formatting.

MORE INFORMATION

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To remove the hanging indent from subsequent paragraph(s), select all affected paragraphs, choose Paragraph from the Format menu, and set the From Left Indent and First Line Indent to 0 (zero).

In Word for Windows 6.0, Bullets and Numbering are now a paragraph property. Even so, the hanging indent issue described above is still applicable. When the last paragraph has a hanging indent set, and you press ENTER to create a new paragraph all paragraph formatting is propagated to the new paragraph. So in Word 6.0, not only will you have to remove the indents, but also the bullet or number. This can be accomplished by using the Ctrl-Q (Return to Style) keystroke, or by using the Format Bullets and Numbering menu, and choosing Remove in the dialog box. A third way is to use the right mouse button to get the shortcut menu for paragraphs, and choosing Stop Numbering from the list.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 171-3, 521

Additional reference words: w4wformat maintain assume 6.00 wm_word 2.00 2.00a 2.00a-CD 2.00b 2.00c toolbar associated

Word: Border Below or Above Does Not Display or Print
Article ID: Q81647

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

SUMMARY

=====

In Microsoft Word for Windows, a paragraph will not display a border formatted as Below using the Border command if the following paragraph is also formatted with a border Below. This behavior also occurs for paragraphs with borders formatted as Above.

MORE INFORMATION

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The Format Border command facilitates placing borders around multiple paragraphs as well as placing border lines between paragraphs.

NOTE: Word for Windows versions 1.x do not support placing borders around multiple paragraphs, only single paragraphs. Consequently, a paragraph with a border formatted as Below or Above will always display since it is formatted independent of the paragraphs around it.

To place a border between two paragraphs in Word for Windows

1. Select the paragraphs you want to place a line between and choose Borders and Shading (Border in Word 2.0) from the Format menu.
2. In the Border box, choose the line between the paragraphs in the sample. If you are using the keyboard, press ALT+R, then press the RIGHT ARROW key four times (twice in Word 2.0).
3. In the Line box, select a line style other than None. Choose the OK button.

MORE INFORMATION

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Steps to Reproduce Problem

1. In a new document, press ENTER three times to create three blank paragraphs.
2. Select all three lines. From the Format menu, choose Borders and Shading (Border in Word 2.0).
3. In the Border box, choose the line below the sample paragraph. To

do this using the keyboard, press ALT+R, then press the RIGHT ARROW key six times (four times in Word 2.0).

4. In the Line box, select a line style other than None. Choose the OK button.

Word for Windows places a border below the last paragraph only.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 361-379

"Microsoft Word for Windows User's Reference," versions 1.x, pages 20, 21, 252, 304-305, 387.

Additional reference words: w4wformat 6.00 wm_word
gone middle missing incorrect improper 2.0
2.00 2.0a 2.00a

Glossary Entry with Normal Style Doesn't Maintain Alignment

Article ID: Q81742

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, if you format an autotext (known as glossary entry in Word 2.0) entry with Normal style and then directly format it with an alignment that differs from the Normal style, the autotext entry loses the direct alignment formatting if you save the template. After saving the template, text inserted from the autotext entry is formatted with the Normal style alignment rather than the alignment you originally assigned to the autotext entry.

Microsoft has confirmed this to be a problem in Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0b, 2.0c, and 6.0. We are researching this problem and will post new information here as it becomes available.

More Information:

Workaround

Format the text with a unique style prior to defining as autotext. When the autotext is expanded, the style is included with the expanded text.

1. Type the desired autotext text on a blank paragraph line.
2. Apply the desired alignment formatting to the text.
3. Press CTRL+Shift+S (CTRL+S in Word 2.0) to activate the Style box on the ribbon.
4. Type a unique style name (preferably the same name that you want to use for the autotext name), and press ENTER.
5. Select the paragraph.
6. From the Edit menu, choose AutoText (Glossary in Word 2.0). In the Name box, type a unique name (preferably the same name entered in step 4), and choose the Add (Define in Word 2.0) button.
7. From the File menu, choose Save All. Choose the Cancel or No button when prompted to save the current document. Choose the Yes button in response to the prompted to save changes to global template.

The next time the autotext is expanded, the text is formatted

according to the uniquely-defined style.

Steps to Reproduce Problem

1. From the File menu, choose New, then choose the OK button.
2. Change the Normal style alignment to Justified with the following steps:
 - a. From the Format menu, choose Style, and select Normal in the Style box.
 - b. In Word 6.0, choose the Modify button and from the Format drop-down box choose Paragraph. In Word 2.0, choose the Define button, then choose the Paragraph button.
 - c. In the Alignment box, select Justified, then choose the OK button.
 - d. Check the Add To Template.
 - e. Choose the Change button (Word 2.0 only). Choose the Yes button in response to the prompt "Do you want to change the properties of the standard style?"
 - f. Choose the Apply button.
 - g. From the File menu, choose Save All. Choose the Cancel or No button when prompted to save the current document. Choose the Yes button in response to the prompted to save changes to global template.
3. Type the desired AutoText text on a blank paragraph line.
4. Press CTRL+L to left-align the text.
5. Select the current paragraph.
6. From the Edit menu, choose AutoText, type "test" (without the quotation marks) in the Name box, and choose the Add button.
7. Test the AutoText in the current document. On a blank line formatted with the Normal style (paragraph alignment is justified), type "test" (without the quotation marks), and press F3 to expand the AutoText entry.
8. Position the insertion point in the inserted text. Note that it is left-aligned, as expected.
9. From the File menu, choose Save All. Choose the Cancel or No button when prompted to save the current document. Choose the Yes button in response to the prompted to save changes to global template.
10. Repeat step 7.

Position the insertion point in the text inserted in step 10. Note that the alignment is now justified.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 267-269, 700-704

"Microsoft Word for Windows User's Reference," version 1.x, pages 141-142, 69-70

Additional reference words: w4wformat w4wtemplate 6.00 wm_word
1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c wrong stored expand

WinWord 2.0: Compiled TOC Entry Acquires Extra Tab Stop
Article ID: Q81776

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

SYMPTOMS

=====

In Word 2.0, 2.0a, 2.0a-CD, 2.0b, and 2.0c, a compiled Table of Contents (TOC) entry contains an extraneous tab stop, formatted approximately .38 or .25 inch from the left indent, if the text that the entry was compiled from contains a tab character in the middle of the text.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

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For example, if you format the text "Microsoft -> Word for Windows" (where "->" represents a tab character) with the Heading 1 style, the compiled TOC entry will contain a manually inserted tab stop, which is visible on the ruler and in the Tabs dialog box at .38 inch. This extra tab stop is not included in the TOC 1 style that the compiled entry is formatted with.

WORKAROUND

=====

After compiling the table of contents, use the following steps:

Word 2.0b and 2.0c

1. Highlight the entire Table of Contents to select it.
2. Press CTRL+Q to remove any manual paragraph formatting.

Word 2.0 and 2.0a

1. Position the insertion point in the first TOC entry.
2. Press CTRL+Q to reset the paragraph to the defaults defined in the TOC style.
3. Repeat this process for each TOC entry.

You can use the following macro to automate this process:

```
Sub MAIN
fCodes = ViewFieldCodes()
ViewFieldCodes 0
For toc = 1 To 8
  StartOfDocument
  EditFindStyle .Style = "toc" + Str$(toc)
  EditFind .Find = "", .Direction = 2, .Format = 1
  While EditFindFound()
    ResetPara
    CharRight 1
    EditFindStyle .Style = "toc" + Str$(toc)
    EditFind .Find = "", .Direction = 2, .Format = 1
  Wend
Next toc
ViewFieldCodes Abs(fCodes)
End Sub
```

Steps to Reproduce Problem

-
1. From the File menu, choose New, then choose the OK button. Press ENTER to create an additional blank line.
 2. Type "This is a" (without the quotation marks), press the TAB key, then type "test" (without the quotation marks).
 3. With the insertion point positioned in the text, choose the Heading 1 style from the Style box on the tool bar, and press ENTER.
 4. Position the insertion point in the first line of the document.
 5. From the Insert menu, choose Table of Contents, and choose the OK button. This generates a table of contents based on all heading styles in the document.
 6. Position the insertion point in the first TOC entry. Note that there are three tab markers on the ruler. The TOC 1 style, by default, has only two tab stops defined.
 7. From the Format menu, choose Tabs. Note the extraneous tab setting at .38 inch in the Tab Stop Position box.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 552-557

Additional reference words: w4wformat 2.0a 2.00 2.00a number bullet
2.0b 2.0a-CD 2.00b 2.00a-CD w4wmacro

WinWord: Search for Style Does Not Select Entire Paragraph
Article ID: Q81833

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows version 1.x, if you use the Edit Search command to find style formatting, the entire paragraph is not selected if that paragraph contains hidden text. The selection stops at the hidden text. This is not the case in Word for Windows versions 2.x and 6.0; in versions 2.0 and 6.0, the entire paragraph is selected regardless of the presence of hidden text.

More Information:

In Word for Windows versions 1.0, 1.1, and 1.1a, you can search for paragraphs that contain style formatting by typing "^y" (without the quotation marks) and the style name in the Search For box of the Edit Search dialog box. For example, to search for paragraphs formatted with the New style, type the following in the Search For box:

^yNew

If the paragraph formatted with the New style contains hidden text, Word selects the portion of the paragraph preceding the hidden text. The remainder of the paragraph is not selected.

In Word for Windows versions 2.x and 6.0, the entire paragraph is selected even if it contains hidden text.

Steps to Reproduce Problem

1. In Word for Windows version 1.x, create a document with several paragraphs.
2. Select the first line in a paragraph. Press the B button on the ribbon to apply bold character formatting.
3. From the Format menu, choose Define Styles, then choose the Options button. In the Define Style Name box, type "New" (without the quotation marks) and choose the OK button to create a style based on that selection.
4. Select the rest of the paragraph. From Style box, select New to apply the style to the paragraph.
5. Select a few words in the middle of that paragraph. From the Format menu, choose Character, select the Hidden option box, and choose the OK button.

6. From the View menu, choose Preferences. Clear the Hidden Text and Show All option boxes. Choose the OK button.
7. Press CTRL+HOME to position the insertion point at the beginning of the document.
8. From the Edit menu, choose Search.
9. Type "^ynew" (without the quotation marks) in the Search For box, then choose the OK button.

The first part of the paragraph typed in step 2 is selected; however, the part of the paragraph following the hidden text is not selected.

Reference(s) :

"Microsoft Word for Windows User's Reference," version 1.x, page 312

Additional reference words: w4wformat 2.00 1.10 1.10a 1.00 2.0a 2.00a
missing found skip

Paragraph Formatting Affects DropCap Macro Results in WinWord
Article ID: Q81860

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

The DropCap macro included in the Microsoft Word for Windows NEWMACRO.DOC file works correctly only on single-spaced text that is not indented. The DropCap macro produces varying results depending on the formatting of the paragraph to which you want to apply the macro. The possible results are described below.

This functionality was changed in Word version 6.0 for Windows.

More Information:

- If you set a left indent, the macro positions the character correctly but does not position the frame around the character.
- If you set the Line Spacing option to At Least 1.5 Li or 2 Li, Double, or 1.5 Lines, you will receive the following error message:

 This is not a valid integer
- If you set the Line Spacing option to Exactly XXX (where "XXX" is a point value or number of lines), DropCap positions the frame correctly but does not position the character correctly.
- If you set the Line Spacing option to At Least YYY (where "YYY" is a point value or number of lines greater than but not equal to 2 lines), you can move the frame and character to the correct position by dragging the frame surrounding the character.
- If the character is in a Word for Windows table, the following error message will occur:

 WordBASIC error 509 "Command is Unavailable"

The DropCap macro works correctly only if you set the Line Spacing option to Auto, Single, At Least 0 Li, or At Least 1 Li; and the From Left box under Indentation is set to 0 (zero).

These problems were corrected in Word for Windows 6.0. The new Drop Cap (not a macro) feature takes into account variations in line spacing and indentation, and is not available when attempting to insert into a table cell. To insert a Drop Cap, in Word 6.0, choose Drop Cap from the Insert menu.

Additional reference words: w4wformat

w4macro 2.00 2.00a 2.00a-CD 2.00b 2.00c

Page Setup May Not Apply to Whole Document or Other Sections
Article ID: Q82182

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, if you change section formatting in the Page Setup dialog box and later try to reapply these settings using the Whole Document option or the This Point Forward option, the box containing the settings is cleared. To successfully apply the page setup formatting to subsequent sections or the whole document, you must first retype or re-select the settings. If you do not re-select the settings, Word does not apply the formatting to the designated sections in the Apply To box.

Steps to Reproduce Behavior

1. From the File menu, choose New, and choose the OK button to open a new document based on NORMAL.DOT.
2. From the Insert menu, choose Break. Select Continuous in the Section Break box, then choose the OK button.
3. Position the insertion point in the first section. From the File menu (Format menu in Word 2.0), choose Page Setup.
4. Select the Margins option button.
5. Change the top margin from its current setting. For example, select .50 for this setting. Verify that the Apply To box has This Section selected, and choose the OK button.
6. From the File menu (Format menu in Word 2.0), choose Page Setup. Select Whole Document in the Apply To box.

The top margin setting is cleared. If you choose the OK button at this point, the .50 setting is NOT applied to the whole document. You must re-select .50 in the Top box or manually type the setting to apply this setting to the entire document.

Note: This behavior occurs in all three page setup categories (margins, size and orientation, and paper source settings).

Additional reference words: w4wformat 6.00 wm_word
2.00 2.00a

Status Bar Incorrect with SuppressTopSpacing=Yes in WinWord
Article ID: Q82250

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows version 2.x, the SuppressTopSpacing=yes entry in the [Microsoft Word 2.0] section of the WIN.INI file suppresses spacing at the top of pages following a hard or soft page break obtained with Space Before paragraph formatting. Although Word suppresses the extra spacing, the At position on the status bar includes the spacing following a soft (automatic) page break. The At position displays correctly for paragraphs that follow a hard page break.

Note: This problem is corrected in Word for Windows 6.0. By default, line spacing at the top of a page is suppressed.

More Information:

Steps to Reproduce Problem

1. From the Tools menu, choose Options, and select the WIN.INI category.
2. In the Option box, type "SuppressTopSpacing" (without the quotation marks).
3. In the Setting box, type "yes" (without the quotation marks). Choose the Close button.
4. From the Format menu, choose Page Setup. Set the top margin to 1". Choose the OK button.
5. Type several paragraphs of text to create a multiple-page document.
6. From the Edit menu, choose Select All.
7. From the Format menu, choose Paragraph, and set the Spacing Before option to 1". Choose the OK button.
8. Position the insertion point in a paragraph at the top of a page, following a soft page break.

The status bar displays At 2", even though the 1" spacing before is suppressed.

Note: In normal and draft views, the extra spacing displays on the

screen following page breaks. Page layout view and print preview accurately display the spacing suppressed following page breaks.

Reference(s):

"Microsoft Word for Windows User's Guide," pages 186-187, 806, 810

Additional reference words: w4wformat
measurement location 2.00a

WinWord: Edit Replace Character Spacing Does Not Work
Article ID: Q82996

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

If you use the Edit Replace command to replace all instances of character spacing with different character spacing in a Microsoft Word for Windows version 2.x document, the command does not work properly.

This problem was corrected in Word version 6.0 for Windows.

More Information:

The Edit Replace command in Word for Windows 2.x is more advanced than in Word for Windows 1.x. In Word for Windows 2.x, you have the option to replace any type of character formatting with another type of character formatting; however, this option does not function correctly for character spacing. For example, if a document contains characters formatted with expanded spacing and you want to replace them with normally spaced characters, the Edit Replace command finds the characters with the expanded spacing but does not replace them with normally spaced characters. This behavior occurs if you are using normal, expanded, or condensed spacing.

Steps to Reproduce Problem

-
1. Select some text in a document.
 2. From the Format menu, choose Character.
 3. In the Spacing box, select Expanded, and choose the OK button.
 4. From the Edit menu, choose Replace, and choose the Character button.
 5. In the Spacing box, select Expanded, and choose the OK button.
 6. In the Replace With box, click the mouse button once, then choose the Character button.
 7. In the Spacing box, select Normal, and choose the OK button.
 8. Choose the Find Next button, the expanded text is found.
 9. Choose the Replace button. The character spacing is not replaced.

Microsoft has confirmed this to be a problem in Word for Windows versions 2.x. This problem was corrected in Word version 6.0 for Windows.

Additional reference words: w4wformat
2.00 2.00a 2.00a-CD 2.00b 2.00c

Font Changes When Editing Word Object Embedded in Client App.
Article ID: Q85913

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, if you copy text to the Clipboard and paste it into a Windows-based application (for example, version 4.0 of Microsoft Excel for Windows, Microsoft Mail, or Windows Write) by choosing Paste Special from the Edit menu and selecting Word Document Object, a Word icon will appear in the application file. If you double-click the Word icon to edit the object, Word may change the font of the text. Word may also change the paragraph formatting and style of the text to Normal.

More Information:

Workaround 1

Create the Word Object by launching Word for Windows from the client application. If you use the following steps to create the object, Word for Windows does not change the font or style when you edit the embedded object:

1. Launch the client application.
2. From the Edit menu, choose Insert Object. Under Object Type, select Word Document, then choose the OK button.

Note: This step activates Word for Windows; an active window titled "Microsoft Word - Object in CLIENT.APP" (where "CLIENT.APP" is the filename from the server application) appears on the screen.

3. Create the Word object. From the File menu, choose Close. When you are prompted to update the object in the client application file, choose the Yes button.

Note: This step returns you to the client application. A Word icon representing the Word object appears in the current cell.

4. To edit the Word object, double-click the icon. The Word object window appears in Word for Windows with all font and style formatting unchanged.

Workaround 2

Do not use this workaround if your style has been changed; instead,

use the first workaround. Use the following workaround only if your font has been changed:

1. With the Word object window active in Word for Windows, choose Style from the Format menu.
2. Choose the Define button, then choose the Character button.
3. Select the correct settings in the Character dialog box, and choose the OK button. Choose the Change button, then choose the Close button.
4. From the File menu, choose Close. When you are prompted to update the object, choose the Yes button.

The next time you double-click the Word object, the original font will remain unchanged.

Steps to Reproduce Problem

1. In a Word for Windows document, type "This is a test." Select this text.
2. From the Format menu, choose Character. In the Font box, select Courier New; in the Points box, select 20. Choose the OK button.
3. From the Edit menu, choose Copy.
4. Launch or activate version 4.0 of Excel for Windows. From the Edit menu, choose Paste Special.
5. Under Data Type, select Word Document Object, then choose the Paste button. A Word icon representing the Word object appears in the current cell.
6. Double-click the Word icon to edit the Microsoft Word object in Word for Windows.

Notice that the text, originally formatted for 20-point Courier New, has changed to a different font. The point size remains unchanged.

Microsoft has confirmed this to be a problem in versions 2.x and 6.0 of Word for Windows. We are researching this problem and will post new information here as it becomes available.

Additional reference words: w4wformat 6.00 wm_word
2.00 2.00a 2.0b 2.0a-CD 2.00b 2.00a-CD

Frame Above Top Margin Displaces Return Address on Envelope
Article ID: Q85933

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

SYMPTOMS

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In Microsoft Word for Windows, if you use the Create Envelope command and choose to add the envelope to your document, Word will insert a section break between the envelope and the first page of your document. If your document contains a frame that is positioned above the top margin, Word will incorrectly frame the section break with the same dimensions as the frame at the top of page 1. This new frame will appear on the envelope and will cause problems if the frame is positioned near the return address on the envelope. The return address may wrap around the frame and print in the wrong position.

If you do not add the envelope to your document (that is, you print the envelope separately), this problem will not occur.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

Steps to Reproduce Problem

1. Open a new document. From the Format menu, choose Page Setup, and select the Margins option button. Set the top margin to 1 inch, and choose the OK button.
2. From the Insert menu, choose Picture, and select a picture file from the CLIPART subdirectory. Choose the OK button.
3. Select the picture. From the Insert menu, choose Frame.
4. From the Format menu, choose Frame. Under Vertical, set the position to 0.5 inch. Under Relative To, select Page. Choose the OK button.

5. From the Tools menu, choose Create Envelope. If a return address is not already shown, type a return address, then choose the Add To Document button.

Notice that there is too much space between the first and second lines of the return address. This is easier to see when the Text Boundaries check box is selected. To view text boundaries, choose Options from the Tools menu, select the View category, and select the Text Boundaries check box under Show Text With. Choose the OK button.

REFERENCES

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"Microsoft Word for Windows User's Guide," version 2.0, pages 119, 382, 393, 401

Additional reference words: w4wformat apo split 2.00 2.00a 2.0b 2.0a-CD 2.00b 2.00a-CD w4wenvelope

WinWord: Uneven Double Underline with Tab Character

Article ID: Q86237

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

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In Microsoft Word for Windows, if you use double underline character formatting to underline a tab character when the tab is the last character in the line, the double underline will print unevenly; the top line will appear longer than the bottom line.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

WORKAROUND

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To work around this problem, use one of the following methods:

- If possible, insert a table, and apply a double border to the bottom of the cell to achieve the desired effect.

-or-

- Use the fixed-space character (CTRL+SHIFT+SPACEBAR) instead of a tab at the end of the double underline format.

For more information about using the fixed-space character with underline formatting, query on the following words in the Microsoft Knowledge Base:

nonbreaking and space and extend and underline

Steps to Reproduce Problem

1. Open a new document in Word for Windows.

2. From the Format menu, choose Character.
3. Select any font except Courier.
4. In versions 2.0 and 2.0a of Word for Windows, select Double in the Underline box under Style. In version 1.x of Word for Windows, select the Double Underline check box. Choose the OK button.
5. From the Format menu, choose Tabs.
6. Type "2" (without the quotation marks) in the Tab Stop Position (Tab Position in Word 1.x) field, and choose the OK button.
7. Type "test" (without the quotation marks) in the document, and press the TAB key.
8. From the File menu, choose Print, then choose the OK button.

The double underline appears correctly on the screen but prints unevenly. The top line extends beyond the bottom line. This problem does not occur with the Courier font unless the tab is set too close to the document margin.

Additional reference words: w4wformat 1.00 1.10 1.10a 2.00 2.00a 2.00b 2.00a-CD 2.00c

Methods for Finding and Replacing Text with Revision Marks
Article ID: Q86617

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, you can choose Find from the Edit menu to locate text marked as new or deleted with revision marks, and you can choose Replace from the Edit menu to replace text marked as new. In version 1.x of Word for Windows, you can only search for new text; you cannot find deleted text or replace new text.

This problem was corrected in Word version 6.0 for Windows.

More Information:

The Revision Marks command marks text that has been deleted from a document or added to it. Deleted characters are marked with strikethrough formatting. New text can be displayed with bold, italic, underline (the default), or double-underline formatting, or it can be invisibly marked, in which case you must use the procedure below to locate it.

To move sequentially through all text with revision marks, choose Revision Marks from the Tools menu in version 2.0 or 2.0a (the Utilities menu in version 1.x), then choose the Search button. To search for text marked as new, choose Find (Search in version 1.x) or Replace from the Edit menu, and press CTRL+N in the Find What box (Search For box in version 1.x). To search for text marked as deleted, choose Find from the Edit menu, and press CTRL+Q in the Find What box.

Note: In version 1.x, the CTRL+N combination works only with the Edit Search command; it does not work with the Edit Replace command. The CTRL+Q combination does not work with either of these commands.

You cannot replace text marked as deleted. This limitation is by design; deleted text should not be different from the original text. To restore deleted text (that is, to remove the strikethrough formatting), select the text, choose Revision Marks from the Tools menu (Utilities menu in version 1.x), and choose the Undo Revisions button. If you want to restore all deleted text, choose the Yes button when prompted to undo all revisions.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 255-258, 604-607

Additional reference words: w4wformat

1.00 1.10 1.10a 2.00 2.00a

EditReplace Fails to Replace Formatting After Prior Command
Article ID: Q86671

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

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In Microsoft Word for Windows, if the EditReplace command is called in a macro right after the execution of another EditReplace command, the second command does not apply any character formatting. The second occurrence of EditReplace does apply character formatting correctly in a macro if you run the macro using the Step button on the macro-editing bar.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

WORKAROUND

=====

Adding a different statement, function, or command between the two EditReplace commands forces Word to reevaluate the execution of the macro and operate correctly. The following are options you can consider adding immediately above the second EditReplace command:

- StartOfDocument

- or-

- Dim dlg As EditReplace
 GetCurValues dlg

- or-

- ToolsRepaginateNow

Performing any document navigation causes the EditReplace command to work correctly. If you want to cover the entire document, use the StartOfDocument command. The second option above may be preferable

because it requires no navigation. ToolsRepaginateNow requires a lengthy processing time; therefore, you may not want to use it if you are processing long documents.

Steps to Reproduce Problem

1. Create a document that contains the following text:

```
tony
bill
tony
bill
```

2. From the Tools menu, choose Macro. In the Macro Name box, type a name, then type the following macro text in the macro-editing window:

```
Sub MAIN
EditFindClearFormatting      'ensure find formatting cleared
EditReplaceClearFormatting   'ensure replace formatting cleared
EditReplaceChar .Bold = 1    'choose to boldface the replacement text

' Boldface all occurrences of "tony"
EditReplace .Find = "tony", .Replace = "tony", .WholeWord = 0, \
.MatchCase = 0, .Format = 1, .ReplaceAll = 1

' The next three lines can be omitted. They simply demonstrate that
' resetting the formatting has no affect on the problem
EditFindClearFormatting      'ensure find formatting cleared
EditReplaceClearFormatting   'ensure replace formatting cleared
EditReplaceChar .Bold = 1    'choose to boldface the replacement text

' Boldface all occurrences of "bill"
EditReplace .Find = "bill", .Replace = "bill", .WholeWord = 0, \
.MatchCase = 0, .Format = 1, .ReplaceAll = 1
End Sub
```

3. From the Window menu, choose Arrange All to view both the document window and the macro-editing windows.
4. Click the document window, then choose the Start button on the the macro-editing bar.

The name "tony" has bold character formatting, but the name "bill" does not.

5. From the Edit menu, choose Select All, and press CTRL+B twice to strip the bold formatting from the text.
6. Press CTRL+HOME to move to the top of the document.
7. Choose the Step button on the macro-editing bar repeatedly until the macro completes.

Now both "tony" and "bill" have bold formatting.

Additional reference words: w4wformat w4wmacro 2.00 2.00a 2.00a-CD

2.00b 2.00c

Cannot Move Frames if Directly Under a Page or Column Break
Article ID: Q86683

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, you cannot move frames if they are directly beneath a page or column break. An easy way to work around this problem is to insert a paragraph mark between the frame and the break.

Note: Section breaks do not affect the ability to move frames.

This problem was corrected in Word version 6.0 for Windows.

More Information:

Workaround

Return to normal view so that you can see the page or column break. Position the insertion point anywhere in the lower frame. Press CTRL+SHIFT+ENTER to insert a paragraph mark above the frame and below the break.

Steps to Reproduce Problem

To reproduce this problem with a frame beneath a page break, use the following steps:

1. Create a new document based on the NORMAL.DOT template.
2. Type some text.
3. Select the text. From the Insert menu, choose Frame. Choose the Yes button when prompted to switch to page layout view.
4. Position the insertion point immediately after the frame. From the Insert menu, choose Break. Select the Page Break option button, then choose the OK button.
5. Directly beneath the page break, type some additional text. Select that text. From the Insert menu, choose Frame.
6. Attempt to move the text frame on the second page.

The repositioning arrow appears, and you can drag the frame outline, but the text is not repositioned when you release the left mouse

button.

For information on positioning a frame, refer to the "Microsoft Word for Windows User's Guide" for version 2.0, pages 394 and 397.

To reproduce this problem with a frame beneath a column break, use the following steps:

1. Create a new document based on the NORMAL.DOT template.
2. From the Format menu, choose Columns. Select 2 in the Number Of Columns box, then choose the OK button.
3. Type some text.
4. Select the text. From the Insert menu, choose Frame. Choose the Yes button when prompted to switch to page layout view.
5. Position the insertion point after the frame. Press ENTER a few times.
6. From the Insert menu, choose Break, select the Column Break option button, then choose the OK button.
7. Type some more text and then select it. From the Insert menu, choose Frame.
8. In page layout view, attempt to move the frame in the second column.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 394 and 397

Additional reference words: w4wformat
2.00 2.00a frame column under

WinWord: Top Text Boundary Disappears in Page View
Article ID: Q86697

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

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In Microsoft Word for Windows, the text boundary at the top of the page disappears if you are in page layout view, or if the following settings exist:

Paragraph line spacing = Double

SuppressTopSpacing=Yes (in the [Microsoft Word 2.0] section of the Microsoft Windows WIN.INI file)

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

=====

The SuppressTopSpacing parameter is used to suppress a blank line at the top of a page. If your text is not double-spaced, this is not an issue. The text boundary reappears if you format the paragraph with single spacing.

To work around this problem, do one of the following:

- Make the top paragraph single-spaced.

-or-

- Add a blank header to the page.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 729,

739, back cover

Additional reference words: w4wformat
2.00 2.00a suppress double text boundary

Tab Positions Incorrect in Center and Right-Aligned Paragraphs
Article ID: Q86712

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, if you use centered or right justified paragraph format combined with any tab settings, the tabs will not be aligned correctly.

More Information:

This problem occurs because Word for Windows aligns the tabs first, then positions the paragraph for center or right alignment, causing the tabs to lose their correct positions. This problem also occurs in table cells.

Workaround

Avoid using tab settings in right or center-aligned paragraphs. When possible, use a combination of right and centered tabs in a left-aligned or justified paragraph to achieve the desired format.

Steps to Reproduce Problem

-
1. Set both the left and right margins to 1.25 inches. In version 2.0 or 2.0a of Word for Windows, choose Page Setup from the Format menu. In version 1.x of Word for Windows, choose Document from the Format menu. Type the measurements in the appropriate boxes, then choose the OK button.
 2. From the Format menu, choose Paragraph. In version 2.0 or 2.0a, select Centered from the Alignment box, then choose the OK button. In version 1.x, select the Center option button under Alignment, then choose the OK button. In your document, type "Information" (without the quotation marks).
 3. Press TAB and type the current date.
 4. From the Format menu, choose Tabs. Type 5.75" in the Tab Stop Position box. Under Alignment, select the Right option button. Choose the OK button.

The date is incorrectly positioned approximately 3 inches past the right margin.

Additional reference words: w4wformat 1.00 1.10 1.10a 2.00 2.00a

incorrect 2.0b 2.0a-CD 2.00b 2.00a-CD unexpected mis-aligned
misaligned center-aligned

WinWord: Cannot Find or Replace Styles in Empty Table Cells
Article ID: Q86798

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

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In Microsoft Word for Windows, you can use the Edit Find and Edit Replace commands to find and/or replace paragraphs formatted with a specific style. However, these commands cannot find or replace styles in an empty table cell. By choosing the Styles button in the Replace or the Find dialog box, you can search for a specific style. However, if there are empty table cells in your document, neither command can find a style in those cells.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 260-264

Additional reference words: w4wformat 2.00 2.00a w4wtable

Cannot Use Tab Leader as Edit Find or Edit Replace Criteria
Article ID: Q86856

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system, versions 3.0 and 3.1
-

SUMMARY

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In Microsoft Word for Windows, you cannot use tab leaders as find (search in versions 1.x) or replace criteria. As a result, you cannot find or modify tab leaders using the Find (Search) or Replace commands from the Edit menu.

This article describes steps you can use to find and replace tab leaders (dotted, hyphen, and underline) by saving your Word for Windows document in rich-text file (RTF) format, opening the RTF file as Text Only, and modifying the RTF tab leader codes.

MORE INFORMATION

=====

Do the following to find and replace tab leaders in your Word for Windows document. Be sure to create a backup copy of your file before using these steps.

1. Open the document that contains tab leaders. From the File menu, choose Save As. In the File Name box, type a new filename. In the Save File As Type box, select Rich Text Format (*.rtf) and choose the OK button.
2. From the File menu, choose Open. Select the file you saved in step 1 above and choose the OK button. In the Convert File dialog box, select Text Only and choose the OK button.
3. From the Edit menu, choose Replace. Use the following RTF tab leader codes in the Find and Replace boxes:

| RTF Code | Type |
|----------|-------------------------------------|
| ----- | ---- |
| \tldot | Dotted leader tab |
| \tlhyph | Hyphen leader tab |
| \tlul | Underline leader tab |
| NUL | No leader (default, no leader code) |

4. From the File menu, choose Save. From the File menu, choose Close.
5. Reopen the file you closed in step 4 above. In the Convert File dialog box, select Rich Text Format (RTF) and choose the OK button. The new tab leaders should appear in the file.

6. When you close the file, you will be prompted to overwrite the RTF file format with Word for Windows 2.0 format. Choose the Yes button.

Example

The following example replaces all dotted leader tabs with hyphen leader tabs:

| | RTF Code | Type |
|--------------|----------|---------------------|
| | ----- | ---- |
| Find | \tldot | (Dotted leader tab) |
| Replace with | \tlhyph | (Hyphen leader Tab) |

How to Replace Tabs with No Leader with Another Leader Format

Tabs with No Leader is the default, so there is no RTF code you can use in the Find What box. Therefore, you must use these additional steps to replace No Leader tabs with another leader format.

1. Follow steps 1-2 in the previous procedure.
2. From the Edit menu, choose Replace. Do the following, in order (these steps maintain other leader formats):

Note: In all steps, do not type the quotation marks.

- a. In the Find What box, type "\tldot\tx". In the Replace With box, type "DOT_TAB" (skip this step if there are no dot leader tabs in your document).
- b. In the Find What box, type "\tlhyph\tx". In the Replace With box, type "HYPH_TAB" (skip this step if there are no hyphen leader tabs in your document).
- c. In the Find What box, type "\tlul\tx". In the Replace With box, type "UNDERLN_TAB" (skip this step if there are no underline leader tabs in your document).
- d. In the Find What box, type "\tx". In the Replace With box, type "<Desired RTF tab leader code>\tx". Use the following RTF tab leader codes in the Replace box:

| RTF Code | Type |
|----------|----------------------|
| ----- | ---- |
| \tldot | Dotted leader tab |
| \tlhyph | Hyphen leader tab |
| \tlul | Underline leader tab |

Example: If you type "\tldot\tx" in the Replace With box, you will replace all tabs with no leader with dotted leader tabs.

- e. In the Find What box, type "DOT_TAB". In the Replace With box, type "\tldot\tx" (skip this step if you skipped step 2a above).

f. In the Find What box, type "HYPH_TAB". In the Replace With box, type "\tlhyph\tx" (skip this step if you skipped step 2b above).

g. In the Find What box, type "UNDERLN_TAB". In the Replace With box, type "\tlul\tx" (skip this step if you skipped step 2c above).

3. Follow steps 4-6 in the previous procedure.

For more information on the RTF file format, query on the following words in the Microsoft Knowledge Base:

RTF and specification and appnote and obtain and available

Additional reference words: 6.00 w4wformat 1.00 1.10 1.10a 2.00 2.00a
wm_word editreplace editfind editsearch

Cannot Use Tab Alignment as Edit Find or Replace Criteria

Article ID: Q86857

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

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In Microsoft Word for Windows, you cannot use tab alignment as find or replace criteria (search or replace criteria in version 1.x of Word for Windows). As a result, you cannot find or modify tab alignment using the Edit Find (Edit Search in 1.x) or Edit Replace commands.

This article describes steps you can use to find and replace tab alignment (right, left, decimal, and center) by saving your Word for Windows document in RTF file format, opening the RTF file in Text Only format, and modifying the RTF tab alignment codes.

MORE INFORMATION

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Be sure to create a backup copy of your file before using the steps below. Use the following steps to find and replace tab alignment in your Word for Windows document:

1. Open the document containing the tab alignment you want to change. From the File menu, choose Save As. Type a new filename. In the Save File As Type box, select Rich Text Format (*.rtf), then choose the OK button.
2. From the File menu, choose Open. Select the file you saved in step 1, and choose the OK button. In the Convert File dialog box, select Text Only, then choose the OK button.
3. From the Edit menu, choose Replace. Use the following RTF tab alignment codes in the Find What and Replace With boxes:

 \tqr = Right-justified tab
 \tqc = Center tab
 \tqdec = Decimal tab
 NUL = Left-justified (default, no RTF code)
4. From the File menu, choose Save. From the File menu, choose Close.
5. Reopen the file closed in step 4. In the Convert File dialog box, select Rich Text Format (RTF), and choose the OK button. The new tab alignment should appear in the file.
6. When you close the file, you are prompted to overwrite the RTF file format with Word for Windows format. Choose the Yes button.

The following example replaces all decimal tabs with right-justified tabs:

| | | |
|--------------|----------|-----------------------|
| Find | "\tqdec" | (Decimal tab) |
| Replace with | "\tqr" | (Right-justified tab) |

How to Replace Left-Justified Tabs with Another Alignment Format

Left-justified tabs are the default format; there is no RTF code you can use in the Find What box. Therefore, you must use the following additional steps to replace left-justified tabs with another alignment format:

1. Follow steps 1-2 above.
2. From the Edit menu, choose Replace, and follow steps a-g below. Be sure to complete these steps in order so that you maintain other alignment formatting. Do NOT type the quotation marks in the steps below.

Warning: Do NOT use the following steps if your document contains tabs with leader formatting. For information on removing tab leader formatting from your document, query on the following words in the Microsoft Knowledge Base:

leader and tabs and criteria and find and replace and winword

- a. In the Find What box, type "\tqr\tx". In the Replace With box, type "RIGHT_TAB". (Skip this step if there are no right-aligned tabs in your document.)
- b. In the Find What box, type "\tqc\tx". In the Replace With box, type "HYPH_TAB". (Skip this step if there are no center-aligned tabs in your document.)
- c. In the Find What box, type "\tqdec\tx". In the Replace With box, type "DECIMAL_TAB". (Skip this step if there are no decimal-aligned tabs in your document.)
- d. In the Find What box, type "\tx". In the Replace With box, type "<Desired RTF tab alignment code>\tx". Use the following RTF tab alignment codes in the Replace With box:

| | | |
|--------|---|---------------------|
| \tqr | = | Right justified tab |
| \tqc | = | Center tab |
| \tqdec | = | Decimal tab |

For example, if you type "\tqr\tx" in the Replace With box, you replace all left-aligned tabs with right-aligned tabs.

- e. In the Find What box, type "RIGHT_TAB". In the Replace With box, type "\tqr\tx". (Skip this step if you skipped step a.)
- f. In the Find What box, type "CENTER_TAB". In the Replace With box, type "\tqc\tx". (Skip this step if you skipped step b.)

g. In the Find What box, type "DECIMAL_TAB". In the Replace With box, type "\tqdec\tx". (Skip this step if you skipped step c.)

3. Follow steps 4-6 above.

For more information on the RTF file format, query on the following words in the Microsoft Knowledge Base:

RTF and specification and appnote and obtain and available

Additional reference words: 6.00 w4wformat 1.00 1.10 1.10a 2.00 2.00a
wm_word editreplace editfind editsearch

WinWord: Fonts in Table Appear to Have Superscript Formatting
Article ID: Q87088

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, and 2.0a
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

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In Microsoft Word for Windows, if you use TrueType fonts with small point sizes in a table, the text may appear to have superscript formatting. This problem occurs with certain printer fonts and point sizes smaller than 10 points.

STATUS

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Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

WORKAROUND

=====

To work around this problem, use the following steps:

1. Select the text that appears to have superscript formatting.
2. From the Format menu, choose Paragraph.
3. In the Line Spacing box, change the setting from Auto to Single.

Additional reference words: w4wformat 1.00 1.10 1.10a 2.00 2.00a
superscripted w4wtable

At Measurement on Status Bar Incorrect in Multiple Columns
Article ID: Q87920

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, and 2.0a-CD
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

In Microsoft Word for Windows, the At measurement on the status bar may display an incorrect measurement when you are working in a document formatted for multiple columns.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

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The status bar, which is displayed at the bottom of the Word for Windows window, provides statistics about the insertion point position and the status of some important keys. The status bar At value indicates the vertical distance between the insertion point and the top edge of the page. However, if you are working in page layout view (page view in version 1.x of Word for Windows) with a multiple-column document, the At value does not indicate the correct distance from the top edge of the page in any columns other than the first one.

Steps to Reproduce Problem

Version 2.0, 2.0a, or 2.0a-CD of Word for Windows

1. Create a new document.
2. From the Tools menu, choose Options. Under Categories, select General.
3. Select the Background Repagination check box, then choose the OK button.

4. From the View menu, choose Page Layout.
5. From the Format menu, choose Columns. Select 2 in the Number Of Columns box, then choose the OK button.
6. Type enough text to fill the first column and part of the second column.
7. Check the At value on the status bar.

The At measurement indicates the distance from the beginning of the document instead of the distance from the top edge of the page.

Version 1.0, 1.1, or 1.1a of Word for Windows

-
1. Create a new document.
 2. From the Utilities menu, choose Customize.
 3. Select the Background Pagination check box, then choose the OK button.
 4. From the View menu, choose Page.
 5. From the Format menu, choose Section. Type 2 in the Number box and choose the OK button.
 6. Type enough text to fill the first column and part of the second column.
 7. Check the At value on the status bar.

The At measurement indicates the distance from the beginning of the document instead of the distance from the top edge of the page.

When you are working with multiple columns, the At measurement on the status bar continues to measure the vertical distance from the top of the document as if the document is one continuous column. This causes the At position at the end of each column to become increasingly large, even though the vertical position from the top of the page is the same.

Additional reference words: w4wformat 1.00 1.10 1.10a 2.00 2.00a 2.00a-cd

Bulleted List Does Not Align with Margin Using Unindent Button
Article ID: Q88125

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, and 2.0a-CD
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

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In Microsoft Word for Windows, if you indent a bulleted list by choosing the Indent button on the toolbar, you cannot then use the Unindent button to return the bullet to the left margin. If you choose the Unindent button, the bullet repositions on the left or right side of the left margin; it does not reposition AT the left margin.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

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This problem occurs because the Bulleted List command applies hanging indent formatting to the paragraph, which includes a First Line setting of -0.25 inches under Indentation. The Indent and Unindent buttons do not change the First Line setting; therefore, the first line of the paragraph remains formatted for -0.25 inches when the rest of the paragraph is formatted for no left indent.

WORKAROUND

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If the value of the Hanging Indent By setting is the same as the Default Tab Stops value, you can reposition the bullet at the left margin by choosing the Unindent button on the toolbar. Change one of these settings to match the other.

To change the Hanging Indent By setting, choose Bullets and Numbering from the Tools menu. Select the Bullets option button. Type or select the new value in the By box and choose the OK button.

To change the Default Tab Stops setting, choose Tabs from the Format menu. Type or select the new value in the Default Tab Stops box and

choose the OK button.

Note: You can create a style that contains the modified tab or hanging indent formatting. For information on creating styles, refer to pages 200-204 of the "Microsoft Word for Windows User's Guide."

Steps to Reproduce Problem

1. In a Word for Window document, select a paragraph that contains no indent formatting.
2. Choose the Bulleted List button on the toolbar.
3. Choose the Indent button on the toolbar. The text is now indented to the first default tab stop.
4. Choose the Unindent button on the toolbar. The bullet is located 0.25 inches to the left of the left margin, and the text is aligned with the left margin.

REFERENCES

"Microsoft Word for Windows User's Guide," version 2.0, pages 200-204

Additional reference words: w4wformat 2.00 2.00a 2.00a-cd tool bar

WinWord 2.0: Move with Text Frame Option Ignores Bottom Margin
Article ID: Q88773

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

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In a Microsoft Word for Windows document, if you select the Move With Text check box in the Frame dialog box, text you type above your frame may push the frame beyond the bottom margin and cause the frame to overwrite the document footer.

STATUS

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Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. We are researching this problem and will post new information here as becomes available.

MORE INFORMATION

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The Move With Text option causes the vertical position of the frame to adjust in conjunction with the paragraph preceding the frame. As the paragraph moves down the page, the frame also moves down the page. The frame continues to move down into the bottom margin area, overlapping the document footer, until Word advances the preceding paragraph to the next page.

Steps to Reproduce Problem

1. Type "this is the paragraph above the frame" (without the quotation marks) and press ENTER twice.
2. Type "this is the paragraph below the frame" (without the quotation marks) and press ENTER.
3. From the View menu, choose Header/Footer. Select Footer and choose the OK button. Type some text in the footer pane.
4. Position the insertion point between the two paragraphs you typed in steps 1 and 2. From the Insert menu, choose Frame, and use the mouse or the keyboard to insert a frame.
5. From the Format menu, choose Frame. If Word for Windows prompts you to switch to page layout view, choose the Yes button. Select the Move With Text check box, then choose the OK button.

6. Position the insertion point above the first paragraph of text and type until the frame moves beyond the bottom margin, where it overwrites the footer.

REFERENCES

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"Microsoft Word for Windows User's Guide," version 2.0, pages 394, 397, 408, 573

Additional reference words: w4wformat apo picture border boundary boundaries 2.00 2.00a 2.00a-CD overwrites overlay too low past beyond below 2.00b

Line Spacing Changes if You Super/Subscript a SYMBOL Field
Article ID: Q89551

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Word for Windows, if you apply a superscript or subscript format to a SYMBOL field, the paragraph line spacing is different than for standard superscript or subscript characters. The line spacing increases by the number of points the SYMBOL field is moved above or below the baseline when it is formatted as superscript or subscript text.

This problem was corrected in Word version 6.0 for Windows.

More Information:

Workaround 1

Add the \h switch to the end of the SYMBOL field to prevent the field result from affecting line spacing.

Workaround 2

Paragraph line spacing changes only when the character is generated using a SYMBOL field. If you insert the symbol by typing its ANSI character code, line spacing is not affected. Use the following steps to determine the ANSI character code and font name for the symbol character you want to insert:

1. Open the View menu. If the Field Codes command is not selected choose Field Codes. Note the character code and font in the SYMBOL field. For example, in the following example of a SYMBOL field, the character code is 169 and the font name is Symbol:

```
{SYMBOL 169 \f "Symbol"}
```

2. Delete the SYMBOL field.
3. Type the ANSI character code by holding down the ALT key and typing "0nnn" (without the quotation marks, and where "nnn" is the ANSI character code) on the numeric keypad. In the above example, you would hold down the ALT key and type 0169.
4. Select the character. From the Format menu, choose Character. Select the font name noted in step #1 above (in the above example, you would select Symbol) and choose the OK button.

Steps to Reproduce the Problem

1. Create a new document and type a three-line paragraph.
2. Position the insertion point in the middle line. From the Insert menu, choose Symbol. In the Text From box, select a decorative font (any font other than Normal). Choose the OK button.
3. Select a symbol. From the Format menu, choose Character. In the Super/Subscript box, select Superscript and choose the OK button. Note the line spacing change.
4. Select the symbol. From the Format menu, choose Character. In the Super/Subscript box, select Subscript and choose the OK button. Note the line spacing change.

Additional reference words: w4wformat 2.00 2.00a 2.00a-CD 2.00b

WinWord: Black Box Inserted Into Black Section Creates Border
Article ID: Q89766

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

If you apply solid black shading to a portion of a Word for Windows document using the Format Border command, then insert a black box, created in Microsoft Draw, in the middle of the shaded area, a thin white border appears around the Microsoft Draw box that you cannot remove. The border prints as displayed.

This problem was corrected in Word version 6.0 for Windows.

More Information:

Steps to Reproduce Problem

1. In a Word for Windows document, press ENTER several times to insert blank paragraphs. Select the paragraphs and, from the Format menu, choose Border. Choose the Shading button. In the Pattern box, select Solid. In the Foreground and Background boxes, choose Black and choose the OK button.
2. Position the insertion point in one of the shaded paragraphs. From the Insert menu, choose Object, select Microsoft Drawing and choose the OK button.
3. In Microsoft Draw, select black in the Line and Fill color palettes. Choose the Rectangle/Square tools and drag to create a box. From the File menu, choose Exit and Return to Document. Choose the Yes button when prompted to update the drawing.

You will see a border surrounding the black box in the black section. No border should appear around the box you created in MS Draw.

Microsoft has confirmed this to be a problem in versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c. This problem was corrected in Word version 6.0 for Windows.

"Microsoft Word for Windows User's Guide," version 2.0, pages 361-364, 377-379, 694

"Microsoft Draw User's Guide," version 1.0, pages 23, 35

Additional reference words: w4wformat
2.00, 2.00a

Bullets and Numbering on Selection Resets Indent Information
Article ID: Q90516

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

When you use the Bullets And Numbering command in Word for Windows, paragraphs with varied hanging indent formatting that are numbered or bulleted as a group may not retain their original hanging indent formatting.

The paragraph indent will remain, the hanging indent will take on the format of bullets and numbering.

Microsoft has confirmed this to be a problem in Word for Windows. We are researching this problem and will post new information here as it becomes available.

More Information:

Page 524 of the version 2.0 "Microsoft Word for Windows User's Guide" states that "Word does not change the existing formatting" when you add numbers or bullets to paragraphs with hanging indent formatting. This statement is not true for paragraphs that contain varied hanging indent formatting.

Steps to Reproduce Problem

1. From the File menu, choose New. Choose the OK button.
2. Type three paragraphs of text.
3. Position the insertion point in the first paragraph. From the Format menu, choose Paragraph.
4. In the Indent From Left box, select .5". In the First Line box, select -.5" and choose the OK button.
5. Position the insertion point in the second paragraph. From the Format menu, choose Paragraph.
6. Select 1.5" in the Indent From Left box. Select -.75" in the First Line box and choose the OK button.
7. Position the insertion point in the third paragraph. From the Format menu, choose Paragraph.
8. Select 1.8" in the Indent From Left box. Select -.8" in the First

Line box and choose the OK button.

9. Select all three paragraphs.
10. From the Tools menu, choose Bullets and Numbering and choose the OK button.

Note that all previous first-line indent formatting is replaced with the first-line indent setting of the first paragraph, and the left indent of each paragraph (except the first paragraph) is set to another value.

If the hanging indent option is cleared in the Bullets And Numbering dialog box, the paragraphs lose the first-line indent formatting and the left indent is set to the value of the original left indent plus the original first-line indent. For example, if the paragraph is formatted with a 1-inch left indent and a -.5-inch first-line indent, after you number or bullet the paragraph, it will have a .5-inch left indent (1" + -.5") and a 0-inch first-line indent.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 170-171, 173

Additional reference words: w4wformat 6.00 wm_word
2.00 2.00a 2.00a-CD 2.00b bulleting changes modifies 3.00 3.10

Font in Header Changes When Included in Another Document

Article ID: Q90542

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, if you manually apply a font to the header of a document and that document is later included in another file using an INCLUDE field, the font of the header may change to match the font of the body text.

This problem was corrected in Word version 6.0 for Windows.

More Information:

Steps to Reproduce Problem

1. In a new document, type some text, select it, and format it with the Times New Roman font.
2. From the View menu, choose Header/Footer (the Edit menu in Word versions 1.x), and choose the OK button to open the header. Type some text, select the text and format it for the Arial font, 18 points. If you are in normal view, choose the Close button to close the header window.
3. Position the insertion point at the end of the document. From the Insert menu, choose Break, select Continuous in the Section Break box, and choose the OK button.
4. From the File menu, choose Save. In the File Name box, type TEST1.DOC and choose the OK button.
5. From the File menu, choose New and choose the OK button to create a new document. Type some text, then select the text and format it for the Script font.
6. From the View menu, choose Header/Footer (Edit menu in version 1.x), and choose the OK button to open the header. Type some text, then select the text and format it for the 10-point Century Schoolbook font. If you are in normal view, choose the Close button to return to the body text.
7. Position the insertion point at the end of the document. From the Insert menu, choose Break, select Continuous in the Section Break box, and choose the OK button.
8. From the File menu, choose Save. In the File Name box, type

TEST2.DOC, and choose the OK button.

9. From the File menu, choose New. From the Insert menu, choose File. In the File Name box, type TEST1.DOC, select the Link To File option, and choose the OK button.
10. Position the insertion point at the end of the document. From the Insert menu, choose Break, select Next Page in the Section Break box, and choose the OK button.
11. From the Insert menu, choose File. In the File Name box, type TEST2.DOC, select the Link To File option, and choose the OK button.
12. From the Edit menu, choose Select All (press CTRL+5 on the numeric keypad in version 1.x of Word for Windows) and press the F9 key to update the included files. If field codes are visible, choose Field Codes from the View menu.
13. From the View menu, choose Page Layout (Page in version 1.x) and scroll to the second page of the document.

Note that the header of the TEST2.DOC portion of the document is formatted with the Script font, matching the body text of TEST2.DOC. However, if you position the insertion point in the header text, the Ribbon shows the font as Times New Roman.

Microsoft has confirmed this to be a problem in versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b and 2.0c of Word for Windows. This problem was corrected in Word version 6.0 for Windows.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 142, 248, 573

"Microsoft Word for Windows User's Reference," version 1 x pages 124, 148, 161

Additional reference words: w4wformat
switches reformats 1.00 1.10 1.10a
2.00 2.00a 2.00a-CD 2.00b 2.00c 3.00 3.10

WinWord: Using Microsoft Graph to Create Vertical Text
Article ID: Q91070

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b 2.0c, 6.0
 - Microsoft Graph, versions 3.0, 3.0a, and 3.0b
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

You can use Microsoft Graph to create vertical text in your Microsoft Word for Windows documents. This method, which is described below, allows you to use your available Windows fonts. (You can also use Microsoft WordArt to create vertical text; however, that method requires a separate set of fonts.)

More Information:

In Microsoft Graph, you can type unattached text and apply vertical orientation formatting. You can also apply shading and border formatting. Use the following steps to create vertical text in Microsoft Graph:

1. In Word for Windows, create a new document based on the normal template.
2. Launch Microsoft Graph.
3. Switch to the Datasheet window. Select the entire datasheet by clicking the blank square in the upper-left corner of the datasheet next to the column headings. From the Edit menu, choose Clear. Select the Clear Both option button and choose the OK button.
4. Switch to the Chart window. Type the desired text, which should appear as unattached text in the middle of the Chart window. Press ESC. Microsoft Graph surrounds the text with black selection squares.
5. From the Format menu, choose Text. Under Orientation, select one of the vertical orientation options. To change the font, choose the Font button. To add shading or border formatting, choose the Patterns button. When you are finished formatting, choose the OK button.
6. From the File menu, choose Exit And Return To <<Filename>>. Choose the Yes button when Microsoft Graph prompts you to update the graph.
7. You can crop, scale, and position the Microsoft Graph object in your Word for Windows document.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, page 340

"Microsoft Graph User's Guide," version 3.0, pages 7, 15-16, 76-78

Additional reference words: w4wformat rotate top bottom landscape
wm_word portrait 2.00 2.00a 2.00a-CD 2.00b 2.00c 3.00 3.00a 3.00b

Word: Style List on Ribbon Shows Too Many Styles

Article ID: Q91654

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

Microsoft Word for Windows adds unused standard styles to the styles box on the ribbon when you copy information from one document and paste it in another. Word should add styles to the styles box only if they are used in your document; instead, Word sometimes displays styles that you have never used in any document. When this happens, Word requires more time to display the list of styles when you select the drop-down arrow. You cannot delete these extraneous styles from the styles box once Word for Windows has added them to a document.

Microsoft has confirmed this to be a problem in Word versions 2.0, 2.0a, 2.0a-CD, 2.0b, and 2.0c. This problem was corrected in Word version 6.0 for Windows.

More Information:

This problem occurs after you modify a standard style and save the changes in your NORMAL.DOT template file. If you later copy text from a document based on the revised NORMAL.DOT file and paste it in a new document, Word sometimes adds a large number of never-used standard styles to the styles box on the ribbon.

Workaround

From the Format menu, choose Style. In the Style dialog box, select the style you want to delete and choose the Delete button.

Note: This workaround works only for custom styles. It does not work for standard styles because you cannot delete standard styles.

Steps to Reproduce Problem

-
1. Create a new document based on the default NORMAL.DOT template.
 2. From the Format menu, choose Styles. Press CTRL+Y to display the complete list of Word standard styles in the Style Name list. Choose the Define button and select the Add To Template check box.
 3. Select Annotation Reference in the Style Name box. Choose the Character button, then choose the OK button. (You do not need to modify any settings in the Character dialog box.) In the Styles dialog box, choose the Change button. Choose the Yes button when Word

asks if you want to change the properties of the standard style, then choose the Close button.

4. From the File menu, choose Exit. Choose the Yes button when you are prompted to save the global command and glossary changes, then restart Word for Windows.
5. In a new document based on the default NORMAL.DOT template, type six single-line paragraphs. Be sure to press ENTER at the end of each line.
6. Position the insertion point on the first line and apply the Heading 1 style.
7. From the Edit menu, choose Select All. From the Edit menu, choose Copy. Press CTRL+END to position the insertion point at the end of the document.
8. Press SHIFT+INS ten times to paste ten copies of the text.
9. From the Edit menu, choose Select All. From the Edit menu, choose Copy. From the File menu, choose New and choose the OK button to create a new document based on the NORMAL.DOT template.
10. From the Edit menu, choose Paste.
11. Open the styles box on the ribbon. Note that many standard styles are displayed, even though you have not used them in either document. The only styles that Word for Windows should display are Normal, Heading 1, Heading 2, Heading 3, and Annotation Reference (the latter style displays because you modified it in step 3 above).

Reference(s) :

"Microsoft Word for Windows User's Guide," version 2.0, pages 198-199

"Microsoft Word User's Guide," Word for the Macintosh version 5.0, page 184

Additional reference words: w4wformat
2.00 2.00a 2.00a-CD 2.00b 2.00c w4wtemplate

WinWord: Border Splits Over Page Break

Article ID: Q91663

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, if a paragraph or table with border formatting extends over a page break, the border is split and the following formatting problems occur:

- The portion of the paragraph on the first page lacks a bottom border and the remainder of the paragraph on the next page lacks a top border.
- and-
- The portion of the table on the first page either lacks a bottom border or has the inside border applied to the bottom.
- and-
- The remainder of the table on the next page either lacks a top border or has the inside border applied to the top.

This problem was corrected in Word version 6.0 for Windows if you apply the border to the bottom cell of one page and the top cell of the following cell at the same time. If you apply the border to the bottom cell of one page and then apply the border to the top cell of the next page the above listed problem will occur.

More Information:

Workaround - Bordered Paragraph

To work around this problem with a bordered paragraph, insert a paragraph mark at the end of the first page to break the paragraph into two paragraphs. This allows each paragraph to maintain a complete border.

Workaround - Bordered Table

To work around this problem with a bordered table, do one of the following:

- Position the insertion point in the first row on the second page and press CTRL+SHIFT+ENTER to split the table. Select the last row at the bottom of the first page and reapply the bottom border, then select the first row at the top of the next page and reapply the

top border.

Note: Reapplying the borders without splitting the table does not complete the border at the top of the second page.

-or-

- If you cannot split the table, select the two rows that span the page break and use the Format Border command to add a border to the bottom and top of the page.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 318, 362-364

"Microsoft Word for Windows User's Reference," version 1.x, pages 20-22, 369

Additional reference words: w4wformat
box line incomplete broken 1.00 1.10 1.10a
w4wtable 2.00 2.00a 2.00a-CD 2.00b

Word: Print Preview Does Not Display Background Shading
Article ID: Q92570

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

In Word for Windows, background shading border formatting does not display in print preview.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

=====

Although background shading does not display in print preview, it prints correctly. Foreground shading and pattern border formatting display correctly in print preview.

This problem is independent of the Windows printer driver.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 377-379

Additional reference words: w4wformat 2.00 2.00a 2.00a-CD 2.00b shade colored

Word for Windows: How to Create Crop Marks

Article ID: Q92600

The information in this article applies to:

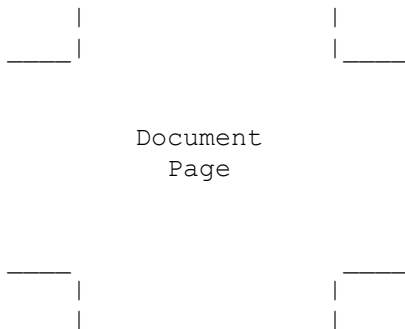
- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

Word for Windows includes no automatic feature that adds crop marks to your document. This article presents two methods you can use to create crop marks in your Word for Windows document.

More Information:

Crop marks are short lines at the corners of a page that show where the outer edges of the paper should be trimmed:



Below are two methods you can use to create crop marks in your Word for Windows document. Method 1 is easier to set up; however, you may not be able to position the crop marks close enough to the text of the document. Method 2 allows greater precision in the positioning of the crop marks; however, as mentioned earlier, Method 2 is more difficult to set up.

The companion disk for "Word for Windows 2.0 Macros," by Russell Borland, includes a macro to create crop marks called InsertCropMarks. For more information about this macro, which is located in EDITMAX.DOC, see page 440 of "Word for Windows 2.0 Macros".

Method 1: Insert a Three-Column Table in Header and Footer

Using this method, you can create crop marks by inserting a three-column, one-row table in the header and footer of your document and adding borders.

1. In the document header, insert a table that contains one row and three columns.
2. Select column 2. From the Table menu, choose Column Width. In the Width Of Column 2 box, type the distance between the left and right margin

(for example, type 6 inches if your left and right margins are 1.25 inches and your paper width is 8.5 inches). Choose the OK button.

3. Set the column width of columns 1 and 3 to 0.5 inches.
4. Select the entire table. From the Table menu, choose Row Height. In the Indent From Left box, type `-.5"`. In the Height Of Row box, select Exactly. In the At box, type `.5"` and choose the OK button.

Note: You can vary the position of your crop marks by adjusting the Indent From Left setting and the column width of columns 1 and 3. The column width of columns 1 and 3 must be the same. The Indent From Left setting must be the negative of the column width setting (for example, if the column width is 1", the Indent From Left setting must be `-1"`).

5. Select column 1 and apply a right and bottom border. Select column 3 and apply a left and bottom border. The header table should look like this:

| | | |
|--|--|--|
| | | |
|--|--|--|

6. Copy the header and paste it into the footer.
7. In the footer table, change the border formatting in columns 1 and 3. Apply a top and right border to column 1. Apply a top and left border to column 2. The footer table should look like this:

| | | |
|--|--|--|
| | | |
|--|--|--|

Method 2: Create Four Framed, Single-Cell Tables

Note: These instructions are for use in versions 2.0, 2.0a, 2.0a-CD, and 2.0b of Word for Windows only.

1. From the View menu, choose Header/Footer. Select Header and choose the OK button.
2. Insert two single-cell tables in the header. Apply the following table and border formatting to each table:
 - a. From the Table menu, choose Column Width. In the Width Of Column 1 box, select `.5 inches`. In the Space Between Cols box, select `0 inches` and choose the OK button.
 - b. From the Table menu, choose Row Height. In the Indent From Left box, select `0 inches`. In the Height Of Row 1 box, select Exactly. In the At box, type a value, such as `.5 inches`, that represents the distance from the top edge of the paper where you want the top crop marks to appear. (For example, if you want a crop mark to appear `.5 inches` from the top edge of the paper, type `.5"` in the At box.) Choose the OK button.
 - c. Select the first table. From the Format menu, choose Border. Select one of the line styles. Select the bottom and right sides in the

Border box and choose the OK button.

d. Select the second table. From the Format menu, choose Border. Select one of the line styles. Select the bottom and left sides in the Border box and choose the OK button.

3. Frame the tables. Choose the No button when Word for Windows asks if you want to switch to page layout view.

a. Select the first table. From the Format menu, choose Frame. Select the following frame options and choose the OK button:

Horizontal Position: Left
Relative To: Page
Distance from Text: 0"
Vertical Position: 0"
Relative To: Page
Distance from Text: 0"

b. Select the second table. From the Format menu, choose Frame. Select the following frame options and choose the OK button:

Horizontal Position: Right
Relative To: Page
Distance from Text: 0"
Vertical Position: 0"
Relative To: Page
Distance from Text: 0"

4. From the View menu, choose Header/Footer. Select Footer and choose the OK button.

5. Insert two single-cell tables in the footer. Apply the following table and border formatting to each table:

a. From the Table menu, choose Column Width. In the Width Of Column 1 box, select .5 inches. In the Space Between Cols box, select 0 inches and choose the OK button.

b. From the Table menu, choose Row Height. In the Indent From Left box, select 0 inches. In the Height Of Row 1 box, select Exactly. In the At box, type a value, such as .5 inches, that represents the distance from the bottom edge of the paper where you want the bottom crop marks to appear. (For example, if you want a crop mark to appear .5 inches from the top edge of the paper, type .5" in the At box.) Choose the OK button.

c. Select the first table. From the Format menu, choose Border. Select one of the line styles. Select the top and right sides in the Border box and choose the OK button.

d. Select the second table. From the Format menu, choose Border. Select one of the line styles. Select the top and left sides in the Border box and choose the OK button.

3. Frame the tables. Choose the No button when Word for Windows asks if you want to switch to page layout view.

- a. Select the first table. From the Format menu, choose Frame. Select the following frame options and choose the OK button:

Horizontal Position: Left
Relative To: Page
Distance from Text: 0"
Vertical Position: Bottom
Relative To: Page
Distance from Text: 0"

- b. Select the second table. From the Format menu, choose Frame. Select the following frame options and choose the OK button:

Horizontal Position: Right
Relative To: Page
Distance from Text: 0"
Vertical Position: Bottom
Relative To: Page
Distance from Text: 0"

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 313-342, 361-380, 389-420, 571-584

"Word for Windows 2.0 Macros," Russell Borland, Microsoft Press, 1992, page 441

Additional reference words: w4wformat wm_word
1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b
cropmark w4wprint 2.00c insertcropmarks

Continuous Section Break in Glossary Entry Causes Page Break
Article ID: Q93346

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, and 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

If you define a glossary entry that contains a continuous section break, that section break becomes a next-page section break when you insert the glossary entry in your Word for Windows document.

Microsoft has confirmed this to be a problem in Word versions 2.0, 2.0a, 2.0a-CD, 2.0b, and 2.0c. This problem was corrected in Word version 6.0 for Windows.

Workaround

You must manually change the section break formatting from Next Page to Continuous:

Word 2.0

-
1. Position the insertion point after the section break.
 2. From the Format menu, choose Section Layout.
 3. Select the Continuous option and choose the OK button.

Word 1.x

-
1. Position the insertion point after the section break.
 2. From the Format menu, choose Section.
 3. Select the No Break option and choose the OK button.

Additional reference words: w4wformat

Ruler Displays Incorrect Paragraph Formatting

Article ID: Q93555

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

Sometimes Word for Windows displays formatting on the ruler that is different from the formatting you applied to the current paragraph. This happens if Hidden Text is not being displayed and you position the insertion point at the beginning of a paragraph that follows a paragraph with Hidden Text character formatting.

This problem was corrected in Word version 6.0 for Windows.

If you select the first character of the paragraph that follows a paragraph with Hidden Text formatting and press DELETE, Word for Windows deletes the entire block of hidden text along with the first character.

On the other hand, if you backspace over the first character of the paragraph that follows a paragraph with Hidden Text formatting, Word beeps and does not delete the hidden text.

If you position the insertion point at the beginning of the paragraph that follows a paragraph with Hidden Text formatting and type some text, Word formats the new text with the paragraph formatting of the hidden paragraph (minus the hidden text character formatting).

More Information:

Microsoft has confirmed this to be a problem in versions 2.0, 2.0a, 2.0a-CD, 2.0b, and 2.0c of Word for Windows. This problem was corrected in Word version 6.0 for Windows.

Steps to Reproduce Problem

1. From the Tools menu, choose Options. In the View category, under Nonprinting Characters, select the All option button. Clear all the other Nonprinting Characters check boxes and choose the OK button.
2. In a new Word for Windows document, type four single-line paragraphs.
3. Select the second and third paragraphs. From the Format menu, choose Paragraph. Select 1" in the From Left and From Right boxes and choose the OK button.
4. With the second and third paragraphs selected, choose Character from the Format menu. Select Hidden Text and choose the OK button.
5. Choose the Show/Hide Nonprinting Characters button on the ribbon.

-or-

From the Tools menu, choose Options. Under the View category, under Nonprinting Characters, clear the All check box. Choose the OK button. Notice that lines 2 and 3 disappear.

6. Position the insertion point at the start of line 4. Notice that the one-inch right and left margin indents appear on the ruler, even though the current paragraph contains no paragraph indent formatting.
7. Press the RIGHT ARROW key once. Notice that the ruler now displays the correct paragraph indent settings for the current paragraph.

Reference(s) :

"Microsoft Word for Windows User's Guide," version 2.0, pages 49, 144-146, 149, 730

Additional reference words: w4wformat
2.00 2.00a 2.00a-CD 2.00b 2.00c

Pressing CTRL+N Indents to Custom Tab, Not to Default Tab Stop
Article ID: Q94050

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, and 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

When you press CTRL+N to apply indent paragraph formatting, Word for Windows indents to the next tab stop, which may be a custom tab stop or a default tab stop. In paragraphs that contain custom tab formatting, the next tab stop might be a custom tab and not a default tab stop.

When you set a custom tab stop, Word deletes all default tabs to the left of the custom tab stop. As a result, when you press CTRL+N, Word will indent the paragraph to the custom tab stop. For example, if you set a custom tab stop at 4 inches, Word deletes all incremental default tab stops that occur before the 4-inch mark. If you then press CTRL+N, Word sets a left indent at 4 inches instead of at the default .5-inch tab stop.

This behavior occurs with all tab stops (left, right, decimal, and center alignment).

This problem was corrected in Word version 6.0 for Windows.

Workaround

In paragraphs that contain custom tab stops, do not use CTRL+N to set indent formatting to the default tab stops. Instead, select the paragraph and apply the indent formatting by choosing Paragraph from the Format menu. Select a From Left setting and choose the OK button.

More Information:

There is a documentation error on page 170 of "Microsoft Word for Windows User's Guide," version 2.0. The heading at the top of the page incorrectly reads as follows:

To indent a paragraph to the next default tab stop...

Instead, it should read as follows:

To indent a paragraph to the next tab stop...

Note: The online Help topic is correct.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 169-171

Additional reference words: w4wformat

1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c

Cannot Use Spaces to Indent a Wrapped Line

Article ID: Q94241

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

You cannot use spaces to indent a line of text that is wrapped from a previous line. If you insert spaces at the beginning of a wrapped line, the spaces attach themselves to the end of the previous line. If you continue to enter spaces they will run on past the right margin instead of wrapping and appearing at the beginning of the following line.

There are four ways to work around this problem:

1. Use hanging indents.

Hanging indents allow you to set different indents for the first line of a paragraph and its subsequent lines. To use a hanging indent with a paragraph, follow these steps:

- a. Highlight the text you want to indent.
- b. From the Format menu, choose Paragraph.
- c. In the Indentation section, enter your desired measurements.

For example, if you do not want the first line to be indented at all, but you want the subsequent lines to be indented by half an inch, enter the following measurements:

From Left: 0.5"
From Right: 0"
First Line: -0.5"

You can also set indent measurements by dragging the indent markers on the ruler.

2. Use nonbreaking spaces.

Insert nonbreaking spaces at the beginning of the wrapped line. To insert nonbreaking spaces, position your insertion point at the beginning of the line and press CTRL+SHIFT+SPACEBAR.

Word treats nonbreaking spaces like printable characters. Unlike regular spaces, nonbreaking spaces follow the standard rules regarding text wrapping.

3. Enter a hard-carriage return.

Before entering spaces at the beginning of the line you wish to indent, press the ENTER key once. This severs the line you are on from the previous line; it is no longer wrapped. Spaces you enter will now push the text on the line forward.

4. Use tab characters.

Instead of entering spaces at the beginning of the line, press TAB to insert a tab character instead.

For more information on using hanging indents in Word, see pages 171-174 in the "Microsoft Word User's Guide."

For more information on using nonbreaking spaces in Word, see pages 90-91 in the "Microsoft Word User's Guide."

For more information on how Word wraps text, see page 87 in the "Microsoft Word User's Guide."

Additional reference words: w4wformat 2.00 2.00a 2.00b 2.00c 2.00a-CD wm_word
wordwrap align spacebar

Line Spacing Before Causes Clipped Text in Column

Article ID: Q94266

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

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In page layout view, if a document is formatted for two or more newspaper-style columns and a new paragraph that is formatted for .3 to .9 line spacing before begins at the top of the second or succeeding page of columnar text, the first line of all columns (except the first column) appear clipped. However, the text prints correctly.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. We are researching this problem and will post more information here in the Microsoft Knowledge Base as it becomes available.

Steps to Reproduce Problem

1. Type two or more full pages of text.
2. From the Edit menu, choose Select All. From the Format menu, choose Paragraph and set Space Before to .5 li. Choose the OK button.
3. From the Format menu, choose Columns. Set the number of columns to 2 or more, then choose the OK button.
4. Go to the end of the first page, and press ENTER after the last character on the page so that the second page will start with a new paragraph.
5. From the View menu, choose Page Layout.

Notice that on the second page the first line of text in the second column (and each column after the second column if you set the number of columns greater than 2) appears clipped at the top. This is a display problem only. The text will not be clipped when it is printed.

REFERENCES

=====

"Microsoft Word for Windows User's Guide", pages 187, 348-350, 444

Additional reference words: w4wformat chopped missing gone cut off wm_word

snaking 2.00 2.00a 2.00a-CD 2.00b 2.00c 6.00

Text in One Section Overlaps Text in Next Section on Page
Article ID: Q94270

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Word for Windows, if you create a one-page document that contains two sections and format both sections for Justified vertical alignment using the Section Layout command from the Format menu, the sections may overlap when you print the document or view it in the print preview window.

The document displays correctly in normal view and page layout view (by design, Word does not display the vertical alignment formatting in page layout view).

More Information:

Word vertically justifies each section separately on the page, which causes section 1 to superimpose itself on section 2.

Note: This problem does not occur in versions 1.x of Word for Windows. In versions 1.x, Word ignores such incompatible vertical justification, so the sections do not overlap.

Workarounds

-
- Replace the Continuous section break with a Next Page section break. This causes each section to appear vertically justified on a separate page.

-or-

- Remove the Justified vertical alignment formatting. To do this, select the entire document and choose Section Layout from the Format menu. Clear the Justified option under Vertical Alignment and choose the OK button.

Microsoft has confirmed this to be a problem in versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0 of Word for Windows. We are researching this problem and will post new information here as it becomes available.

Additional reference words: w4wformat

2.00 2.00a 2.00a-CD 2.00b 2.00c overlaying

overlaid write over on top under behind front overwritten garbled places

Cannot Replace Hidden Paragraph Marks with Unhidden Formatting
Article ID: Q95076

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

If your Word for Windows document contains paragraph marks formatted as hidden text, the Replace command on the Edit menu does not replace the hidden paragraph marks with nonhidden paragraph marks.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above.

Steps to Reproduce Problem

1. In a Word for Windows document, apply Hidden character formatting to one or more paragraph marks.
2. From the Edit menu, choose Replace. If the Clear button is available, choose it.
3. In the Find What box, type "^p" (without the quotation marks). Choose the Character button. Select the Hidden option and choose the OK button.
4. In the Replace With box, type "^p" (without the quotation marks).
5. Choose the Replace All button and then choose the Close button.

Result: Word did not replace the hidden paragraph marks with unhidden paragraph marks.

Additional reference words: w4wformat 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c non-hidden

Change Case (SHIFT+F3) Does Not Work with All Caps Formatting
Article ID: Q95100

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

In Word for Windows, pressing SHIFT+F3 to change the case of a selection has no effect if the text contains All Caps character formatting.

If the text contains Small Caps character formatting, Word distinguishes between uppercase and lowercase letters by increasing the point size of uppercase letters.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

WORKAROUND

=====

To change the case of the text that contains All Caps character formatting, remove the All Caps formatting and press SHIFT+F3. To remove All Caps formatting, select the text to be changed and press CTRL+SPACEBAR, or:

1. Select the text to be changed.
2. From the Format menu, choose Character.
3. Clear the All Caps check box.
4. Choose the OK button.

Additional reference words: w4wformat 2.00 2.00a 2.00a-CD 2.00b 2.00c toggle

Header Text Lost When Margin and From Edge Value the Same
Article ID: Q95110

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

When the Margin (in the Page Setup dialog box) and From Edge (in the Header/Footer dialog box) values are the same, under some circumstances Word For Windows will cut off or misplace the header in a document.

WORKAROUND

=====

If you change the value in From Edge in the Header/Footer dialog box to a different value than the Margin setting, everything works as expected.

Steps to Reproduce Problem

1. Create a new document based on the Normal template.
2. From the View menu, choose Page Layout.
3. Type "This is body text" at the insertion point in the body.
4. From the Format menu, choose Page Setup; set Top and Bottom margins to 1 inch and choose the OK button.
5. From the View menu, choose Header/Footer.
6. Select the Different First Page check box.
7. Under From Edge, set Header and Footer to 1 inch.
8. Under Header/Footer, select Header, and choose the OK button.
9. Type "This is line one." Press ENTER.
10. Type "This is line two." Press ENTER.
11. Type "This is line three."
12. From the Edit menu, choose Select All to highlight the paragraphs in the header.
13. From the Format menu, choose Paragraph, and specify 1 line in the Spacing Before box. Choose the OK button.
14. Place the insertion point in the body of the text after "This is body text."
15. From the Insert menu, choose Break, select Page Break, and choose the OK button.
16. Type "This is page two."
17. From the View menu, choose Header/Footer.
18. Under Header/Footer box, select Footer, and choose the OK button.
19. Type "This is the footer."
20. Press CTRL+HOME to go to the start of document.

Notice the third line has disappeared. It will not print, or it will

print in the body text.

Additional reference words: w4wformat 2.00 2.00a 2.00a-CD 2.00b 2.00c wm_word
disappear cut off 6.00

Underline Formatting Does Not Appear at End of Line

Article ID: Q97793

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

In Word for Windows, if you apply underline character formatting to a line that contains only spaces, the underline does not appear or print. There must be at least one character other than a space at the end of a line for underline formatting to appear. Similarly, underline character formatting does not appear on spaces following the last character on a line.

WORKAROUND

=====

Use one of the following procedures to extend an underline past the end of text on a line:

- Type at least one nonbreaking space at the end of the line where you want the underline to stop. To type a nonbreaking space, press CTRL+SHIFT+SPACEBAR.
- Set a right-aligned tab stop at the position where you want the underline to stop. Apply underline formatting to the tab.
- Set a right-aligned tab stop with a solid, underscore leader (select the Leader 4 option button in the Tabs dialog box).

If you apply hidden and underline character formatting to text, the underline formatting displays on the screen but does not print and does not display in print preview.

REFERENCES

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"Microsoft Word for Windows User's Guide," version 2.0, pages 18, 19, 90, 91, 144-146, 178-183

"Microsoft Word for Windows User's Reference," version 1.x, pages 33-35, 77, 177, 382

Additional reference words: 6.00 w4wformat 1.00 1.10 1.10a 2.00 2.00a wm_word 2.00a-CD 2.00b 2.00c

Can't Remove Character Formats Using Ribbon or Shortcut Keys

Article ID: Q98265

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Word for Windows, you can apply character formatting to a selection that contains 50 paragraphs or more using the buttons on the ribbon or the shortcut keys, but you cannot remove that formatting in the same manner. You must use the Character command from the Format menu to remove character formatting from a selection that is larger than 50 paragraphs.

For example, if you select more than 50 paragraphs and apply bold character formatting by pressing CTRL+B or by choosing the Bold button on the ribbon, you cannot remove the bold formatting by pressing CTRL+B again or by choosing the Bold button again. To remove the bold formatting, choose Character from the Format menu, clear the Bold check box, and then choose OK.

This functionality has changed in Word version 6.0

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 138, 146-147

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wformat

Edit Undo Formmating Command Deletes or Modifies Bookmark
Article ID: Q98880

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

If you apply character formatting to a selection that includes the text preceding a bookmark plus all or part of the bookmarked text and then use the Edit Undo Formatting command to remove the formatting, the bookmark no longer includes the selected text. In other words, Word for Windows removes the bookmark formatting as well as the character formatting.

This problem does not occur unless you use the Undo command to remove character formatting.

This problem was corrected in Word version 6.0 for Windows.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wformat

How To Justify the Last Line of a Justified Paragraph

Article ID: Q100102

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

When using the justified paragraph formatting, Word for Windows is designed to justify all the lines in the paragraph except the last line. Similarly, Word will not justify a single line paragraph. This article describes a workaround you can use to justify the last line of a justified paragraph or to justify a single line paragraph.

WORKAROUND

=====

At the end of the paragraph, insert a newline character by pressing SHIFT+ENTER. Do not delete the existing paragraph mark.

Note: If the addition of a newline character produces too much line space after the paragraph, you can adjust one of the following settings:

- Decrease the Space After setting for the paragraph that contains the newline character.
- or-
- Decrease the Line Spacing setting for the blank paragraph (if one exists) between paragraphs.
- or-
- Decrease the Space Before setting for the next paragraph.

REFERENCES

=====

"User's Guide," version 2.0, pages 166-168

Additional reference words: 6.00 w4wformat 2.00 2.00a 2.00a-CD 2.00b 2.00c wm_word spread out margin

WinWord Uses Wrong Page Size Setting with Windows NT
Article ID: Q103662

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows NT operating system version 3.1
 - Microsoft Windows NT Advanced Server version 3.1
-

SYMPTOMS

=====

If two or more forms (custom page sizes) under Windows NT have the same paper size, Word for Windows can only use one of them.

For example, if you create a form named "Letterhead" with a page size of 8.5-by-11 inches (which is the same dimension as the standard Letter page size in the U.S. version), Word includes this form on the Page Size list in the Format Page Setup dialog box. If you select Letterhead from the Page Size list, choose OK, then reopen the Page Setup dialog box, Word changes the Page Size setting to Letter. Word selects the first item on the Page Size list that matches the specified dimensions.

CAUSE

=====

A Word document retains information about page size based on the form size, not its name. Word uses the first selection on the Page Size list that matches the specified dimensions, which means that Word may not select the correct form when more than one has the same dimensions.

Word includes the custom forms you define in Windows NT in the Page Size list box in the Format Page Setup dialog box.

STATUS

=====

We are researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

MORE INFORMATION

=====

In Windows NT, the administrator can define forms in addition to the standard forms supported by the printer (such as Letter, Legal or Envelope #10). These forms are defined by any name and any size. Windows NT also allows more than one form to be defined as the same size. When the Windows printer driver reports the paper sizes to Word, Word includes the custom-defined forms in the Paper Size list.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wformat

wrong page setting selection

Vertical Cell Alignment Not Supported in Word for Windows
Article ID: Q105915

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Word for Windows does not support vertical alignment for table cells.

For example, if you copy cells from a Microsoft Excel spreadsheet that are formatted for Center or Bottom vertical alignment, and then paste them into a Word document, the height of the cell remains the same, but Word places the text at the top of the cell. In other words, the vertical alignment formatting is lost.

Additional reference words: 6.00 w4wformat w4wtable

Footnotes and Endnotes Not Renumbered with Revision Marks On
Article ID: Q106072

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.1
-

SYMPTOMS

=====

Word 6.0 does not renumber the footnotes and endnotes when you delete a footnote if the Mark Revisions While Editing option is selected in the Revisions dialog box. (To locate this option, choose Revisions from the Tools menu.)

Word 2.x does not renumber the footnotes when you delete a footnote if the Mark Revisions option is selected in the Revision Marks dialog box. (To locate this option, choose Revision Marks from the Tools menu.)

This behavior is inconsistent with the behavior of other numbering features, such as heading and line numbering, which renumber when the Mark Revisions option is on.

STATUS

=====

We are researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

Additional reference words: 6.00 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wformat

Page Setup Command Unavailable in Unprotected Section

Article ID: Q106342

The information in this article applies to:

- Microsoft Word for Windows, version 6.0
 - Microsoft Windows operating system version 3.1
-

SYMPTOMS

=====

In a multiple-section Word for Windows document that contains both protected and unprotected sections, the Page Setup command on the File menu is unavailable (dimmed) in the unprotected section.

This command should be available when the insertion point is in an unprotected section.

STATUS

=====

We are researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

WORKAROUND

=====

Do one of the following to change Page Setup settings in the unprotected section of a document:

- Adjust the margins by dragging the margin boundaries on the rulers.

-or-

- Unprotect the document (from the Tools menu, choose Unprotect Document), modify the Page Setup settings, and then protect the document again (from the Tools menu, choose Protect Document).

IMPORTANT: If you enter text in your FORM fields while the document is protected, then unprotect the document to change the Page Setup settings, and then re-protect the document, Word removes any text you entered in the FORM fields. In other words, Word clears the form and resets the text in the FORM field to the default text you defined when you created the form. Although this is a drawback to the above workaround, it is a design feature of Word.

Additional reference words: 6.00 Dim Dimmed Grey Gray greyed grayed w4wformat

WinWord: Center Vertical Alignment Causes Gap After Frame
Article ID: Q102141

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, and 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

When you select the Center Vertical Alignment option in the Format Section Layout dialog box, Word for Windows may insert extra space after a frame, which causes a gap under the frame. This space does not appear on the screen in all views, but it appears in print preview and when you print the document.

If you change the Vertical Alignment section layout setting to Top or Justified, Word does not add any extra space after the frame.

The Center Vertical Alignment option is designed to center the information on a page between the top and bottom margins. It should not change the spacing between page elements.

Microsoft is researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

WORKAROUND

=====

If you want to vertically center a page that contains a frame, do not use the Center Vertical Alignment option. Instead, use one of the following methods to manually center the page:

- Insert paragraph marks at the top of the page.

-or-

- In the Paragraph dialog box, change the Before, After, and Line Spacing paragraph settings under Spacing.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wframe centered expands expanded gaps pictures picture spaced

Insert Break, File Page Setup, and Format Columns Unavailable
Article ID: Q105812

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.1
-

SYMPTOMS

=====

In Word version 6.0 for Windows, the Insert Break, File Page Setup, and Format Columns commands are unavailable if the insertion point is in a frame. Similarly, in Word versions 2.x for Windows, the Insert Break command is unavailable if the insertion point is in a frame.

CAUSE

=====

These commands are unavailable because frames cannot extend beyond a page break and frames cannot contain multiple columns. Many of the features available through File Page Setup and Insert Break will cause page breaks or Next Page section breaks to be inserted. Since frames cannot span a page break, features that create page breaks are disabled when the insertion point is in a frame.

MORE INFORMATION

=====

In Word 2.x, the Format Page Setup and Format Columns commands are available, but if you use these commands while the insertion point is in a frame, Word applies the formatting to the section in which the frame is located. This behavior is somewhat misleading, so Microsoft decided to disable the Insert Break and Format Columns commands in Word 6.0 when the insertion point is in a frame.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c 6.00
w4wframe change frames grey greyed gray grayed dim dimmed disabled
WM_WORD

Borders Misalign in Framed, Indented Paragraphs

Article ID: Q106404

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.1
-

SYMPTOMS

=====

In Word for Windows, paragraphs with different indentation settings that are contained in a single frame will display with separate borders instead of showing one border around the entire frame.

CAUSE

=====

Borders around paragraphs in Word are placed directly around the text area, whether or not the paragraph is formatted for indentation. If no paragraph indentation is set, a border set around the paragraph will go from the left margin to the right margin, even if the paragraph contains only one character.

This functionality takes precedence over frame borders in Word, so it is not currently possible to have one contiguous border around a frame containing multiple paragraphs with different indentation.

STATUS

=====

Microsoft has confirmed this to be a problem in Microsoft Word for Windows, versions 2.x and 6.0. We are researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

WORKAROUND

=====

Set indentation on all paragraphs contained in a frame to the same value.

Alternatively, in Word 6.0, you can use the frame and text box feature together to simulate the desired results, as described in the following instructions. The text box feature is not available in Word 2.x.

1. Create a Text Box by selecting the Text Box tool from the Drawing toolbar, then drawing a box in the location where the framed text is desired.
2. Type the desired text in the box, and apply the desired indentations.

3. Select the border of the Text Box, then click the Line Color tool on the Drawing toolbar.
4. In the Line Color dialog box, select None.
5. From the Insert menu, choose Frame, then draw a frame of the desired size around the text box. The text box should anchor to the paragraph mark in the frame, so when the frame is moved, the text box will move with it.

MORE INFORMATION

=====

For more information on how Word handles paragraph indentation in frames, query on the following words in the Microsoft Knowledge Base:

frame and indented and misalignment and winword

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c 6.00
w4wframe wm_word

Frame Formatting Changes Differently Based on Sizing Handle
Article ID: Q106406

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.1
-

SYMPTOMS

=====

If you resize a frame by dragging the sizing handles with the mouse, Word for Windows changes the Horizontal Position and Vertical Position settings differently in the Frame dialog box, depending on which sizing handle you drag. (To locate the Frame dialog box, choose Frame from the Format menu.)

CAUSE

=====

Word anchors the position of a frame at the upper-left corner of the frame. If you drag a sizing handle that changes that point either horizontally or vertically, Word changes the position formatting for the frame.

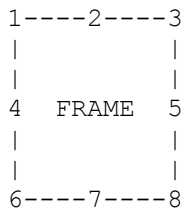
MORE INFORMATION

=====

Below is a table that lists the rules Word uses to change the position formatting of a frame when you resize it using the mouse. The numbers in parentheses refer to the numbered sizing handles in the diagram following this table.

| Dragging This Handle ----- | Has This Effect ----- |
|---|---|
| Any handle on the right side (3, 5, 8) | Does not change horizontal position settings |
| Any handle on the bottom side (6, 7, 8) | Does not change vertical position settings |
| Any handle on the left side (1, 4, 6) | Adjusts horizontal position to an absolute value relative to page |
| Any handle on the top side (1, 2, 3) | Adjusts vertical position to an absolute value relative to page |

The following diagram and table describe the specific effect of dragging each sizing handle on a frame (numbers 1 through 8 represent sizing handles:



Sizing Handle Effect of Dragging
on Frame Position Formatting

| Sizing Handle | Effect of Dragging on Frame Position Formatting |
|---------------|--|
| 1 | Adjusts vertical and horizontal to absolute position, relative to page (this handle is the position anchor for the frame). |
| 2 | Adjusts vertical to absolute position, relative to page. Does not change horizontal. |
| 3 | Adjusts vertical to absolute position, relative to page. Does not change horizontal. |
| 4 | Adjusts horizontal to absolute position, relative to page. Does not change vertical. |
| 5 | Does not change vertical or horizontal. |
| 6 | Adjusts horizontal to absolute position, relative to page. Does not change vertical. |
| 7 | Does not change vertical or horizontal. |
| 8 | Does not change vertical or horizontal. |

REFERENCES
=====

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c 6.00
w4wframe wm_word

Print Preview Incorrect with Shaded Frame on top of Border
Article ID: Q87321

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

If you position a shaded frame over a portion of a bordered paragraph in Microsoft Word for Windows, the shaded frame appears to overlay the frame when you view the page in Print Preview. When you print the page, the border prints on top of the shaded frame.

This problem was corrected in Word version 6.0 for Windows.

MORE INFORMATION

=====

Steps to Reproduce Problem

1. Create a new document in Word for Windows. Using the steps on page 367 of the "Microsoft Word for Windows User's Guide," create a border around the page.
2. From the Insert menu, choose Frame. Drag to create a 2-inch by 2-inch frame. Choose the Yes button if prompted to switch to Page Layout view.
3. From the Format menu, choose Border. Choose the Shading button.
4. In the Foreground and Background boxes, select a color other than Auto. Choose the OK button twice.
5. Position the shaded frame so that it overlaps part of the page border you created in step 1 above.
6. From the File menu, choose Print Preview. Notice that the shaded frame overlaps the page border.
7. Choose the Print button and print this document.

Notice that the page border overlaps the shaded frame.

Note: If you are printing to a PostScript printer and you chose Black in the Foreground and Background boxes in step 4 above, a portion of the shaded frame prints reversed (white on black). This does not occur with other printers such as the HP LaserJet Series printers.

For more information on frames and positioning, query on the following

words in the Microsoft Knowledge Base:

frame and overlap and winword

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 367,
393-397

Additional reference words:2.00 2.00a 2.00a-cd 2.00b 2.00c apo
w4wgraphics w4wprint superimpose opaque transparent under
behind front

256-Color Bitmap Pastes into Word Smaller Than Expected
Article ID: Q105917

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.1
-

SYMPTOMS

=====

A 256-color bitmap may paste into a Word for Windows document smaller than it pastes into other applications such as HiJaak, Microsoft Excel, or PowerPoint.

CAUSE

=====

The scaling fields in the bitmap tell the application how to display and print the graphic. Word is a printer-centric application, so it displays the graphic using the printing instructions in the graphic file. In other words, Word displays the graphic as it will print. By contrast, display-centric applications such as Microsoft Excel or PowerPoint display the graphic using its display instructions (instead of the printing instructions).

Additional reference words: w4wgraphics picture size HiJaak 2.00 2.00a 2.00a-CD 2.00b 2.00c 6.00 wm_word

Changing Default Settings for Subscripts and Superscripts

Article ID: Q37801

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

By default, the subscript or superscript formats in Microsoft Word for Windows are set to 3 pts above and below the baseline. You can, however, record a macro with a different point settings for superscript or subscript.

MORE INFORMATION

=====

Use the following procedure to record the macro:

Word for Windows version 6.0

1. Position the insertion point where you want to include superscripting/subscripting.
2. From the Tools menu, choose Macro. Then select Record. If you desire, give the macro a Tool Bar button, Short Cut Key or Menu Assignment. Name the macro, and choose the OK button.

NOTE: you may give the macro an assignment after it has been recorded later.

3. From the Format menu, select Font. Then Character Spacing.
4. Modify the character spacing position to the desired setting (for example, raised 12-point). Choose the OK button.
5. Choose the Stop button on the floating tool bar Recorder.

Word for Windows version 2.0

1. Position the insertion point where you want to include superscripting/subscripting.
2. From the Tools menu, choose Record Macro. Name the macro, and choose the OK button.
3. From the Format menu, select Character.
4. Modify the character format to the desired setting (for example,

superscript 12-point). Choose the OK button.

5. From the Tools menu, choose Stop Recorder.
6. Add the formatting to a menu or assign to a key using one or both of the following methods:

To assign to a menu, follow these steps:

- a. From the Tools menu, select Options and choose Menus as the Category.
- b. Select the Macros button in the Show group box.
- c. Select the macro and choose the menu to assign it to.
- d. Choose the Add button and the Close button.

To assign to a key, follow these steps:

- a. From the Tools menu, select Options and choose Keyboard as the Category.
- b. Select the Macros button in the Show group box.
- c. Select the macro and choose the key combination to assign it to.
- d. Choose the Add button and the Close button.

Word for Windows versions 1.x

1. Position the insertion point where you want to include superscripting/subscripting.
2. From the Macro menu, choose Record. Name the macro, and choose the OK button.
3. From the Format menu, select Character.
4. Modify the character format to the desired setting (for example, superscript 12-point). Choose the OK button.
5. From the Macro menu, choose Stop recorder.
6. Add the formatting to a menu or assign to a key using one both of these methods:

To assign to a menu, follow these steps:

- a. From the Macro menu, select Assign to menu.
- b. In the Macro Name list box, select the macro created above.
- c. In the Menu list box, select the name of the menu that you want to assign to macro to.

d. Choose the Assign button.

e. Choose the OK button.

To assign to a key, follow these steps:

a. From the Macro menu, select Assign to key.

b. In the name list box, select the name of the macro created above.

c. Press the key to assign to that function (for example, CTRL+SHIFT+S).

d. Choose the OK button.

Additional reference words: w4wmacro 2.0 2.00 1.0 1.1 1.1a 1.00 1.10
wm_word 1.10a 6.00

AutoClose Macro Is Executed Before Document Is Closed

Article ID: Q41735

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

In Microsoft Word for Windows, an AutoClose macro runs whenever you close a document. However, if changes have been made to the document since the last save, after the AutoClose macro finishes, Word prompts you to save the changes.

To make sure that the document closes without the save message, an AutoClose macro should use the command "FileSaveAll 1" to save all edited documents automatically without prompting.

REFERENCES

=====

"Microsoft Using WordBasic," page 208.

Additional reference words: 6.00 1.00 1.10 1.10a 2.00 2.00a w4wmacro wm_word

Word for Windows: Macro Language Doesn't Support END Command
Article ID: Q41743

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

Many versions of BASIC support the END command to exit the current program. Although the Microsoft Word for Windows macro language is similar to BASIC, it does not support this command. Using END causes a macro error.

MORE INFORMATION

=====

To exit out of a WordBasic macro, use the following:

- A Goto statement with a Label just before End Sub.

```
Sub Main
Msgbox "This is the first message box"
Goto Bye
MsgBox "this is the second message box that will not appear"
Bye:
End Sub
```

-or-

- Use the STOP command. The STOP command will initiate a dialog box stating "Macro Interrupted".

REFERENCES

=====

"Using WordBasic" pages 230 and 292.

Additional reference words: w4wmacro pop up 1.00 1.10 1.10a 2.00 2.00a
wm_word 2.00a-CD 2.00b 2.00c

"Illegal Function Call" Error When Using a Dialog Box

Article ID: Q45745

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

The following are possible causes of an "Illegal function call" (Err=5) in a macro that includes a dialog box:

1. The location or size of the dialog box causes the box or some portion of the box to be off the screen. This can be identified by the error occurring at the "Begin Dialog" statement.
2. The location or size of an item in the dialog box may cause the item or some portion of the item to be outside the dialog box. This can be identified by the error occurring at that particular item in the definition (Begin Dialog ... End Dialog) of the dialog box.
For example:

```
Sub Main
Begin Dialog UserDialog 50, 50
OK Button 10, 25, 60, 30 'the size is outside the dialog boundaries
End Dialog
Dim SampleDlg As Dialog UserDialog
Dialog SampleDlg
End Sub
```

3. The dialog box definition does not include an OK and/or Cancel button. This error can be identified by the error occurring at the "Dialog" statement.
4. The dialog box is larger than the maximum size of a dialog box.
For example:

```
Begin Dialog UserDialog 5000, 5000
```

The above coordinates exceed the maximum size.

5. Specifying more than one OK or Cancel button in a Microsoft WordBasic custom dialog box causes the error message.

Note: You can specify a single OK or Cancel button and rename the buttons.

6. No buttons (OK, cancel, etc.) will cause the "illegal function call" error message. The dialog has to have a way to exit.

For more information, query on the following:

```
creating and custom and OK and cancel and buttons and word and windows
```

Additional reference words: w4wmacro 1.0 1.1 1.1a 2.0 1.00 1.10 1.10a
2.00 2.00a-CD 2.00b 2.00c 6.00

Using the OPEN Statement in Word for Windows Embedded BASIC
Article ID: Q47518

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

The OPEN statement is part of the Word for Windows Embedded BASIC (EB) language. This command allows you to open a data file for reading, modifying, or adding to the file.

Note that the OPEN statement does not open the file into the workspace, it merely opens the file for manipulation by your macro.

The correct syntax for the OPEN statement is

```
OPEN [File] FOR [Mode] AS [#]FileNumber
```

where [File] is the name of the file you will be accessing; [Mode] is Output, Input, or Append; and [#]FileNumber associates a unique file number with that file.

MORE INFORMATION

=====

Mode Statements

"Output" opens a file for data to be output to. If the file already exists, the existing file is overwritten with no warning.

"Input" opens an existing data file so records can be read from it.

"Append" opens an existing data file (or creates a new one if a file of that name doesn't exist) so new records can be added to the end of the file.

File Number

The file number associates a unique file number with that file, as long as that file is open. When the file is closed, the file number can then be assigned to another file that is being opened.

Statement Example

```
Sub MAIN
OPEN "Datafile.txt" FOR Input AS #1
Write #1, "Testing",123,"Testing"
```

End Sub

This macro will create or open a file called Datafile.txt and put in the comma and quote delimited data into the file. The data can then later be retrieved using WordBasic command "Read".

REFERENCES

=====

Additional reference words: w4wmacro word basic wordbasic 1.00 1.10
1.10a wm_word 2.00 2.00a 2.00a-CD 2.00b 2.00c 6.00

Word for Windows Macro Language is Interpretive

Article ID: Q47521

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Word for Windows Embedded Basic (EB) language is an interpreted language. Rather than compiling (translating all the statements prior to executing the statements), the Word for Windows interpreter translates each statement and executes the statement as it is encountered in the macro.

However, before you run a macro, Word for Windows tokenizes the current macro. During tokenizing, any syntax errors (such as a FOR loop without a NEXT statement or a WHILE statement without a closing WEND) generate warnings from Word for Windows, giving the false appearance that the code is being compiled.

Additional reference words: w4wmacro 1.0 1.1 1.1a 2.0 1.00 1.10 1.10a 2.00 6.00

Accessing the Ruler from the Keyboard in Windows Word

Article ID: Q48402

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

You can perform all ruler functions except for setting table column widths and page margins from the keyboard in Microsoft Word for Windows. Column widths and page margins must be set with a mouse or through the menus.

MORE INFORMATION

=====

The following is a list of how to access the ruler functions from the keyboard:

| Function | Key(s) to Press |
|------------------|----------------------|
| ----- | ----- |
| Access the ruler | CTRL+SHIFT+F10 |
| Move on ruler | LEFT and RIGHT ARROW |

After moving, use the following keys to set indents and tabs:

| Function | Key(s) to Press |
|--------------------|-----------------|
| ----- | ----- |
| Indents | |
| Left indent | L |
| First line | F |
| Right indent | R |
| Tabs | |
| Left | 1 |
| Center | 2 |
| Right | 3 |
| Decimal | 4 |
| To accept tab | INS |
| To remove tab | DEL |
| under ruler cursor | |

The following are active only while in the text of the document:

| Function | Key(s) to Press |
|---------------------|-----------------|
| ----- | ----- |
| Paragraph Alignment | |

| | |
|------------|--------|
| Flush left | CTRL+L |
| Centered | CTRL+C |
| Right | CTRL+R |
| Justified | CTRL+J |

| | |
|----------------|--------|
| Line Spacing | |
| Single spacing | CTRL+1 |
| 1.5 spacing | CTRL+5 |
| Double spacing | CTRL+2 |

| | |
|---------------------|-------------------------|
| Paragraph Spacing | |
| Space before | CTRL+O (the letter "O") |
| Remove space before | CTRL+E |

The ruler view cannot be selected with a default keystroke. Assigning a keystroke combination to a macro accomplishes the same function. To do this, follow these steps:

1. From the Macro menu, choose Assign to Key.
2. Under the Assign Macro Name section, select ChangeRulerMode.
3. Press the keystroke to which you want to assign this function. For example, CTRL+SHIFT+R.
4. Choose the Assign button.
5. Choose the OK button.

For more information on how to assign macros to keys, refer to the macro sections in "Microsoft Word for Windows User's Reference" and "Microsoft Word for Windows Technical Reference."

Additional reference words: w4wmacro 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c 6.00

Macro to Change Printer Orientation for HP/PCL Driver
Article ID: Q49000

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

The following macro allows you to change the orientation of the printer setup from portrait to landscape using the HP/PCL driver version 3.20:

Word for Windows Version 2.0

```
Sub Main
SendKeys "%l{enter}", -1
FilePrintSetup .Printer="PCL / HP LaserJet on LPT1:", .SETUP
End Sub
```

Word for Windows Version 1.x

```
Sub Main
SendKeys "%l{enter}", -1
FilePrinterSetup .Printer="PCL / HP LaserJet on LPT1:", .SETUP
End Sub
```

Changing the "l" to "r" changes the orientation from landscape to portrait. You can modify this macro to select the orientation for other printers by changing "PCL / HP LaserJet on LPT1:" to the printer you want to use. To customize the key that is selected, check the printer dialog box for the underscored character that is used with the ALT key (indicated as "%" with SendKeys) to make that selection.

Additional reference words: 6.00 1.0 1.1 1.1a 1.00 1.10 1.10a w4wmacro
hp3 wm_word hp2 hp2d hpdp 2.00

Macro to Set Create Backup As Default in Word for Windows
Article ID: Q49481

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

To make sure that Create Backups is always selected when saving a document in Microsoft Word for Windows version 1.0, 1.1, and 1.1a, make the following modifications to the global macros FileSave and FileSaveAs:

FileSave Modifications

```
Sub MAIN
On Error Goto finish
Dim FileDlg As FileSaveAs
GetCurValues FileDlg
FileDlg.CreateBackup = 1
If FileDlg.Name = "" Then
    Dialog FileDlg
    Super FileSaveAs FileDlg
Else
    Super FileSave
End If
finish:
End Sub
```

FileSaveAs Modifications

```
Sub MAIN
On Error Goto finish
Dlg:
    Dim FileDlg As FileSaveAs
    GetCurValues FileDlg
    FileDlg.CreateBackup = 1
    Dialog FileDlg
    Super FileSaveAs FileDlg
finish:
End Sub
```

More Information:

If you have Word for Windows version 2.0 or 6.0, you can permanently select Create Backups by following the steps below:

1. From the Tools menu, choose Options.

2. Choose the Save category.

3. Select the Always Create Backup Copy check box.

Additional reference words: 1.00 1.10 1.10a 2.00 w4macro wm_word

WinWord Menu Commands Unavailable If Locked for Annotations
Article ID: Q49867

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

To lock a Microsoft Word for Windows document, choose Save As from the File menu, press the Options button, and select the Lock for Annotation check box.

To lock a Microsoft Word for Windows version 2.0 document, choose Save As from the File menu, press the File Sharing button, and select the Lock for Annotation check box.

To lock a Microsoft Word for Windows version 6.0 document, choose Tools select Protect Document, and press the Annotations options.

MORE INFORMATION

=====

If a document is locked in Word for Windows 1.x and 2.0, the following commands are unavailable to readers and appear grayed:

| Menu | Unavailable Commands |
|-----------|--|
| ---- | ----- |
| File | Lock For Annotations option in the Save As dialog box Summary Info Update** Template** Print Merge |
| Edit | Undo, Repeat, Cut, Paste, Paste Link, Paste Special** Replace, Summary Info, Header/Footer, Glossary, Table Links** and Object** |
| View | Footnotes, Annotations and Header/Footer** |
| Insert | All commands except Annotation |
| Format | All commands |
| Tools** | All commands except Record Macro, Macro, and Options |
| Utilities | Customize |
| Macro | Assign to Menu and Assign to Key have Template context unavailable |

Table** All commands except Gridlines

** Word for Windows version 2.0 commands only

If a document is locked in Word for Windows 6.0, the following commands are unavailable to readers and appear grayed:

| Menu | Unavailable Commands |
|--------|---|
| ---- | ----- |
| File | Page Setup |
| Edit | Undo, Cut, Paste, Paste Special, Clear Autotext, Bookmark, Links and Object |
| View | Footnotes, and Annotations |
| Insert | All commands except Annotation |
| Format | All commands |
| Tools | All commands except AutoCorrect, (Un)Protect Document Revisions, Macro, Customize, and Options |
| Table | All commands except Gridlines |

You can turn on the ribbon, ruler, and icon bars; however, you cannot apply formatting with them. Keyboard commands that edit or format text and graphics are also unavailable.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, page 80

"Microsoft Word for Windows User's Reference," version 1.x, pages 7-9

Additional reference words: w4wmacro greyed 1.00 1.10 1.10a 2.00 2.00a
wm_word 2.00a-CD 2.00b 2.00c 6.00

Word BASIC Date\$() Function Defined

Article ID: Q50168

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

The Word BASIC Date\$() function returns a string containing the current date. The function returns a 10-character string. The form of the string depends on the country setting in the WIN.INI file. For the United States, the form is mm-dd-yyy.

Syntax

Date\$()

Example

Print "The current date is: ";Date\$()

Result: The following will be displayed in the status bar:

The current date is: 10/19/89

Additional reference words: w4wmacro 1.00 1.10 1.10a 2.0 2.00

Word BASIC Kill Statement Defined

Article ID: Q50801

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

SUMMARY

=====

The Word BASIC Kill statement deletes a file from disk.

Syntax

Kill "Name\$" Name\$ is the name of the file to be deleted.

The name can include a path specification and must be enclosed in double quotation marks.

Example

```
Sub MAIN
Kill "C:\WINWORD\DOCUMENT.DOC"
End Sub
```

MORE INFORMATION

=====

The Name\$ argument can contain question marks (?) or asterisks (*) used as wildcards. A question mark matches any single character in the filename or extension. An asterisk matches one or more characters starting at its position in the string. Use caution when using wildcards with Kill. You can delete many files unintentionally with the wildcard characters.

Kill is used for all types of disk files: program files, random data files, and sequential data files.

Kill deletes only files, however. Kill does not delete directories. To delete directories, use the Rmdir command.

For more information on Word BASIC functions and statements, please refer to the "Microsoft Word for Windows Technical Reference."

Additional reference words: w4wmacro 1.00 1.10 1.10a 2.00 2.00a wm_word 2.00a-CD 2.00b 2.00c 6.00

Word BASIC Shell Command Defined

Article ID: Q50816

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

The Word BASIC Shell command starts another program under Microsoft Windows.

Syntax

Shell "App\$", Window_Style

App\$ uses the same format as the File Run command in the Windows MS-DOS Executive, including any switches or arguments that the program accepts. If App\$ is the name of a file with an extension specific to an installed application (.DOC for a Word document, for example), the statement starts the application and loads that file.

Window_Style specifies how the window containing the program should appear, as follows:

| Mode | Window Type |
|------|--|
| ---- | ----- |
| 0 | Minimized window; default |
| 1 | Normal window |
| 2 | Minimized window (for Microsoft Excel compatibility) |
| 3 | Maximized window |
| 4 | Deactivated window |

Example

```
Shell "C:\EXCEL\EXCEL.EXE",2    Starts Microsoft Excel and minimizes
                                the window
```

More Information:

If the application that is being shelled is not listed on the PATH statement in the AUTOEXEC.BAT file, and the full directory and path are not stated in App\$, then Microsoft Word generates the error message:

Cannot find or run application.

For more information on Word BASIC functions and statements, please refer to the "Microsoft Word for Windows Technical Reference."

Additional reference words: W4wmacro 2.0 2.00

Using SendKeys with Dialog Boxes in Word for Windows

Article ID: Q52159

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

If you try to simulate pressing the ENTER key by using the SendKeys "{Enter}" function after calling the File Open dialog box, your macro will not run correctly. For example, the following macro will not run correctly:

```
Sub MAIN
ChDir "C:\winword"           ' Change Directory
FileOpen "test.doc"         ' File Open dialog box.
SendKeys "{Enter}", -1      ' Send the Enter key.
End Sub
```

MORE INFORMATION

=====

WordBasic processes code one line at a time. The SendKeys function sends the specified keys to the active application, just as if they were typed at the keyboard. If Word is not the active application and wait is set to -1, Word will wait for all the keys to be processed before proceeding.

Whenever a Word dialog box is opened, it becomes the active foreground application and is ready to take commands; it also must be terminated (with OK or Cancel) before the next line can be processed. In the above example, the SendKey "{Enter}" command should come before the FileOpen command so that the File dialog box can process the keys and close. Then, the next line of code can be processed.

```
Sub MAIN
ChDir "C:\winword"
SendKeys "{Enter}", -1      ' Send the Enter Key.
FileOpen "test.doc"        ' File Open Dialog box.
End Sub
```

Word waits for the dialog box to open, then it sends the ENTER key to the FileOpen dialog box.

Additional reference words: w4wmacro 1.0 1.1 1.1a 1.00 1.10 1.10a 2.00
wm_word 2.0 2.0a 2.00a

SendKeys Key Code for a Space Character Undocumented

Article ID: Q58000

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

When using the SendKeys macro command to indicate a space, use braces surrounding a space as follows:

```
SendKeys { }
```

This key code is not documented in the "Microsoft Word for Windows Technical Reference."

All keyboard ascii/ansi equivalent values can be used inside {} in order to produce the keyboard character. For example:

```
SendKeys "{32}"
```

Can also be use to send a space character.

```
SendKeys "{13}"
```

Can be used to send the Enter key.

For more information on the SendKeys macro in Word for Windows version 2.0, follow these steps:

1. From the Help menu, choose Help Index.
2. Select WordBASIC Programming Language, and scroll through the commands for SendKeys.

Additional reference words: w4wmacro function 1.0 1.1 1.1a 1.00 1.10 1.10a 2.00 wm_word 6.00

Special Bookmarks in the WordBasic Macro Language

Article ID: Q60003

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c. 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Some macro statements can use the following special bookmarks in Microsoft Word for Windows:

| Bookmark | Definition |
|---------------|---|
| ----- | ----- |
| \Sel | Current selection |
| \PrevSel1 | Previous selection 1 where editing occurred (0 at start) |
| \PrevSel2 | Previous selection 2 where editing occurred (0 at start) |
| \StartOfSel | Start of selection |
| \EndOfSel | End of selection |
| \Line | Current line (first of selection) |
| \Char | Current character (first of selection) |
| \Para | Current paragraph (first of selection) |
| \Section | Current section (first of selection) |
| \Doc | Entire document |
| \Page | Current page |
| \StartOfDoc | Beginning of document |
| \EndOfDoc | End of document |
| \Cell | Cell |
| \Table | Table |
| \HeadingLevel | A heading level |

Example

EditGoto "\StartOfDoc"

Reference(s):

"Using WordBasic," by WexTech Systems and Microsoft, pages 88-90
"Word for Windows and OS/2 Technical Reference", pages 103-107.

Additional reference words: w4wmacro 1.00 1.10 1.10a 2.00 2.00a
2.00a-CD 2.00b 2.00c wm_word 6.00

Valid Word for Windows Macro Names

Article ID: Q60006

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

A Microsoft Word for Windows macro name can be up to 80 characters long using Word 6.0, and 32 characters if using earlier versions. It must start with an alpha character, and thereafter can be any combination of alphanumeric characters. However, Word for Windows does not support underscores or dashes, which are commonly used in MS-DOS.

Additional reference words: w4wmacro 1.00 1.10 1.10a 2.0 2.00 wm_word 6.00

UPDATE FIELD Key (F9) Updates Only Selected Fields

Article ID: Q60587

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

The UPDATE FIELD key (F9) operates only on the selected field or fields. Fields outside the selected area are not updated.

The following WordBASIC code segment updates all fields on the active document:

Word 6.0

```
-----  
Sub MAIN  
  EditBookmark "Temp"  
  EditSelectAll  
  Super UpdateFields  
  EditGoTo "Temp"  
  EditBookmark "Temp", .Delete  
End Sub
```

Word 2.x

```
-----  
Sub MAIN  
  InsertBookmark "Temp"  
  EditSelectAll  
  Super UpdateFields  
  EditGoTo "Temp"  
  InsertBookmark "Temp", .Delete  
End Sub
```

The standard UpdateFields macro could be changed to this macro, if desired, or this macro could be assigned to the F9 key to force all fields to update when F9 is pressed.

Additional reference words: w4wmacro 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c wm_word 6.00

Auto Outline Numbering and the "Chicago Manual of Style"

Article ID: Q61514

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

Automatic Outline Numbering in Microsoft Word for Windows follows the "Chicago Manual of Style" (CMS) in numbering scheme (as stated on page 230 of the "Microsoft Word for Windows User's Reference"), but not in alignment.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This functionality was added to Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

=====

According to the CMS, the level numbers should be right aligned, as follows:

- I.
- II.
- III.
- IV.

Word for Windows numbering (using the Utilities Renummer and Format Outline commands) is left aligned, as follows:

- I.
- II.
- III.
- IV.

Word version 6.0

Word version 6.0 defaults to the left alignment described above. This alignment can be changed using the following steps:

1. Select any Heading Level 1 text.
2. From the Format menu choose Heading and Numbering and choose Modify.
3. In the Number Position dialog box set the Alignment of List Text drop down list box to Right and choose Ok.

Word version 2.x

You can correct the numbering alignment using the following general steps:

1. From the Format menu, choose Style (Styles Define in Word for Windows 1.x) and add a right-aligned tab to the appropriate heading style at the desired position. For example, heading 1 might have a right-aligned tab at 0.3 inches.
2. Insert a tab before each {autonumout} field.

You can create a macro to automate step 2. The macro below inserts a tab before each {autonumout} field for the "heading 1" style:

```
Sub MAIN
EditFindClearFormatting
StartOfDocument
EditFindStyle .Style = "heading 1"
EditFind .Direction = 2, .Format = 1
While EditFindFound()
  InsertBookmark .Name = "Origin"
  StartOfLine
  If Asc(Selection$()) <> 9 Then
    Insert Chr$(9)
  End If
  EditGoTo .Destination = "Origin"
  EditFind .Direction = 2, .Format = 1
Wend
StartOfDocument
End Sub
```

This macro only works for heading level 1. You must modify the macro to format other heading levels.

Microsoft is researching this problem and will post new information here as it becomes available.

Additional reference words: w4wformat w4wmacro 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c

WordBASIC InStr Function Is Case Sensitive

Article ID: Q61960

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

The WordBASIC InStr function is case sensitive. For example, a search for the string "Test String", as in

```
N = InStr(A$, "Test String")
```

returns a valid position number only if the string "Test String" is present in A\$. "TEST STRING" and "test string" are not found by the InStr function.

To work around this problem, use one of the following:

```
N = InStr(LCase$(A$), "test string")
```

-or-

```
N = InStr(UCase$(A$), "TEST STRING")
```

The LCase\$ and UCase\$ functions return their arguments (in this case, the text of A\$) in either lowercase text or uppercase text respectively, without modifying the original string. As a result, either method is effective for case-insensitive text searches.

Additional reference words: w4wother w4wmacro 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c

MacroAssignToMenu Removing Separator Fails in Word Macro
Article ID: Q61977

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

Using a macro to unassign/delete a separator bar from a Microsoft Word for Windows menu does not work. You must manually unassign/delete a separator bar to remove it.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

=====

Word for Windows Version 2.x

To manually remove a menu separator bar in Word for Windows version 2.0, 2.0a 2.0b or 2.0c, follow these steps:

1. From the Tools menu, choose Options.
2. Select the Menus category.
3. Select the desired menu.
4. Select the desired separator bar.
5. Choose the Delete button.
6. Choose the Close button.

Word for Windows Version 1.x

To manually unassign a menu separator bar in Word for Windows versions

1.0, 1.1, or 1.1a, follow these steps:

1. From the Macro menu, choose Assign to Menu.
2. Select the desired menu.
3. Select the desired separator bar.
4. Choose the Unassign button.
5. Choose the Close button.

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a w4wmacro 2.0b
2.0a-CD 2.00b 2.00a-CD

Word for Windows Not Responding to Message Quickly

Article ID: Q64624

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

Microsoft Word for Windows will not respond to a bogus DDEexec message in a timely fashion if you do the following:

1. Boot Word for Windows and Excel version 3.x or 4.0 for Windows.
2. Run the following macro in Excel:

```
= initiate("winword","document1")  
= execute(al,"[bogus]")  
= return()
```

Word for Windows receives the bogus command and begins flashing its title bar; however, Word for Windows does not provide the incorrect DDEexec message until Word is the active application and has displayed its error message.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

=====

Expected Behavior

Word for Windows should respond to the DDEexec message in a more timely manner. Excel should not be forced to wait until Word has sent an error message.

Additional reference words: w4wmacro 1.00 1.10 1.10a 2.00 2.00a

Incorrect Recording of FileFind Session in Word for Windows
Article ID: Q65137

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

If from the Macro menu, you choose Record and record the following

File Find
Select a file and choose Summary
Choose OK
Choose Close
Macro Stop Recorder

you will receive a recording error. The first statement in the macro is an EditSummary macro with no references to the file associated with it.

The same error will occur in Word for Windows 2.0 if you choose Record Macro from the Tools menu and record the following:

File Find File
Summary
OK
Close
Tools Stop Recorder

If you choose Macro from the Tools menu and choose the Edit button to edit the recorded macro, the FileSummaryInfo command in the macro has no reference for the filename.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

REFERENCES

=====

"Microsoft Word for Windows Technical Reference," pages 49-50

"Microsoft Word for Windows and OS/2 Technical Reference," pages
171-172

Additional reference words: w4wmacro 1.00 1.10 1.10a 2.00 2.00a
2.00a-CD 2.00b 2.00c

Assign To Key Limit Is Eight Keys for Single Macro in Winword
Article ID: Q65835

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

In Word versions 1.0, 1.1, and 1.1a, the maximum number of keys you can display for a single macro in the Assign To Key dialog box under Current Keys option is eight.

Although more keys can be assigned to the same macro, they cannot be displayed in this box.

In Word for Windows 2.0, the maximum number of keys you can display for a single macro or command in the Assign to Key dialog box under Current Keys option is eight. Multiple keys can be assigned to a macro or command with the following steps:

1. From the Tools menu, choose Options.
2. Select Keyboard from the list of categories.
3. Select the specific command or macro to be assigned a key.
4. Choose a shortcut key for the macro or command.
5. Repeat step 4 to assign additional keys to the macro or command.

This procedure adds each additional key selected for the macro or command to the Current Keys option for macroname list. Only the first eight keys assigned display in the Current Keys option for macroname.

REFERENCES

=====

"Microsoft Word for Windows User's Reference," pages 171-172

Additional reference words: w4wmacro 1.0 1.1 1.1a 1.00 1.10 1.10a 2.0 2.00 wm_word

SendKeys Not Sending All Keystrokes to Dialog Box in WinWord
Article ID: Q65848

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

SYMPTOMS

=====

The SendKeys command does not send all keystrokes to a dialog box in some circumstances. This problem usually occurs if you send several commands in a situation where the computer's stack space is limited.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

=====

Steps to Reproduce Problem

To reproduce this problem in Word for Windows versions 2.0 and 2.0a, use the following steps:

1. From the Tools menu, choose Macro. Type "hi" (without the quotation marks) in the Macro Name box, and choose the Edit button.
2. Type the following lines between "Sub MAIN" and "End Sub":

```
SendKeys "~{esc}"  
ToolsMacro .Name = "FileSaveAs", .Run
```

3. Load a read-only document, then choose the Start button.

To reproduce the problem in Word for Windows versions 1.0, 1.1, and 1.1a, follow the steps below:

1. From the Macro menu, choose Edit. Type "hi" (without the quotation marks) in the Edit Macro Name box, and choose the OK button.

2. Type the following lines between "Sub MAIN" and "End Sub":

```
SendKeys ("~~{esc}")  
MacroRun ("FileSaveAs")
```

3. Load a read-only document, then choose the Start button.

Because you cannot use the command FileSaveAs with a read-only document, the macro should produce the following error message:

```
Document is Read Only
```

The SendKeys commands should send two returns (~) and an escape ({esc}) to stop the error message; however, Word for Windows returns the message

```
WordBasic Err=102 Command Failed
```

instead of closing the error message.

Additional reference words: w4wmacro 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD
2.00b 2.00c

Ribbon and Ruler Commands Execute Embedded Super Macros Only
Article ID: Q68491

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

Any button selected on the ribbon or ruler executes the embedded Super macro only. For example, if you have modified the Bold macro and subsequently highlight a word and select the Bold button from the ribbon, the modified macro is not executed. The built-in Bold macro is executed instead.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

Additional reference words: w4wmacro 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c

Macro to Print Current Page in Word for Windows

Article ID: Q69519

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, and 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

You can use the following version-specific methods to print the current page only (that is, the page where the insertion point resides) of a Microsoft Word for Windows document.

Word for Windows Version 2.0 and 6.0

1. From the File menu, choose Print.
2. Choose the Current Page button in the Range dialog box, and choose the OK button.

The following WordBasic macro instruction prints the current document page:

```
FilePrint .Range = 2
```

Word for Windows Versions 1.x

Method 1

Note: This method is intended for use in single section documents. Before you begin, make sure that nothing is selected in the document.

1. From the Macro menu, choose Edit. Type a name for the macro (for example, currentpage).
2. Press ENTER or choose the OK button.
3. In the resulting macro window, type the following macro text:

```
Sub MAIN
EditGoto "\Page"
FilePrint .Range = 1
GoBack
End Sub
```

4. From the File menu, choose Close, and choose Yes to save changes to your macro. From the Macro menu, choose Run, or assign the macro to a key or menu.

Method 2

1. From the Macro menu, choose Edit. Type a name for the macro (for example, currentpage).
2. Press ENTER or choose the OK button.
3. In the resulting macro window, type the following macro text:

```
Sub MAIN
StartOfLine
UtilRepaginateNow
InsertField .Field = "Page"
CharLeft 1, 1
UnLinkFields
PageNum$ = Selection$()
EditClear
FilePrint .Range = 2, .From = PageNum$, .To = PageNum$
End SUB
```

4. From the File menu, choose Close, and choose Yes to save changes to the your macro. To run the macro, from the Macro menu, choose Run, or assign the macro to a key or menu.

Additional reference words: w4wmacro w4wprint active range 1.1a 1.00
wm_word 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c

Must Specify as Integer When Calling External DLL

Article ID: Q69675

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

When declaring an external function that takes an integer as one of its parameters in a Word for Windows version 1.1 macro, "As Integer" must be used specifically in the parameter declaration or an Unrecoverable Application Error (UAE) will occur.

If the Declare statement made a call to IsAppLoaded using "(name\$)" instead of "(name\$) As Integer," a UAE will occur in Word for Windows when the macro is run.

Word for Windows version 2.0 and version 6.0

This procedure is different in Word for Windows version 2.0. If "As Integer" is not specified, you will receive a WordBASIC error 100, "Syntax Error".

MORE INFORMATION

=====

Windows Dynamic Link Libraries (DLL) can be accessed using WordBasic macros in Word for Windows. In the following example, an external function is declared for use within Word for Windows using the WordBasic macro language.

For example:

```
Declare Function IsAppLoaded Lib "kernel" (name$) As Integer
Alias "GetModuleHandle"
Sub Main
    AppName$ = InputBox$("Enter an application name (e.g.,
Excel)")
    If IsAppLoaded(AppName$) Then Print "The application is
loaded"
End Sub
```

REFERENCES

=====

"Microsoft Word for Windows and OS/2 Technical Reference," pages 437-438

Additional reference words: w4wmacro 2.0 2.00 6.00 wm_word

Default\$ Does Not Display Linefeed in WinWord InputBox
Article ID: Q69676

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

The linefeed character will not display in the default text in a Word for Windows InputBox.

MORE INFORMATION

=====

InputBox\$ can be used in the Word for Windows macro language to display a dialog box that can be edited. It returns the text that was in the box when OK was chosen.

The proper syntax for InputBox\$ is

A\$ = InputBox\$(Prompt\$, Title\$, Default\$)

where Prompt\$ is the message the dialog box displays; Title\$ is displayed in the title bar; and Default\$ is loaded into the dialog box when it is displayed. Both Title\$ and Default\$ are optional parameters.

Using the InputBox\$() statement, linefeeds can be entered (using SHIFT+ENTER) into the dialog box when the statement is displayed, and linefeeds can be brought back in the return variable. However, the Default\$ parameter will not display Chr\$(11), the line feed character, in the default text for the Inputbox.

In the following example, Chr\$(11) is used in the Default\$ parameter for Inputbox\$:

DfltTxt\$ = "Big"+Chr\$(11)+"Things"

The default text displays as Big.Things. The linefeed will not display when used in the Default\$ parameter.

Microsoft has confirmed this to be a problem in Word for Windows versions 1.0, 1.1, 1.1a, and 2.0. We are researching this problem and will post new information here as it becomes available.

REFERENCES

=====

"Microsoft Word for Windows and OS/2 Technical Reference," pages 34-35, 56-57, and 200-201

Additional reference words: w4wmacro 1.00 1.10 1.10a 1.0 1.1 1.1a 2.0 2.00
wm_word 6.00

File Find Print Option Uses Built-In Print Macro Only
Article ID: Q69761

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

If you choose Print from the File Find dialog box, Word for Windows uses its built-in Print macro instead of the Global or Template FilePrint macro. For example, if you modify the FilePrint macro to always check Update Fields and choose Print from File Find, the FilePrint macro you modified is not used. Word for Windows uses the built-in Super FilePrint instead.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. We are researching this problem, and will post more information here in the Microsoft Knowledge Base as it becomes available.

Additional reference words: w4wmacro filefind w4wtemplate 1.00 1.10 1.10a wm_word 2.00 2.00a 2.00a-CD 2.00b 2.00c

How to Use Percent, Caret, and Plus SendKeys in WinWord
Article ID: Q69939

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

The SendKeys statement is the only way to "send" keyboard instructions to other Windows applications. For example, WordBASIC instructions will not interact with the Control Panel in Windows without using SendKeys.

The percent (%), caret (^), and plus (+) signs are special reserved SendKeys.

The % sign represents the ALT key used to access Windows menus. SendKeys "% up{enter}" accesses the Control Panel from Word for Windows.

The ^ sign represents the CTRL key. SendKeys "^{esc}" brings up the task list.

The + sign represents the SHIFT key. SendKeys "^+{F12}" brings up the File Print dialog box.

There may be specific applications that need to have a %, ^, or + sign sent to them, without having the special meanings attached to them. This is done by surrounding the characters with curly brackets:

```
For the %:Sendkeys "{%}"
For the +:Sendkeys "{+}"
For the ^:Sendkeys "{^}"
```

Note: The curly brackets are keystrokes NOT field codes.

Additional reference words: w4wmacro 2.0 2.00 6.00

OnTime Macro Doesn't Execute Unless Word for Windows Has Focus
Article ID: Q69947

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

The OnTime command used in Word for Windows will not execute the specified macro until Word for Windows is given the focus.

MORE INFORMATION

=====

The OnTime command in Word for Windows sets up a background timer that runs a specified macro at a specified time. The syntax for using the OnTime command is as follows

OnTime When\$, Name\$, [Tolerance]

where Name\$ is the name of the macro to be run at the time specified by When\$. If Tolerance is omitted or set to zero, the macro will run no matter how many seconds elapse before Word is idle and available to run the macro.

However, a Word for Windows macro will not execute this command if Word does not have the focus. It is not possible to use this command to run something if Word does not have the focus when the time to run the macro comes up.

STATUS

=====

Microsoft has confirmed this to be a problem in Word for Windows. We are researching this problem and will post new information here as it becomes available.

REFERENCES

=====

"Microsoft Word for Windows and OS/2 Technical Reference," pages 230, 231.

Additional reference words: 1.0 1.1 1.1a 1.00 1.10 1.10a w4wmacro 2.0 2.00 6.00

WinWord: Overtyping Command Doesn't Work When Recorded
Article ID: Q69949

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

The overtype command does not work in Word for Windows when recorded as a macro.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. We are researching this problem and will post more information here in the Microsoft Knowledge Base as it becomes available.

MORE INFORMATION

=====

Overtyping is used for typing new text over existing text. One way this mode can be activated in Word for Windows is by pressing the INS key on the keyboard. When this key is activated, the status bar will display OVR (overtyping) and all typing will replace previously typed text.

When this action is recorded as a macro, however, the overtype mode is turned on but does not record overtyped text.

To demonstrate this, do the following:

1. From a Word for Windows document, choose Record from the Macro menu.
2. Type the word Test and press the HOME key.
3. Press the INS key and type the word Case. Notice that the letters OVR appear on the status bar and that Test is replaced with the word Case.
4. From the Macro menu, choose Stop Recorder.
5. Press the INS key again to remove overtype and run the macro.

Notice the overtype command does not work. Case is typed next to the word Test instead of typing over it, even though OVR is now displayed in the status bar. Overtyping mode is turned on when the macro is run, but the actual overtyping is not recorded.

REFERENCES

=====

"Microsoft Word for Windows User's Reference," pages 240, 241.

Additional reference words: w4wmacro 1.00 1.10 1.10a 2.00 2.00a
2.00a-CD 2.00b 2.00c 6.00

Cannot Select Radio Button with Mouse in User Dialog Box

Article ID: Q70730

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

When using a user dialog box created in Microsoft Word for Windows, you may not be able to select an option button or checkbox if the horizontal position of the button or box is too close to the position of another selection even if it appears there is enough room between selections on the screen.

MORE INFORMATION

=====

To demonstrate, run the following macro:

```
a Sub MAIN
On Error Goto bye
Begin Dialog UserDialog 312, 144
    GroupBox 8, 51, 180, 35, "&Display in:"
    OptionGroup .Where
    OptionButton 24, 62, 80, 18, "&Header"
    OptionButton 91, 62, 80, 18, "&Footer"
    OKButton 232, 49, 64, 21
    CancelButton 232, 78, 64, 21
End Dialog
Dim Dlg As UserDialog
Dialog Dlg
Bye:
End Sub
```

This macro brings up a dialog box displaying the options header and footer with option buttons next to each. There appears to be enough horizontal space between options; however, pressing the button to select the footer with the mouse does not select the footer option. By changing the horizontal position of the option button for the footer, the problem can be corrected so that the footer option can be selected with the mouse.

To correct this behavior in the above macro, increase the horizontal distance between option buttons as follows:

```
OptionButton 24, 62, 80, 18, "&Header"
OptionButton 100, 62, 80, 18, "&Footer"
```

The first number in these lines is the horizontal position of the button. By increasing this horizontal position number for the footer

option, the distance between the footer selection button and the word "header" is increased in the dialog box and "footer" can now be selected with the mouse.

REFERENCES

=====

"Microsoft Word for Windows and OS/2 Technical Reference," pages 87-88, 232-233.

Additional reference words: w4wmacro 1.10 1.00 1.10a 1.1 1.0 1.1a 2.0 2.00
wm_word 6.00

Auto Macros in Word for Windows

Article ID: Q70991

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

Word for Windows reserves special names for macros that you can create to alter aspects of Word's behavior. These are called auto macros. AutoExec, AutoNew, AutoOpen, AutoClose, and AutoExit are the auto macros in Word for Windows.

MORE INFORMATION

=====

Word recognizes a macro whose name begins with "Auto" as a macro that runs automatically when the situation to which it applies arises. You supply the actual steps for the auto macro by either writing or recording the macro.

You can prevent an auto macro from running by holding down the Shift key when you perform the action that triggers the macro.

Description of Auto Macros

AutoExec The AutoExec macro runs when you start Word. This macro makes it easy to instruct Word to automatically make adjustments when you start Word. For example, you can create an AutoExec macro that will automatically change the default directory when Word for Windows is opened. For more information on how to change the default directory, query on the words:

 changing and default and directory and word and windows

You can prevent AutoExec from running by typing

 winword /m

when you start Word.

AutoNew The AutoNew macro runs after you create a new document based on a current template. For example, an AutoNew macro could be created to update all the fields in a document, attached to a template of choice, and then executed when

a new document is opened based on that template of choice. To base a new document on a template, first select File from the menu bar then New from the File menu. Now select New document and specify which template the document will be based on under Use Template. You now have a new document based on a selected template.

AutoOpen The AutoOpen macro runs after you open a file with the File Open or File Find command, or from the list of the last four documents that were opened found at the bottom of the File menu.

AutoClose The AutoClose macro runs when you close a document.

AutoExit The AutoExit macro runs when you quit Word.

REFERENCES

=====

"Microsoft Word for Windows Technical Reference," pages 7-8

"Microsoft Word for Windows and OS/2 Technical Reference," pages 97-99

"Using WordBasic," by WexTech Systems and Microsoft, pages 84-87.

Additional reference words: 1.0 1.1 1.1a 1.00 1.10 1.10a w4wmacro wm_word
w4wtemplate filefind 2.0 2.00 6.00

Macro to Designate Table of Contents Entry Automatically
Article ID: Q70996

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

The following macro allows you to designate highlighted text as a table of contents entry without removing the text from the body of the document. You do not have to type the table of contents entry twice.

MORE INFORMATION

=====

You can assign the following macro to a menu and/or a key sequence to quickly designate text to be included in a table of contents:

```
Sub MAIN
a$ = Selection$()
CharRight 1
InsertFieldChars
Insert "tc " + Chr$(34) + a$
Insert Chr$(34)
CharRight 1
End Sub
```

When you have designated all of the table of contents entries with this macro, choose Table Of Contents from the Insert menu and select Use Table Entry Fields.

Table of Contents entries or TC fields are automatically formatted as hidden text. To edit these entries, you must select either Show All or Hidden Text. In Word 6.0, choose Options from the Tools menu, then choose Field Codes from the View tab. Mark the Hidden Text check box. In Word version 2.0 for Windows, choose Options from the Tools menu. Select the View category and mark the Hiddent Text check box. In Word version 1.0 for Windows, choose Preferences from the View menu and mark the Show All check box.

Additional reference words: w4wmacro w4wfield 1.00 1.10 1.10a 2.0 2.00
wm_word

WinWord: Undocumented WordBasic ExitWindows Command

Article ID: Q71012

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

There is an undocumented ExitWindows command in the WordBasic language that you can use to exit Microsoft Windows from Microsoft Word for Windows.

MORE INFORMATION

=====

If you run a macro with this ExitWindows command, Word for Windows does NOT prompt you to save document, global, glossary, and command changes. As a result, document edits, glossaries, macros, and even the macro that calls the ExitWindows command itself can be lost if you run the ExitWindows command.

To use this command within Word for Windows and still be prompted to save any changes made during the current session, you can use an AutoExit macro to exit Windows when you exit Word for Windows. The AutoExit macro runs each time you close Word for Windows.

To create this macro, use the appropriate procedure below.

Versions 2.0 and 2.0a of Word for Windows

1. From the Tools menu, choose Macro.
2. In the Macro Name box, type "AutoExit" (without the quotation marks), then choose the Edit button.
3. Type "ExitWindows" (without the quotation marks) on the line between Sub Main and End Sub. The complete macro should read as follows:

```
Sub Main
ExitWindows
End Sub
```

4. From the File menu, choose Close. When prompted to save changes, choose the Yes button.
5. From the File menu, choose Save All. When prompted to save global glossary and command changes choose the Yes button.

Version 1.x of Word for Windows

-
1. From the Macro menu, choose Edit.
 2. In the Edit Macro Name box, type "AutoExit" (without the quotation marks), then choose the OK button.
 3. Type "ExitWindows" (without the quotation marks) on the line between Sub Main and End Sub. The complete macro should read as follows:

```
Sub Main
ExitWindows
End Sub
```

4. From the File menu, choose Close. When prompted to keep changes to Global: autoexit, choose the Yes button.
5. From the File menu, choose Exit. When prompted to save global glossary and command changes, choose the Yes button.

REFERENCES

=====

"Microsoft Word for Windows User's Reference," version 1.x, pages 187-189

Additional reference words: w4wmacro 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c wm_word 6.00

WordBASIC Macro to Run the Windows File Manager

Article ID: Q71342

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

If you need to do a file management task when working in Microsoft Word for Windows, such as moving files, you can run the following macro to bring up the Windows version 3.0 File Manager:

```
Sub Main
Shell "winfile.exe"
End Sub
```

After you complete your file management task, you can exit File Manager and resume Word for Windows again.

Note: You can assign this macro to a key or menu in Word for Windows for quick access to the File Manager.

REFERENCES

=====

"Microsoft Word for Windows Technical Reference," page 117

"Microsoft Word for Windows and OS/2 Technical Reference," pages 256-257

Additional reference words: w4wmacro 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c 6.00

Word for Windows Macro to Insert Specified Dates

Article ID: Q71343

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

If you use the DATE field in Microsoft Word for Windows, you can insert the current date into any document. In certain cases, it may be desirable to insert a future or past date into a document. To force Word to accept any date in numeric form and insert it into a document in the format desired, you can run the macro below.

MORE INFORMATION

=====

The following macro prompts you to enter a specific date:

```
Sub MAIN
A$ = InputBox$("date")
InsertField "set thing " + a$
InsertField "thing \@ " + Chr$(34) + " MMMM d, yyyy " + Chr$(34)
End Sub
```

NOTE: The space after "thing" is important otherwise, the error "Bookmark not defined" will occur.

When you run this macro, you enter the date in the dialog box in numeric form, separated by hyphens or slashes, as in the following example:

```
9-1-91
9/1/91
```

After you enter the numbers, the macro inserts the date where you position the insertion point in the document. To view the results of inserted fields, clear the Show All option (version 1.x) and the Field Codes command from the View menu. (To clear the Show All option, choose Preferences from the View menu, and clear the check box.) The above macro inserts the date in the form of MMMM d, yyyy. You can change this to any format listed on page 117 or 118 of the "Microsoft Word for Windows User's Reference."

REFERENCES

=====

"Microsoft Word for Windows User's Reference," version 1.x, pages 117-118

Additional reference words: w4wmacro 1.00 1.10 1.10a 2.00 6.00

Word for Windows Macro to Save Selection to New File

Article ID: Q71461

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.1
-

SUMMARY

=====

The following WordBasic macro copies the selected text from the current Microsoft Word for Windows document to a new document based on the Normal template. After copying the selected text to the new document, the File SaveAs dialog appears so that a filename and format can be entered.

```
Sub MAIN
A$ = Selection$()
If SelType() = 1 Then MsgBox "Nothing is selected." : Goto finish
EditCopy
FileNew
EditPaste
On Error Resume Next
FileSave
Finish:
End Sub
```

If the selection is less than one character (nothing is selected), a message box will display the message "Nothing is selected." If the selection is one character or more, the selected text will be copied to a new file based on the Normal template.

REFERENCES

=====

"Microsoft Word for Windows Technical Reference," version 1.0, pages 77 and 88.

"Microsoft Word for Windows and OS/2 Technical Reference," version 1.0, pages 223-224 and 250.

"Using WordBasic" by WexTech Systems, Inc. and Microsoft Corporation, Microsoft Press, 1992.

Additional reference words: 1.00 1.10 1.10a 1.0 1.1 1.1a document wm_word
w4wmacro 2.0 2.00 6.00

Macro to Insert Filename with Path Information in WinWord
Article ID: Q71995

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

The WordBasic FileName\$() function returns the document file name and path. The following macro inserts the document name and path into your document window.

```
Sub MAIN
a$=FileName$()
Insert a$
End Sub
```

However, if the insertion point is positioned within a header or footer, the document file name and path is not inserted. This occurs because the header and footers in Word for Windows are treated as separate windows from the document window. As a result, the FileName\$() function does not return the name of the document.

The following macros can be used as alternatives to using the FileName\$() function. To determine the document name and directory, the macros access the summary information dialog box and extracts the filename and directory information. Word for Windows adds the directory and filename together with a backslash between them with the following macro line:

```
Insert A$ + "\" + B$
```

The path and filename (C:\WINWORD\README.DOC) are inserted at the position of the insertion point.

Word for Windows version 6.0

You can use the field code {FILENAME \p} to print the full file name, including the path; this field code is available from Insert, Field, Document Information, File Name. To print the path as well, from that menu choose Options, the Field-Specific Switches tab, and \p. Press Add to Field to set the switch, and OK to close the dialog and insert the field code.

In a macro, this would be

```
Sub MAIN
ViewHeader
InsertField .Field = "FILENAME \p \* MERGEFORMAT"
End Sub
```


To print the filename in the footer, change ViewHeader to ViewFooter.

Word for Windows version 2.0

The following macro inserts the document file name and path into the document header.

```
Sub Main
ViewNormal
FileSummaryInfo .Update
Dim dlg As Dialog FileSummaryInfo
GetCurValues dlg
A$ = dlg.Directory
B$ = dlg.FileName
ViewHeaderFooter 'open document header
Insert A$ + "\" + B$
ClosePane
End Sub
```

In the above macro, change the line "ViewHeaderFooter" to "ViewHeaderFooter.type=1" to insert the information into the footer.

Word for Windows version 1.x

Position the insertion point in the header or footer and run the following macro.

```
Sub MAIN
EditSummaryInfo .Update
Dim dlg As Dialog EditSummaryInfo
GetCurValues dlg
A$ = dlg.Directory
B$ = dlg.FileName
Insert A$ + "\" + B$
End Sub
```

The document name and path are inserted at the insertion point. To automate the process entirely, use the EditHeaderFooter command to open the header or footer pane.

```
EditHeaderFooter 'header
EditHeaderFooter 1 'footer
```

REFERENCES

=====

"Microsoft Word for Windows User's Reference," page 96

"Microsoft Word for Windows Technical Reference," page 46

"Microsoft Word for Windows and OS/2 Technical Reference," pages 163-164

"Microsoft Word for Windows User's Guide", version 6, pages 736-7

Additional reference words: 1.1a 1.00 1.10 1.10a 2.00 6.0 w4wmacro wm_word directory edit summary full complete

Disabling the FastSave Option in Word for Windows

Article ID: Q71999

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

Many third-party programs that are used to check Microsoft Word for Windows files (such as Grammatik) do not work correctly if the file was saved with a fast save, rather than a normal save. A fast save appends changes to a document to the end of a file, rather than rearranging the entire file to insert all changes every time you save the file.

MORE INFORMATION

=====

Word for Windows Version 2.x

To disable the Allow Fast Saves option in Word for Windows versions 2.x, do the following:

1. From the Tools menu, choose Options, and select the Save category.
2. Clear the Allow Fast Saves check box, and choose the OK button.

Word for Windows Version 1.x

To disable the FastSave feature in Word for Windows version 1.0, 1.1 or 1.1a, edit the FileSave macro as follows:

1. From the Macro menu, choose Edit. Select FileSave, and choose the OK button. Edit the macro as follows:

```
Sub MAIN
  DisableInput
  Dim dlg As FileSaveAs
  GetCurValues dlg
  dlg.FastSave=0
  On Error Goto Done
  If dlg.Name = "" Then
    Super FileSave
  Else
    Super FileSaveAs dlg
  End If
Done:
End Sub
```

2. From the File menu, choose Close. Choose the OK button when prompted to save changes to Global:FileSave. When you exit Word for Windows, you must choose Yes when the prompt "Save Global Glossary & Command Changes?" appears.

Additional reference words: w4wmacro 1.00 1.10 1.10a 2.00 2.00a
2.00a-CD 2.00b 2.00c

NextPage and PrevPage Commands Do Not Work as Documented
Article ID: Q72074

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

The NextPage and PrevPage macro commands do not work as documented. The "Microsoft Word for Windows Technical Reference" and the "Microsoft Word for Windows and OS/2 Technical Reference" state that the NextPage command "moves the insertion point to the beginning of the next page" and that the PrevPage command "moves the insertion point to the beginning of the previous page."

The NextPage function changes the view to the beginning of the next page, and PrevPage changes the view to the beginning of the previous page. However, they do not change the insertion point position.

This problem was corrected in Word version 6.0 for Windows.

More Information:

Workarounds

To move the insertion point to the beginning of the next page, replace the NextPage command with the following:

```
    EditGoto "p+1"
```

To move the insertion point to the beginning of the previous page, replace the PrevPage command with the following:

```
    EditGoto "p-1"
```

REFERENCES

=====

"Microsoft Word for Windows and OS/2 Technical Reference," pages 156, 227, 240

"Microsoft Word for Windows Technical Reference," pages 42, 79, 84

Additional reference words: 1.0 1.1 1.1a 1.00 1.10 1.10 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wmacro

Recursive Functions in WordBasic

Article ID: Q72280

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

SUMMARY

=====

In Microsoft Word for Windows, you can write WordBasic macros that use recursive functions.

MORE INFORMATION

=====

In WordBasic, functions can call other functions; additionally, as in many other languages, WordBasic functions can call themselves. Any function that makes a call to itself is considered recursive. For more information on recursive functions, refer to the Waite Group's book "Microsoft Quick C Programming," pages 164-167.

The following two examples use WordBasic to figure the factorial of a number. The first example does not use recursion; the second example uses recursion.

Sample Macros to Figure the Factorial of a Number (n!)

Method 1: Finding (n!) Without Recursion

```
Sub MAIN
Input "Find Factorial Of: ", a      'Allows user input
result = Factorial(a)             'Only function call
Print result                       'Prints the final result
End Sub

Function Factorial(a)
If a = 0 Then                       'If a = 0 return 1 (0!=1)
    sum = 1
Else                                 'calculate with loop
    sum = a
    For x = a - 1 To 1 Step - 1
        sum = sum * x
    Next x
End If
Factorial = sum
End Function
```

Method 2: Finding (n!) with Recursion

```

Sub MAIN
Input "Find Factorial Of: ", a      'Allows user input
result = Factorial(a)
Print result
End Sub

Function Factorial(a)
If a = 0 Then                        '(0!=1 so return 1)
    result = 1
Else
    result = a * Factorial(a - 1)    'if not 0 then
End If                               'multiply "a" by
Factorial = result                   'factorial of a-1
End Function

```

Both methods return the same result; however, the recursive method is slightly more efficient. This is one possible use of recursive functions in WordBasic.

REFERENCES

=====

The Waite Group's book "Microsoft Quick C Programming," pages 164-167

Additional reference words: w4wmacro 2.00 2.00a 2.00a-CD 2.00b 2.00c wm_word

Using AppActivate to Switch to Another Application

Article ID: Q72287

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

This article contains a macro that switches the focus from Microsoft Word for Windows to another application; when it is finished, the macro returns the focus to Word for Windows. What the macro does between switching applications is up to the individual user.

The AppActivate statement activates the specified window in an application other than Microsoft Word for Windows. To activate a window within Word for Word windows, use Activate command. Use AppActivate to switch to another application that is already running or that you have started by using Shell.

Note: If the other application is minimized, this macro will not maximize that application; it simply gives that application the focus and then returns the focus to Word for Windows.

MORE INFORMATION

=====

The following is the text of the macro:

```
Sub Main
ActiveWin$ = WindowName$() 'get the title of the current window
AppActivate "Microsoft Excel", 1
Activate ActiveWin$
End Sub
```

The WordBasic AppActivate syntax is as follows:

```
AppActivate WindowText$ [,Immediate]
```

Note: Many applications append the name of the working file to the application name used in the window title bar. For example, the Windows Cardfile application might have window names such as:

```
Cardfile - (untitled)
Cardfile - PHONE.CRD
```

In this case the following AppActivate command should include the complete window text string:

```
AppActivate "Cardfile - PHONE.CRD", 1
```

Microsoft Excel includes the working file name in the windows titleb bar when the spreadsheet window is maximized.

There are other methods to return the focus to Word for Windows. The main advantage of this method is its simplicity. When the macro returns the focus, Word for Windows will be in the exact state that it was left in prior to running the macro.

REFERENCES

=====

"Microsoft Word for Windows Technical Reference," page 29

"Microsoft Word for Windows and OS/2 Technical Reference," pages 128-129

Additional reference words: 1.0 1.1 1.1a 2.0 2.0a 1.00 1.10 1.10a 2.00 2.00a w4wmacro wm_word 6.00

Can't Toggle Case in Table with SHIFT+F3 or ChangeCase Macro
Article ID: Q72549

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

When you select one or more cells of a table in Microsoft Word for Windows and attempt to toggle the case of characters by pressing SHIFT+F3 or running the ChangeCase macro, the computer beeps, indicating that the command is unavailable.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

WORKAROUND

=====

To use SHIFT+F3 or the ChangeCase macro to change the case of characters in a table, the text entries must be selected individually (that is, without selecting the cell marker).

To change all the entries in a table at once, use one of the following workarounds:

Workaround 1

1. Select the table and the paragraph mark that immediately follows the table.
2. Press SHIFT+F3 to toggle the case to the desired format.

Workaround 2

1. Select the table.
2. From the Insert menu, choose Table To Text.

3. Press SHIFT+F3 to toggle the case to the desired format.
4. From the Insert menu, choose Table, select the number of rows and columns, and choose the OK button. The text is converted back to table format with the desired case.

REFERENCES

=====

"Microsoft Word for Windows User's Reference," version 1.x, page 378

Additional reference words: w4wformat w4wtable w4wmacro uppercase
lowercase 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c

Word for Windows: Using WordBasic to Print Out a DOS Directory
Article ID: Q72579

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

You can print a listing of the files in a directory without leaving Microsoft Word for Windows. The following macro prints a listing of all of the files in the WINWORD directory:

```
Sub MAIN
Shell "command.com /c dir c:\winword>prn"
End Sub
```

NOTE: Word 6.0 provides this functionality with the File\$() WordBasic command.

MORE INFORMATION

=====

You can modify this macro to print the listing of any directory by prompting the user for input with any valid WordBASIC method (for example, InputBox or Dialog). The following is an expanded version of the above macro:

```
Sub MAIN
a$ = InputBox$("Enter the directory to print")
Finalcommand$ = "command.com /c dir " + a$ + ">prn"
Shell Finalcommand$
End Sub
```

When you run this macro, if you type "c:\excel" (without the quotation marks) at the command prompt for a directory to print, the macro prints a listing of the entire EXCEL directory. You can use other MS-DOS conventions as well. For example, to print a listing of the .DOT files in a directory, you could input "c:\winword*.dot" (without the quotation marks).

The key to this macro is the /c switch used with COMMAND.COM. The /c followed by a string tells the command processor to perform the command or commands specified by the string and then to return automatically to the primary command processor.

Note: The above macros assume a printer is connected to LPT1.

REFERENCES

=====

"Microsoft MS-DOS User's Guide and Reference" pages 47-48

"Microsoft Word for Windows and OS/2 Technical Reference" pages
256-257

Additional reference words: w4wmacro 1.00 1.10 1.10a 2.00 2.00a
2.00a-CD 2.00b 2.00c

Using RecordNextCommand Macro When Writing WinWord Macros

Article ID: Q73113

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

It is possible to use the RecordNextCommand macro to record the syntax of the next WordBasic command executed into an open macro window in Microsoft Word for Windows versions 1.x through 6.0.

MORE INFORMATION

=====

The RecordNextCommand macro can be helpful when you are writing a macro and are unsure of the syntax for a particular command. The RecordNextCommand will insert the syntax of the next command executed into the open macro window.

Word for Windows version 6.0

To activate the RecordNextCommand in Word for Windows 6.0, do the following:

1. In the Macro Editor, place your insertion point at the spot where you wish the recorded command to begin.
2. Switch to an open document window from the Window menu or by pressing Ctrl-F6), or open a new document.
3. From the Macro Editor toolbar, which is still showing above the Ruler, press the button second from left, a dot with a number "1" next to it. (If you're not sure which button, the Toolbar Hint will say "RecordNextCommand" when your mouse pointer is positioned on the button.)
4. Your mouse pointer will grow an icon resembling an audio cassette, to indicate that the Macro Recorder is active.
5. Perform the action that is to be recorded into your macro. (You may re-press the button to abort the recording.)
6. Once the command is completed, the recorder will place the command syntax into the macro window. Switch back to the open macro sheet to view the recorded syntax.

There is no pre-assigned shortcut key for RecordNextCommand in Word for Windows version 6. For information about creating a

shortcut key or assigning RecordNextCommand to a menu or toolbar, refer to pages 716-728 of the Microsoft Word for Windows version 6.0 User's Guide.

Word for Windows version 2.0

To activate the RecordNextCommand in Word for Windows 2.x, do the following:

1. Follow step 1 below in the section on version 1.x.
2. From the Tools menu, choose Macro and press ALT+C to select the Commands option button in the Show box. This selects all macro commands.
3. Select RecordNextCommand from the list of available macros and press ENTER. (Make sure that you have opened a macro menu at this point by selecting Macro from the Tools menu and giving your macro a name. Choose Edit to open a macro window).
4. Follow step 4 below.
5. Follow step 5 below.

Word for Windows versions 1.x

To use the RecordNextCommand macro in Word for Windows version 1.x, position the cursor on the line where the recorded syntax should appear in the macro window, and do the following:

1. Switch to an open document window from the Window menu or open a document. (Make sure that you have a macro window open as well by choosing Edit from the Macro menu, giving a name to your macro, and then pressing ENTER.)
2. From the Macro menu, choose Run and press ALT+A to select the Show All check box (if not already selected).
3. Select RecordNextCommand from the list of available macros and press ENTER.
4. "REC" will now appear in the status bar at the bottom of the Word for Windows screen to indicate that the Macro Recorder is active.
5. Perform the command that is to be recorded into the macro sheet.

Once the command is completed, the recorder will place the command syntax into the macro window. Switch back to the open macro sheet to view the recorded syntax.

Note: If no macro windows are open, the RecordNextCommand macro will beep when executed.

The RecordNextCommand macro can be added to the Macro menu by

using the Assign to Menu function (refer to page 195 of the "Microsoft Word for Windows User's Reference" for more information on adding macros to menus).

REFERENCES

=====

"Microsoft WordBASIC Primer," by Russell Borland, page 42

"Microsoft Word for Windows User's Guide," version 2, pages 764-5

"Microsoft Word for Windows User's Guide," version 6, pages 716-728

Additional reference words: 1.0 1.1 1.1a 1.00 1.10 1.10a 2.0 2.00
wm_word 2.0a 2.0b 2.0c 6.00 w4wmacro

Variable Assigned to Comments Field Limited to 127 Characters
Article ID: Q73209

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

SYMPTOMS

=====

If you assign a string variable to the value of the comment field by dimensioning the EditSummaryInfo dialog box in a Microsoft Word for Windows macro, you can only retrieve the first 127 characters from the Comments field.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

=====

The Comments field in the Summary Info dialog box can hold up to 256 characters. However, if you assign a string variable to the value of the Comments field (as in the following macro), only the first 127 characters are assigned.

Word for Windows versions 1.0, 1.1 and 1.1a

```
Sub MAIN
Dim dlg as EditSummaryInfo
GetCurValues dlg
A$ = dlg.Comment
End Sub
```

```
Sub MAIN
DIM dlg as FileSummaryInfo
GetCurValues dlg
A$=dlg.Comment
End Sub
```


If you run this macro, A\$ only contains the first 127 characters of the information in the document's Comments field.

Workaround

You can extract more than the first 127 characters from the Comments field with the following macro:

```
Sub MAIN
EndOfDocument
InsertField "comments"
CharLeft 1,1
UpdateFields
Dim dlg as ViewPreferences
GetCurValues dlg
If dlg.ShowAll Then Super ShowAll
ViewFieldCodes 0
A$=Selection$()
EditClear
End Sub
```

This macro moves the insertion point to the end of the document and inserts the {comments} field code. Once inserted, it is highlighted, updated to the current value, stored in A\$, and removed from the document. So that A\$ is assigned the result of the {comments} field instead the name of the field itself, the macro also clears the Show All and Field Codes options to ensure that the result of the field is displayed rather than the field code itself.

REFERENCES

=====

"Microsoft Word for Windows and OS/2 Technical Reference," pages 163-164

Additional reference words: w4wmacro W_OS2Word 1.0 1.00 1.10 1.1 1.1a 1.10a 2.0 2.00

Button Fields Following Nonupdated Field Don't Work Correctly
Article ID: Q73434

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

In Microsoft Word for Windows, a MACROBUTTON field or a GOTOBUTTON field will not work correctly when it directly follows any field that has not been updated and is not displaying a result. The text of the button field will appear in the document, but it will not perform the function when you double-click it or when you press ALT+SHIFT+F9.

STATUS

=====

This problem was corrected in Word version 6.0 for Windows.

MORE INFORMATION

=====

Steps to Reproduce Problem

1. Insert the DATE field by pressing CTRL+F9 and typing "date" (without the quotation marks) between the field brackets.
2. Press the END key to move outside the DATE field.
3. Enter a MACROBUTTON field (or a GOTOBUTTON field) on the same line as the DATE field with no spaces or tabs between the two fields.
4. Select the two fields and toggle the field codes off with SHIFT+F9.

The button field text will appear but the DATE field will not display a result. Double-clicking a MACROBUTTON will result in a beep. Double-clicking a GOTOBUTTON may result in the insertion point moving to the beginning of the document.

This behavior only occurs if there is a field directly in front of the button field that is not displaying either the field code or result. This can be corrected by doing any one of the following:

1. Press F9 to display the result of the field that has not been updated.

-or-

2. Press SHIFT+F9 to display the field code of the nonupdated field.

-or-

3. Display both field codes and put a space, tab, or paragraph return between the fields.

Additional reference words: w4wfield w4wmacro

Supported Mathematical Operators in WordBasic

Article ID: Q74050

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

Exponential calculations do not have a supported mathematical operator in WordBasic. The following table indicates the mathematical operators that are supported using Microsoft WordBasic:

| Operator | Operation Performed |
|----------|---|
| ----- | ----- |
| () | Changes precedence; performs the operation inside the parentheses first |
| - | Negative value |
| * | Multiply |
| / | Divide |
| Mod | Round both numbers to integers, divide, and return the remainder |
| + | Add |
| - | Subtract |

Examples:

```
total = (23 - 1)/2
```

```
x = (6 * 3) + 2
```

MORE INFORMATION

=====

To perform a mathematical calculation that involves exponents, you must use the UtilCalculate() function. This function returns a value to a numeric variable. For example, in version 1.x of Word for Windows, to find out what 2 to the eighth power (2^8) is, you need the following WordBasic statement:

```
x = UtilCalculate("2^8")
```

In version 2.0 of Word for Windows, you need the following WordBasic

statement:

```
x=ToolsCalculate("2^8")
```

For more information on calculations with exponents, query on:

Exponent and w4wmacro

REFERENCES

=====

"Microsoft Word for Windows and OS/2 Technical Reference," page 28

"Microsoft WordBASIC Primer," page 176

Additional reference words: w4wmacro wm_word 6.00 1.00 1.10 1.10a 2.00
2.00a 2.00a-CD 2.00b 2.00c

Simulating a Macro Pause in Word for Windows

Article ID: Q74630

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

There is no built-in WordBASIC command to pause a running macro and allow user intervention in Microsoft Word for Windows. However, the method below simulates a macro pause.

MORE INFORMATION

=====

To simulate a pause feature in a macro, insert a MsgBox command at the point where you want to pause and allow user intervention. This MsgBox should prompt you press a certain key combination (such as CTRL+Z) when you are ready to resume the macro.

Place the commands for the remainder of the macro into another macro and assign it the key combination referenced in the MsgBox. When you press this key combination, this macro runs, creating a pause effect between the first and second macro.

REFERENCES

=====

"Microsoft Word for Windows Technical Reference," page 77

"Microsoft Word for Windows and OS/2 Technical Reference," pages 224-225

Additional reference words: w4wmacro wm_word 6.00 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c

Running Word for Windows Macro from Visual Basic Program
Article ID: Q74653

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

It is possible to write a Visual Basic program to communicate with Microsoft Word for Windows using DDE (Dynamic Data Exchange). The following example displays the syntax necessary to run a Word for Windows macro from a Visual Basic application:

```
Const COLD = 2
Const NONE = 0
Const HOT = 1

Sub Compic2_Click ()
    compic2.LinkTopic = "WinWord|system"
    compic2.LinkMode = COLD
    a% = DoEvents()
    compic2.LinkExecute [Hellomacro]
    compic2.LinkMode = NONE
End Sub
```

MORE INFORMATION

=====

The most important part of this macro from the Word for Windows viewpoint is the syntax to communicate with Word for Windows specifically. The command that actually executes the macro is the .LinkExecute command. This is the Visual Basic equivalent of the DDEExecute in Word for Windows. The correct lines of code to run a Word for Windows macro should follow this syntax:

```
compic2.LinkTopic = "WinWord|system"
compic2.LinkMode= either HOT OR COLD
compic2.LinkExecute [Macroname]
(you should always close the link as the example does)
```

REFERENCES

=====

"Microsoft Visual Basic Programmer's Guide," pages 354-376

Additional reference words: w4wmacro wm_word 6.00 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c

Macros to Find the ANSI Value of Characters

Article ID: Q74894

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

To troubleshoot a problem or search for an extended character, you may need to find the ANSI value of a string of text in Microsoft Word for Windows. Below are two simple macros to accomplish this task. The first is for one character selections and the second is for strings or formatting characters.

The application note titled "WordBasic Macro Examples for Word for Windows 2.0" includes a macro named ANSIChar. You can use this macro to display the ANSI value of a selected character in a message box.

MORE INFORMATION

=====

Macro 1

```
Sub Main
A$=Selection$() '* A$ = highlighted text
Print Asc(A$) '* Print ANSI value of the first
 '* character in A$ on the Status bar.
End Sub
```

This macro displays its result on the status bar.

Macro 2

You can use this macro for formatting characters or dissecting any size text string. It displays both character and ANSI values in a message box.

```
Sub Main
A$ = Selection$() '*A$=Highlighted text
While Len(A$) >=1 '* While the Length of A$ is
 '* greater than 1
CharValue = ASC(A$) '* the ANSI value of 1st character
If Len(A$) >1 Then '* Reducing the length of A$
A$ = Mid$(A$, 2) '* A$ = A$ minus the 1st character
Else
A$="" '* A$ = nothing
End if
MsgBox Chr$(34) + Chr$(CharValue) + Chr$(34) + " ASC val = " +
```



```
Str$(CharValue)      '* Display values in a message box
Wend                  '* end while loop
End Sub
```

To use these macros most efficiently, follow these steps:

1. From the Tools menu in Word for Windows 2.0, choose Macro, type a macro name, and choose the Edit button. From the Macro menu in Word for Windows 1.x, choose Edit, type a macro name, and choose the OK button.
2. Type the macro.
3. Choose File, Close, and save the macro when prompted.
4. Select the text to run the macro on.
5. Choose Tools, Macro. Highlight the macro name and choose Run.

Additional reference words: w4wmacro 1.0 1.1 1a 1.00 1.10 1.10a 2.00
2.00a 2.00a-CD 2.00b 2.00c wm_word 6.00

Recorded Macro to Print Merge to Printer Requires SendKeys
Article ID: Q74913

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

The SendKeys macro command is required in a macro to print merge a document to the printer in Microsoft Word for Windows. Without the SendKeys macro command, the Print dialog box remains on the screen. This problem occurs because Word for Windows does not have control over the File Print dialog box; therefore, you must send all relevant keystrokes using the SendKeys command.

MORE INFORMATION

=====

If a macro is recorded to merge a document to the printer, the macro has the following commands (there may be different values for the parameters, depending on your choices in the dialog boxes):

```
Sub MAIN
FilePrintMerge .MERGERECORDS = 0, .From = "", \
.To = "", .PRINT
FilePrint .Type = 0, .NumCopies = "1", .Range = 0, \
.From = "", .To = "", .Reverse = 0, .Draft = 0, \
.UpdateFields = 0, .PaperFeed = 8, .Summary = 0, \
.Annotations = 0, .ShowHidden = 0, .ShowCodes = 0, \
.FileName = ""
End Sub
```

Note: The backslashes (\) indicate the command is continued on the next line. Do not include the backslashes in your macro.

For the macro to work correctly, the following command must be inserted before the FilePrintMerge command:

```
SendKeys "{enter}", -1
```

Multiple Copies

If you want to print more than one copy of your merged document, use the following SendKeys command to modify the Copies box in the File Print dialog box:

```
SendKeys "N{ENTER}", -1
```

Note: "N" is the number of copies you want to print.

REFERENCES

=====

"Microsoft Word for Windows Technical Reference," pages 88-90

"Microsoft Word for Windows and OS/2 Technical Reference," pages
251-253

Additional reference words: w4wmacro w4wmerge 1.00 1.10 1.10a 2.00
2.00a 2.00a-CD 1.x appears automatic 6.00

Changing the Default Filename and Directory in File Open

Article ID: Q75740

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, you can change the default directory and default filenames that appear when you choose Open from the File menu. You can modify the FileOpen macro to list all files or only files with a particular extension within a directory. You can also modify the FileNew macro to change the default directory that is displayed when you choose New from the File menu.

Displaying All Files in a Directory

WARNING: ANY USE BY YOU OF THE CODE PROVIDED IN THIS ARTICLE IS AT YOUR OWN RISK. Microsoft provides this macro code "as is" without warranty of any kind, either express or implied, including but not limited to the implied warranties of merchantability and/or fitness for a particular purpose.

Caution: See the "Note" section below this procedure before proceeding.

To modify the FileOpen macro so that it will list all the files in a specific directory, do the following:

1. In versions 1.x of Word for Windows, choose Edit from the Macro menu. In versions 2.x of Word for Windows, choose Macro from the Tools menu.
2. In the Macro Name box, type "FileOpen" (without the quotation marks).
3. The macro-editing window displays the FileOpen macro. Make the following changes to this macro:

Word Version 6.0

```
Sub MAIN
Dim dlg As FileOpen
GetCurValues dlg
dlg.Name = "*.*"
Dialog dlg
On Error Resume Next
If dlg.Name <> "*.*" FileOpen dlg
End Sub
```

Word Version 1.x, 2.x

```
Sub MAIN
on error goto bye
ChDir "f:\winword" 'use any existing directory here
Dim dlg As FileOpen
GetCurValues dlg
dlg.Name = "*.*)"
Dialog dlg
Super FileOpen dlg
bye: 'Error exit out, and clear errors
err = 0
End Sub
```

4. From the File menu, choose Close and save changes to Global:FileOpen.

Now when you choose Open from the File menu, the File Name list box will display all the files in the desired directory.

Note: If you use this macro to replace the built-in FileOpen macro, the Find button will no longer be available in the Open dialog box in Word 1.x and 2.0. The OK and Cancel buttons will be the only buttons available. To use the macro listed above while keeping the Find option accessible in the Open dialog box, create the above macro in addition to the FileOpen macro instead of replacing it. The following steps outline this procedure:

1. In Word for Windows version 1.0, 1.1, or 1.1a, choose Edit from the Macro menu. In Word for Windows version 2.0 or 2.0a, choose Macro from the Tools menu.
2. Type a new macro name, such as "OpenAll" (without the quotation marks).
3. Type a description, such as "Opens all files" (without the quotation marks).
4. In the macro-editing window, type the macro as it appears in the above procedure. From the File menu, choose Close and save the changes to the Global:OpenAll macro.

You can now assign this macro to the File menu so that it appears in addition to the regular Open command. The Find button will remain functional in the Open dialog box when you run the FileOpen macro.
Changing the Default Directory

To change the default directory that will display when you choose New from the File menu, make the following changes to the FileNew macro:

```
Sub MAIN
On Error Goto seeya 'Error handling trap
ChDir "f:\winword1.a" 'To change the directory
Dim dlg As FileNew
GetCurValues dlg
Dialog dlg
Super FileNew dlg
```

```
seeya:
err = 0           'Exit for error
End Sub
```

When you exit Word for Windows after you have modified or added any of these macros, the message "Do you want to save the global glossary and command changes?" will appear. Choose the Yes button to save your changes.

In the macros listed above, the directories specified in the ChDir line can be any valid directory on your system.

Note: Microsoft provides macros "as is" without warranty of any kind, either express or implied, including but not limited to the implied warranties of merchantability and/or fitness for a particular purpose.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, page 765

"Microsoft Word for Windows User's Reference," versions 1.x, pages 186-189

"Microsoft Word for Windows Technical Reference," pages 16-17, 115

"Microsoft Word for Windows and OS/2 Technical Reference," pages 95-97

Additional reference words: w4wmacro

grey gray unavailable

1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c

Displaying Values for Arrays and Dialog Box Variables

Article ID: Q75867

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

The Show Variables Toolbar button and the ShowVars statement in the Word 6.0 macro editor, display a list of variables and their current values to help you debug the active macro. However, array elements and dialog box variables are not displayed in the Macro Variables dialog box.

In order to check the value of an array element, you can use a MsgBox statement and specify an array element. The following macro displays the value of the third element in the month\$(2) array "MAR" (the array begins at zero).

For example:

```
Sub MAIN
Dim month$(2)
month$(0) = "JAN"
month$(1) = "FEB"
month$(2) = "MAR"
MsgBox "month$(2)= " + month$(2)
End Sub
```

The MsgBox statement can also be used to display the value of a dialog box variable. The following macro displays the value assigned to the "dlg.Textbox" variable (the text entered into the TextBox).

```
Sub MAIN
Begin Dialog UserDialog 230, 130
  Text 16, 12, 136, 24, "&Enter Text:"
  TextBox 16, 30, 124, 20, .TextBox
  OKButton 16, 60, 64, 21
  CancelButton 16, 90, 64, 21
End Dialog
Dim dlg As UserDialog
n = Dialog(dlg)
If dlg.Textbox <> "" Then MsgBox "TextBox Variable = " \
  + dlg.Textbox
End Sub
```

REFERENCES

=====

"Microsoft WordBASIC Primer" by Russell Borland, pages 115-117.

Additional reference words: w4wmacro 2.0 2.00 6.00 wm_word

Word Basic Int() Function Limitations and Work Around
Article ID: Q76183

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

In Microsoft Word for Windows, the INT WordBasic function is limited to working with values less than 32,769. Attempting to calculate INT on a variable larger than 32,769 causes Word to return the WordBasic error message "# 6 Overflow Error." This is often a problem because the INT function is often used to round a number correctly; as a result, the number is divided by 10 or 100, and you cannot round numbers larger than 327.69 to the hundredths decimal place.

MORE INFORMATION

=====

The following macro reproduces this error:

```
Sub MAIN
a = 100000
b = Int(a)
Print b
End Sub
```

Workaround

The following is an example of a rounding function that rounds to whole numbers, tenths (1/10), or hundredths (1/100) by specifying the round variable as follows:

```
Sub MAIN
origvar = 1102540.126456
round = 100
'To round to nearest Integer          Tenths          Hundredths
'Round =                1                10                100
'Round to                0                0.1                0.01
'Limitation  1,073,741,824    107,374,182.4    10,737,418.24
If origvar <= ( 32768 * 32768) / round Then
    newvar = Int((origvar * round) / 32768) * 32768
    result =(newvar + Int((origvar * round) - newvar + 0.5)) / round
Else
    MsgBox "Number " + Str$(origvar) + " too large to Round"
End If
Print "Original ->" ; origvar ; " |      Result -> " ; result
End Sub
```


To round to the nearest whole number, the function is simplified to eliminate the round variable from the macro above. The + 0.5 in the line "result= (newvar + Int((origvar * round) - newvar + 0.5))" can be removed if you only want the integer part of the number to be returned.

```
Sub MAIN
origvar = 1100000000.12646
'Limitation          1,073,741,824
If origvar <=( 32768 * 32768) Then
    newvar = Int((origvar) / 32768) * 32768
    result =(newvar + Int((origvar) - newvar + 0.5))
Else
    MsgBox "Number " + Str$(origvar) + " too large to Round"
End If
Print "Original ->" ; origvar ; " |      Result -> " ; result
End Sub
```

REFERENCES

=====

"Microsoft Word for Windows Technical Reference," page 69

"Microsoft Word for Windows & OS/2 Technical Reference," pages 57-60,
209

Additional reference words: w4wmacro wm_word 6.00 1.00 1.10 1.10a 2.00
2.00a 2.00a-CD 2.00b 2.00c

File Search Macro in Word for Windows

Article ID: Q76188

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

SUMMARY

=====

In Microsoft Word for Windows, choosing Find from the File menu allows you search in certain directories only after you have completely searched the directories specified in the search option.

MORE INFORMATION

=====

The following macro allows you to enter the search path and search only the specified directories, without going through the entire search list first. You can search more than one directory at a time by typing multiple search paths separated by semicolons.

For example:

```
c:\winword\data;c:\winword
```

If you choose the Cancel button in the Input box, the previous search path is used and the FindFile dialog appears.

Word for Windows Version 2.0

```
Sub MAIN
On Error Resume Next
SearchList$ = InputBox$("What is the Directory")
FileFind .SearchPath = SearchList$
ToolsMacro .Name = "FileFind", .Run
End Sub
```

Word for Windows version 1.x

```
Sub MAIN
On Error Goto Bye
SearchList$ = InputBox$("What is the Directory")
FileFind .SearchPath = SearchList$
MacroRun "FileFind"
Bye:
End Sub
```

REFERENCES

=====

"Microsoft Word for Windows Technical Reference," pages 49-50

"Microsoft Word for Windows and OS/2 Technical Reference," pages
171-172

Additional reference words: w4wmacro 1.00 1.10 1.10a 1.0 1.1 1.1a 2.00
2.00a 2.00a-CD 2.00b 2.00c wm_word 6.00

\Cell Bookmark Does Not Select Correct Cell in WinWord

Article ID: Q77145

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

In Microsoft Word for Windows, the WordBASIC macro language uses the "\cell" bookmark to select the entire contents of a cell in a table where you position the insertion point.

If a series of cells are highlighted in a table, the first cell in the upper-left corner of the highlighted area should be selected. However, if there are cells in the table to the left of the highlighted area, the bookmark selects the first cell in the table row that contains the highlighted area even though that cell was not part of the highlighted area. This is contrary to the description of the \cell bookmark described on page 106 of the "Word for Windows and OS/2 Technical Reference" and on page 89 of "Using WordBasic."

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

Steps to Reproduce Problem:

1. Create a 3 x 3 table in Word for Windows and type something in each cell.

2. Highlight the rightmost two columns and run the following macro:

```
Sub Main
  EditGoTo .destination = "\cell"
End Sub
```

3. Notice that an incorrect cell is highlighted.

REFERENCES

=====

"Using WordBasic," page 89

"Microsoft Word for Windows Technical Reference," page 21

"Microsoft Word for Windows and OS/2 Technical Reference," pages
104-106

Additional reference words: w4wmacro w4wtable cmpbookmarks 1.00 1.10
1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c

WinWord: Sharing a Global Dimensioned Array with Other Macros
Article ID: Q77273

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

In the Microsoft Word for Windows WordBasic macro language, you can create a dimensioned array, such as A(6,6), that is available throughout any macro or subroutine.

MORE INFORMATION

=====

To create a dimensioned array that is available globally to any WordBasic macro or subroutine, load the values into the array, open a text file, and write the contents of the array to the text file.

If a macro needs to access these values, it opens the text file, reads the values into the array, and manipulates the values as necessary. The macro writes the values back to the text file. The manipulated values are available again to the originating macro or any other WordBasic macro that requires them. The following sample WordBasic macro illustrates this process:

```
Sub MAIN
```

```
Dim a(6, 6)
For x = 1 To 6
For y = 1 To 6
a(x, y) = y : Rem loading the array
Next y
Next x
```

```
Open "test.dat" For Output As #2
For x = 1 To 6
For y = 1 To 6
Print #2, a(x, y):REM Writing the array to a text file
Next y
Next x
Close 2
```

```
REM After opening a second macro, open the text file and read
REM it into the array again. Manipulate the array at this
REM point and write it back out to the text file.
```

```
Open "TEST.DAT" For Input As #2
For x = 1 To 6
For y = 1 To 6
```

```
Input #2, a(x, y) : Print "read " ; a(x, y)
Next y
Next x
Close 2
```

```
End Sub
```

```
Additional reference words: w4wmacro passing parameters wm_word 6.00 1.00
1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c
```

No Prompt for Number of Columns in Word for Windows 2.0

Article ID: Q77297

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

In Microsoft Word for Windows version 2.0, there is no option to indicate the number of columns you want when you create a table from selected text. When performing this operation in Microsoft Word for Windows versions 1.0, 1.1, and 1.1a, a dialog box appears prompting you for the number of columns and the type of delimiter you want to use.

Word for Windows version 2.0 attempts to automatically determine the type of delimiter to use. If Word cannot determine the delimiter to use, it prompts you for a delimiter type. However, no option exists for choosing the number of columns in a table when you use the Convert Text to Table command. The number of columns is determined by the number of delimiters included in the selected text.

Word for Windows version 2.0 excludes this prompt by design.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

=====

You can modify the the TableInsertTable macro to prompt for the number of columns. The following is an example of a macro that can be used as a replacement for the existing TableInsertTable macro to prompt for the number of columns to be inserted in a table:

```
Sub MAIN
  InsertBookmark .Name = "zTable"           'placeholder bookmark
  CharLeft      'making sure nothing
  Dim dlg As TableInsertTable             'is selected
  GetCurValues dlg
```



```
Dialog dlg                                'if nothing is
                                           'selected, you can
                                           'enter #rows & columns
EditGoTo "zTable"                          'go back to the
                                           'selection
Super TableInsertTable dlg                'insert the table
InsertBookmark .Name = "zTable", .Delete  'delete the bookmark
End Sub
```

Additional reference words: 1.00 1.10 1.10a 2.00 w4wmacro

Style Shortcut Keys Not Reflected in Template

Article ID: Q77547

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

In Microsoft Word for Windows, any shortcut keys that you assign to styles in a document are not reflected in the document template unless you add the styles to the template file.

This problem was corrected in Word version 6.0 for Windows.

MORE INFORMATION

=====

If you assign a shortcut key to a style within a document, the key assignments are not added to the document template file unless you select the Add to Template option. The key assignments are valid in the current document, but new documents that are based on the template file do not include the key assignments.

To record the shortcut key assignments in the template file, follow these steps:

1. From the Format menu, select Style.
2. Choose the Define button. Assign a shortcut key to a style if a key assignment has not already been made by selecting the style name from the drop-down list box, choosing a shortcut key, and clicking on the Assign button.
3. Select the check box labeled Add to Template (ALT+E).
4. Choose the Apply button.

Any changes made to the selected style, including the shortcut key assignment are now reflected in the template file.

STATUS

=====

Microsoft has confirmed this to be a problem in Word for Windows versions 2.x. This problem was corrected in Word version 6.0 for Windows.

Additional reference words: 2.00 2.00a w4wmacro 2.00a-CD 2.00b w4wtemplate

Summary Info Statistics Values Not Recorded in WinWord Macro
Article ID: Q77555

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

When recording a Microsoft Word for Windows macro to access a file's Summary Info dialog box, the current values in the Statistics fields are not recorded; they are always left blank.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

=====

The following is a recorded macro which accesses a document's Summary Info and Document Statistics dialog boxes.

```
FileSummaryInfo .Title = "Test of Macro record Summary Info", \  
.Subject = "testing document", .Author = "Mickey Mouse", \  
.Keywords = "w4wmacro w4w", .Comments = \  
"This is a test. This is a test.", .FileName = "", .Directory = "", \  
.Template = "", .CreateDate = "", .LastSavedDate = "", \  
.LastSavedBy = "", .RevisionNumber = "", .EditTime = "", \  
.LastPrintedDate = "", .NumPages = "", .NumWords = "", .NumChars = ""
```

Any fields after the Comments field are blank. These blank fields are unique because they are the only read-only fields in Word for Windows; therefore, they cannot be modified in the usual manner. They appear because Word automatically lists all fields if you access a dialog box in a recorded macro.

Additional reference words: w4wmacro 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c

Creating Bullets When the Default Symbol Font Won't Print

Article ID: Q77824

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

If you don't have access to the Symbol font with your printer, it is possible to make a solid bullet by drawing it in Windows Paintbrush, copying it, and pasting it into Microsoft Word for Windows.

More Information:

If a solid bullet is needed, and the Symbol fonts are not available on the printer being used, a bullet can be created with the following steps:

1. Minimize Word for Windows.
2. Start the Paintbrush program from the Accessories Group of the Windows Program Manager.
3. Select the Filled Circle/Ellipse tool from the Paintbrush Toolbox. Choose black from the Palette. Draw a small circle.
4. Choose the Pick cutout tool to select the solid circle you just created.
5. From the Edit menu, choose Cut or Copy.
6. Minimize or Exit Paintbrush.
7. Go back into Word for Windows and paste the "bullet" into a document.
8. Option: You can store the bullet as a glossary entry by selecting the bullet, choosing Glossary from the Edit menu, typing a Glossary Name, and choosing Define.
9. Option: You can further automate the insertion of this "bullet" by recording a macro to insert the bullet from the glossary (Winword 1.x, 2.x) or Autotext (Winword 6.0). This macro can then be assigned to a keystroke or menu.

Word for Windows 2.0 Feature

In Word for Windows 2.0, Microsoft Draw can be used to create a "bullet", which is then embedded into the Word document, as follows:

1. Start Microsoft Draw by selecting the Microsoft Draw button. You can also start Microsoft Draw by choosing Draw from the Insert menu and selecting Microsoft Drawing from the Object Type box.
2. Choose the Circle tool from the tool bar, and select black for both the line and the fill from the color palette.
3. Draw a small circle.
4. From the File menu, choose Exit and Return to Document.
5. Choose Yes to update the the Document.

The "bullet" will now appear in the document. This embedded Microsoft Drawing can also be made a glossary entry and/or macro, as described above.

Reference(s):

"Microsoft Word for Windows User's Reference," pages 141-142, 185-189

Additional reference words: 1.00 1.10 1.10a 2.00 1.0 1.1 1.1a 1.0
w4wfont w4wmacro

Macro to Insert a Bullet in WinWord If No Keypad Exists
Article ID: Q77914

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Some keyboards, such as those used with laptop computers, do not have a separate numeric keypad to use to insert the bullet code (ALT+0183) or other symbols using the symbol soft font set that comes with Word for Windows version 1.x. The following macro inserts the bullet character. You can create a glossary item with the resulting bullet.

```
Sub MAIN
Dim dlg As FormatCharacter
GetCurValues Dlg
a$ = dlg.Font
FormatCharacter .Font = "Symbol"
    Insert Chr$(183)
FormatCharacter .Font = a$
End Sub
```

You can modify the sixth line in the above macro to create another symbol code by replacing (183) with the code of the symbol you want to use.

You can also use this macro in Microsoft Word for Windows version 2.0 or 6.0. However, version 2.0 or 6.0, includes a function that allows you to automatically insert a symbol by selecting the appropriate symbol from a list. To use this feature, choose Symbol from the Insert menu. A dialog box appears displaying all of the available symbol codes. Select the symbol you want to use and choose the OK button. The symbol is inserted in your document.

Additional reference words: 1.0 1.1 1.1a 1.00 1.10 1.10a 2.00 w4wmacro
wm_word 6.00

ANSI Characters 0 through 31 Do Not Display in WinWord

Article ID: Q78003

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

SUMMARY

=====

The American National Standards Institute (ANSI) allows you to create characters by typing their ANSI codes. ANSI characters are characters that do not appear on a standard American keyboard. Microsoft Word for Windows versions does not display an ANSI code for decimal numbers 0-31 and Word does not display an error message if you type a decimal number ranging from 0-31. The ANSI character set includes the decimal numbers 33-255 in Word for Windows.

MORE INFORMATION

=====

To create the ANSI characters in Word for Windows, follow the steps below:

1. From the Format menu, select Character. In the Font box, select Symbol.
2. Turn on NUM LOCK.
3. Hold Down the ALT key.
4. Type "0" (without the quotation marks) followed by the decimal number that represents the ANSI Character you want to include. You must use the numbers on the numeric keypad rather than the numbers across the top of your keyboard.
5. After you type the code, release the ALT key. Word inserts the character represented by the code into your document. For example, to create a bullet character you type ALT+0183.

Note: ANSI character number 32 is a space. If you insert this character as shown above, it produces a single space. You can verify this (in version 1.x) by selecting Preferences from the View menu, and selecting Spaces or Show All. In versions 2.x and 6.0, choose Options from the Tool menu, choose View from the Category list, and select Spaces or Show All.

For more information, query on the following words:

ANSI and characters and w4wmacro

Additional reference words: w4wformat 6.00 wm_word

1.0 1.1 1.1a 1.00 1.10 1.10a 2.00

REFERENCES

=====

"Microsoft Word for Windows User's Reference," version 1.x, pages
427-428

"Microsoft Word for Windows User's Guide," version 2.0, pages 153-155

Additional reference words: w4wformat wm_word 6.00

Word for Windows: Macro to List Files

Article ID: Q78122

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

The following macro displays a listing of files for any specified directory. It also allows you to specify files you want to search for. For example, if you type a*.*, the macro searches for all files that begin with the letter "a." Microsoft Word for Windows places the list of files in a document. You can save this document for future reference.

```
Sub MAIN
On Error Goto errorfound
FileNew .NewTemplate = 0, .Template = "NORMAL"
FormatSection 2
Dir$ = InputBox$("What directory do you want to List ?")
Spec$ = InputBox$("What file specification do you want me to look
for?")

ChDir Dir$
a$ = Files$(Spec$)
While A$ <> ""
Insert A$
filecount = filecount + 1
InsertPara
a$ = Files$()
Wend
totalnum$ = Str$(filecount)
dir$ = Files$(".")
text$ = "Total files in "
Insert text$ + dir$ + " = " + totalnum$
Goto exitmain
errorfound:
MsgBox "An error occurred check specified directory and file
specification it should follow
normal DOS standards . ", 16
exitmain:
End Sub
```

If you use the above macro in Word for Windows version 2.0, & 6.0 replace the fourth line, "FormatSection 2," with the following line:

```
FormatColumns .Columns = "2", .ApplyColsTo = 4
```

For more information on directories and file specifications, consult your disk operating system (DOS) manual.

REFERENCES

=====

"Microsoft Word For Windows and OS/2 Technical Reference", page 178
Additional reference words: w4wmacro 1.0 1.1 1.1a 1.00 1.10 1.10a 2.00
wm_word

Creating Special and Foreign Characters in Word for Windows

Article ID: Q78160

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

You can create special and foreign characters in Microsoft Word for Windows version 2.0 using the Insert Symbol command. Each font displays its own set of characters. To change the font, select a new font from the Symbol From box in the Symbol dialog box.

More Information:

Word for Windows 2.0

To create special or foreign characters in Word for Windows version 2.0, use one of the following methods:

1. From the Insert menu, choose Symbol. Select the symbol you want to use, and choose the OK button.
2. Hold down the ALT key while you type zero and the ANSI decimal character number on the numeric keypad (with NUM LOCK on).
3. From the Format menu, choose Character. In the Character dialog box, choose the Symbol font, and choose the OK button. Type the symbol.

Word for Windows 1.x

To create special or foreign characters in Word for Windows version 1.0, 1.1, or 1.1a, choose one of the following methods:

1. Hold down the ALT key while you type zero and the ANSI decimal number on the numeric keypad (with NUM LOCK on).
2. From the Format menu, choose Character. In the Character dialog box, choose the Symbol font, and choose the OK button. Type the symbol.

For a keyboard layout of the symbols you can type using the Symbol font, see the KEYCAPS.DOC file provided with Word for Windows 1.x.

For additional information on printing symbols, query on the following words in the Microsoft Knowledge Base:

w4wmacro and symbol

Reference(s) :

"Microsoft Word for Windows User's Reference," 1.x, pages 10, 35, 353, 427-429

"Microsoft Word for Windows User's Guide," version 2.0, pages 153-155

Additional reference words: 1.x 1.00 1.10 1.10a 2.00 w4wfont 6.00
wm_word diacritical

Special WinWord BookMarks: EnvelopeAddress and EnvelopeReturn
Article ID: Q78530

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Microsoft Word for Windows can usually determine the To and From addresses when you choose the Create Envelope command. You can manually specify these addresses by selecting the To and From addresses and inserting bookmarks named EnvelopeAddress and EnvelopeReturn, respectively. Word uses the text of these bookmarks when you choose the Create Envelope command.

If you do not specify bookmarks or Word cannot determine the return address in the letter, Word uses the return address specified in Mailing Address box (accessed by choosing Options from the Tools menu and selecting the User Info category).

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 118-119

Additional reference words: 6.00 2.00 w4wmacro toolbar tool bar wm_word
button w4wenvelope bookmark

Deleting Key Assignments In Word for Windows 2.0

Article ID: Q78544

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

In Microsoft Word For Windows, the Delete button is not available after you make a key assignment.

Steps to Reproduce Problem

1. Create the following macro, and name the macro "Test."

```
SUB Main
Print "Hello"
END Sub
```

2. From the Tools menu, choose Options. From the Category list, select Keyboard.
3. In the Show box, select Macros. Select your macro in the Macro box.
4. Choose a key combination to assign to the macro, or select the keys from the Shortcut Key box. Choose the Add Button.
5. From the Tools menu, choose Options, and select the Keyboard category again. Select your macro.

The Delete button is unavailable and not a valid selection.

To remove a key assignment, you must select the key settings from the Current Key For box. After you make this selection, the Delete button becomes an available and valid option.

Word 6 Steps to Reproduct Problem

1. Create the following macro, and name the macro "test".

```
SUB Main
Print "Hello"
END Sub
```

2. From the Tool menu, choose Customize, select Keyboard tab. Enter key combination, click on Assign button. Close.
3. From the Tools menu, choose Customize, Keyboard tab and select "test" macro. The Shortcut key is shown, but the Remove button is grayed out.

4. Highlight shortcut key and Remove button is available.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 722, 767

Additional reference words: 2.00 grayed greyed removing key strokes
wm_word 2.0a 2.00a 2.0b 2.0a-CD 2.00b 2.00a-CD w4wmacro

Checking For Execute-Only Macro Status with IsExecuteOnly

Article ID: Q78570

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

You can use the Microsoft Word for Windows WordBasic function, `IsExecuteOnly`, to determine whether a macro is editable or execute-only. The syntax for the command is as follows:

```
IsExecuteOnly(Macro$)
```

`IsExecuteOnly` returns zero if a macro is editable or -1 if the macro is execute-only. The Macro string (Macro\$) takes the form of ContextName:MacroName. Macros that cannot be edited are sometimes referred to as encrypted. You can make a macro execute-only using the WordBasic `MacroCopy` statement.

The following macro displays the status of the FileNew macro in a message box, using the value returned from the `IsExecuteOnly` function:

```
Sub MAIN
exe = IsExecuteOnly("Global:FileNew")
If exe = - 1 Then
  MsgBox "Execute Only Macro"
Else
  MsgBox "Edit and Execute Macro"
Endif
End Sub
```

or:

```
Sub MAIN
If IsExecuteOnly("Global:FileNew") Then
  MsgBox "Execute Only Macro"
Else
  MsgBox "Edit and Execute Macro"
Endif
End Sub
```

For more information, refer to `IsExecuteOnly` in the Programming with Microsoft Word section of the Word 6.0 Online Help file, or query on the following words:

macrocopy and execute

Additional reference words: w4wmacro 2.00 exe compile macrocopy 6.00 wm_word

Custom Table Insertion with Text to Table in WinWord 2.0
Article ID: Q78763

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

In Microsoft Word for Windows, converting text to a table is an automatic process that does not allow you to specify the desired number of rows or columns. However, you can install the ManualInsertTable macro from the NEWMACRO.DOC file, included with Word for Windows version 2.0 and usually found in the program directory, to provide this functionality.

This functionality was changed in Word version 6.0 for Windows.

MORE INFORMATION

=====

NEWMACRO.DOC contains a macro called ManualInsertTable that allows you to specify the number of rows and columns desired when converting text to a table in Word for Windows version 2.0. This macro emulates the functionality of the Insert Table command in Word for Windows version 1.x. NEWMACRO.DOC allows you to install this macro by using the following steps:

1. Open the file NEWMACRO.DOC.
2. This file contains a list box of optional macros, descriptions of the macros, and the ability to demonstrate and/or install each macro.
3. From the list of macros, select ManualInsertTable.
4. Choose the Install button.
5. An "Install ManualInsertTable to" dialog box appears. Select the desired template and menu to contain the macro, and choose the OK button.

Word installs the macro on the template and menu you selected and automatically saves the macro. Word returns you to the list box of available macros to choose another macro or to exit.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 316-318

Additional reference words: w4wmacro w4wtemplate 2.00 2.00a 2.00a-CD 2.00b

2.00c

Context-Sensitive Help for Items Added to the Tool Bar

Article ID: Q78775

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

Context-sensitive help is available for commands added to the Microsoft Word for Windows version 2.0 tool bar. The contents of the help varies depending on the nature of the item added to the tool bar.

MORE INFORMATION

=====

To access the Context-Sensitive Help for the tool bar, press SHIFT+F1, and choose the tool bar icon that you want help with. Pressing SHIFT+F1 causes the mouse cursor become a Help Pointer (an arrow and question mark together). If you choose an added tool bar item that is a built-in Word for Windows command, the help screen displays the topic associated with that built-in command. If the tool bar item chosen is a user-defined macro, the help screen displays a generic help topic describing the purpose and function of user-defined macros.

Specific information about a tool bar item displays on the status bar if you click and holding down the left mouse button on the tool bar item. In the case of user-defined macros, the text on the status bar corresponds to the macro's description.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, page 127

Additional reference words: w4wmacro toolbar custom 2.00 2.00a 2.00a-CD 2.00b 2.00c wm_word 6.00

Cannot Cancel Macro Description in Word for Windows 2.0
Article ID: Q78996

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

In Microsoft Word for Windows, when you press the Cancel button while editing a macro description, the description is retained.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. We are researching this problem, and will post more information here in the Microsoft Knowledge Base as it becomes available.

MORE INFORMATION

=====

To remove the description of a macro, you must delete the description manually, and press the Cancel or the Close button.

Steps to Reproduce Problem

1. Start Word for Windows version 2.0.
2. From the Tools menu, choose Macro.
3. Type "test" (without the quotation marks) in the Macro Name box, and choose the Edit button.
4. Type the following line between the Sub MAIN and End Sub lines:

 Print "this is a test"
5. From the File menu, choose Close. Choose the Yes button to save changes to Global: test.
6. From the Tools menu, choose Macro, and select test from the list of macros.
7. Type a description in the Description box, and choose the Cancel button.
8. Repeat step 6. The description for the macro remains intact.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 719-721

Additional reference words: w4wmacro 2.00 2.00a 2.0b 2.0a-CD 2.00b
2.00a-CD wm_word 6.00

Paragraph-Delimited Text Converts to 1-Column Table in WinWord
Article ID: Q79021

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b,
2.0c
tem versions 3.0 and 3.1

SUMMARY

=====

In Microsoft Word for Windows version 2.0, if you select paragraph-delimited text to insert into a table, Word for Windows inserts the text into a 1-column table.

This problem was corrected in Word version 6.0 for Windows.

MORE INFORMATION

=====

If you select text that is separated by paragraphs, commas, or tabs to insert into a table, Word for Windows determines the correct number of columns automatically. However, if the text is separated only by paragraph marks, Word for Windows will convert the text to a 1-column table.

Workaround

The following macro prompts you for the number of columns and then automatically determines the number of rows for the selected text before inserting the table:

```
Sub MAIN
  col$=InputBox$("How many columns?")
  TableInsertTable .ConvertFrom=0, .NumColumns=val(col$)
End Sub
```

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 317-318

Additional reference words: w4wmacro w4wtable toolbar
2.00 2.00a 2.00a-CD 2.00b 2.00c

AutoNew Macro Does Not Run When You Start Word for Windows
Article ID: Q79054

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

If you have an AutoNew macro in the NORMAL.DOT template and you start Microsoft Word for Windows, a new document is created, but the AutoNew macro does not run.

MORE INFORMATION

=====

The AutoNew macro only runs if you open a new document after starting Word for Windows. The AutoExec macro will run when starting Word for Windows.

For more information on AutoNew, search for "auto macros" and "Creating macros that run automatically" using the Help menu.

REFERENCES

=====

"Microsoft Word Technical Reference," pages 97-98

TECHREF.DOC, Microsoft Word for Windows version 1.x

Additional reference words: 6.00 execute 2.00 w4wmacro w4wtemplate wm_word

Can't Exit Second Instance of WinWord Without a Global Save
Article ID: Q79135

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

SYMPTOMS

=====

When editing a global macro in a second instance of Microsoft Word for Windows, this second instance does not close as expected if you choose No when prompted to overwrite the NORMAL.DOT template that is open in the first instance of Word for Windows. Choosing No cancels the File Exit command and returns you to the second instance of Word for Windows.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

=====

Steps to Reproduce Problem

1. Start Word for Windows version 2.0, and minimize it to an icon. Start a second instance of Word for Windows.
2. From the Tools menu, choose Macro (in the second instance of Word). In the Show box, select Commands. Select AllCaps from the Macro Name box, and choose the Edit button. At the beginning of the "Super AllCaps" line in the macro, type "REM " (without the quotation marks). Make sure you include a space after REM.
3. From the File menu, choose Exit.
4. Choose the Yes button when Word prompts you to save changes to Global:AllCaps.
5. Choose the Yes button again when Word prompts you to save the global glossary and command changes. The following message appears in a dialog box:

This document is a copy of a file that was being edited by another Word session. Changes may have been saved to the original file.

Do you want to save the document using the original name and overwrite other possible changes?

6. Choose the No button. The File Save dialog box appears with NORMAL.DOT in the File Name box. Change this name to NORMAL2.DOT.
7. Word saves the new template; however, Word returns to the second instance of Word instead of exiting the program.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 267-268, 273, 765

Additional reference words: 2.00 2.00a 2.00a-cd 2.00b 2.00c 2.00c-cd
w4wmacro w4wtemplate

ANSI Carriage Return Doesn't Work in Macro Editing Window
Article ID: Q79189

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

In Microsoft Word for Windows, using the ANSI character set and selecting the carriage return character (Chr\$(13)) does not produce a carriage return in the macro editing window. Instead, it produces a period.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. We are researching this problem, and will post more information here in the Microsoft Knowledge Base as it becomes available.

Steps to Reproduce Problem in Version 2.0

1. From the Tools menu, choose Macro, type in a macro name, and choose the Edit button.
2. Type the following macro:

```
Sub MAIN
A$=InputBox$("Line 1"+Chr$(13)+"Line 2")
End Sub
```

3. Choose the Start button, or press ALT+S. The macro editing window displays the following:

```
Line1.Line2.
```

Steps to Reproduce Problem in Version 1.x

1. From the Macro menu, choose Edit, and type in a macro name. Choose the OK button.
2. Type the following macro:

```
Sub MAIN
A$=InputBox$("Line 1"+Chr$(13)+"Line 2")
End Sub
```

3. Choose the Start button, or press ALT+S. The macro editing window displays the following:

Line1.Line2.

Additional reference words: 1.00 1.10 1.10a 2.00 w4wmacro wm_word 6.00

WinWord: Limitations on Pasting Text into Macro Descriptions
Article ID: Q79272

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

In Microsoft Word for Windows version 2.0, if you paste more than one line of copied text or more than 256 characters into the Description box of the Macro dialog box, the description text wraps, and line breaks display where the text was wrapped in its original source.

In Word for Windows version 1.x, the macro description is limited to one line of text, so no wordwrap can occur.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

Steps to Reproduce Problem in Version 2.0

1. Open a new document.
2. Type more than 256 characters into the document.
3. From the Edit menu, choose Select All. From the Edit menu, choose Copy.
4. From the Tools menu, choose Macro.
5. Type "test" in the Macro Name box. Activate the Description box by pressing ALT+I.
6. From the Edit menu, choose Paste.

Notice that line breaks occur in the description text wherever the characters previously wrapped in the original text of the document.

Additional reference words: 2.00 w4wmacro

Passing -1 Value to a Dialog Box in WordBasic

Article ID: Q79279

SYMPTOMS

=====

Using the macro language in Microsoft Word for Windows version 2.0, you can change the data in a dialog box. The valid values for option buttons, drop-down lists, and edit controls are 1, 0, and -1. The -1 value normally indicates no change in the original value; however, passing a -1 value to change the data in a dialog box results in none of the option buttons being selected in the dialog box.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

=====

Steps to Reproduce Problem

1. From the Tools menu, choose Macro.
2. Type any macro name, and choose the Edit button.
3. Type the following macro in the macro editing window:

```
Sub Main
  Dim dlg as FormatPageNumber
  GetCurValues dlg
  dlg.NumRestart=-1
  Dialog dlg
End Sub
```

4. From the File menu, choose Close, and save changes to the macro.
5. From the Tools menu, choose Macro, and select the macro you just created.
6. Choose the Run button.

No option button is selected in the Page Numbering section of the dialog box. The available values for the .NumRestart field should only be 0 and 1.

Note: Any other negative number generates the error message "WordBASIC
Err=5, Illegal function call."

For more information, query on the following words in the Microsoft
Knowledge Base:

field and dialog and argument

REFERENCES

=====

"Microsoft Word For Windows and OS/2 Technical Reference," pages 89-91

Additional reference words: w4wmacro clear deselect 2.0 2.00

WinWord: Envelope Macro Views SHIFT+ENTER Formatting Wrong
Article ID: Q79309

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

In Microsoft Word for Windows version 2.0, the print envelope macro views text formatted with the SHIFT+ENTER key combination in a pop-up box as a single string of text rather than separate lines.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

Steps to Reproduce Problem

1. From the File menu, choose New, and choose the OK button.
2. Insert a FILLIN field by pressing CTRL+F9. Inside the field braces, type the following:

```
{fillin "What is the Address?"}
```
3. Position the insertion point outside the field code, and insert two paragraph returns (press ENTER twice).
4. Type in a name and address. Press the ENTER key at the end of each line.
5. Insert two more paragraph returns at the end of the address.
6. Type in the same name and address again, except use the SHIFT+ENTER key combination to make soft carriage returns at the end of each line.
7. Select the FILLIN field at the top of the document, and press the F9 key. Type a 3-line address, pressing SHIFT+ENTER at the end of each line, and choose the OK button when finished.

8. Select the View menu, and clear the Field Codes option if it is selected.
9. Select the first address, and choose the Create Envelope icon.
Note: The text ignores the carriage returns from the FILLIN fields, and the address scrolls out of the box as one line of text.
10. Choose the Cancel button for this dialog box, and select the next address. Select the Create Envelope icon. Note that this address reacts correctly and recognizes the returns.
11. Repeat step 10 with the third address, which uses the soft carriage returns. This address reacts the same way as the hard paragraph returns.

The results are the same even if you unlink the fields by pressing CTRL+SHIFT+F9. Word for Windows prints the envelope as it appears on the screen.

WORKAROUND

=====

To add information with a message box or FILLIN field, use the following steps:

1. Turn on the Show All button on the ruler.
2. Replace the SHIFT+ENTER soft carriage returns with hard returns generated by pressing the ENTER key.
3. Select the address, and proceed with creating the envelope.

Additional reference words: 2.00 pop-up w4wmacro w4wenvelope

EditClear Statement Deletes Footnote Reference or Field Code
Article ID: Q79334

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

If you position the insertion point to the left of a field code or footnote reference in Microsoft Word for Windows and you press the DEL key or run the EditClear macro, the field code or footnote reference is not deleted; instead, the system beeps. However, if you position the insertion point at the same location and run the EditClear statement from within a macro, the field code or footnote reference is selected and deleted.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. We are researching this problem, and will post more information here in the Microsoft Knowledge Base as it becomes available.

MORE INFORMATION

=====

Pressing the DEL key is the keyboard equivalent to the EditClear command and macro statement; therefore, they should behave in a similar manner, regardless of how they are executed.

You can use the following macro to delete a footnote reference number:

```
Sub Main
EditClear
End Sub
```

The EditClear command selects the word to the immediate right of the insertion point and performs a delete.

Steps to Reproduce Problem

1. Create or open a document that contains an automatically-numbered footnote.
2. Position the insertion point to the left of the footnote reference number. Press the DEL key. The system beeps, and the footnote reference number is not deleted.

To record and run a macro to execute the EditClear command, use the steps listed below.

Word for Windows Version 2.0

1. From the Tools menu, choose Record Macro. Type a name in the Macro Name box, and choose the OK button. Note: "REC" should appear on the right end of the status bar.
2. Press the DEL key.
3. From the Tools menu, choose Stop Recorder.
4. Position the insertion point to the left of the footnote reference number.
5. From the Tools menu, choose Macro. Select the macro recorded in steps 1-3 above, and choose the Run button.

Word for Windows Version 1.x

1. From the Macro menu, choose Record. Type a name in the Macro Name box, and choose the OK button. Note: "REC" should appear on the right end of the status bar.
2. Press the DEL key.
3. From the Macro menu, choose Stop Recorder.
4. Position the insertion point to the left of the footnote reference number.
5. From the Macro menu, choose Run. Select the macro recorded in steps 1-3 above, and choose the OK button.

REFERENCES

=====

"Microsoft Word for Windows User's Reference," version 1.x, pages 127-128, 185-187, 284-285

"Microsoft Word for Windows User's Guide," version 2.0, pages 264-265, 591-592, 765-767

Additional reference words: W4WMacro wm_word 6.00
1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c

GetBookmark\$() Used with EditGoto Returns Incorrect Value
Article ID: Q79559

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, using the WordBasic commands GetBookmark\$() and EditGoto with the \Cell bookmark returns the cell value of the previous column. It should return the cell value of the current column.

This problem was corrected in Word version 6.0 for Windows.

More Information:

Workaround

The following WordBasic macro yields the contents of the current column instead of the contents of the previous column:

```
Sub MAIN
  If PrevCell() Then NextCell
  Print GetBookmark$("\Cell")
End Sub
```

Steps to Reproduce Problem

The following macro illustrates this problem:

1. From the Table menu, choose Insert Table (in version 2.0). From the Insert menu, choose Table (in version 1.x). Insert a 2-column, 1-row table, and type some text in each cell. Select the second cell.
2. From the Tools menu, choose Macro, and type a name for a new macro. Choose the Edit button.
3. Type the following macro in the macro editing window:

```
Sub MAIN
  EditGoto .Destination = "\Cell"
  Print GetBookmark$("\Cell")
End Sub
```

4. From the File menu, choose Close. Choose Yes when prompted to save changes to the macro.
5. From the Tools menu, choose Macro. Select the macro you just

created, and choose the Run button.

6. Notice the value displayed in the status bar is from column 1, not column 2.

Microsoft has confirmed this to be a problem in Word for Windows. This problem was corrected in Word version 6.0 for Windows.

Reference(s):

"Microsoft Word for Windows and OS/2 Technical Reference," pages 156-157, 192, 226, 238, 241

"Microsoft Word for Windows Technical Reference," pages 42, 62, 78, 83-84

Additional reference words: w4wmacro 1.x 1.00 1.10 1.10a 2.00 2.0a w4wtable 2.00a 2.0b 2.0a-CD 2.00b 2.00a-CD

Using Shell Statement to Access MS-DOS Prompt from WinWord
Article ID: Q79696

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

From within Microsoft Word for Windows, you can use the Shell WordBasic statement to access the MS-DOS prompt. You can assign this macro to a key, a menu or (in version 2.0) a tool bar button.

MORE INFORMATION

=====

The following steps create a macro to access the MS-DOS prompt from within Word for Windows:

Word for Windows Version 6.0

1. From the Tools menu, choose Macro
2. In the Macro Name box, type "dosprompt" (without the quotation marks), and choose the Create button.
3. In the macro editing window, type the following macro text:

```
Sub MAIN
Shell "command.com", 1
End Sub
```

4. From the File menu, choose Close. Choose the Yes button when prompted to save changes to the macro.
5. From the Tools menu, choose Customize, and select the Keyboard, Menu, or Toolbar Category to assign this macro to a key combination, menu or tool bar button.

Word for Windows Version 2.0

1. From the Tools menu, choose Macro.
2. In the Macro Name box, type "dosprompt" (without the quotation marks), and choose the Edit button.
3. In the macro editing window, type the following macro text:

```
Sub MAIN
```

```
Shell "command.com", 1
End Sub
```

Note: In the Shell line, the following arguments can be used:

```
0 for minimized window
1 for normal window
3 for maximized window
4 for deactivated window
```

4. From the File menu, choose Close. Choose the Yes button when prompted to save changes to the macro.
5. From the Tools menu, choose Options, and select the Keyboard, Menu, or Toolbar Category to assign this macro to a key combination, menu or tool bar button.

For more information on the Shell statement, search for "WordBasic Programming Language" and "Shell" using the Help menu.

Word for Windows Version 1.x

-
1. From the Macro menu, choose Edit.
 2. In the Edit Macro Name box, type "dosprompt" (without the quotation marks), and press the OK button.
 3. In the macro editing window, type the following macro text:

```
Sub MAIN
Shell "command.com", 1
End Sub
```

Note: In the Shell line, the following arguments can be used:

```
0 for minimized window
1 for normal window
3 for maximized window
4 for deactivated window
```

4. From the File menu, choose Close. Choose the Yes button when prompted to save changes to the macro.
5. From the Macro menu, you can choose the Assign to Key, or Assign to Menu commands to assign this macro to a key sequence or menu.

REFERENCES

=====

"Microsoft Word for Windows and OS/2 Technical Reference," page 257

Additional reference words: w4wmacro 1.00 1.10 1.10a 2.00 2.00a
2.00a-CD wm_word 2.00b 2.00c 6.00

WinWord: Envelopes Don't Print with Reverse Print Order Option
Article ID: Q79905

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

In Microsoft Word for Windows version 2.0, if you choose the Create Envelope command when the Reverse Print Order option is selected, envelopes do not print. Word acts as if it is printing; however, the printer is inactive. To run the Create Envelope command, choose the Envelope button on the tool bar or choose the command from the Tools menu.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

WORKAROUND

=====

To work around this problem, use one of the following methods:

- From the Tools menu, choose Options, select the Print category, and clear the Reverse Print Order check box. Choose the OK button.
- From the Tools menu, choose Create Envelope, select the Add to Document button, then print it using the File Print command.

HP DeskJet

The HP DeskJet printer outputs printed pages in reverse order. The Reverse Print Order option causes pages to be printed in the correct order. However, if you select this option, envelopes do not print using the Create Envelope command.

If your printer is an HP DeskJet, you can modify the ToolsCreateEnvelope macro to clear the Reverse Printer Order option when creating an envelope and then select the option again after the

envelope prints. To modify the ToolsCreate Envelope macro, add the lines "ToolsOptionsPrint .Reverse=0" and "ToolsOptionsPrint .Reverse=1" to the macro, as follows:

```
Sub Main
ToolsOptionsPrint .Reverse = 0
Dim dlg As ToolsCreateEnvelope
GetCurValues dlg
x = Dialog(dlg)
If x = - 1 Then ToolsCreateEnvelope dlg
ToolsOptionsPrint .Reverse = 1
End Sub
```

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 117-122

Additional reference words: 2.00 w4wprint w4wmacro hewlett packard 500
plus jam feed backward toolbar dj w4wenvelope

WinWord: Cannot Assign a Shortcut Key with the Numeric Keypad
Article ID: Q79984

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b
2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

SYMPTOMS

=====

In Microsoft Word for Windows, you cannot assign a shortcut key to a macro using a number from the numeric keypad.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

Steps to Reproduce Problem

1. From the File menu, choose New, and choose the OK button.
2. From the Tools menu, choose Record Macro.
3. Type a name for the macro.
4. In the Shortcut Key box, select the Ctrl check box, and verify the Shift check box is NOT selected. Position the insertion point in the Key box, and type the number 1 on the numeric keypad.
5. Type a few lines of text in your document.
6. From the Tools menu, choose Stop Recorder.
7. Activate the macro by pressing CTRL+Keypad 1.

The system just beeps. If you activate the macro by pressing CTRL+1 using the number 1 on the top of the keyboard, rather than the numeric keypad, the macro runs correctly.

This feature works correctly in Word for Windows version 1.x. If you convert a template from version 1.x that contains a macro shortcut key assigned to the numeric keypad, the macro works correctly in version

2.0 using the numeric keypad assignment.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b w4wmacro
w4wtemplate

Word for Windows Macro to Print List of Found Files

Article ID: Q80029

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

SUMMARY

=====

The following macro prints a list of all the files found by using the FileFind function in Microsoft Word for Windows version 2.0 and later.

MORE INFORMATION

=====

The macro displays the FileFind dialog where you can specify search parameters. Once you have searched for a list of documents, choose the Close button to exit the dialog. The macro then opens a new document and creates a list of all the files found by the FileFind function. You can save the resulting document or print it. You can also create different file listings by changing the search parameters.

The following macro uses the WordBasic macro FoundFileName\$() and CountFoundFiles() functions to return the number of files found and the corresponding filenames.

```
Sub MAIN
ToolsMacro "FileFind", .Run
FileNew
Num = CountFoundFiles()
Insert "Total Files Found="
Insert Str$(Num)
InsertPara
For I = 1 To Num
E$ = FoundFileName$(I)
InsertPara
Insert E$
Next
End Sub
```

For more information on macro commands, search for "WordBasic Programming Language" using the Help menu.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 491-504

Additional reference words: w4wmacro file find 2.00 2.00a 2.00a-CD 2.00b 2.00c

WinWord: FilePrintSetup Appears Twice in Recorded Macro
Article ID: Q80043

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

In Microsoft Word for Windows, if you record a macro that executes the File Print Setup (File Printer Setup in Word for Windows version 1.x) command, two "FilePrintSetup" lines appear in the macro instead of one. This syntax is correct.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

=====

When you record a macro that performs the File Print Setup command, you expect the recorded macro to only have one line, as follows:

```
FilePrintSetup .Printer = "PostScript Printer on LPT1:", .Setup
```

The actual recorded macro appears as follows:

```
FilePrintSetup .Printer = "PostScript Printer on LPT1:", .Setup  
FilePrintSetup .Printer = "PostScript Printer on LPT1:"
```

A Word for Windows macro cannot record steps that are executed outside of the Word environment; therefore, information from the Print Setup (Printer Setup in version 1.x) dialog box is not recorded by the Macro Recorder. As a result, Word for Windows must record two lines; the first line brings up the printer-specific Print Setup dialog box, and the second line records the printer you selected.

Steps to Reproduce Problem

Word for Windows Version 2.0

-
1. From the Tools menu, choose Record Macro. Choose the OK button to accept the default name in the Record Macro Name box.
 2. From the File menu, choose Print Setup. Choose the Setup button.
 3. Choose the OK button twice.
 4. From the Tools menu, choose Stop Recorder.
 5. To look at the macro text, from the Tools menu, choose Macro. Select the macro name, then choose the Edit button.

Word for Windows Version 1.x

1. From the Macro menu, choose Record. Choose the OK button to accept the default name in the Record Macro Name box.
2. From the File menu, choose Printer Setup. Choose the Setup button.
3. Choose the OK button twice.
4. From the Macro menu, choose Stop Recorder.
5. To look at the macro text, from the Macro menu, choose Edit. Select the macro name, then choose the OK button.

REFERENCES

=====

"Microsoft Word for Windows User's Reference," version 1.x, pages 120, 185-189

"Microsoft Word for Windows User's Guide," version 2.0, pages 121, 763-792

Additional reference words: w4wmacro 1.00 1.10 1.10a 1.0 1.1 1.1a 2.00

Evaluating Which Button Was Pressed in a User-Defined Dialog
Article ID: Q80070

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

The following Microsoft WordBasic macro provides an example of how to evaluate which button was pressed in a user-defined dialog box. The macro uses a Select Case structure to evaluate the value returned by the dialog function; N = Dialog(DialogRecord).

MORE INFORMATION

=====

Specific values are assigned to the buttons in a dialog box. The function N=Dialog(DialogRecord) stores the value assigned to the button in the dialog box for later use. (DialogRecord) is the name that the user gives to the dialog box. The values of "N" are as follows:

| Button Type | N=Dialog(DialogRecord) | Value Assigned |
|---------------|------------------------|--------------------|
| ----- | ----- | ----- |
| OK button | -1 | Always |
| Cancel button | 0 | Always |
| Pushbutton-1 | 1 | According to order |
| Pushbutton-2 | 2 | According to order |
| Pushbutton-3 | 3 | According to order |
| Pushbutton-M | M | According to order |

The values for the pushbuttons are chronologically assigned, meaning the first pushbutton is assigned one, the second two, and so on. The OK button always has the value minus one (-1) and the Cancel button always has the value zero (0).

The following macro demonstrates how the evaluation works. Inside the case statements various types of tasks can be performed. This example uses message boxes for simplicity.

```
Sub MAIN                                'Macro Starts Here
Begin Dialog UserDialog 320, 98, "Example Macro"
    PushButton 10, 6, 88, 21, "Button-1"
    PushButton 10, 30, 88, 21, "Button-2"
    PushButton 10, 54, 88, 21, "Button-3"
    OKButton 165, 18, 88, 21
    CancelButton 166, 46, 88, 21
End Dialog
```

```
Dim MyDlg As Dialog UserDialog 'Mydlg came be change to anything
N = Dialog(MyDlg)
Select Case N
    Case - 1
        MsgBox("Ok was Pressed!", "OK-Bottom", 64)
    Case 0
        MsgBox("Cancel was Pressed!", "Cancel-Bottom", 16)
    Case 1
        MsgBox("Button-1 was Pressed!", "PushButton-1", 64)
    Case 2
        MsgBox("Button-2 was Pressed!", "PushButton-2", 64)
    Case 3
        MsgBox("Button-3 was Pressed!", "PushButton-3", 64)
    Case Else
        Goto Bye
End Select
Bye:
End Sub 'End of Macro
```

For more information, search for "WordBasic Programming Language" and "Dialog" using the Help menu.

Additional reference words: w4wmacro pushbutton dialog
push button 2.00 2.00a 2.00a-CD 2.00b 2.00c

WinWord: Avoiding Password Prompt Using FileNew Command
Article ID: Q80090

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

SUMMARY

=====

In a Microsoft Word for Windows macro, if you use the FileNew command to create a new document or template based on a password-protected template, you receive a prompt for the template's password. The only way to avoid receiving this prompt is to have the specified template already open.

MORE INFORMATION

=====

In Word for Windows macros, the FileOpen command may use a PASSWORDDOC and/or a PASSWORDDOT field to provide the password for the given document and/or the template that it is based on. The FileNew command does not have either of these fields; therefore, when you create a new document or template based on a specific template, you cannot specify a password inside the macro to avoid the password prompt.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c wm_word
w4wmacro wordbasic statement protection
w4wtemplate

WinWord: Searching for Multiple Extensions with File Find
Article ID: Q80250

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

In Microsoft Word for Windows, you can use the File Find command to search for files that have different extensions but are in the same directory. However, the search path is limited to 255 characters. If the search path reaches or exceeds the 255 character limit the path line will be unavailable. You must use Edit Path and delete some search entries to make the path available. One way to circumvent this limitation is to use a WordBasic macro to set up multiple search iterations.

MORE INFORMATION

=====

Scenario

You create an MS-DOS directory identified as "C:\DOCUMENTS," and move all of your text-based files to this directory. In C:\DOCUMENTS, you have files with eight different extensions; however, you want only five of these extensions to be maintained in the search list. The five extension you want included in the search list are BBA, DOC, LOG, RPT, AND TXT.

To set up File Find to search for the different extensions within the same directory, use the following steps:

1. Start Word for Windows version 2.0. From the File menu, choose Find File, and then choose the Search button.
2. From the Options box, select Create New List. From the Drives box, select Path Only. Choose the Edit Path button.
3. From the Directories list, select C:\DOCUMENTS. Choose the Add button. This places C:\DOCUMENTS in the Search Path list. Choose the Close button.
4. The Path list should now contain C:\DOCUMENTS. Edit this entry so that it also contains the first extension type. The entry should now read C:\DOCUMENTS*.BBA. Choose the Edit Path button.
5. From the Directories list, select C:\DOCUMENTS. Choose the Add button. This places C:\DOCUMENTS in the Search Path list. C:\DOCUMENTS*.BBA should already be present. Choose the Close button.

6. The Path list should now contain C:\DOCUMENTS*.BBA; C:\DOCUMENTS.
Edit this entry so that it also contains the second extension type.
The entry should now read C:\DOCUMENTS*.BBA;C:\DOCUMENTS*.DOC.
7. Repeat steps 3-6 until all of the extensions that you want in the search path are present.
8. In the Search dialog box, choose the Start Search button. The results containing the files with multiple extensions display in the File Find dialog box.

Note: Each specific extension must be added to the Path list before the same directory can be selected additional times.

For more information on using FileFind:

- Search for "FileFind" using the Help menu.

-or-

- Query on the following words in the Microsoft Knowledge Base:

winword and macro and filefind

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 494, 498

Additional reference words: greyed dimmed grayed gray grey w4wmacro
2.00 2.00a 2.00a-CD 2.00b 2.00c wm_word 6.00

WinWord: Macro to Make Define the Default for Format Style
Article ID: Q80455

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

In Microsoft Word for Windows, you can create a macro to automatically select the Define button when you choose Style from the Format menu.

MORE INFORMATION

=====

Normally when you choose the Style command, you must choose the Define button to change the definition of a particular style. If you want to automatically access the Define options, use the following macro:

```
Sub MAIN
On Error Resume Next
SendKeys "%d"
ToolsMacro "FormatStyle", .Run
End Sub
```

Note: The On Error statement prevents an error message that results if you choose the Cancel button in the Style dialog box.

This macro can replace the existing Style command, or you can assign it a new name (for example, DefineStyle), and assign it to the Format menu as a separate command.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 719-720, 736-737, 784-786, 765

"Using WordBasic," by WexTech Systems and Microsoft, pages 223-224, 261, 279-282

Additional reference words: 2.00 w4wmacro formatdefinestyles wm_word 6.00

WordBasic Error 504: Window Does Not Exist...Read-Only File
Article ID: Q80465

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

In Microsoft Word for Windows, if you open a document with the Read Only option selected and attempt to access that document's window using the Activate WordBasic command, Word for Windows generates the following error message:

WordBasic Error 504: Window does not exist.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. We are researching this problem, and will post more information here in the Microsoft Knowledge Base as it becomes available.

MORE INFORMATION

=====

The following macro results in the above WordBasic error message in Word for Windows version 2.x if you open README.DOC as a read-only file. The error message does not occur if you open the file as a read-write file.

```
Sub Main
  Document$="readme.doc"
  Activate Document$,1
End Sub
```

This error message does not occur in Word for Windows versions 1.0, 1.1, or 1.1a when you open a file as read-only.

For more information on the Activate command, search for "WordBasic Programming Language" and "activate" using the Help menu in Word for Windows version 2.0.

REFERENCES

=====

"Using WordBasic," by WexTech Systems and Microsoft, page 150

Additional reference words: w4wmacro errmsg err msg 1.x 1.10
1.00 1.10a 2.00 2.0a 2.00a 2.0b 2.0a-CD 2.00b 2.00a-CD wm_word 6.00

WinWord 2.0: Problems with DropCap Macro in NEWMACRO.DOC
Article ID: Q80497

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

This article describes two problems with the DropCap macro, supplied with Microsoft Word for Windows:

- The macro fails when it is run on a letter whose font size is greater than 14 points.
- If you add a box border to the frame created when you run the DropCap macro, the bottom line of the border will neither display nor print.

These problems were corrected in Word version 6.0 for Windows.

More Information:

The DropCap macro is one of several macros included in NEWMACRO.DOC, which is supplied with Word for Windows version 2.0. A dropped capital letter is an enlarged first letter of a paragraph, positioned in the upper-left corner of the paragraph, with the paragraph text flowing around it to the right and below.

See page 767 of the "Microsoft Word for Windows User's Guide" for instructions on installing the DropCap macro and other macros from NEWMACRO.DOC.

To create a dropped capital letter, select the appropriate character(s) and run the DropCap macro. The selected text will be formatted for a larger font size, then a frame will be added.

Problem 1

The DropCap macro fails on text larger than 14 points. If the selected text is larger than 14 points, you will receive the following error message:

The measurement must be between 0.01" and 22".

Problem #2

If you add a box border to the frame created when you run the DropCap macro, the bottom line of the border will neither display nor print.

Workaround for Problems 1 and 2

Type the large capital letter in a separate paragraph. Place a frame around the letter, then add a border. Move the framed, bordered letter into place at the beginning of the paragraph.

For information on borders, frames, and positioning, see pages 361-364, 393-395, and 401 (respectively) in the "Microsoft Word for Windows User's Guide."

In Word for Windows 6.0, the Drop Cap feature is included under the Format menu. The above documented problems do not occur.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 361-364, 393-395, 401, 416-417, 767

Additional reference words: w4wformat
2.00 drop cap newmacros.doc first line big
w4wmacro w4wfont

WinWord: Simulating XOR Logic with Field Codes or WordBasic
Article ID: Q80510

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

In Microsoft Word for Windows, you can simulate the XOR logic by using either field codes or the WordBasic macro language.

MORE INFORMATION

=====

To reproduce the XOR operation in Word for Windows using a WordBasic function, use the following formula:

XOR=(Abs(test1 + test2 +... + testn) Mod 2) * - 1

For example:

```
Sub MAIN
  a =(2 = 2)
  b =(2 = 3)
  c =(2 = 3)
  If XOR(a, b, c) Then
    Print "XOR is True"
  Else
    Print "XOR is False"
  End If
End Sub

Function XOR(a, b, c)
  XOR = (Abs(a + b + c) Mod 2) * - 1
End Function
```

The following is an explanation of how the function works:

1. The formula applies the ABS function to the sum the variables that return TRUE. Note: In Word for Windows, TRUE has the numerical value of negative one (-1), FALSE equals zero (0).
2. The MOD statement divides this sum by two (2) and returns the remainder, which is one (1) if an odd number of the tests are TRUE, and zero (0) if an even number of the tests are TRUE.
3. The remainder is multiplied by negative one. FALSE remains zero, but TRUE becomes negative one (-1) to conform to WordBasic notation.

You can create this type of logical structure in Word for Windows by

using field codes. In the following example, T=TRUE and F=FALSE. Note: To insert the braces, press CTRL+F9.

```
{IF {IF x ="T" "T" "F"} = {IF y ="T" "T" "F"} "F" "T"}
```

In the above example, the field on either side of the equal sign (=) checks to see if the comparison is TRUE. If it is, the results are TRUE; if not, the result is FALSE. The comparison of the two IF statements yields TRUE if they are the same and FALSE if they are not. The following table illustrates the values and the results:

| Statement 1 ----- | Statement 2 ----- | Results ----- |
|----------------------|----------------------|------------------|
| T | T | F |
| T | F | T |
| F | T | T |
| F | F | F |

You can also create this kind of logical structure in a Word for Windows macro. In the following example, T=TRUE and F=FALSE. In WordBasic, the IF statement is combined with the THEN and ELSE statements. An example would be as follows:

```
IF X$="T" THEN Test1$="T" ELSE Test1$="F"  
IF Y$="T" THEN Test2$="T" ELSE Test2$="F"  
IF Test1$=Test2$ THEN Results$="F" ELSE Results$="T"  
END IF
```

For more information on the If...Endif statement, search for "WordBasic Programming Language" and "If...ElseIf...Else...End If" using the Help menu.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 747-762, 774-776

"Microsoft Excel Function Reference," version 3.0, page 155

"GW-Basic Interpreter User's Guide," page 60

Additional reference words: 6.00 w4wfield w4wmacro 1.00 1.10 1.10a
2.00 wm_word 2.00a 2.00a-CD 2.00b 2.00c

Automating Form Templates Without Using ASK or FILLIN Fields
Article ID: Q80551

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

SYMPTOMS

=====

In Microsoft Word for Windows, the normal procedure for automating form templates is to use a series of ASK or FILLIN fields in conjunction with an AutoNew macro. (For more information on this procedure refer to the "Microsoft Word for Windows User's Guide," version 2.0, pages 480-484, or the "Microsoft Word for Windows User's Reference," page 188.) With this procedure, responses are restricted to a total character value of 255 per dialog box. If your automated form requires greater response flexibility and/or the response dialog boxes are not desired, the method below may prove effective.

Note: Word for Windows version 6.0 uses Form fields to get around the character restriction in Ask and Fillin fields.

To use blank fields to automate form templates, use the following steps:

1. From the File menu, choose New, and choose the OK button.
2. Type the following information, pressing ENTER several times after each entry:

Name:

Address:

Phone Number:

3. Press CTRL+F9 to create a set of field code braces for each entry. Your form should appear as follows:

Name: {}

Address: {}

Phone Number: {}

Note: These braces are hidden unless you choose Field Codes from the View menu. As long as the braces do not contain any spaces or characters, they do not generate any error messages.

4. With the field code braces positioned after each question, you can use the F11 key to move quickly to each question. The SHIFT+F11 key

combination moves your insertion point to the previous question.

5. From the File menu, choose Save As. Assign the new form template a name. In Word for Windows version 2.0, select Document Template (*.DOT) from the Save File as Type list, and choose the OK button. In Word for Windows version 1.x, choose the Options button, choose Document Template from the File Format list, and choose the OK button.

MORE INFORMATION

=====

You can further automate the above process by adding an AutoNew macro that alerts the user (with a message box) that the F11 and the SHIFT+F11 keys are available for navigation within the form. Additionally, you can use the insertion of bookmark names corresponding to the empty field code braces to customize navigation to individual questions. For example, in the above procedure, choose Field Codes from the View menu to display the hidden braces. Select the braces beside the Address field. From the Insert menu select Bookmark. In the Bookmark Name field, type "Address" (without the quotation marks) and choose the OK button. You can use the GoTo key (F5) to position the insertion point at any specified question.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 480-84, 730, 742, 753-54

"Microsoft Word for Windows User's Reference," version 1.x, pages 19-20, 84-89, 188, 215

Additional reference words: w4wmacro w4wfield w4wtemplate
1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c 2.00c-cd

Macro to Create a Subdirectory in Word for Windows

Article ID: Q80657

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

You can use the following macro in any version of Microsoft Word for Windows to create a subdirectory on any drive:

```
Sub MAIN
On Error Goto Bye
Input "Sub directory name " , a$
MkDir a$
Bye:
End Sub
```

When you run the above macro, the message "Subdirectory name?" appears on the status bar. Type a name for the subdirectory, and press ENTER. The subdirectory is created on the current directory that Word for Windows is pointing to. For example, if you choose Open from the File menu and see that Word for Windows is pointing to the C:\WINWORD directory, creating a directory with this macro creates a subdirectory under WINWORD.

This macro makes it convenient to create new directories for Word for Windows documents without having to leave the program.

Additional reference words: w4wmacro wm_word 6.00 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c

Macro Editing Commands Available When Template Is Read-Only
Article ID: Q80785

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

If you open a read-only template in Microsoft Word for Windows, the Edit, Rename, Delete, and Set (Set is in Word for Windows version 1.x only) macro options do not appear unavailable (dimmed). If you make changes to any template macros, Word doesn't display an error message to warn that changes cannot be made to the template until you try to save the template.

MORE INFORMATION

=====

When using a read-only template, such as one on a network, the options to Rename, Delete, Edit or Set are available. In Word for Windows version 2.0, the Rename, Delete, and Edit buttons are available in the Tools Macro dialog box when the Show Template Macros option is selected. In Word for Windows version 1.x, the Delete, Rename, and Set buttons are available in the Macro Edit dialog box when the Global Context is selected. However, if you use any of the above buttons to make changes to macros in a read-only template and choose the File Save command, you receive the error following message:

File is read-only. (version 1.x)

This file is read-only. (version 2.0)

The Save As dialog box displays, and you can save the changes to a new filename.

Additional reference words: 2.00 1.00 1.10 1.10a 1.0 1.1 1.1a wm_word
w4wtemplate w4wnetwork w4wmacro greyed ghost unavailable 6.00

WinWord: Macro to List File Format as 1.x, 2.0, or Other
Article ID: Q80816

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

This article contains a Microsoft Word for Windows macro that searches a specified group of files on a directory and lists each the format of each file as one of the following:

- 1.x (for files in Word for Windows version 1.0 or 1.1 format)
- 2.x (for files in Word for Windows version 2.x format)
- 6.0 (for files in Word for Windows version 6.0 format)
- Other (for files in a format other than 1.x or 2.x)

MORE INFORMATION

=====

This macro is useful for determining whether a file is in Word for Windows version 1.x . 2.x or 6.0 file format. It searches the specified directory and lists each file, followed by the indicator of its format. In the macro below, all the files with a .DOC file extension in the C:\WINWORD directory are listed and identified by file format. For example, you could search a directory containing the following four files:

```
MYFILE1.DOC
MYFILE2.DOC
MYFILE3.DOC
MYFILE4.DOC
```

After you run the macro, the files are listed in the active document as follows:

```
MYFILE1.DOC      1.x
MYFILE2.DOC      2.0
MYFILE3.DOC      6.0
MYFILE4.DOC      Other
```

In the above example, MYFILE1.DOC is Word for Windows version 1.x file format, MYFILE2.DOC is Word for Windows version 2.0 file format, and MYFILE3.DOC is a Word for Windows 6.0 and MYFILE4.Doc is a format other than Word for Windows version 1.x, 2.0. or 6.0

Macro

```
Sub MAIN
ChDir "c:\winword6"
DocName$ = Files$("**.doc")
  While DocName$ <> ""
    Open DocName$ For Input As #1
    Test$ = Input$(1, 1)
    Insert DocName$ + Chr$(9)
    If Test$ = Chr$(219) Then
      Insert "2.0"
      InsertPara
    ElseIf Test$ = Chr$(155) Then
      Insert "1.x"
      InsertPara
    ElseIf Test$ = Chr$(220) Then
      Insert "6.0"
      InsertPara
    Else
      Insert "Other"
      InsertPara
    End If
    Close #1
    DocName$ = Files$()
  Wend
End Sub
```

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 765-785

Additional reference words: w4wmacro 1.00 1.10 1.10a 1.0 1.1 1.1a 2.00
2.00a 2.00a-CD 2.00b 2.00c wordbasic determine

Word for Windows: Setting Column Width to Auto in Tables
Article ID: Q80833

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

In Word versions 2.0, 2.0a, 2.0a-CD, 2.0b, and 2.0c, if you select a column(s) or cell(s) and type "auto" (without the quotation marks) in the Width Of Columns box, you will receive the following error message:

This is not a valid measurement.

Note: In versions 1.x of Word, setting the width of a column or cell to Auto was permitted so that you could adjust the width of column(s) or cell(s) within the margins.

STATUS

=====

This problem was corrected in Word version 6.0 for Windows.

MORE INFORMATION

=====

The Auto setting evenly divides the width of the table among the columns. In Word for Windows version 2.0, you can use any of the following three methods to set column or cell width to Auto.

Method 1

1. Set the rightmost edge of the table at the desired position.
2. Hold down the CTRL key while dragging the column marker of the column that is to the left of the columns you want to adjust.

Note: The above method does not adjust columns based on margins; it resizes the columns without changing the user-defined size of the table. The space between the column you are sizing and the end of the table is divided equally among the columns to the right of the column marker. Use the procedure below to adjust the columns based on the margins of the document.

Method 2

Use the steps below to create a macro that adjusts the selected column(s) or cell(s) to Auto based on the margin settings within the document section where the table is located.

1. From the Tools menu, choose Macro, type a macro name, and choose the Edit button.
2. Insert the following line between the Sub Main and End Sub:

```
TableColumnWidth .ColumnWidth = "0"
```

To run this macro on the selected column(s) or cell(s) of the table, choose Macro from the Tools menu.

Note: This macro can be assigned to a menu or to a toolbar button.

Method 3

Note: This method works if the text in the table is not enclosed in quotation marks with commas used as punctuation within the quotation marks. If this is not the case, Word for Windows will break the text enclosed in quotation marks into two columns when you convert it to a table.

1. Select the entire table.
2. From the Table menu, choose Convert Table To Text. In the Convert Table To Text dialog box, select the Commas option and choose the OK button.
3. Select the comma-delimited text. From the Table menu, choose Convert Text To Table. The table contains evenly-sized cells and extends from the left to the right margin.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, page 333

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wmacro w4wtable

Word for Windows: How to Search in Help for Macro Commands
Article ID: Q80836

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

In Microsoft Word for Windows, you cannot search directly for a macro command from within Help. To demonstrate this behavior, access the Help menu when you are working in the Macro Editor.

To access topics on macro commands, select a macro statement and press F1 for information on the selected macro statement; or, choose WordBasic Programming Language from the Help Index to display an alphabetical listing of macro commands.

Additional reference words: wm_word 6.00 w4whelp w4wmacro context sensitive context sensitive 2.00 2.00a 2.00a-CD 2.00b 2.00c

Word for Windows: Glossary Management Macros

Article ID: Q80838

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

This article contains four macros to automate the management and movement of glossary entries in Microsoft Word for Windows version 2.0.

Note: This is a built-in feature in Word for Windows version 6.0.

MORE INFORMATION

=====

Macro 1 copies all glossary entries (with formatting) from the global template (NORMAL.DOT) to the document template. This macro assumes the following conditions:

- The active document is blank (if Show All is active, one paragraph mark displays).
- The active document is based on a template other than NORMAL.DOT. Check the Template dialog box for this information.

Note: This article refers to "document template" as the template attached to the active document.

For more information about templates and glossaries:

- Refer to pages 273 and 705-706 in the "Microsoft Word for Windows User's Guide."
- or-
- Search for "Chapter Listing" and "Customizing Word" using the Help menu.

Macro 1

```
Sub MAIN
For N = 1 To CountGlossaries(0)
  EditGlossary .Name = GlossaryName$(N, 0), .Context = 0,\
  .Insert
  EditSelectAll
  CharLeft 1, 1
  EditGlossary .Name = GlossaryName$(N, 0), .Context = 1,\
  .Define
  EditClear
Next
```

End Sub

For more information about EditGlossary, GlossaryName\$(), and CountGlossary(), search for "WordBasic Programming Language" using the Help menu.

Macro 2 contains a reversal of the .Context = X information in Macro 1. In all other respects, Macros 1 and 2 are the same. All assumptions for Macro 1 also apply to Macro 2.

Macro 2

```
Sub MAIN
For N = 1 To CountGlossaries(1)
    EditGlossary .Name = GlossaryName$(N, 1), .Context = 1, \
        .Insert
    EditSelectAll
    CharLeft 1, 1
    EditGlossary .Name = GlossaryName$(N, 1), .Context = 0, \
        .Define
    EditClear
Next
End Sub
```

Macro 3 copies all glossary entries from the global template to the document template. This macro is much faster than the previous macros; however, formatting IS lost.

Note: SetGlossary statement is limited to 255 characters. A dialog box will appear, informing of what glossary items not copied. Use macros 1 or 2 for large glossaries.

Macro 3

```
Sub MAIN
For N = 1 To CountGlossaries(0)
    A$ = GetGlossary$(GlossaryName$(N, 0), 0)
    If Len(A$) < 256 Then
        SetGlossary GlossaryName$(N, 0), A$, 1
    Else
        MsgBox "The glossary named " + GlossaryName$(N, 0) + \
            " is to large to copy"
    End If
Next
End Sub
```

To go from document template to global template, replace each of the zeros with the number one (1), and replace the number one (1) on the SetGlossary line with a zero (0).

Macro 4 deletes all glossary entries from a template. Use a zero (0) for the global template and the number one (1) for a document template. The following macro deletes all global glossaries:

Macro 4

Sub MAIN

For N = 1 to CountGlossaries(0)

 EditGlossary .Name = GlossaryName\$(N, 0), .Context = 0,\
 .Delete

Next

End Sub

Additional reference words: 2.00 2.00a 2.00a-cd 2.00b 2.00c 2.00c-cd
w4wmacro copy move w4wtemplate

Using Windows Calls to Create Dialog Boxes in Word for Windows
Article ID: Q80931

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

In Microsoft Word for Windows macros, you can use Microsoft Windows calls to create dialog boxes.

MORE INFORMATION

=====

The following is a sample Word for Windows macro that uses Windows calls to display a sample dialog box:

```
Declare Function GetFocus Lib "user"() As Integer
Declare Function MessageBox Lib "user"(hWndParent As Integer, lpText$, \
lpCaption$, wType As Integer) As Integer
Sub MAIN
hWndParent = GetFocus
lpText$ = "Example Text"
lpCaption$ = "Example Caption"
wType = 0
result = MessageBox(hWndParent, lpText$, lpCaption$, wType)
End Sub
```

For more information on creating dialog boxes using the WordBasic macro language, query on the following in the Microsoft Knowledge Base:

dialog and box and macro and editor

REFERENCES

=====

"Microsoft Word for Windows and OS/2 Technical Reference" pages 149, 437-438

"Using WordBasic," by WexTech Systems and Microsoft, pages 173, 363-366

Additional reference words: W4WMacro wm_word 6.00 1.0 1.1 1.1a 2.0 1.00 1.10 1.10a 2.00

How to Select the Current Page in a WinWord Document

Article ID: Q80959

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

In Microsoft Word for Windows, you can select the current page in a document by choosing the Edit GoTo command and typing "\page" (without quotation marks) in the GoTo dialog box.

MORE INFORMATION

=====

"\Page" is a special bookmark in Word for Windows. When you use this bookmark with the Edit GoTo command, the current page, from page break to page break, is selected.

For more information on special bookmarks, query on the following words in the Microsoft Knowledge Base:

special and bookmarks and wordbasic and macro and language

REFERENCES

=====

"Using WordBasic," by WexTech Systems and Microsoft, pages 88-90

Additional reference words: 1.0 1.00 1.1 1.10 1.1a 1.10a 2.0 2.00 2.0a 2.00a W4WMacro wm_word 6.00 reserved

WordBASIC Err=514 Using the MacroCopy Statement
Article ID: Q80983

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

In Microsoft Word for Windows version 2.x, if you use the MacroCopy WordBasic command to reference templates that have not been saved, Word generates the following error message:

```
WordBASIC Err=514
Document not open
```

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

=====

When you create a new template, Word for Windows assigns it a default name (for example, Templat1 or Template2). If you use an unsaved template's default name as an argument for the MacroCopy statement, you receive the above WordBasic error message.

To work around this problem, save templates with appropriate filenames before using them with the MacroCopy command.

Additional reference words: 2.00 2.00a 2.00a-cd 2.00b 2.00c 2.00c-cd w4wmacro errmsg msg w4wtemplate

WinWord: ToolsMacro .Run Does Not Follow Context Hierarchy
Article ID: Q81027

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

In the Microsoft Word for Windows version 2.x WordBasic macro language, the ToolsMacro .Run command is not designed to follow the context hierarchy prescribed for the execution of Word for Windows macros. This is because the command corresponds to the Macro dialog box where the context is selected with an option button in the Show box.

In Word for Windows version 6.0, the ToolsMacro .Run command has an argument that is designed to follow the context hierarchy.

MORE INFORMATION

=====

When you run a Word for Windows macro from the command line (ie. if you start Word by typing "WIN WINWORD /mMyMacro" at the MS-DOS prompt), Word looks for the macro first in the document template, then in NORMAL.DOT, and finally in the built-in commands. This hierarchy holds even if the macro has the same name as a built-in command (such as FilePrint).

When you run a Word for Windows macro that has the same name as a built in command by calling its name in another macro, Word runs the built-in command.

If you run a macro using the ToolsMacro .Run WordBasic command and do not specify the .Show argument, the macro runs in the context specified the last time the you chose Macro from the Tools menu.

Word for Windows version 6.0

If you run a macro using the ToolsMacro .Run command with the .Show argument 0, the macro will run according to Word's macro searching hierarchy. In the following example, Word looks for the macro first in the document template, then in NORMAL.DOT, and finally in the built-in commands.

```
ToolsMacro .Name = "mymacro", .Show = 0, .Run
```

Word for Windows version 2.0

If you run a macro using the ToolsMacro .Run command without the .Show argument AND have not previously chosen Macro from the Tools menu, the .Show argument defaults according to the .Store argument in the Template dialog box (accessed by choosing Template from the File menu). The .Store argument corresponds to the options in the Store New Macros And Glossaries As box. The .Store argument corresponds as follows to the .Show argument:

| File Template | Tools Macro |
|--|------------------|
| ----- | ----- |
| Store New Macros and Glossaries as: | Show: |
| Global | Global |
| Template | Template |
| Prompt for Each New | Previous Setting |

If you want Word for Windows to follow the Template, Global, Built-in Command context hierarchy for macro execution in Word for Windows version 2.0 (assuming the name is not the same as a built-in command), run your macro by calling its name rather than using the ToolsMacro statement.

REFERENCES

=====

"Using WordBasic," by WexTech Systems and Microsoft, pages 210, 308

"Microsoft Word for Windows User's Guide," version 2.0, pages 705-706

Additional reference words: 2.00 2.00a 2.00a-cd 2.00b 2.00c 2.00c-cd
wm_word 6.00 w4wmacro wrong w4wtemplate

WinWord: Bullet Replaces Leading Number in Paragraph
Article ID: Q81055

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

SUMMARY

=====

In Microsoft Word for Windows, if you create a list or paragraphs containing bullets, Word replaces any leading numbers in the paragraphs or list items with the bullet character.

MORE INFORMATION

=====

Word for Windows does not allow both a number and a bullet to appear at the beginning of a paragraph or list item when you use the Bullets and Numbering command.

Workaround

To stop Word from removing leading numbers from paragraphs or lists that you want to format with bullets, use one of the following methods:

- Place the number in a QUOTE field as follows:
 1. Press CTRL+F9 to insert field braces.
 2. Type "quote" (without the quotation marks), and press the SPACEBAR.
 3. Type the desired number inside the quotation marks. The field code should display as follows:

```
{quote "12.2"}
```
 4. Press the F9 key to update the display results.

-or-

- Insert bullets manually using the Edit Copy/Paste command or by choosing Symbol from the Insert menu.

-or-

- Use the following macro, which can replace the ToolsBulletListDefault macro assigned to the Bulleted List tool bar button. The macro automates the typing of unique characters in front

of the numbers prior to adding the bullets.

```
Sub MAIN
If Len(Selection$()) = 1 Then
    EditGoTo .Destination = "\Para"
EndIf
ToolsBulletsNumbers .Type = 0, .Replace = 1, .Remove
InsertBookmark .Name = "bulletselection"
CharLeft 1
n = CmpBookmarks("\Sel", "bulletselection")
While n = 8 Or n = 6
    CharRight 1, 1
    If Asc(Selection$()) = 9 Then
        EditClear
    Else
        CharLeft 1
    EndIf
    Insert "X"
    CharLeft
    ToolsBulletListDefault
    EditClear
    EndOfLine
    n = CmpBookmarks("\Sel", "\EndOfDoc")
    If n <> 0 Then
        ParaDown
        StartOfLine
        n = CmpBookmarks("\Sel", "bulletselection")
    EndIf
Wend
EditGoTo .Destination = "bulletselection"
InsertBookmark .Name = "bulletselection", .Delete
End Sub
```

Steps to Reproduce Problem

1. Type the following lines in a Word for Windows version 2.0 document:
 1. item one
 2. item two
2. Select the text typed in step 1. From the Tools menu, choose Bullets and Numbering.
3. Select Bullets, and choose the OK button.

The following message appears on the screen:

Do you want to replace the existing numbers with bullets?

If you choose the No button, no bullets are inserted. If you choose the Yes button, the numbers are replaced by bullets.

In Word for Windows 6.0, the user is prompted as to whether or not to replace the leading numbers with the bullet character. Answering NO to the prompt applies the bullets and leaves then numbers intact.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 153-154,
521-528

Additional reference words: w4wformat 6.00 wm_word
2.00 toolbar button w4wmacro

Printing Multiple Pages with Single-Sheet Feed to a Dot Matrix
Article ID: Q81084

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

When you print a multiple-page document to a dot-matrix printer using a single-sheet feed, Windows Print Manager stalls the print job after each page. Print Manager receives a "Paper Out" message from the printer that causes it to stall. You can use the macros below in Word for Windows to pause the print job between each page so you can add paper.

MORE INFORMATION

=====

The following macros prompt you for the number of pages you want to print. Then they determine the number of pages in your document and display the following message:

Ready to print page X. Press OK when the paper is loaded?

Choose the OK button to print the listed page or choose the Cancel button to terminate the print job.

WARNING: ANY USE BY YOU OF THE CODE PROVIDED IN THIS ARTICLE IS AT YOUR OWN RISK. Microsoft provides this macro code "as is" without warranty of any kind, either express or implied, including but not limited to the implied warranties of merchantability and/or fitness for a particular purpose.

Macro for Word for Windows Version 6.0

Sub Main

```
StartOfDocument
FileSummaryInfo .Update
Dim dlg As DocumentStatistics
GetCurValues dlg
Pages = Val(dlg.Pages)
ncopies = 0
On Error Resume Next
ncopies = Val(InputBox$("Print how many copies of each page?"))
If Not Err Then
    Err = 0
    For x = 1 To Pages
        For i = 1 To nCopies
            If MsgBox("Ready to print copy" + Str$(i) + " of page" + Str$(x) \
                + ". " + "Press OK when the paper is loaded?", 1) Then
```

```

        FilePrint .Range = 3, .From = Str$(x), .To = Str$(x)
    Else
        i = nCopies
        x = Pages
    End If
Next
Next
End If
End Sub

```

Macro for Word for Windows Version 2.0

```

Sub Main
    StartOfDocument
    fView = ViewFieldCodes()
    If fView <> 0 Then ViewFieldCodes
    InsertField "numpages"
    CharLeft 1, 1
    UpdateFields
    Pages = Val(Selection$())
    EditClear
    ncopies = 0
    On Error Resume Next
    ncopies = Val(InputBox$("Print how many copies of each page?"))
    If Not Err then
        Err = 0
        For x = 1 To Pages
            For I = 1 to nCopies
                If MsgBox("Ready to print copy" + Str$(i) + " of page" + Str$(x) \
                    + ". " + "Press OK when the paper is loaded?", 1) Then
                    FilePrint .Range = 3, .From = Str$(x), .To = Str$(x)
                Else
                    i = nCopies
                    x = Pages
                End If
            Next
        Next
    End If
    If fView <> 0 Then ViewFieldCodes
End Sub

```

Macro for Word for Windows Versions 1.x

```

Sub MAIN
    StartOfDocument
    Dim dlg As ViewPreferences
    GetCurValues dlg
    prefer = dlg.ShowAll
    If prefer <> 0 Then dlg.ShowAll = 0
    ViewPreferences .ShowAll = dlg.ShowAll
    fview = ViewFieldCodes()
    If fview <> 0 Then ViewFieldCodes
    InsertField "numpages"
    CharLeft 1, 1
    UpdateFields

```



```

pages = Val(Selection$())
EditClear
ncopies = 0
On Error Resume Next
ncopies = Val(InputBox$("Print how many copies of each page?"))
If Not Err Then
  Err = 0
  For x = 1 To pages
    For I = 1 to nCopies
      If MsgBox("Ready to print copy" + Str$(i) + " of page" + Str$(x) \
+ ". " + "Press OK when the paper is loaded?", 1) Then
        FilePrint .Range = 2, .From = Str$(x), .To = Str$(x)
      Else
        I = nCopies
        x = Pages
      End If
    Next
  Next
End If
If fview <> 0 Then ViewFieldCodes
If prefer <> 0 Then dlg.ShowAll = 1
ViewPreferences .ShowAll = dlg.ShowAll
End Sub

```

Note: You can run this macro instead of the default FilePrint macro to print multiple pages using single-sheet feed.

REFERENCES

=====

"Microsoft Word for Windows and OS/2 Technical Reference," pages 63, 66, 203, 280, 283
"Using WordBasic," by WexTech Systems and Microsoft, pages 45-49, 226, 234

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c
w4wmacro w4wprint dmp offline ready epson

Excel Dialog Box Pastes as Tabs and Numbers in WinWord
Article ID: Q81151

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

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Dialog boxes created with version 3.0 or 4.0 of the Microsoft Excel Dialog Editor are not directly compatible with Microsoft Word for Windows WordBasic. When used with WordBasic, these Excel dialog boxes appear as tabs and numbers.

MORE INFORMATION

=====

Version 2.0 of Word for Windows comes with a Dialog Editor that works correctly with WordBasic. To use dialog boxes created with the Excel Dialog Editor in a WordBasic document, these dialog boxes must first be converted to version 2.0 Word for Windows dialog boxes.

To determine which Dialog Editor you are using, choose About Dialog Editor from the File menu. The following table lists the Dialog Editor version numbers for Excel and Word:

| Product Name | Dialog Editor Version Number |
|-----------------------|------------------------------|
| ----- | ----- |
| Word for Windows 2.0 | 2.40.0018 |
| Excel for Windows 3.0 | 3.00 |
| Excel for Windows 4.0 | 4.00 |

For more information on the Word for Windows Dialog Editor, query on the following words in the Microsoft Knowledge Base:

w4wmacro and dialog and editor

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 787-92

Additional reference words: w4wmacro word basic 1.00 1.10 1.10a 2.0 w4wtable 2.00 2.0a 2.00a wm_word 6.00

SendKeys Does Not Work with Third-Key Characters

Article ID: Q81152

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

In Microsoft Word for Windows, the SendKeys macro command does not work for characters accessed by using third-key character combinations on international keyboards.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

=====

On international keyboards, some keys have a third character assigned to them that is accessed by pressing the RIGHT ALT key plus the character's key (the RIGHT ALT key is labeled ALT GR on international keyboards) or by pressing CTRL+LEFT ALT plus the key. An example of a third-key character is the backslash character ("\") on the French keyboard layout; this character is accessed by pressing RIGHT ALT+8 (press the 8 key on the keyboard, not on the numeric keypad).

Third-key combinations vary between international keyboard layouts.

Steps to Reproduce Problem

1. In a Word for Windows macro-editing window, type a macro that contains the following syntax:

```
SendKeys "c:\windows"
```

2. Choose the International icon from the Microsoft Windows Control Panel window. In the Keyboard Layout box, select French. Choose the OK button and switch back to Word for Windows.

3. Run the macro you created in step 1.

The result of the SendKeys command is "c:windows" instead of "c:\windows" when the French keyboard layout is active. This is because the "\" character is accessed by using a third-character key combination on the French keyboards.

Microsoft is researching this problem and will post new information here as it becomes available.

REFERENCES

=====

"Microsoft Windows User's Guide," version 3.0, pages 180-182.

Additional reference words: foreign language 1.00 1.0 1.10 1.1 1.10a 1.1a
2.0 2.00 2.00a 2.0a w4wmacro

Trapping WordBasic ERR=102 After Choosing Cancel Button
Article ID: Q81364

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

In Microsoft Word for Windows, when you choose the Cancel button in a custom dialog box, you receive the following error message:

```
WordBASIC err=102
Command Failed
```

To Word for Windows, the Cancel button indicates a run-time error; therefore, Word halts execution of the macro. You can trap this error with an On Error command in your macro if you want to suppress the message and let the macro continue.

An alternative method of trapping this error is to call the function form of the dialog box. When you choose the Cancel button, a value of 0 (zero) is returned instead of a WordBasic error.

MORE INFORMATION

=====

An error trap statement within a sample section of macro code resembles the following example:

```
Sub Main
On Error Goto ExitMacroDialog
Begin Dialog UserDialog
'
'
End Dialog
'
'
ExitMacroDialog:
'
'
End Sub
```

where "ExitMacroDialog" is a label somewhere beyond the dialog statement for the dialog box.

The lines that include an apostrophe indicate there may be more macro code between the given statements. If you receive the WordBasic error 102 after putting the error trap into the macro, check to make sure the label is valid and that the On Error statement appears in order before the Dialog statement.

Alternative Error Trapping Method

The alternative method for trapping the Cancel button in a custom dialog box is to call the function form of a dialog box. If you trap an error with this method, the "On Error Goto" statement is not used. The following is a sample macro that creates a custom dialog box using the function form of the dialog box. This method returns a value of 0 (zero) if you choose the Cancel button instead of halting the macro and generating the WordBasic error 102.

```
Sub Main
Begin Dialog UserDialog 320, 124, "Word for Windows 2.00"
  TextBox 12, 30, 160, 18, .TextBox1
  TextBox 13, 83, 160, 18, .TextBox2
  Text 18, 10, 92, 13, "First Name :"
  Text 17, 60, 92, 13, "Last Name :"
  OKButton 205, 41, 88, 21
  CancelButton 205, 65, 88, 21
End Dialog
Dim dlg As UserDialog
'
msg = Dialog dlg
If msg = - 1 Then
  Goto RestofMacro
Else
  Goto ExitMacroDialog
EndIf
'
RestofMacro:
  MsgBox "Rest of Macro..."
'
ExitMacroDialog:
  MsgBox "Exit Macro. Choose OK Button."
End Sub
```

REFERENCES

=====

"Using WordBasic," by WexTech Systems and Microsoft, pages 158, 173-174

Additional reference words: w4wmacro wm_word 6.00 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c

Calling One Macro Routine or Function from Another Macro

Article ID: Q81414

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

In Microsoft Word for Windows, you can call macro subroutines and functions that are defined in one macro from within another macro. You can use this technique to create libraries of common routines and avoid having to copy or rewrite procedures you use often.

MORE INFORMATION

=====

Subroutine

To call a macro subroutine from within another macro, use the following syntax:

```
MacroName.RoutineName
```

MacroName is the name of the macro containing the routine, and RoutineName is the name of the routine you want to use. The template containing the library routine, or a document to which the template is attached, must be open when the routine is called. Routines stored in the NORMAL.DOT template are always available. For example, if you create a macro called Lib1, which contains the subroutine MyBeep, you can call MyBeep from other macros. The following is the subroutine MyBeep:

```
Sub MyBeep
  Beep : Beep : Beep
  For t = 1 to 100 : Next          'Pause
  Beep : Beep : Beep
End Sub
```

The following example illustrates how you can use the MyBeep subroutine in a macro called SwitchToDotPath:

```
Sub MAIN
  DotPath$ = GetProfileString$("DOT-PATH")
  If DotPath$ = "" Then
    Lib1.MyBeep
    MsgBox "No DOT-PATH is specified in WIN.INI"
  Else
    ChDir DotPath$
  EndIf
End Sub
```

```
End Sub
```

```
Function
```

```
-----
```

The syntax for using a function that you defined in another macro is similar to that used for calling a subroutine. For example, if you define a function called MyDateTime\$(time\$) in the Lib1 macro library, you could call that function from another macro, titled CheckDateTime. The following is the MyDateTime\$(time\$) function:

```
Function MyDateTime$(time$)
    mDate$ = Date$()
    mTime$ = Time$()
    MyDateTime$ = mDate$ + " " + mTime$
End Function
```

You can call the MyDateTime\$(time\$) function from the following macro, called CheckDateTime:

```
Sub Main                                'CheckDateTime macro
    CheckDateTime$ = "91.09.30 11:50 AM"
    ThisDateTime = Lib1.MyDateTime$(ThisDateTime$)
    Print ThisDateTime$
    If ThisDateTime$ = CheckDateTime$ Then
        Lib1.MyBeep
        MsgBox "It's time for lunch!"
    Else
        MsgBox "It's not time for lunch yet!"
    EndIf
End Sub
```

```
REFERENCES
```

```
=====
```

"Using WordBasic," by WexTech Systems and Microsoft, pages 58-59

Additional reference words: w4wmacro 1.00 1.10 1.10a 1.0 1.1 1.1a 2.00
2.00a 2.0a wm_word 6.00

Variable with Underscore Character Truncated by Dialog Editor
Article ID: Q81427

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

The Microsoft Word for Windows Dialog Editor truncates WordBasic dialog box variable names that contain an underscore character.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

=====

This same truncation occurs if you type an underscore character in string or numeric arrays in other dialog properties.

Steps to Reproduce Problem

1. Select the following WordBasic macro text. From the Edit menu, choose Copy to place it on the Clipboard. The variable name in this example is "List_Box\$()."

```
Begin Dialog UserDialog 320, 144, "Microsoft Word"  
  ListBox 10, 6, 160, 84, List_Box$(), .ListBox1  
  OKButton 10, 93, 88, 21  
End Dialog
```

2. Start the Word for Windows Dialog Editor.
3. From the Dialog Editor Edit menu, choose the Paste command. The dialog box described by the above text appears.
4. From the Edit menu, choose Select Dialog.
5. From the Edit menu, choose Copy.

6. Return to Word for Windows and create a new document.

7. From the Edit menu, choose Paste. The following text appears:

```
Begin Dialog UserDialog 320, 144, "Microsoft Word"  
  ListBox 10, 6, 160, 84, List, .ListBox1  
  OKButton 10, 93, 88, 21  
End Dialog
```

Note that the "List_Box\$()" string array has been truncated to "List."
The following WordBasic error message occurs if you run the macro
while it contains this truncation:

```
Err=100  
Syntax Error
```

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 770,
787-791

Additional reference words: w4wmacro macrode.exe 2.00 2.0a 2.00a
errmsg 2.0b 2.0a-CD 2.00b 2.00a-CD

WinWord: NextField and UpdateField Do Not Update All Fields
Article ID: Q81488

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

If the Field Codes command is not chosen on the View menu in Microsoft Word for Windows, using the WordBasic commands NextField and UpdateFields may not update all of the fields in your document.

This problem was corrected in Word version 6.0 for Windows.

More Information:

Steps to Reproduce Problem

-
1. From the File menu, choose New, then choose the OK button.
 2. Press CTRL+F9 to insert a pair of field braces. Within the braces, type the following:

Fillin "Test 1"

3. Press the RIGHT ARROW key to move outside the braces, then press ENTER to move to the next line.
4. Press CTRL+F9 to insert a second pair of field braces. Within the braces, type the following:

Fillin "Test 2"

5. From the Tools menu, choose Macro. (In version 1.x, choose Edit from the Macro menu.) Type "Test" (without the quotation marks) in the Macro Name box, then choose the Edit button. Type the following macro:

```
Sub MAIN
  StartOfDocument
  ViewFieldCodes 0
  NextField
  UpdateFields
  NextField
  UpdateFields
End Sub
```

6. From the Window menu, choose Arrange All. Place the insertion point in the document window, and choose the Start button.

Skipping over Test 1, Word prompts you for Test 2 twice. The function works correctly if the FILLIN field is not the first character of the document; the find next field function (F11) cannot find a field in the first position of a document.

Microsoft is researching this problem and will post new information here as it becomes available.

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wmacro w4wfield

Word for Windows: Input Macro Command Truncates After a Comma
Article ID: Q81514

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

The Input macro command in WordBasic truncates text if your input text contains any commas. In WordBasic macros, the Input command accepts text that you enter on the status bar in Microsoft Word for Windows. If you use one or more commas in the text and print the text to the status bar or insert it into a document as part of the macro, the following problems occur:

- In Word for Windows version 1.x, the text is truncated from the character immediately preceding the first comma to the end of the input text.
- In Word for Windows version 2.0, the text is truncated from the first comma to the end of the input text.
- In Word for Windows version 6.0, the text is truncated from the first comma to the end of the input text.

More Information:

To correct this problem, replace the commas entered on the status bar with semicolons. If you insert the input text into a document, you can then replace the appropriate semicolons with commas.

Steps to Reproduce Problem

1. Create the following macro:

```
SUB Main
  Input a$
  Print a$
END Sub
```

2. From the File menu, choose New, then choose the OK button. From the Tools menu, choose Macro, select the macro created in step 1, and choose the Run button.
3. On the status bar, Word prompts you to enter text with the "?" prompt.
4. Type "Doe, John" (without the quotation marks), and press ENTER.

The results appear on the status bar as follows:

In Word for Windows 1.x:

Do

In Word for Windows 2.0:

Doe

In Word for Windows 6.0:

Doe

Additional reference words: 1.0 1.1 1.1a 1.00 1.10 1.10a 2.0a 2.00
2.00a 2.00b 2.00c 2.00a-Cd w4macro cut off 6.00

Macro to Choose Local or Network Templates at File New Command
Article ID: Q81695

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

The NEWMACRO.DOC file included with Microsoft Word for Windows version 2.0 contains a macro called NetworkTemplateStorage; this macro prompts you to select network or local templates when you use the File New command.

NOTE: This is a built in feature in Word for Windows version 6.0. By choosing Options from the Tools menu and selecting the File Locations tab, you can select different directories for User Templates and Workgroup templates.

MORE INFORMATION

=====

Note: Before installing this macro, make a backup copy of your NORMAL.DOT file in case the results of this procedure are not satisfactory.

To install the NetworkTemplateStorage macro, use the following steps:

1. From the File menu, choose Open. Select the Word for Windows directory in the Directories box, select the file NEWMACRO.DOC from the File Name box, then choose the OK button.
2. From the list of macros under Macro Name, select NetworkTemplateStorage, and choose the Install button.
3. When prompted, select the template and menu that you want to add the macro to, then choose the OK button.
4. The Save dialog box appears and allows you to save changes to any open documents. Choose the OK button or the Cancel button.
5. When you exit Word for Windows, be sure to choose the Yes button in response to the prompt "Do you want to save the global glossary and command changes?"

Note: In step 3 above, if you choose to add this macro to the File menu, the File New command is renamed FileNew. Note that FileNew has no key combination (accelerator key) assigned to it. If no top-level menu was chosen in step 3 above, the menus appear to be unchanged.

The first time you run the NetworkTemplateStorage macro or choose the

File New (FileNew) command, Word prompts you for the network and local template directories. Thereafter, FileNew opens a dialog box where you can select either network or local templates before the usual New dialog box appears and you choose a template.

Be sure to consider the following facts before installing the NetworkTemplateStorage macro:

- NEWMACRO.DOC writes DOT-PATH1= and DOT-PATH2= (corresponding to the local and network template directories) in the [Microsoft Word 2.0] section of your WIN.INI even if you only choose the Demo button and do not actually install the macro.
- The FileNew routine, installed with the NetworkTemplateStorage macro, replaces the default File New command even if you choose another top-level menu (such as Edit). This occurs even if you chose to add the macro to no menus at all.
- The procedures outlined on page 720 of the "Microsoft Word for Windows User's Guide" to reset the menus or to remove the FileNew command from a menu do not work correctly. If you choose the Reset All button in the Options dialog box (accessed by choosing Options from the Tools menu and selecting the Menus category), the menu(s) is restored, but the default File New command is not restored. Similarly, if you use the use the Options dialog box to reassign the default File New command to the menu, the FileNew macro, installed by the NetworkTemplateStorage macro, is not replaced.

The only way to delete the FileNew functionality installed with the NetworkTemplateStorage macro is to delete the FileNew macro from the Global Macros list in the Macro dialog box and delete the DOT-PATH1= and DOT-PATH2= lines from the [Microsoft Word 2.0] section of your WIN.INI file.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 720, 810

Additional reference words: w4wmacro w4wnetwork w4wtemplate
2.00 2.00a 2.00a-CD 2.00b 2.00c
context entry line

WinWord: Macro to Print Style Name Next to Each Paragraph
Article ID: Q81733

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

In Microsoft Word for Windows, you can display the style names used in a document as a view option only. There is no built-in feature that inserts the style name of each paragraph next to that paragraph and print out that information.

MORE INFORMATION

=====

Word for Windows has a Style Area Width option that opens a style name area on the left side of a document window to display style names. This option is for on-screen viewing only. The style names do not appear in print preview, and they do not print. To display the name of each style used in a document for display purposes only, do the following:

Word for Windows Version 6.x

1. From the Tools menu, choose Options.
2. Select the View tab, and type a value for the Style Area Width.

Word for Windows Version 2.x

1. From the Tools menu, choose Options.
2. From the list of Categories, select View, and type a value for the Style Area Width.

Word for Windows Version 1.x

1. From the View menu, choose Preferences.
2. Type a measurement for the Style Width option.

If you want to print the style name for each paragraph, use the following macro to insert the name of each style next to each paragraph in the current document.

Word for Windows Version 6.x

```
Sub MAIN
StartOfDocument
Insert StyleName$() + ">> "
EditFind "^p", .Direction = 0          'Searches for next paragraph
CharRight
While EditFindFound() And Not AtEndOfDocument()
    Insert StyleName$() + ">> "          'Inserts the Stylename and >>
    EditFind "^p", .Direction = 0      'Finds next Para
    CharRight
Wend
End Sub
```

Word for Windows Version 2.x

```
Sub MAIN
EndOfDocument
Insert " "          'error trap in case no text in last paragraph
num = CountStyles() 'Counts the number of current styles
For x = 1 To num
StartOfDocument
Style$ = StyleName$(x) 'Finds the name of the Style number
EditFindStyle .Style = Style$ 'Sets the search up for the style
EditFind "", .Direction = 2 'Searches for any occurrence of style
While EditFindFound()
    CharLeft
    Insert Style$ + ">> "          'Inserts the Stylename and >>
    EditFind "", .Direction = 2 'Finds next Para with the
    stylename
Wend
Next x 'goes to the next style
EndOfDocument
EditClear -1 'removes space inserted to avoid endless loop
End Sub
```

Word for Windows Version 1.x

```
Sub MAIN
EndOfDocument
Insert " "          'error trap in case no text in last paragraph
num = CountStyles() 'Counts the number of current styles
For x = 1 To num
StartOfDocument
Style$ = StyleName$(x) 'Finds the name of the Style number
EditSearch .Search = "^y " + Style$, .Direction = 2 'Searches for style

While EditSearchFound()
    CharLeft
    Insert Style$ + ">> "          'Inserts the Stylename and >>
    EditSearch .Search = "^y " + Style$, .Direction = 2 'Finds next
Wend
Next x 'goes to the next style
```

```
EndOfDocument
EditClear -1  'removes space inserted to avoid endless loop
End Sub
```

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, page 729

Additional reference words: w4wmacro

1.0 1.1 1.1a 2.0a 1.00 1.10 1.10a 2.00 2.00a 2.00b 2.00c 6.00

DDE with International Versions of Word for Windows

Article ID: Q81734

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

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You can use dynamic data exchange (DDE) to communicate directly with any version of Microsoft Word for Windows, including international versions. However, if the syntax of the macro commands in the international version is unknown, or if the DDE syntax used needs to communicate with multiple international versions, you must use the SendKeys command.

MORE INFORMATION

=====

Although macros from one version of Word for Windows are translated automatically when a file moves from one version to another (for example, from English to German), you cannot send macro commands in "language-transparent" form to any version of Word for Windows.

If you send the following command to Word for Windows:

```
FilePrint.NumCopies=2
```

the macro works correctly in the English version, but it does not work correctly in the German version. In the German version, the command must read as follows:

```
DteiDruck.Exemplare=2
```

WORKAROUND

=====

You can send the SendKeys statements through DDE because they are part of the WordBasic language and are not translated for any language version. This provides access to any specific dialog box in any localized version of Word for Windows based on the keystrokes used to invoke the desired command.

To call FilePrint and print two copies of the active document in any language version of Word for Windows version 2.0, use the following lines:

```
SendKeys "%-{}right{}{}down 10{}{}enter{}"  
SendKeys "2"
```

Note: Word for Windows versions 1.x and 2.x differ in their menu

structure; therefore, to send the above command to any language version of Word for Windows version 1.x, use the following lines:

```
SendKeys "%-{}right}{down 7}{enter}"  
SendKeys "2"
```

Reference(s):

"Using WordBasic," by WexTech Systems and Microsoft, Chapter 5

"Word for Windows and OS/2 Technical Reference," Chapter 8

Additional reference words: 1.0 1.1 1.1a 2.00 1.00 1.10 1.10a 2.00
2.00a w4wmacro 6.00

WinWord 2.0: Compiled TOC Entry Acquires Extra Tab Stop
Article ID: Q81776

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

SYMPTOMS

=====

In Word 2.0, 2.0a, 2.0a-CD, 2.0b, and 2.0c, a compiled Table of Contents (TOC) entry contains an extraneous tab stop, formatted approximately .38 or .25 inch from the left indent, if the text that the entry was compiled from contains a tab character in the middle of the text.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

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For example, if you format the text "Microsoft -> Word for Windows" (where "->" represents a tab character) with the Heading 1 style, the compiled TOC entry will contain a manually inserted tab stop, which is visible on the ruler and in the Tabs dialog box at .38 inch. This extra tab stop is not included in the TOC 1 style that the compiled entry is formatted with.

WORKAROUND

=====

After compiling the table of contents, use the following steps:

Word 2.0b and 2.0c

1. Highlight the entire Table of Contents to select it.
2. Press CTRL+Q to remove any manual paragraph formatting.

Word 2.0 and 2.0a

1. Position the insertion point in the first TOC entry.
2. Press CTRL+Q to reset the paragraph to the defaults defined in the TOC style.
3. Repeat this process for each TOC entry.

You can use the following macro to automate this process:

```
Sub MAIN
fCodes = ViewFieldCodes()
ViewFieldCodes 0
For toc = 1 To 8
  StartOfDocument
  EditFindStyle .Style = "toc" + Str$(toc)
  EditFind .Find = "", .Direction = 2, .Format = 1
  While EditFindFound()
    ResetPara
    CharRight 1
    EditFindStyle .Style = "toc" + Str$(toc)
    EditFind .Find = "", .Direction = 2, .Format = 1
  Wend
Next toc
ViewFieldCodes Abs(fCodes)
End Sub
```

Steps to Reproduce Problem

-
1. From the File menu, choose New, then choose the OK button. Press ENTER to create an additional blank line.
 2. Type "This is a" (without the quotation marks), press the TAB key, then type "test" (without the quotation marks).
 3. With the insertion point positioned in the text, choose the Heading 1 style from the Style box on the tool bar, and press ENTER.
 4. Position the insertion point in the first line of the document.
 5. From the Insert menu, choose Table of Contents, and choose the OK button. This generates a table of contents based on all heading styles in the document.
 6. Position the insertion point in the first TOC entry. Note that there are three tab markers on the ruler. The TOC 1 style, by default, has only two tab stops defined.
 7. From the Format menu, choose Tabs. Note the extraneous tab setting at .38 inch in the Tab Stop Position box.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 552-557

Additional reference words: w4wformat 2.0a 2.00 2.00a number bullet
2.0b 2.0a-CD 2.00b 2.00a-CD w4wmacro

Using MsgBox Statement to Display Multiple Lines of Text

Article ID: Q81788

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

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In Microsoft Word for Windows, you can use the WordBasic MsgBox command to post a message or the value of a WordBasic string variable. To post more than one line of information, use character 13 or "Chr\$(13)", to insert a paragraph mark within the message box.

MORE INFORMATION

=====

The following macro posts the contents of each string variable, First\$, Second\$, and Third\$, on separate lines:

```
Sub MAIN
First$ = "Red"
Second$ = "Green"
Third$ = "Blue"
nl$ = Chr$(13)
MsgBox First$ + nl$ + Second$ + nl$ + Third$
End Sub
```

The above macro results in a message box that displays the following lines of text:

```
Red
Green
Blue
```

If the WordBasic variables are not string variables, you can use the Str\$() function to return the string representation of the numeric variable. For example, the following macro posts the numbers 1 and 2 (the values of the n and m variables) in a message box:

```
Sub MAIN
n = 1
m = 2
nl$ = Chr$(13)
MsgBox Str$(n) + nl$ + Str$(m)
End Sub
```

The following macro demonstrates the use of character 13 to display two lines of text in a message box:

```
Sub MAIN
```

```
MsgBox "Line One of the message box" + Chr$(13) + "Line Two"  
End Sub
```

The above macro results in a message box that displays the following lines of text:

```
Line One of the message box  
Line Two
```

REFERENCES

=====

"Using WordBasic," by WexTech Systems and Microsoft, page 257

Additional reference words: w4wmacro 2.00 2.0a 2.00a 2.0 1.00 1.0 1.10
1.1 1.10a 1.1a nnew line Chr\$ MsgBox message box

WordBasic: Determining the Current Page and Section Number
Article ID: Q81791

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
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SUMMARY

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In Microsoft Word for Windows, you can use the WordBasic SelInfo function to return information about the current selection. For example, you can use the SelInfo function to determine the current page and section number for the insertion point position or the selected text. The SelInfo() function is not available in Word for Windows version 1.x.

MORE INFORMATION

=====

The following macro posts the current page and section number in a message box:

```
Sub MAIN
Section = SelInfo(2)
Page = SelInfo(3) 'Physical page number
MsgBox "Page" + Str$(Page) + Chr$(160) + "Section" + Str$(Section)
End Sub
```

The syntax for SelInfo() is as follows:

```
n = SelInfo(Type)
```

There are 36 different arguments or types for the SelInfo function in Word 6.0 (30 arguments in Word version 2.x). Type number 2 returns the section number containing the selection. Type number 3 returns the physical page number in the document containing the selection. Type number 1 returns the logical page number for the current page. In other words, physical page 4 may be logical page number 23.

REFERENCES

=====

"Using WordBasic," by WexTech Systems and Microsoft, page 277

Additional reference words: w4wmacro 2.00 2.0a 2.00a 6.00

Using Windows Calls to Write to a Private Text File

Article ID: Q81792

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

In Microsoft Word for Windows version 2.x, you can use the Microsoft Windows WritePrivateProfileString call within a WordBasic macro to write to an .INI file other than the WIN.INI file.

The SetPrivateProfileString command was added to Word version 6.0. Use SetPrivateProfileString to define or redefine a setting in a private settings file. A settings file is a text file like WIN.INI that your macros can use for storing and retrieving settings.

Word for Windows 2.x

Warning: The following information is provided "as is" without warranty of any kind, either expressed or implied, including but not limited to the implied warranties of merchantability and/or fitness for a particular purpose. Using Windows calls to read and write to a private text file is an alternative to the following standard WordBasic file input/output statements and functions:

| | |
|-----------|-----------------|
| Close | Open...For...As |
| Eof() | Print |
| Input | Read |
| Input\$() | Seek |
| Lof() | Write |

According to the Microsoft Windows Software Development Kit documentation, the WritePrivateProfileString function has the following parameters:

```
BOOL WritePrivateProfileString(lpszSectionName, lpszKeyName,  
lpszString, lpszFileName)
```

```
LPCSTR lpszSectionName; section name  
LPCSTR lpszKeyName; keyname  
LPCSTR lpszString; string to add  
LPCSTR lpszFileName; initialization file name
```

```
[section name]  
keyname=string to add
```

The following WordBasic macro demonstrates the use of the Windows WritePrivateProfileString function:

```
Declare Function WritePrivateProfileString Lib \  
"kernel"(lpApplicationName$, lpKeyName$, lpString$, lpFileName$)\
```

As Integer

```
Sub MAIN
a = WritePrivateProfileString("Section", "Printer", \
"Text to Add", "C:\WINWORD\TEXT.INI")
End Sub
```

The above WordBasic macro writes out the following information to the TEXT.INI file in the C:\WINWORD directory:

```
[Section]
Printer=Text to Add
```

The WritePrivateProfileString function copies a character string into the specified section of the specified initialization file. The return value is TRUE (1) if the function is successful or FALSE (0) if an error occurs.

If the FileName parameter does not contain a fully-qualified path for the file, this function searches the Windows directory for the file. If the file does not exist, this function creates the file in the WINDOWS directory. If FileName parameter contains a fully-qualified path and the file does not exist, this function creates the file. The specified directory must already exist.

Note: To add a string to the WIN.INI file use the WordBasic "SetProfileString" function.

REFERENCES =====

Microsoft Windows Software Development Kit, Vol. 1, page 4-462 through page 4-464

Additional reference words: GetPrivateProfileString 2.00 2.00a
w4wmacro

Using Windows Calls to Read from a Private Text File

Article ID: Q81793

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

In Microsoft Word version 2.x for Windows, you can use the Microsoft Windows GetPrivateProfileString call within a WordBasic macro to read information from an .INI file other than the WIN.INI file.

The GetPrivateProfileString function was added to Word version 6.0. Use GetPrivateProfileString to return a setting from a private settings file. A settings file is a text file such as WIN.INI that your macros can use to store and retrieve settings.

Word for Windows 2.x

According to the Microsoft Windows Software Development Kit documentation, the GetPrivateProfileString function has the following parameters:

```
INT GetPrivateProfileString(lpszSectionName, lpszKeyName,
lpszDefault,
lpszReturnBuffer, cbReturnBuffer, lpszFileName)

LPCSTR lpszSectionName;    section name
LPCSTR lpszKeyName;       keyname
LPCSTR lpszDefault;       default return string
LPSTR lpszReturnBuffer;   variable assignment for INI information
int cbReturnBuffer;      size of the destination buffer
LPCSTR lpszFileName;     initialization filename

[section name]
keyname=string to read
```

The following WordBasic macro demonstrates the use of the Windows GetPrivateProfileString function:

```
Declare Function GetPrivateProfileString Lib "kernel" \
(lpApplicationName$, lpKeyName$, lpDefault$, lpReturnedString$, \
nSize As Integer, lpFileName$) As Integer

Sub MAIN
a = GetPrivateProfileString("Section Name", "keyname", "", Temp$, \
255, "H:\WINWORD\TEXT.INI")
MsgBox Temp$
End Sub
```

The above macro reads the contents the TEXT.INI file and posts the contents of "keyname=" heading in a message box.

The GetPrivateProfileString function reads a character string from the specified section of the specified initialization file. The return value is the number of characters copied into the buffer if successful or 0 (zero) if unsuccessful.

Note: To obtain a string from the WIN.INI file use the WordBasic "GetProfileString" function.

REFERENCES

=====

"Microsoft Windows Software Development Kit," Vol. 1, page 4-199 through page 4-200

Additional reference words: WritePrivateProfileString
w4wmacro 2.00 2.00a 2.00a-CD 2.00b 2.00c 6.00

Paragraph Formatting Affects DropCap Macro Results in WinWord
Article ID: Q81860

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

The DropCap macro included in the Microsoft Word for Windows NEWMACRO.DOC file works correctly only on single-spaced text that is not indented. The DropCap macro produces varying results depending on the formatting of the paragraph to which you want to apply the macro. The possible results are described below.

This functionality was changed in Word version 6.0 for Windows.

More Information:

- If you set a left indent, the macro positions the character correctly but does not position the frame around the character.
- If you set the Line Spacing option to At Least 1.5 Li or 2 Li, Double, or 1.5 Lines, you will receive the following error message:

 This is not a valid integer
- If you set the Line Spacing option to Exactly XXX (where "XXX" is a point value or number of lines), DropCap positions the frame correctly but does not position the character correctly.
- If you set the Line Spacing option to At Least YYY (where "YYY" is a point value or number of lines greater than but not equal to 2 lines), you can move the frame and character to the correct position by dragging the frame surrounding the character.
- If the character is in a Word for Windows table, the following error message will occur:

 WordBASIC error 509 "Command is Unavailable"

The DropCap macro works correctly only if you set the Line Spacing option to Auto, Single, At Least 0 Li, or At Least 1 Li; and the From Left box under Indentation is set to 0 (zero).

These problems were corrected in Word for Windows 6.0. The new Drop Cap (not a macro) feature takes into account variations in line spacing and indentation, and is not available when attempting to insert into a table cell. To insert a Drop Cap, in Word 6.0, choose Drop Cap from the Insert menu.

Additional reference words: w4wformat

w4macro 2.00 2.00a 2.00a-CD 2.00b 2.00c

Incorrect Word Wrapping with the PostScript Printer Driver
Article ID: Q67102

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

When you use the PostScript printer driver PSCRIPT.DRV with the default screen fonts that come with Windows, Microsoft Word for Windows produces incorrect line endings with the AvanteGarde, Bookman, Helvetica-Narrow, Modern, NewCenturySchlbk, Palatino, Roman, Script, Symbol, TmsRmn, ZapfChancery, and ZapfDingbats fonts. Word does generate correct line endings with the Courier and Helv fonts when you use the default screen fonts that come with Windows.

This problem does not occur if you are using TrueType fonts in the Microsoft Windows operating system version 3.1; however, using standard PostScript printer fonts without the correct screen fonts in Windows 3.1 generates the same problem.

This problem was corrected in Word version 6.0 for Windows.

More Information:

With the right margin at 6.5 inches and a 10-point font size, the following fonts wrap before the 6.5-inch margin:

| Font ---- | Wraps At ----- |
|------------------|---|
| AvanteGarde | 6.125 inches |
| Bookman | 5.125 inches |
| Modern | 6.125 inches |
| NewCenturySchlbk | 5.5 inches |
| Palatino | 5.75 inches |
| Roman | 5.375 inches |
| Script | 6 inches |
| Symbol | 6.125 inches |
| Tms Rmn | 6 inches |
| ZapfDingbats | 4.375 inches (when displaying as the symbol font) |

With the right margin at 6.5 inches and a 10-point font size, the following fonts wrap before the 6.5-inch margin:

| Font ---- | Wraps At ----- |
|------------------|-------------------|
| Helvetica-Narrow | 7.75 inch |
| ZapfChancery | 7.125 inch |

Note: These numbers may vary if you use third-party screen fonts or different point sizes.

Reference(s):

"Microsoft Word for Windows User's Reference," version 1.x, pages 31, 123-125

Additional reference words: w4wprint w4wmerge 1.0 1.1 1.1a 1.00 1.10 1.10a 2.0 2.00 3.10

Using "And", "Or", "Attn" in an IF Statement in Print Merge
Article ID: Q68043

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

When you compile a print merge in Word for Windows, you may want to place a specific word in front of another word in certain circumstances. For example, you may want to place the word "and" in front of the wife's name when the husband's name is present, as follows:

John
Jane
John and Jane

The following nested IF statement will meet that condition:

```
{If {husb} <> "" "{husb} {if {wife} <> "" "and {wife}""{wife}"} }
```

You can alter this statement for "or", "attn", etc. by substituting the bookmark {company} (for husb), {contact} (for wife) and substituting "attention" (without the quotation marks) or any other appropriate word.

Additional reference words: w4wmerge 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c 6.00 wm_word

SKIPIF No Longer Functions Properly if Used With NEXT Field
Article ID: Q69319

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

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The SKIPIF field successfully skips specified data records to create individual documents for each data record. However, SKIPIF does not work properly when combined with the NEXT field.

MORE INFORMATION

=====

The SKIPIF field compares a data item against specified guidelines made about a data record. If the comparison is TRUE, the present data record is skipped, and Word for Windows does not print it. The next record is selected and compared. If the comparison is FALSE, the data record is printed, and Word for Windows moves on to check the next record.

SKIPIF successfully skips specified data records to create individual documents for each data record. The following example illustrates this:

```
{data c:\\winword\\mydoc.doc}{skipif {zip} = "98000"}{name}  
{street}  
{city}, {state} {zip}
```

This example successfully skips data records that have a zip code of 98000 and prints each data record that does not have a 98000 zip code on a new sheet of paper.

Because the SKIPIF field does not function properly with the NEXT field, if you try to use the SKIPIF and NEXT fields to create a list or address labels, Word for Windows does not print or skip data records properly. The following example illustrates this:

```
{data c:\\winword\\mydoc.doc}{skipif {zip} = "98000"}{name}  
{street}  
{city}, {state} {zip}  
  
{next}{skipif {zip} = "98000"}{name}  
{street}  
{city}, {state} {zip}
```

This example results in erratic placement of data records in your document or an empty print merged document.

Additional reference words: 6.00 w4wmerge w4wfield skipif next wm_word

Example IF Fields for Print Merging in Word for Windows
Article ID: Q70131

The information in this article applies to:

- Microsoft Word for Windows, versions 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

The following are examples of IF statements for print merging and the logic for each statement.

1. {if {party}="R" "Republican" "Democrat or Other"}

If "party" is equal to "R", enter "Republican" (first option is positive). If it is not equal to "R", enter "Democrat" or "Other" (second option is negative).

2. {name}
{if{party}<>"R" "" "Republican
"}{City}

If "party" is not equal to "R", enter nothing. If "party" is equal to "R", enter "Republican". This line will also suppress the blank line left by a non-R result.

3. {if{party}="R" "Republican" {if{party}="D" "Democrat"} {if
{party}="O" "Other"}}

If "party" is equal to "R", enter "Republican". If "party" is "D", enter "Democrat". If "party" is equal to "O", enter "Other". If "party" is none of these, it will be blank.

4. {if{party}="R" "{party}epublican and family" {if{party}="D"
"{party}emocrat and relatives" {if{party}="O" "{party}ther"}}}

If "party" is equal to "R" then enter the value of "party" and "epublican and family". If "party" is equal to "D" then enter the value of "party" and "emocrat and relatives". If "party" is equal to "O" enter the value of "party" and "ther". If "party" is not "D", "R", or "O", it will be blank.

5. {if{party}="R" {if{name}="George Bush" {if{city}="Washington
D.C." "President"}}}

If "party" is equal to "R" and "name" is "George Bush" and "city" is "Washington D.C.", enter "President". If all the conditions aren't met leave it blank.

Sample Data Document

NAME, PARTY, CITY
George Bush, R, Washington D.C.

George McGovern,D,Rapid City
Gorgeous George,O,Hollywood
King George,K,London

Special Note: Field codes and bookmarks are not case sensitive; for example, NAME would print merge to {naME}. However the results are case sensitive. In these examples if the codes said {if {party}="r" "Republican"} and the data document had the "r" capitalized (R), it would be considered to be a non-r and print nothing.

Additional reference words: 6.00 w4wmerge w4wfield wm_word

Print Merge Even/Odd Records in WinWord Form Letters

Article ID: Q71382

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

To print only the ODD records in a print merge, place a NEXT field code at the end of the form letter.

The following is an example:

```
{fname} {lname}
{company}
{street}
{city}, {state} {zip}
```

Dear {fname},

Here are the things that you need for the party....

Sincerely,

Jane Doe
{next}

To print EVEN records, insert a second DATA field at the beginning of the document, or use the NEXT statement as described above. If you use the NEXT statement, choose Print Merge from the File menu, then choose to merge from records 2 through x.

MORE INFORMATION

=====

Word for Windows Version 2.0

In Word for Windows 2.0, the NEXT statement performs the same function; however, please note the following:

- When you activate the field codes, the main document field codes appear differently from the codes appear in 1.x. For example,

```
{MERGEFIELD name}{MERGEFIELD address}
```

- When the field codes are not active, the main document field code names appear as follows:

```
(<<name>> <<address>>)
```

Note: The chevron symbols (<< and >>) appear smaller in Word for Windows version 2.0.

REFERENCES

=====

"Using Word for Windows," Que Publishing

Additional reference words: 6.00 w4wmerge w4wfield 1.0 1.00 1.1 1.10
1.1a wm_word 1.10a 2.00 skip miss

Using MERGEREC to Number Print Merge Records

Article ID: Q71829

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
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SUMMARY

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The MERGEREC field can be used to automatically number the records in a Word for Windows print merge document.

MORE INFORMATION

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The MERGEREC field can be used in the main document of a print merge in Word for Windows to automatically number the records being merged. This field updates with the Print Merge command (from the File menu, choose Print Merge) and inserts the number of the current print merge record into the merged document.

To use the MERGEREC field:

1. Press CTRL+F9 to insert field braces {} in the main document where the merged record number is to be placed.
2. Type the word MERGEREC. (This is not case sensitive.)
3. From the File menu, choose Print Merge. Choose either Print or New Document to print the merged document or display it on the screen.

If you are merging multiple records into a table (for example, to print labels) a MERGEREC field should be placed in each cell of the table following the NEXT or NEXTIF field. The NEXT or NEXTIF field will increment the result of the MERGEREC field and number each record in the table.

REFERENCES

=====

"Microsoft Word for Windows User's Reference," page 102.

"Microsoft Word for Windows Technical Reference," page 173.

"Microsoft Word for Windows and OS/2 Technical Reference," page 364.

Additional reference words: 6.00 w4wmerge w4wfield wm_word

Word for Windows: Suppressing Blank Spaces in Print Merge
Article ID: Q72441

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

When performing a print merge in Microsoft Word for Windows, a blank space displays and prints if one field on a line is blank. A common example of this situation is a line with three name fields, such as the following:

```
{FNAME} {MI} {LNAME}
```

In a record where all three fields are filled, the merged record spacing is correct, as in the following example:

```
James R. Wood
```

In a record where the middle initial field {MI} is blank, an extra space occurs in the merged record, as in the following example:

```
Susan Peterson
```

Note: There are two spaces between the {FNAME} and {LNAME} results.

More Information:

You can eliminate this extra space by using the following conditional statement:

```
{FNAME} {IF {MI} <> "" "{MI} "}{LNAME}
```

Note: To enter the field brackets ({}), choose Field from the Insert menu (or press CTRL+F9).

Reference(s):

"Microsoft Word for Windows User's Reference," pages 97-98, and 200
"Microsoft Word for Windows and OS/2 Technical Reference," pages 41-42

Additional reference words: w4wmerge w4wfield 1.00 6.00
1.10 1.10a 2.00 2.00a 2.00b 2.00a-CD wm_word

Merged Cells in Header Record Causes Error in Print Merge
Article ID: Q72893

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

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If you merge two or more cells in the header record (the first row) of a print merge data table, hidden separators still exist in the merged cell. The presence of these separators produces an error message during the print merge. In Microsoft Word for Windows 1.x the error is:

Not a Valid Bookmark Name

In Word for Windows 2.x the error is:

Word has detected a field in the header record which is not valid. This error must eventually be corrected in order to complete a successful print merge.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

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The hidden separators are used by the Split Cells feature of Word. This feature allows Word to split the cells at the same point that they merged.

To remove the separators in Word for Windows version 1.0, 1.1, or 1.1a, follow these steps:

1. Select the first row of the table.
2. From the Insert menu, choose Table To Text, and select Comma Delimited.

3. Remove the extra comma that appears where the two cells were merged. For example:

```
FROM    name,addr,state,,zip
TO      name,addr,state,zip
```

4. Select the line of text again.
5. From the Insert menu, choose Table.

This procedure converts the text back into the table format and removes the hidden separators, allowing the print merge to run without the "Not a valid Bookmark Name:" error.

In Word for Windows version 2.0, the error message box gives you an option to "Fix Error Now." If you choose this option, Word places the insertion point in the cell that was merged, but the cell does not appear to have any errors.

To remove the separator in Word for Windows version 2.0, follow these steps:

1. Select the First row of the table.
2. From the Table menu, choose Convert Table to Text, and select Comma Delimited.
3. Remove the extra comma that appears where the two cells were merged. For example:

```
FROM    name,addr,state,,zip
TO      name,addr,state,zip
```

4. Select the line of text again.
5. From the Table menu, choose Convert Text to Table.

Reference(s):

"Microsoft Word for Windows User's Reference," version 1.x, pages 197-200, 368-370

Additional reference words: 1.00 1.10 1.10a 2.00 w4wmerge 2.0a 2.00a w4wtable 2.0b 2.0a-CD 2.00b 2.00a-CD

Nested Fields in IF Statement Always Update in WinWord

Article ID: Q74053

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

All fields nested within an IF statement are updated during the evaluation of that IF statement, regardless of whether the IF statement proves TRUE or FALSE. In the following example

```
{IF test="yes" "{fillin "response one"}" "{fillin "response two"}"}
```

both fillin fields are updated, prompting you twice. Only one prints, based on the result of the IF statement. This happens because Word for Windows updates fields from the inside out. Both of the fillin fields get updated before the IF statement test is performed. This functionality is by design.

More Information:

This behavior can create challenges if you need to selectively perform FILLIN or ASK statements during a print merge. You can do such tasks by using a different logical structure than the one above. The following example

```
{fillin {if test = "yes" "response one" "response two"}}
```

prompts you with "response one" if test is "yes", and "response two" if test is "no". This allows conditional fillin prompts without getting multiple prompts.

Reference(s):

"Microsoft Word for Windows and OS/2 Technical Reference," page 335

Additional reference words: w4wfield w4wmerge 1.0 1.1 1.1a 2.0 1.00 1.10 1.10a 2.00 2.0a 2.00a 2.0b 2.0a-CD 2.00b 2.00a-CD wm_word 6.00

Recorded Macro to Print Merge to Printer Requires SendKeys
Article ID: Q74913

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

The SendKeys macro command is required in a macro to print merge a document to the printer in Microsoft Word for Windows. Without the SendKeys macro command, the Print dialog box remains on the screen. This problem occurs because Word for Windows does not have control over the File Print dialog box; therefore, you must send all relevant keystrokes using the SendKeys command.

MORE INFORMATION

=====

If a macro is recorded to merge a document to the printer, the macro has the following commands (there may be different values for the parameters, depending on your choices in the dialog boxes):

```
Sub MAIN
FilePrintMerge .MERGERECORDS = 0, .From = "", \
.To = "", .PRINT
FilePrint .Type = 0, .NumCopies = "1", .Range = 0, \
.From = "", .To = "", .Reverse = 0, .Draft = 0, \
.UpdateFields = 0, .PaperFeed = 8, .Summary = 0, \
.Annotations = 0, .ShowHidden = 0, .ShowCodes = 0, \
.FileName = ""
End Sub
```

Note: The backslashes (\) indicate the command is continued on the next line. Do not include the backslashes in your macro.

For the macro to work correctly, the following command must be inserted before the FilePrintMerge command:

```
SendKeys "{enter}", -1
```

Multiple Copies

If you want to print more than one copy of your merged document, use the following SendKeys command to modify the Copies box in the File Print dialog box:

```
SendKeys "N{ENTER}", -1
```

Note: "N" is the number of copies you want to print.

REFERENCES

=====

"Microsoft Word for Windows Technical Reference," pages 88-90

"Microsoft Word for Windows and OS/2 Technical Reference," pages
251-253

Additional reference words: w4wmacro w4wmerge 1.00 1.10 1.10a 2.00
2.00a 2.00a-CD 1.x appears automatic 6.00

Incorrect Merge Results with Conditional IF Statement
Article ID: Q75623

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

When you use the Microsoft Word for Windows print merge feature, the results may be incorrect when using a conditional IF statement.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. We are researching this problem and will post more information here in the Microsoft Knowledge Base as it becomes available.

MORE INFORMATION

=====

If the following three conditions are true, a print merge may produce incorrect results:

1. The header contains a word that is also the first word of a field in a data record.

Example: name,honors,list,class
 John,Dean List,Honors List,Math
 ^^^^^^^^^^^^^^

2. This same data record contains a blank field for this header.

Example: name,honors,list,class
 John,,Honors List,Math
 ^

3. An IF condition is used for the field that contains data with the first word that is the same as a header.

Example: {if{list}<>" " "{list}<return>
 "}

Steps to Reproduce Problem

1. Insert a table as follows:
-

```

|name|honors      |List      |Class      |teacher|
|-----|-----|-----|-----|
|Twan|Dean's List|Honors List|Math      |Speller|
|-----|-----|-----|-----|
|Joe |              |Late List |Honors Math|Tuck    |
|-----|-----|-----|-----|
|Mike|Class Clown|Honor Roll |          |Smart   |
|-----|-----|-----|-----|

```

2. Save the file as DATA1.DOC.
3. From the File menu, choose New, then OK.
4. Create a form letter as follows:

```

{data c:\\winword\\data1.doc}

{name}
{if{honors}<>" " "{honors}<return>
"}{list}
{if {class}<>" " "{class}<return>
"}{teacher}

```

5. Save the file as MAIN1.DOC.
6. From the File menu, choose Print Merge, then choose Print or New Document to see the results.

Desired Result

| Page 1 | Page 2 | Page 3 |
|-------------|-------------|-------------|
| Twan | Joe | Mike |
| Dean's List | | Class Clown |
| Honors List | Late List | Honor Roll |
| Math | Honors Math | |
| Speller | Tuck | Smart |

Actual Result

| Page 1 | Page2 | Page 3 |
|-------------|-----------|------------|
| Twan | Joe | Mike |
| Dean's List | Late List | Honor Roll |
| Honors List | Tuck | Smart |
| Math | | |
| Speller | | |

Both the Honors and Class merge fields are used in conditional IF statements and produce no merge results under the above conditions, even when the record contains data for these fields.

Additional reference words: w4wmerge w4wfield 2.0 2.00 2.0a 2.00a 2.0b 2.0a-CD 2.00b 2.00a-CD 2.00c 6.00

Paragraph Mark Always Inserted in Field With Table as Result
Article ID: Q77825

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows versions 1.x and 2.x, any field that displays a table as a result also displays a paragraph mark preceding the table. The paragraph mark displays because although a field can be inserted into the middle of a paragraph, a table cannot be contained within a paragraph. The paragraph mark at the beginning of the field prevents the table from inserting into the middle of the paragraph.

This paragraph mark cannot be deleted or modified.

Status:

This problem has been corrected in Word version 6.0 for Windows.

More Information:

This behavior makes it impossible to use DDE or DDEAUTO links to an Excel file to create a data file for use in a Word for Windows print merge.

For more information on print merge errors caused by DDE or DDEAUTO links to Excel, query on the following words:

valid and bookmark and name and dde

Additional reference words: w4wfield w4wmerge 1.00 1.10 1.10a 2.00 1.0 w4wtable 1.1 1.1a 2.0 2.0a 2.00a 2.0b 2.0a-CD 2.00b 2.00a-CD

WinWord: Blank Lines Are Not Suppressed in Print Merge
Article ID: Q77982

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Word for Windows, if you try to suppress a blank line in a print merge document containing a field that may or may not contain data, and a paragraph mark follows the field in the merge document, Word suppresses the blank line. However, if a newline character follows the field, the blank line is not suppressed.

If the field does not have the keyword MERGEFIELD, it will also be suppressed. For example:

```
{MERGEFIELD first}  
{last}  
Hello World!
```

If the "last" field does not have any data in it, the blank line will print. If the "first" field does not any data in it, the blank line will be suppressed.

More Information:

The Print Merge command in Word 2.0 includes the option to automatically suppress blank lines created by empty data fields, including the blank line created by a linefeed. This feature allows you to preserve the option to include a blank line after a field that may or may not contain data.

When setting up labels using the MAILLABL.DOT template, you should always select New Paragraph rather than New Line in the Layout Mailing Labels dialog box. This ensures that Word can suppress blank lines.

Steps to Reproduce Problem

1. Create a data document (make sure that you include a field that may or may not contain data, such as "address2").
2. From the File menu, choose New. Select MAILLABL from the Use Template box. Choose the OK button.
3. Select the type of address labels desired from the Product Number box. Choose the OK button.
4. Choose the Multiple Label button.

5. Select the data file from the Attach Data File Name box, and choose the OK button.
6. In the Layout Mailing Labels dialog box, select the merge field name that may or may not contain data (in this example, "address2") in the Field Name box. Select New Line in the Special Character box. Choose the Add button, and choose the OK button.
7. From the File menu, choose Print Merge. Choose the Merge button.
8. In the Treatment of Blank Lines Caused By Empty Fields box, select Skip Completely.
9. In the Merge Results box, choose Merge to New Document.

If "address2" is followed by a newline character, the blank line is not suppressed when "address2" is an empty field. If "address2" is followed by a carriage return, the blank line is suppressed.

To repair a document that has already been created with the newline character, use the following steps:

1. From the Edit menu, choose Replace.
2. Type "^n" (without the quotation marks) in the Find What box.
3. Type "^p" (without the quotation marks) in the Replace With box.
4. Choose the Replace All button.

Word searches for all newline characters and replaces them with paragraph marks.

Reference(s) :

"Microsoft Word for Windows User's Guide," version 2.0, pages 661-664

Additional reference words: w4wmerge 2.00

Comma is Selected in Blank Field in WinWord Data Document
Article ID: Q78085

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

In Word for Windows version 2.0, if you attempt to correct a print merge error that occurs when a data document contains a blank header field, the comma following the blank field is highlighted if the data document is comma-delimited.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

=====

If you perform a print merge in Word for Windows 2.0 with a data document that contains a blank field in the header field, the following error message appears:

Word has detected a field name in the header record which is not valid. This error must eventually be corrected in order to complete a successful Print Merge.

The options to "Fix Error Now," "Fix Error Later," or "Help" also appear. Choosing "Fix Error Now" results in the data file displaying on the screen with the insertion point positioned in the header record where the missing field should be inserted. If the file is tab-delimited or in a table, the insertion point correctly positioned, and you can type the field name.

If the data file is comma-delimited, the comma that follows the empty field position is highlighted. Typing the field name at this point results in more errors to the header record because the comma may be replaced by the typing, or positioned incorrectly. You should position the insertion point between the commas (in the blank field position) before typing the missing field name.

Additional reference words: w4wmerge 2.00 2.0a 2.00a 2.0b 2.0a-CD
2.00b 2.00a-CD

Can't Access Record Selection Box in WinWord 2.0 Print Merge
Article ID: Q78228

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

SUMMARY

=====

In Microsoft Word for Windows, if you perform a print merge with a main document that is set up with a record selection rule and the field name used in the rule no longer exists in the data document, you cannot access the Record Selection dialog box to change this rule.

MORE INFORMATION

=====

WORKAROUND

=====

To bring up the Record Selection dialog box, use one of the following procedures:

- Correct the data document by changing the modified field name back to the original name or by adding the modified field name to the existing field names.
- If the wrong data file is attached, remove it from the main document by choosing Print Merge from the File menu and choosing Remove Attachments. Then choose Attach Data File, and select the correct data file to attach to the main document.
- Select and copy all of the text from the current document (excluding the final paragraph mark) and paste it into a new document and re-attach the data file.

Steps to Reproduce Problem

1. Open or create a print merge main document in Word for Windows with the field names "name" and "address".
2. From the File menu, choose Print Merge. Choose the Merge button, and choose the Record Selection button.
3. From the Field Name box, select Name. From the Is box, select Equal To, and type "Bob" (without the quotation marks) in the Compare To box.
4. Choose the Add Rule button, then choose the OK button.
5. Choose the Close button to exit the Print Merge dialog box.

6. Change the Name field in the data document to "firstname."

7. Switch back to the main document and repeat step 2.

Choosing the Record Selection button now has no effect. The button flashes, and the focus and default buttons return to the OK button. It does not bring up the Record Selection dialog box to edit or remove the applied rule. The data document must be edited to add the field name used in the rule, or a data document that contains the field name used in the rule must be attached to the main document.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," pages 609-630, 634, 670

Additional reference words: w4wmerge 2.00 pmh helper w4wfield 2.00a
2.00a-CD 2.00b

Edited MERGEFIELD Results Do Not Affect Fields in WinWord
Article ID: Q78655

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

In Microsoft Word for Windows, the results of a MERGEFIELD field typically display the name of the field from the data document. You can edit the displayed results of this field, but doing so does not change the field itself.

STEPS TO REPRODUCE PROBLEM

=====

Word version 6.0 for Windows

1. Type "mergefield hello" (without the quotation marks).
2. Select the above words, and press CTRL+F9.
3. Press the F9 key.
4. Turn off the field codes. To do this, from the Tools Options View menu, look for an X next to Field Codes. If there is an X next to Field Codes, choose Field Codes to turn this option off.
5. Select the word "hello," but do not include the MERGEFIELD chevrons in your selection.
6. Press the DEL key and type the word "bye" (without the quotation marks).
7. Choose Field Codes from the Tools Options View menu to activate the field codes.

With field codes active, the field reads {mergefield hello}. With field codes turned off, the field result reads <<bye>>. To restore the field to normal, select it, and press F9.

Word version 2.0 for Windows

1. Type "mergefield hello" (without the quotation marks).
2. Select the above words, and press CTRL+F9.
3. Press the F9 key.

4. Turn off the field codes. To do this, from the View menu, look for a check mark next to Field Codes. If there is a check mark next to Field Codes, choose Field Codes to turn this option off.
5. Select the word "hello," but do not include the MERGEFIELD chevrons in your selection.
6. Press the DEL key and type the word "bye" (without the quotation marks).
7. Choose Field Codes from the View menu to activate the field codes.

With field codes active, the field reads {mergefield hello}. With field codes turned off, the field result reads <<bye>>. To restore the field to normal, select it, and press F9.

Microsoft is researching this problem and will post more information here as it becomes available.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, page 749

Additional reference words: w4wmerge w4wfield 2.00 2.00a-CD 2.00b 6.00
wm_word

Use of "AND" and "OR" with Print Merge Selection Rules
Article ID: Q79266

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

With the Print Merge Helper (PMH) in Microsoft Word for Windows, you can define "rules" that determine whether or not a specific record is included in the print merge. It is important to understand the difference between the English language meaning of "AND" and the logical meaning of "AND" to use these rules effectively.

MORE INFORMATION

=====

The English language meaning of "AND" is equivalent to the logical meaning "OR." For example, suppose you have a data file that includes a STATE field and you want to perform a print merge of the records for the STATE fields of North Carolina and Washington. In English, you say "Include the records for North Carolina AND for Washington." Logically, however, the statement is written as "Include the records where STATE is North Carolina OR STATE is Washington."

When you use a logical "AND," both conditions must be true in order for the expression to be evaluated as true. If you write the statement "to include the records where STATE is North Carolina AND STATE is Washington," it is logically impossible for both conditions to be true in the same record. The state cannot be both North Carolina and Washington; it has to be one or the other. Below is a chart that describes how logical "AND" and "OR" are evaluated.

| | |
|----------------|--|
| If X=A OR Y=B | If EITHER is true, the record is included. |
| If X=A AND Y=B | If BOTH are true, the record is included. |

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 634, 670

Additional reference words: 2.00 w4wmerge w4wfield

WinWord: Print Merge Result Incorrect on Last Record

Article ID: Q80656

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

In Microsoft Word for Windows, using section formatting during a print merge causes the last record to be incorrect.

WORKAROUND

=====

To work around this problem, you can use a frame rather than section formatting. Formatting the frame instead of the section corrects this problem. Select the fields you want to format, choose Frame from the Insert menu, choose Frame from the Format menu, and select the desired formatting options.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

=====

Steps to Reproduce Problem

1. From the File menu, choose New, and choose the OK button.
2. From the File menu, choose Print Merge. Choose the Attach Data File button, then choose the Create Data File button.
3. Type "Name" (without the quotation marks), and choose the Add button. Type "Address" (without the quotation marks), choose the Add button, and choose the OK button.
4. Save the file as DATA1.DOC. Add three records to the data file. (Use the TAB key to move to the next cell, and to add records.)

5. After adding three records, choose the large "M" on the print merge bar. This moves you to the main document.
6. Choose the Insert Merge Field button, select the NAME field, and press the OK button. Press ENTER, select the ADDRESS field, and choose the OK button.
7. Select the two fields. From the Format menu, choose Section Layout. In the Vertical Alignment box, select the Center option button, then choose the OK button.
8. Choose the Print Merge to New File button.
9. From the File menu, choose Print Preview, and move to the last page of the document.

The last record is incorrect.

Word for Windows Version 1.x

This problem also occurs in the Word for Windows versions 1.0, 1.1, and 1.1a. To work around the problem in version 1.x, select the text you want to format in the main document, choose Position from the Format menu, and select the desired formatting options.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, page 390

"Microsoft Word for Windows User's Reference," version 1.x, page 262

Additional reference words: tool bar 1.00 1.10 1.10a 2.00 2.0a 2.00a
2.0b 2.0a-CD 2.00b 2.00a-CD w4wmerge

Large Excel Sheet Becomes Tab- and Comma-Delimited for Merge
Article ID: Q81085

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b
2.0c
 - Microsoft Excel for Windows, versions 3.0 and 4.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

If you use a Microsoft Excel spreadsheet as the data document for a print merge in Microsoft Word for Windows and you specify a range that includes more than 31 columns or a large number of rows, Word generates the following error message if the data you are merging contains commas:

There are more fields in record x than merge fields in the header record. Do you want to continue with the Print Merge?

If you choose the Yes button in response to this question, your data is merged incorrectly.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

=====

If you use an Excel spreadsheet for a print merge data document, Word converts the spreadsheet to Word for Windows format during the merge process. Normally a spreadsheet is converted to a Word for Windows table; however, Word tables are limited to 31 columns. As a result, spreadsheets containing more than 31 columns are converted to tab-delimited documents for print merges. In addition, spreadsheets containing a large number of rows, but less than 31 columns, are also converted to tab-delimited text. The number of rows that triggers the change from table-delimited to tab-delimited varies depending on the complexity of the spreadsheet.

Word inserts tabs in place of cell boundaries, but it uses both the tabs and any commas in the data as delimiters during the print merge.

Word considers the commas to be delimiters, rather than text, because the List Separator designated in the Control Panel International dialog box is a comma when the country setting is United States.

Workarounds

To make Word treat commas as text, rather than delimiters, use one of the following options:

- Place quotation marks around text in the spreadsheet that contains any commas (for example, "Acme, Inc.").
- Place a backslash character (\) in the spreadsheet before the comma (for example, Acme\, Inc.). Word does not merge the backslash but does treat the comma as text, rather than a delimiter.
- Save the spreadsheet in Excel in CSV (comma-separated value) format, and use the CSV file for the print merge data document.

Note: This problem occurs in Excel version 4.0 and earlier.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 620-624

Additional reference words: w4wmerge w4wtable w4wexcel 2.00 2.00a
2.00a-CD 2.00b 2.00c

WinWord 2.0: Avery Laser Label Information
Article ID: Q81937

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

The following is a reproduction of the information found on the back of the retail package of Avery Laser Labels. The MAILLABL.DOT file, which is a mailing label template that ships with Microsoft Word for Windows versions 2.x, only gives the Avery Product Code and a brief description of each label. The template does not list the dimensions for each label, which makes the template difficult to use if you do not have Avery brand labels.

NOTE: In Word for Windows version 6.0, Avery label dimensions are included as part of the label feature.

MORE INFORMATION

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Some of the product codes listed below do not appear in the MAILLABL template listing. They are included here (designated with an asterisk [*]) with a reference for the label numbers that duplicate their layout.

Avery Laser Labels

| Product Code Sheet | Label Size (HxW) | Number of Columns | Labels Per Sheet |
|-----------------------|------------------|-------------------|---------------------|
| ----- | ----- | ----- | ----- |
| 5066 | 2/3" x 3 7/16" | 3 | 30 |
| 5095* (use 5395) | | | |
| 5096 | 2 3/4" x 2 3/4" | 3 | 9 |
| 5097 | 1 1/2" x 4" | 2 | 12 |
| 5160 | 1" x 2 5/8" | 3 | 30 |
| 5161 | 1" x 4" | 2 | 20 |
| 5162 | 1 1/3" x 4" | 2 | 14 |
| 5163 | 2" x 4" | 2 | 10 |
| 5164 | 3 1/3" x 4" | 2 | 6 |
| 5165 | 8 1/2" x 11" | 1 | 1 |
| 5182* (use 5165) | | | |
| 5196 | 2 3/4" x 2 3/4" | 3 | 9 |
| 5197 | 1 1/2" x 4" | 2 | 12 |
| 5198 | 1 2/3" x 3 1/2" | 2 | 12 |
| 5199 (Face) | 1 5/6" x 3 1/16" | 2 | 10 |
| 5199 (Spine) | 2/3" x 5 13/16" | 1 | 15 |

| | | | |
|---------------------------|-----------------|---|----|
| 5260 | 1" x 2 5/8" | 3 | 30 |
| 5261 | 1" x 4" | 2 | 20 |
| 5262 | 1 1/3" x 4" | 2 | 14 |
| 5266 | 2/3" x 3 7/16" | 2 | 30 |
| 5267 same as: LSK-5 11436 | 1/2" x 1 3/4" | 4 | 80 |
| 5282* (use 5165) | | | |
| 5345 | 2" x 4" | 2 | 10 |
| 5352* (use 5663) | | | |
| 5366* (use 5266) | | | |
| 5383 | 2 1/6" x 3 1/2" | 2 | 8 |
| 5384 | 3" x 4" | 2 | 6 |
| 5385 | 2 1/6" x 4" | 2 | 8 |
| 5386 | 3" x 5" | 1 | 3 |
| 5388 | 3" x 5" | 1 | 3 |
| 5389 | 4" x 6" | 1 | 2 |
| 5395 | 2 1/3" x 3 3/8" | 2 | 8 |
| 5660 | 1" x 2 5/8" | 3 | 30 |
| 5662 | 1 1/3" x 4 1/4" | 2 | 14 |
| 5663 | 2" x 4 1/4" | 2 | 10 |
| 5766* (use 5266) | | | |
| 5883 | 2 1/6" x 3 1/2" | 2 | 8 |
| 5895 | 2 1/3" x 3 3/8" | 2 | 8 |
| 5896 | 2 3/4" x 2 3/4" | 3 | 9 |
| 5897 | 1 1/2" x 4" | 2 | 12 |

International Labels in Millimeters and Inches

| Product Code | Label Size | Number of Columns | Labels Per Sheet |
|--------------|--|-------------------|------------------|
| 7160 | 38.1mm x 63.5mm (1 1/2") x (2 1/2") | 3 | 21 |
| 7161 | 46.56mm x 63.5mm (1.83") x (2 1/2") | 3 | 18 |
| 7162 | 33.87mm x 99.06mm (1 1/3") x (3.90") | 2 | 16 |
| 7163 | 38.10mm x 99.06mm (1 1/2") x (3.90") | 2 | 14 |
| 7164 | 71.97mm x 63.5mm (2.83") x (2 1/2") | 3 | 12 |
| 7165 | 67.73mm x 99.06mm (2 2/3") x (3.90") | 2 | 8 |
| 7166 | 93.13mm x 99.06mm (3 2/3") x (3.90") | 2 | 6 |
| 7167 | 289.05mm x 199.60mm (11 1/3") x (7.85") | 1 | 1 |
| 7562 | 33.87mm x 99.06mm (1 1/3") x (3.90") | 2 | 16 |
| 7563 | 38.10mm x 99.06mm (1 1/2") x (3.90") | 2 | 14 |
| 7565 | 67.73mm x 99.06mm (2 2/3") x (3.90") | 2 | 8 |
| 7651 | 21.17mm x 38.1mm (0.83") x (1 1/2") | 5 | 65 |
| 7654-F | 46.58mm x 76.2mm | 2 | 12 |

| | | | |
|--------|---|---|----|
| 7654-S | (1.83") x (3") 16.93mm x 144.78mm (0.67") x (5.69") | 1 | 16 |
|--------|---|---|----|

Notes

There are several Avery numbers whose specifications match other numbers in the list. The different numbers are caused by packaging quantities, label colors, or similar factors that do not affect the layout of the labels.

Label sheets 5096, 5196, and 5896 contain 12 small labels at the bottom in addition to the nine referenced in the list above. These labels are not included in the automatic setup of the label sheet.

If the labels you use contain printed borders, you may need to adjust the paragraph formatting of the information contained in the table cells with the following steps:

1. Use the MAILLABL template to set up your labels as desired.
2. From the Table menu, choose Select Table.
3. From the Format menu, choose Paragraph. Use the Indentation From Left setting to position the text away from the left side of the labels.

If you need to move the text down in each cell, you must do this individually for each cell. You can either add blank lines above the first line in each cell, or use paragraph formatting to set spacing above the first line in each cell.

REFERENCES

=====

Avery, Commercial Product Division: back of Avery Laser Label retail box

Additional reference words: w4wlaserjet w4wmerge 2.00 2.00a 2.00a-cd 2.00b 2.00c 2.00c-cd third party 3rdparty cross w4wtemplate

WinWord 2.0: Avery Dot-Matrix Label Information

Article ID: Q81938

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

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The following is a reproduction of the information found on the back of the retail package of Avery Dot Matrix Labels. The MAILLABL.DOT file, which is a mailing label template that ships with Microsoft Word for Windows versions 2.0 and 2.0a, gives only the option to choose Laser Labels when running Microsoft Windows version 3.0. The template provides the Avery Product Code and a brief description of each label. The template does not list the dimensions for each label, which makes the template difficult to use if you do not have Avery brand labels.

NOTE: In Word for Windows version 6.0, the dimensions of the Avery labels are included as part of the label feature.

MORE INFORMATION

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Avery Dot Matrix Labels

| Product Code | Label Size (HxW) | Number of Columns |
|--------------------|------------------|-------------------|
| ----- | ----- | ----- |
| 4010 | 15/16" x 3 1/2" | 1 |
| 4011 | 1 7/16" x 4" | 1 |
| 4013 (use 4145) | | |
| 4065 (use OML 101) | | |
| 4143 | 15/16" x 4" | 2 |
| 4144 | 15/16" x 2 1/2" | 3 |
| 4145 | 15/16" x 3 1/2" | 1 |
| 4146 | 1 7/16" x 4" | 1 |
| 4160 | 2 7/16" x 3 1/2" | 1 |
| 4161 | 2 15/16" x 4" | 1 |
| 4162 | 15/16" x 3 1/2" | 1 |
| 4163 | 15/16" x 3 1/2" | 1 |
| 4166 | 5" x 3" | 1 |
| 4167 | 6" x 3 1/2" | 1 |
| 4168 | 4" x 2 1/6" | 1 |
| 4169 | 5" x 3" | 1 |
| 4240 | 1 1/4" x 4 3/4" | 1 |
| 4241 | 2 3/4" x 2 3/4" | 1 |
| 4249 | 15/16" x 3 1/2" | 1 |
| 4250 | 15/16" x 3 1/2" | 1 |

| | | |
|------|-----------------|---|
| 4251 | 15/16" x 3 1/2" | 1 |
| 4253 | 15/16" x 3 1/2" | 1 |
| 4254 | 15/16" x 3 1/2" | 1 |
| 4255 | 7/16" x 3 1/2" | 1 |
| 4256 | 7/16" x 3 1/2" | 1 |
| 4257 | 7/16" x 3 1/2" | 1 |
| 4258 | 7/16" x 3 1/2" | 1 |
| 4259 | 7/16" x 3 1/2" | 1 |
| 4266 | 7/16" x 3 1/2" | 1 |
| 4301 | (use 4603) | |
| 4400 | (use 4010) | |
| 4600 | 15/16" x 3 1/2" | 1 |
| 4601 | 15/16" x 3 1/2" | 1 |
| 4602 | 15/16" x 3 1/2" | 2 |
| 4603 | 15/16" x 3 1/2" | 3 |
| 4604 | 1 7/16" x 4" | 1 |
| 4605 | 1 7/16" x 4" | 2 |
| 4606 | 1 1/4" x 4 3/4" | 1 |
| 4607 | 2 3/4" x 2 3/4" | 1 |
| 4609 | 3/8" x 1 1/2" | 5 |
| 4610 | 15/16" x 2 1/2" | 3 |
| 4611 | 15/16" x 4" | 2 |
| 4612 | 2 15/16" x 4" | 2 |

International (UK) Labels in Millimeters & Inches

| Product Code | Label Size (HxW) | Number of Columns |
|--------------|---------------------------------------|-------------------|
| OML 099 | 49mm x 70mm (1 15/16)" x (2 3/4") | 1 |
| OML 101 | 24mm x 102mm (15/16") x (4") | 1 |
| OML 102 | 37mm x 102mm (1 7/16") x (4") | 1 |
| OML 103 | 49mm x 102mm (1 15/16") x (4") | 1 |
| OML 104 | 37mm x 127mm (1 7/16") x (5") | 1 |
| OML 105 | 49mm x 127mm (1 15/16") x (5") | 1 |
| OML 202 | 37mm x 102mm (1 7/16") x (4") | 2 |
| OML 203 | 49mm x 102mm (1 15/16") x (4") | 2 |
| EAL 04 | 37mm x 89mm (1 7/16") x (3 1/2") | 2 |
| FAB 03 | 36.1mm x 69mm (1 7/16") x (2 3/4") | 2 |

International (French) Labels in Millimeters & Inches

| Product Code | Label Size (HxW) | Number of Columns |
|--------------|------------------|-------------------|
|--------------|------------------|-------------------|

| | | |
|-------------|--|---|
| Tab1 89.23 | 23.40mm x 89.0mm (0.92") x (3 1/2") | 1 |
| Tab1 89.36 | 36.1mm x 89mm (1.42") x (3.5") | 1 |
| Tab1 102.36 | 36.1mm x 102mm (1.42") x (4.01") | 1 |
| Tab1 107.23 | 23.4mm x 107mm (0.92") x (4.21") | 1 |
| Tab1 107.36 | 36.1mm x 107mm (1.42") x (4.21") | 1 |
| Tab1 107.49 | 48.8mm x 107mm (1.92") x (4.21") | 1 |
| EXPE 120.74 | 74.0mm x 120 (2.91") x (4.72") | 1 |
| Tab1 125.74 | 74.0mm x 125mm (2.91") x (4.92") | 1 |
| Tab2 89.23 | 23.4mm x 89mm (0.92") x (3.50") | 2 |
| Tab2 89.36 | 36.1mm x 89mm (1.42") x (3.50") | 2 |
| Tab2 107.23 | 23.4mm x 107mm (0.92") x (4.21") | 2 |
| Tab2 107.36 | 36.1mm x 107mm (1.42") x (4.21") | 2 |
| Tab1 85.108 | 108mm x 85mm (4.25") x (3.34") | 1 |

Note: If the labels you use contain printed borders, you may need to adjust the paragraph formatting of the information contained in the table cells as follows:

1. Use the MAILLABL template to set up your labels as desired.
2. From the Table menu, choose Select Table.
3. From the Format menu, choose Paragraph. Use the Indentation From Left setting to move the text away from the left side of the labels.

If you need to move the text down in each cell, you must do this individually for each cell. You can either simply add blank lines above the first line in each cell, or use paragraph formatting to set spacing above the first line in each cell.

REFERENCES

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Avery, Commercial Product Division: back of Avery Laser Label retail box

Additional reference words: w4wlasernet w4wmerge 2.00 2.00a 2.00a-cd 2.00b 2.00c 2.00c-cd third party 3rdparty cross w4wtemplate

Printing Labels on the Toshiba 351 Causes Premature Form Feed
Article ID: Q87126

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

If you print labels using the Toshiba P351 universal printer driver version 1.1 when you are running Microsoft Word for Windows in Microsoft Windows operating system version 3.1, Word sends a form feed after the first three labels are printed. This problem is caused by the Toshiba P351 printer driver (TOSHIBA.DRV).

More Information:

Workaround

You can use a PRINT field at the top of the print merge main document to set the correct form length for your labels. To do this, use the following steps:

1. Open the print merge main document.
2. At the beginning of the document, insert the following PRINT field:

```
{PRINT "<ESC>F18"}
```

Note: To create the field characters {}, press CTRL+F9. To create the <ESC> character, press ALT+027 on the numeric keypad.

The number following <ESC>F (18 in the sample PRINT field above) is the form length in 1/6-inch (or one-line) increments. To determine the correct number for your labels, choose Page Layout from the Format menu, select the Size And Orientation option button, and multiply the value in the Height box by six. The result is the form length you should type in the PRINT field. For example, if you use Avery label No. 4145, the page Height is set to 3 inches; therefore, 18 is the value you type in the PRINT field.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 657-665

Additional reference words: 2.00 2.00a 3.10 p 351 p-351 win31 phoneref
6.00 wm_word
w4wmerge w4wprint

WinWord: Print Merge Produces a Full Page of Labels

Article ID: Q88374

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

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If you select a range of records when you are performing a print merge to create mailing labels, Microsoft Word for Windows merges a full page of labels. The first record on the page is the first record of the selected range, but Word for Windows continues merging labels until the page is filled, rather than stopping with the last record of the selected merge range. The print merge operation creates full pages only when you create mailing labels, even if the selected range does not fill the entire page.

For example, if your mailing label main document contains 30 labels and you choose to merge records 1 through 20, Word for Windows merges records 1 through 30 to create a full page of labels. Similarly, if you choose to merge records 1 through 40, Word for Windows merges records 1 through 60 to create two full pages of labels.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. We are researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

MORE INFORMATION

=====

To work around this problem, use one of the following methods:

Workaround 1

1. In place of a merge field, insert the following IF field in your print merge main document:

```
{IF {MERGEREC} <= {MAXRECORDS} {MERGEFIELD FIELD1}}
```

2. Insert the following field at the start of your print merge main document:

```
{SET MAXRECORDS N}
```

where "N" is the number of records to merge. For example, if you want

to print records 1 through 20, N=20.

3. From the File menu, choose Print Merge. Choose the Merge button. In the Print Records box, type the range of records and choose the OK button.

Workaround 2

1. In your print merge data document, add a field named "Rec_Num." For information on adding a new field to a data file, refer to page 618 of the "Microsoft Word for Windows User's Guide."
2. Use the Rec_Num field to number the records in your data document.
3. Activate the mailing label main document.
4. From the File menu, choose Print Merge. Choose the Merge button.
5. Choose the Record Selection button.
6. In the Field Name box, select Rec_Num. In the Is box, select Less than or Equal to. In the Compared To box, type "5" (without the quotation marks). Choose the Add Rule button.
7. In the Field Name box, select Rec_Num. In the Is box, select Greater than or Equal to. In the Compared To box, type "2" (without the quotation marks). Choose the Add Rule button.
8. Choose the OK button.
9. Complete the print merge.

REFERENCES

=====
"Microsoft Word for Windows User's Guide," version 2.0, page 618

"Microsoft Word for Windows User's Reference," version 1.x, pages 1-3, 197-200

Additional reference words: 6.00 w4wmerge 1.00 1.10 1.10a 2.00 2.00a wm_word 2.00a-CD

How to Use Wildcards to Perform Selective Print Merge

Article ID: Q88679

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
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SUMMARY

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In Microsoft Word for Windows, you can use the asterisk (*) and the question mark (?) wildcard characters as part of a selective print merge operation. These wildcards function in Word for Windows similar to the way they function in Microsoft MS-DOS (that is, they act as a substitute for a letter, number, or string).

MORE INFORMATION

=====

The asterisk (*) wildcard character represents a whole word or a group of characters, regardless of length. For example, "D*" (without the quotation marks) represents any group of characters that begins with the letter D, regardless of the length of the string. And, "*D" represents any group of characters that ends with the letter D, regardless of its length.

Note: You cannot search for a string that both begins with an asterisk and ends with an asterisk; therefore, "*D*" is an invalid selection criteria.

The question mark (?) wildcard represents a single character. For example, "?D" represents any string that contains one character before the letter D, such as "ID." And, "?D?" represents any string with one character before and one character after the letter D, such as "IDE."

While the asterisk (*) wildcard character can successfully merge data that begins with numbers, the question mark (?) wildcard character cannot. For example, you could use "98*" during a print merge, but not "98???".

Using Wildcards to Perform Selective Print Merge

Note: In the following samples, create the field braces by pressing CTRL+F9.

- To select records whose First_Name merge field begins with "D", use the following syntax in your print merge main document:

```
{if {First_Name}="D*" "{First_Name}"}
```

- To select records whose First_Name merge field ends with "D":

```
{if {First_Name}="*D" "{First_Name}"}
```

- To selectively merge those records whose First_Name merge field begins with "D" and contain four characters:

```
{if {First_Name}="D???" "{First_Name}"}
```

Note: In a Word for Windows print merge operation, the characters inside the quotation marks are case sensitive. In the above examples, records whose First_Name merge field contains "D" would be found, whereas records whose First_Name merge field contains "d" would not be found.

For information on using wildcards to perform a selective print merge in which a numeric character follows the wildcard, query on the following words in the Microsoft Knowledge Base:

numeric and w4wmerge and wildcard and incorrect

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 637-644

"Microsoft MS-DOS User's Guide and Reference," version 5.0, pages 73-75

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD wild card cards w4wmerge w4wfield pmh helper conditional

Incorrect Results Using Wildcards in Selective Print Merge
Article ID: Q88774

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

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If you use wildcard characters, such as the asterisk (*) or question mark (?), in the criteria for a selective print merge operation, the results of your print merge may be incorrect or incomplete. This problem occurs if you use wildcards followed by an ordinal number in numeric format to define the selection criteria in the NEXTIF, SKIPIF, or IF fields.

MORE INFORMATION

=====

Word for Windows evaluates ordinal numbers in numeric format, such as 24th or 21st, as integers instead of text. This leads to incorrect print merge results when an ordinal number follows a wildcard.

For example, the following statements may produce incomplete or incorrect print merge results because a numeric ordinal number follows the wildcard (?):

```
{skipif {MERGEFIELD address} <> "????24th Ave."}
{nextif {MERGEFIELD address} <> "????21st Ave."}
```

However, the following statements produce correct and complete print merge results because non-ordinal alphabetic or numeric characters, or ordinal numbers in alphabetic format follow the wildcard (?):

```
{skipif {MERGEFIELD address} <> "????Microsoft Way"}
{nextif {MERGEFIELD address} <> "????39 Stars Street"}
{nextif {MERGEFIELD address} <> "????Twenty-First Street"}
```

Workarounds

To work around this behavior, change the syntax of numeric records to alphabetic. The following is an example:

```
"235 24th Ave." becomes "235 Twenty-Fourth Ave."
"235 21st Ave." becomes "235 Twenty-First Ave."
```

-or-

In the data document, place the data that contains a numeric ordinal number in a separate field so that it can be evaluated without using

wildcard characters. The following is an example:

| | | |
|---------------|---------|-------------------|
| ----- | | ----- |
| ADDRESS | | STREET1 STREET2 |
| ----- | becomes | ----- ----- |
| 235 24th Ave. | | 235 24th Ave. |
| ----- | | ----- ----- |
| 235 21st Ave. | | 235 21st Ave. |
| ----- | | ----- |

For more information on using wildcards to perform a selective print merge in Word for Windows, query on the following words in the Microsoft Knowledge Base:

w4wmerge and wildcard and selective and records

Additional reference words: 6.00 2.00 2.00a 2.00a-CD w4wmerge conditional
wm_word

Word: Print Merge Does Not Include Tables or Graphics
Article ID: Q89314

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

When you perform a print merge in Word for Windows, any table or linked graphic that is the result of a conditional IF field is not displayed in the resulting merged documents. To use tables or linked graphics as the result of a conditional print merge statement, use the appropriate method below.

This functionality was changed in Word version 6.0 for Windows.

Merging the Table or Graphic Directly

Use this method when you want to print only the table or graphic.

Define a glossary entry that contains the table or linked graphic, then conditionally merge one of two glossaries.

1. Select the table you want to merge and choose Glossary from the Edit menu. Type "table" (or another appropriate name, without the quotation marks) as the glossary name and choose the Define button.
2. Select the text or field that you want to merge if the condition is false. Choose Glossary from the Edit menu. Type "false" (or another appropriate name, without the quotation marks) as the glossary name and choose the Define button.
3. Insert a field with the following syntax:

```
{GLOSSARY {IF <CONDITION><OP>"<CONDITION>" "TRUE GLOSSARY NAME"  
"FALSE GLOSSARY NAME"}}
```

For example:

```
{GLOSSARY {IF {MERGEFIELD EMPLOYEES}>="100" "TABLE" "FALSE"}}
```

4. Select the field and press the F9 key before you perform the print merge the first time (it should only be necessary to update the field only once).

Note: You must have a glossary defined for the false result or the error message

Error! No glossary entry specified

will appear in place of the field when you merge. If you want no result when the condition is false, define some hidden text as your false glossary (be sure you do not include a paragraph mark in the glossary entry).

Merging a Document That Contains a Table or Graphic

Use this method when the table or graphic is part of another document you insert using an INCLUDE field.

Page 643 of the "Microsoft Word for Windows User's Guide" gives instructions for including a document during a print merge. If the included document contains tables and/or graphics, they do not display in the resulting merged documents when you follow these instructions.

If you reverse the order of the nested fields so the IF conditional field is nested within the INCLUDE field, Word for Windows displays the tables and graphics correctly.

A field with the following syntax will allow Word to evaluate a condition and include one of two documents. Either document may contain tables or graphics.

```
{INCLUDE {if <CONDITION><OP>"<CONDITION>" "TRUE FILENAME" "FALSE  
FILENAME"}}
```

Note: You must specify a file for Word to include, even when the condition is false. If no file is specified for Word to import when the condition is false, the following error message prints on the form letter:

Error! Filename Not Specified

The following are examples of the fields for versions 2.x and versions 1.x of Word for Windows.

Word for Windows versions 2.0, 2.0a, 2.0a-CD, and 2.0b

```
{INCLUDE {IF {MERGEFIELD order}>"100" "C:\\DIRNAME\\LETTER1.DOC"  
"C:\\DIRNAME\\LETTER2.DOC"}}
```

Using this field, Word for Windows includes the text in LETTER1.DOC if the amount in the data field "order" is more than 100. If the amount of the order is less than 100, Word will include LETTER2.DOC. Any table or graphic in LETTER1.DOC or LETTER2.DOC will be correctly displayed in the resulting merged documents.

Word for Windows versions 1.0, 1.1, and 1.1a

```
{INCLUDE {IF {REF order}>"100" C:\\DIRNAME\\LETTER1.DOC  
C:\\DIRNAME\\LETTER2.DOC}}
```

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 268-271,
639-645

Additional reference words: docerr 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD
w4wtable 2.00b w4wmerge w4wfield missing

WinWord: Word Returns to Main Document After Opening Data File
Article ID: Q89510

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

In a Microsoft Word for Windows print merge main document, when you choose the Edit Data File button on the print merge bar, Word for Windows sometimes opens the data file and then immediately returns to the main document window. This problem will occur if your main document contains an AutoOpen macro, which runs when Word for Windows opens the data document. To edit the data file, you must choose the Edit Data File button again.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

=====

The AutoOpen macro runs only if the data file is not open in Word for Windows when you choose the Edit Data File button. If you choose the Edit Data File button while the data document is open in Word for Windows, the AutoOpen macro is not activated and Word does not return immediately to the main document. As a result, you should only experience this problem the first time you choose the Edit Data File button in any Word session.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b datafile
w4wmacro w4wmerge pmh

WinWord: How to Use Dates as Print Merge Selection Criteria
Article ID: Q89532

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

In Microsoft Word for Windows, you can perform a selective print merge based on a list of dates. You can selectively print merge based on such criteria as a group of months, days of months, years or combinations of all three. For example, you can perform a selective print merge based on a list of names and birthdates.

In addition, you can instruct Word for Windows to change the date format of data in the merged document.

MORE INFORMATION

=====

To use the selective merge function:

1. Set up the data document. For example:

```
FRIENDS,BIRTHDATE
Raquel Tejada,10-5-1940
Norma Jean Baker,6/1/1926
Marion Michael Morrison,5/26/1907
```

Note: You can use either backslashes or dashes in the dates. If your data document is formatted as a table, you can also spell out the date (for example, "June 1, 1926").

2. Set up the main document:

- a. {if {MERGEFIELD Birthdate \@ "MMMM"}="October" "{MERGEFIELD Friends} {MERGEFIELD Birthdate \@ "MMMM d, yyyy"}"}

This example merges records for people born in October. The Birthdate field is formatted as "October 5, 1940", regardless of the data format of the data document (October 5, 1940, or 10/5/1940, or 10/5/40).

- b. {if {MERGEFIELD Birthdate \@ "MM"}="10" "{MERGEFIELD Friends} {MERGEFIELD Birthdate}"}

This example works the same as example a, except that the Birthdate prints exactly as it appears in the data document.

- c. {if {MERGEFIELD Birthdate \@ "yy"}="40" "{MERGEFIELD Friends}

```
{MERGEFIELD Birthdate \@ "MM dd, yy"}}
```

This example merges records for people born in 1940. The Birthdate field is formatted as "10/5/40."

- d. {if {MERGEFIELD Birthdate \@ " yyyy"}="October 5, 1940"
"{MERGEFIELD Friends} {MERGEFIELD Birthdate \@ "d-MMM-yy"}}

Same result as example 3 above, except that the Birthdate prints in "5-October-40" format.

- e. {if {MERGEFIELD Birthdate \@ "MMMM d, yyyy"}="October 5, 1940"
"{MERGEFIELD Friends} {MERGEFIELD Birthdate}}}

Merges only the records of people born on October 5, 1940.

The above examples do not illustrate all possible selective merge combinations or date formats. To view all possible DATE field switches, choose field from the Insert menu. In the Insert Field Type box, select Date. All the possible date switch combinations appear in the Instructions box.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 609-656, 751

Additional reference words: 6.00 2.00 2.00a 2.00a-CD 2.00b w4wfield wm_word w4wmerge conditional pmh

Comma in Quoted Text Causes Conversion to Two Columns in Table
Article ID: Q89831

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

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In a Word for Windows comma- or tab-delimited document, when a quoted text field contains a comma (used as punctuation), Word for Windows breaks the quoted text into two columns when you convert it to a table. The text to the left of the comma is placed in the first column and the text to the right of the comma is placed in the second column. This occurs because Word for Windows does not differentiate between commas used as delimiters and commas used as punctuation.

When you convert such text to a table, you must merge the two columns with the Merge Cells command.

MORE INFORMATION

=====

The following is a sample comma-delimited data document:

```
Andy Slagg,"Ashland, OR",97520
Walt Moore,"Santa Monica, CA",97007
Dave Fay,"Bellevue, WA",98005
```

The following table resembles the table you would get by selecting the text above and choosing Insert Table from the Table menu (in versions 1.0, 1.1 and 1.1a of Word for Windows, choose Table from the Insert menu):

| | | | | |
|------------|---------------|-----|-------|--|
| Andy Slagg | "Ashland | OR" | 97520 | |
| Walt Moore | "Santa Monica | CA" | 97007 | |
| Dave Fay | "Bellevue | WA" | 98005 | |

If Word for Windows converted the text in quotation marks correctly, the table would look like this:

| | | | |
|------------|------------------|-------|--|
| Andy Slagg | Ashland, OR | 97520 | |
| Walt Moore | Santa Monica, CA | 97007 | |
| Dave Fay | Bellevue, WA | 98005 | |

Workaround

1. In the comma-delimited data file, select all the data records.
2. From the Table menu, choose Insert Table.
3. To merge the two columns that contain the separated data, select both columns and choose Merge Cells from the Table menu. Note that Word for Windows inserts a paragraph mark in the text of the merged columns.
4. From the Edit menu, choose Replace. In the Find What box type "^p" (without the quotation marks). In the Replace With box type ", " (a comma and a space, without the quotation marks). Choose the Replace All button.
5. In the Find What box, type a quotation mark ("). Clear the contents of the Replace With box (it should be blank). Choose the Replace All button. Choose the Close button.

Reference:

"Word for Windows User's Guide," version 2.0, pages 257-258, 265, 314-318

Additional reference words: 6.00 2.00 2.00a 2.00a-CD 2.00b w4wmerge
1.00 wm_word w4wtable 1.10 1.10a split breaks broken

WinWord: Use of ASK and FILLIN Fields and \o Switch
Article ID: Q90010

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

This article discusses the following issues regarding the use of ASK and FILLIN fields in a Word for Windows print merge operation:

- Using the \o switch to cause Word to prompt you only once for input.
- Choosing the Cancel button or pressing ESC when prompted for ASK or FILLIN input.
- How to print the results of ASK and FILLIN fields while suppressing blank lines in your merged documents.

More Information:

ASK Field

The ASK field prompts you to type text, which it assigns to a bookmark name. During a print merge, the ASK field prompts you for input before printing each merged document, which allows you to customize each merged document. The ASK field itself has no result; the result is assigned to the bookmark. You must insert a separate field to reference the bookmarked information you typed in response to the ASK prompt. Example:

```
{ASK BookmarkName "Message Text"}{REF BookmarkName}
```

In this example, the ASK field prompts you for input, which it assigns to the bookmark named BookmarkName. The REF field inserts the input in your merged document.

FILLIN Field

The FILLIN field prompts you for text that is used as the FILLIN field result. During a print merge, the FILLIN field prompts you for input before printing each merged document, which allows you to customize each merged document.

Using the \o Switch

When you add the \o switch to a Word for Windows FILLIN or ASK field,

Word for Windows prompts for input only once, before printing the first document during a print merge, rather than once for each print merge document. Word for Windows uses the same information in each merged document. Examples:

```
{FILLIN "Batch Number" \o}  
{ASK BookmarkName "Message Text" \o}{REF BookmarkName}
```

What Happens When You Choose the Cancel Button or Press ESC?

If you previously typed something in the ASK or FILLIN field dialog box, that text remains in the dialog box for the next prompt. If you choose the Cancel button (or, in Word for Windows version 2.0, press the ESC key) to skip an ASK field, Word uses the previously-typed text as the current value of the ASK field bookmark.

Note: In versions 1.0, 1.1, or 1.1a of Word for Windows, if you press ESC in an ASK or FILLIN field dialog box, the print merge stops.

Canceling an ASK or FILLIN field dialog box only cancels the prompt for input; it does NOT delete the previously-typed input. If you don't want any value assigned to a FILLIN field or to an ASK field bookmark, you must press the DEL key to delete the previously-typed text, and then choose the OK button. In Word version 6.0, a space must be inserted to create blank results

ASK and FILLIN Field Results Don't Print If You Suppress Blank Lines

In versions 2.0, 2.0a, 2.0a-CD, and 2.0b of Word for Windows, the result of a FILLIN field or ASK field bookmark is not inserted in your merged document if you check the Skip Completely option under Treatment of Blank Lines Caused by Empty Fields in the Print Merge dialog box. In other words, suppression of blank lines by the Word for Windows Print Merge Helper cancels the result of an ASK or FILLIN field.

Microsoft has confirmed this to be a problem in versions 2.0, 2.0a, 2.0a-CD, and 2.0b of Word for Windows. We are researching this problem and will post new information here as it becomes available.

Workarounds

- If you are not concerned with blank lines appearing in your merged documents, select the Print Blank Lines option in the Print Merge dialog box.
- or-
- If you want to suppress the printing of blank lines, insert a conditional IF statement. When you perform the print merge, select the Print Blank Lines option in the Print Merge dialog box. In the example below, a blank link resulting from an empty {company} field is suppressed with the following instructions:


```
{MERGEFIELD name}  
{IF {company}<>" "}{company}[SHIFT+ENTER]  
"}{FILLIN "Batch Number" \o}
```

Note: Press SHIFT+ENTER to create a newline character. Do not type "[SHIFT+ENTER]" in the field. Press CTRL+F9 to create the field brackets.

For more information on ASK and FILLIN fields:

- Search for "fields: print merge", "ask field", or "fillin field" using the Help menu in version 2.0 of Word for Windows.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 646-651

Additional reference words: w4wmerge w4wfield 1.00 1.10 1.10a 2.00
2.00a 2.00a-CD 2.00b pmh missing appear data 6.0 wm_word

Print Merge Error Message: Syntax Error in Field Condition
Article ID: Q90460

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Word for Windows, the following error messages occur during a print merge operation if a condition is missing from a NEXTIF, IF, or SKIPIF field or if the field does not contain proper spacing:

There is a syntax error in a field condition.

Syntax error in field condition.

More Information:

Use NEXTIF, IF, and SKIPIF fields in a print merge main document to specify the conditions under which a record should be merged. In the following example, Word for Windows only merges records if the ZIP field contains "98008:"

```
{NEXTIF zip = 98008}
{name}
{street}
{city}, {state} {zip}
```

Missing Condition

Switch to field codes view and verify that each NEXTIF, IF, and SKIPIF field in the document contains a condition. If you do not specify a condition, the error messages occur and the print merge operation stops.

The following example demonstrates an incorrectly used NEXTIF field:

```
{NEXTIF zip}
```

The following example demonstrates a correctly used NEXTIF field:

```
{NEXTIF zip = 98008}
```

Incorrect Spacing

The error messages occur if the spacing in any NEXTIF, IF, or SKIPIF field is incorrect. Each field must contain a space between each expression and the operator. In the following example, there must be a space between "NEXTIF" and "zip", between "zip" and "=" and between

"=" and "98008":

{NEXTIF zip = 98008}

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 640-641,
753

"Microsoft Word for Windows User's Reference," version 1.x, pages 199,
424

Additional reference words: w4wmerge 1.00 1.10 1.10a 2.00
2.00a 2.00a-cd 2.00b errmsg err msg

Print Merge Error Message with Field in Header or Footer
Article ID: Q92569

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

In Word for Windows, the following error message sometimes occurs when you check your print merge main document for errors:

Record does not contain enough fields, or is missing one or more commas or tabs.

Word displays this error message for each of the first ten data records.

CAUSE

=====

This happens if your main document contains one of the following fields in the header or footer:

- PAGE
- EQ
- EMBED
- TIME
- DATE
- GLOSSARY
- GOTOBUTTON

Even though Word displays the above error message up to ten times, no errors occur when you perform the print merge operation, and the resulting merged documents are correct.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

More Information:

You can use the Only Check For Errors option in the print merge helper to

check your main and data documents for potential print merge errors. For example, Word notifies you if your main document contains a MERGEFIELD field that is not defined in the attached data file.

WORKAROUND

=====

- You can unlink some fields, such as EMBED fields, before you check for errors without any loss of functionality. For example, if your header or footer contains an embedded MS Draw object, unlink the field result; this does not prevent you from editing the object in Microsoft Draw. If you cannot unlink all fields in your header or footer, use the next workaround.

-or-

- Because the document merges correctly, you can ignore the error messages.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 630-631

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b w4wmerge
errmsg err msg picture graphic logo

Print Merge Error Using Linked Information As Data Document
Article ID: Q92599

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Word for Windows, if you use a document that contains a link to external information as your print merge data document, errors occur when you perform a print merge operation. In version 2.0 of Word for Windows, the following error message occurs:

Word has detected a field name in the header record that is not valid. This error must eventually be corrected to complete a successful print merge.

In versions 1.x of Word for Windows, the following error message occurs:

Not a valid bookmark name

This article describes how you can use information from an external database in your print merge data document.

This problem was corrected in Word version 6.0 for Windows.

More Information:

The print merge operation fails when your data document contains a link to an external database (such as Microsoft Excel) because Word for Windows inserts a paragraph mark before the LINK field (the DDEAUTO field in versions 1.x of Word for Windows). The paragraph mark renders your data document invalid.

Word for Windows, versions 2.0, 2.0a, 2.0a-CD, and 2.0b

DATAFILE.DOT is a template supplied with Word for Windows that contains macros you can use in your print merge data document to create a dynamic link to an external database. These macros insert the LINK field in the footer and paste the LINK field results in the body of your document. This eliminates the leading paragraph mark described above.

Note: To minimize memory and Windows resource demands, Microsoft Excel (or another external database application) should be running while you perform these steps. If you encounter low-memory error messages, quit and restart Word for Windows.

Method 1: Link from the Windows Clipboard

1. Start Microsoft Excel and open the data file.
2. Select the range of cells you want to use in your Word for Windows data document. From the Edit menu, choose Copy.
3. Start Word for Windows. From the View menu, choose Normal.
4. From the File menu, choose New. Select Datafile in the Use Template box and choose the OK button.
5. Do one of the following:
 - Choose the L button on the print merge bar.

-or-

- From the Tools menu, choose Database Management Tools. Choose the Link to Ext. Database button. Choose the Create Link From Clipboard button. In the Data Type box, select Formatted Text (RTF) and choose the Paste Link button. Choose the Yes button when the following message appears:

Updating the DDE link will delete the contents of your document. Do you want to continue?

-or-

- From the Edit menu, choose Paste Special. Choose the OK button when the following message appears:

Word does not support standard Dynamic Data Exchange links to print merge documents. Use the following dialog box to set up a print merge DDE link.

Method 2: Create a Manual Link

-
1. Repeat steps 1 through 4 from Method 1 above.
 2. Do one of the following:
 - Choose the L button on the print merge bar.
- or-
- From the Tools menu, choose Database Management Tools. Choose the Link To Ext. Database button. Choose the Create Link Manually button.
- Note: If you want Word for Windows to format the data as a table, select Rich Text Format in the Data Format box. If you want Word to format the data as tab-delimited text, select Unformatted Text in the Data Format box.
- or-
- From the Edit menu, choose Paste Special. Choose the OK button when the following message appears:

Word does not support standard Dynamic Data Exchange links to print merge documents. Use the following dialog box to set up a print merge DDE link.

3. Choose the Yes button when the following message appears:

Updating the DDE link will delete the contents of your document.
Do you want to continue?

Note on Methods 1 and 2

Word for Windows does not automatically update the links you created using Methods 1 and 2 above. Use the steps below to manually update the links:

1. Open the data document you created in Methods 1 and 2 above.

2. Do one of the following:

- Choose the L button on the print merge bar.

-or-

- From the Tools menu, choose Database Management Tools. Choose the Link To Ext. Database button.

3. Choose the Update Current Link button. Choose the Yes button when the following message appears:

Updating the DDE link will delete the contents of your document.
Do you want to continue?

Word for Windows, Versions 1.0, 1.1, and 1.1a

There is no way to use a linked document as a print merge data file in versions 1.x of Word for Windows, so you must create your data file using one of the following workarounds:

- Save the Excel file in either Excel 2.1 format or as a comma-delimited text file and use that file as the print merge data document.

-or-

- Instead of choosing Paste Link from the Edit menu, choose Paste to make an unlinked copy of the Excel document in the Word for Windows data document.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 616-624

"Microsoft Word for Windows User's Reference," pages 197-200, 201-203

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b
w4wmerge pmh helper err msg errmsg

Embedded Object Opens in MS Draw from Merged Document

Article ID: Q93734

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

If your print merge main document contains an embedded object, Word for Windows unlinks the EMBED field and inserts the field result in the merged document as a graphic image. As a result, if you double-click the image in the merged document, Word launches Microsoft Draw instead of the original server application.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wmerge w4wfield ole equation editor art graph chart client linking embedding

Cannot Replace Next Page Section Break Followed by Table
Article ID: Q94130

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

If your Word for Windows document contains a next-page or continuous section break followed by a table and there is no paragraph mark between the section break and the table, you cannot find or replace that section break using the Replace command.

WORKAROUND

=====

If you want to replace such section breaks, insert a paragraph mark between the table and section break.

STATUS

=====

Microsoft has confirmed this to be a problem in the above listed versions of Word for Windows. Microsoft is researching this problem and will post more information here as it becomes available.

MORE INFORMATION

=====

This problem frequently occurs when you create mailing labels for use in a print merge operation. After you create the mailing labels using MAILLABL.DOT, you may unsuccessfully attempt to remove the section breaks from your mailing labels main document using the Replace command (this is sometimes done to create a mailing list). To replace these section breaks, you must first position the insertion point at the top of the main document and insert a paragraph mark above the first label.

To insert a paragraph mark between a table and preceding section break, do the following:

1. Position the insertion point at the beginning of the first cell in the table.
2. Press CTRL+SHIFT+ENTER.

-or-

From the Table menu, choose Split Table. Word inserts a page break and a paragraph mark between the section break and the table. Delete the

page break.

Note: If you are removing the section breaks in order to create one large table, this procedure does not work. Each table will be separated by a paragraph mark that you cannot remove using the Edit Replace command. You can manually delete these paragraph marks or, if your table does not contain other paragraph marks, you can use the Edit Replace command to search for the paragraph marks and replace them with paragraph marks formatted for Exactly 0.1-inch line spacing.

Microsoft has confirmed this to be a problem in versions 2.0, 2.0a, 2.0a-CD, 2.0b, and 2.0c of Word for Windows. We are researching this problem and will post new information here as it becomes available.

Reference(s) :

"Microsoft Word for Windows User's Guide," version 2.0, pages 257-258, 262-266

Additional reference words: w4wtable w4wmerge
1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c

Typing Two-Digit Number in From Box Cancels Print Merge
Article ID: Q95615

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, and 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

Word for Windows incorrectly cancels a print merge operation if you choose the Record Selection button, choose the OK button, and then type a two-digit number in the From box in the Print Merge dialog box.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

WORKAROUND

=====

This problem does not occur if you select the All Print Records option or if you type a single-digit number in the From box.

MORE INFORMATION

=====

Steps to Reproduce Problem

1. From within a print merge main document, choose Print Merge from the File menu. Choose the Merge button.
2. Choose the Record Selection button and then choose the OK button.

-or-

Choose the Record Selection button, add a rule and then choose the OK button.

3. In the Print Merge dialog box, select the From option. In the From box, type a two-digit number (such as 15). As soon as you type the second digit (this can be any character or number), the Print Merge

dialog box closes and the print merge operation stops.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wmerge

How to Save Disk Space when Using Inserted Objects

Article ID: Q95656

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

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In Word for Windows, inserted objects use up a large amount of disk space. For objects that you use repeatedly in the same type of document (such as a graphic in letterhead), you can save disk space by placing the object in a print merge data file. You can then set up your document as a print merge main document and insert a MERGEFIELD field to reference the object in the data document. To print the document, choose the Print Merge command from the File menu (instead of the Print command).

To create a letterhead template that contains a graphic at the top of the page, use the following procedure.

To create the data file:

1. Create a new document based on the NORMAL template.
2. Type a field name such as "graphic" (without the quotation marks) and press the ENTER key.
3. From the Insert menu, choose Picture. Select the graphic you want to appear on the letterhead and choose the OK button.
4. You now have a valid data file that contains one field named "graphic" and one data record (the graphic). Save and close this file.

To create the main document:

1. Create a new document based on the NORMAL template.
2. From the File menu, choose Print Merge.
3. Choose the Attach Data File button. Select the data file you created in the above section and choose the OK button.
4. Choose the Insert Merge Field button on the print merge bar. Choose the OK button to insert the graphic MERGEFIELD field in your document. The graphic now appears at the top of your document.
5. Type any other boilerplate text you want to appear in your document.

6. From the File menu, choose Save. Select Document Template from the Save File As Type list. In the File Name box, type a filename with a .DOT extension (for example, LETHEAD.DOT) and choose the OK button.
7. Close the template file.

To use the template:

1. From the File menu, choose New.
2. In the Use Template box, select the template you created in the section above (such as LETHEAD.DOT) and choose the OK button.
3. Type the letter.
4. Save the file. Notice that a MERGEFIELD field appears in place of the graphic.
5. To print the letter, choose the Merge to Printer on the print merge bar.

MORE INFORMATION

=====

Another way to save disk space when you are using inserted objects is to use the LoadSmall and SaveSmall macros from the NEWMACRO.DOC file. For information on the LoadSmall and SaveSmall macros, query on the following words in the Microsoft Knowledge Base:

description and savesmall and loadsmall and w4wmacro

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 612-627

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wmerge
image space large too big filesize size 6.00

EQ, AUTONUM, and SYMBOL Fields Are Blank in Print Merge
Article ID: Q95658

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

When you use an EQ, AUTONUM, or a SYMBOL field in a print merge data document, this field is printed as a blank space in your Word for Windows merged document.

These fields are printed as blank spaces because when Word performs a print merge operation it unlinks the fields and places only the result in the merged documents. Since Word cannot unlink an EQ, AUTONUM, or a SYMBOL field, it cannot place a result in the merged document; the missing result appears as a blank space.

Similarly, if you nest a SYMBOL field in an IF field, as in the following example, the SYMBOL field does not display or print in a print merge:

```
{IF {MERGEFIELD CODE} <> "" "{SYMBOL 183 \f "Symbol"} {MERGEFIELD CODE}"}
```

This problem was corrected in Word version 6.0 for Windows

Workarounds

For SYMBOL fields:

Instead of inserting a SYMBOL field, create the symbol by pressing ALT+NNNN (where NNNN is the ANSI character code of the symbol).

For AUTONUM fields:

Instead of using an AUTONUM, AUTONUMLGL, or AUTONUMOUT field, renumber the paragraphs using one of the options in the Numbered List dialog box of the Bullets And Numbering command (located on the Tools menu).

For EQ (Equation) fields:

Use the Microsoft Equation Editor to insert the equation as an EMBED field; the EMBED field will continue to be displayed even after it is unlinked during a print merge operation.

More Information:

The EQ, AUTONUM, and SYMBOL fields are in a class of fields called display fields. The result of such fields depends on the presence of

the field. You cannot unlink such fields from their result, so Word inserts a blank space in place of the result when it unlinks the field during a print merge operation.

Note: You cannot unlink an EQ, AUTONUM or a SYMBOL field by pressing CTRL+SHIFT+F9.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wmerge
w4wfield

Word Incompletely Sorts Table Column That Contains a Comma
Article ID: Q95960

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

A column sorts incorrectly in Word for Windows if the Separator option or Field Number setting in the Tools Sorting dialog box (Utilities Sorting dialog box in Word versions 1.x) is wrong or if the text contains more than one type of data delimiter (table, comma, or tab) recognized by Word. To obtain accurate sorting results, the Separator option and Field Number setting must be correct in the Sorting dialog box, and the column must contain only one type of delimiter.

For example, if you sort a table and the text in the key field contains numbers with commas as thousands separators (such as 1,000,000), Word ignores the text following the first comma and performs the sorting operation on the text preceding the comma. This happens because the selection contains two data-delimiter types (table and comma). In this case, you must delete the commas so the selection contains a single type of data delimiter.

This problem was corrected in Word version 6.0 for Windows.

More Information:

In Word, you can base your sort on a column of information in a table or in a comma- or tab-delimited portion of a document. Word for Windows does not sort correctly if your information contains more than one kind of data delimiter.

Workaround 1

Change the list separator character using the following steps:

1. Open the Windows Control Panel and choose the International icon.
2. In the Separator box, type a character other than one of the delimiter characters, such as a semicolon (;).

Note: Changing the list separator character may affect some functions in other applications such as Microsoft Excel. If this happens, use Workaround 2 instead.

Workaround 2

Note: This workaround produces incorrect sorting results if the

column contains more than one kind of data delimiter.

Use the following steps to correctly sort a column:

1. Open or create a document that contains a table or a comma- or tab-delimited selection. Select the column of text on which you want to base the sort. For information on selecting a column of text, see page 106 in "Microsoft Word for Windows User's Guide."
2. From the Tools menu, choose Sorting (in Word versions 1.x, choose Sort from the Utilities menu).
3. For the sorting order, select Ascending or Descending.
4. From the Key Type list, select Alphanumeric, Numeric, or Date as appropriate.
5. Although your selected text may not contain any commas or tabs, select the Comma or the Tab option button as the separator to represent how the selection is separated from the rest of the data.
6. Although your selected text may include only one column of text without commas or tabs, type the value in the Field Number box that represents the position of the column. For example, if a tab precedes the selected column, type 2 in the Field Number box.
7. Choose the OK button.

Note: If you select incorrect settings in steps 5 or 6 above, Word either does not sort the data or sorts it incorrectly.

We are researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 299-300

"Microsoft Word for Windows User's Reference," version 1.x, pages 328-330

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wtable w4wmerge

Print Merge Data Document Can Contain More Than 2000 Fields
Article ID: Q96243

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

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In theory, a Word for Windows print merge data document can contain an unlimited number of fields in the header row, even though a main document cannot contain more than 2000 fields (including MERGEFIELD fields and other fields). In practice, print merge performance degrades in proportion to an increase in the number of fields in the header row. The configuration of your computer and available memory may also limit the number of fields you can insert in your data document.

MORE INFORMATION

=====

If you create your data document using Microsoft Excel, the maximum number of data fields is 256. If you use a Word table, the maximum number of data fields is 31. Use a delimited text format to create a data document that contains more than 256 data fields.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 611-622, 811

Additional reference words: 6.00 2.00 2.00a 2.00a-CD 2.00b 2.00c
w4wmerge wm_word datafile.dot operating limitations

Data File Character Formatting Not Retained in Merged Document
Article ID: Q96247

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Word for Windows, if a print merge data document contains text with different character formatting, that text may appear incorrectly in the merged document. This happens because text merged from the data file takes on the formatting you apply to the corresponding field in the main document. As a result, the format of the MERGEFIELD field in the main document overrides any formatting you applied in the data document.

For example, if you insert a trademark symbol in your data document by pressing ALT+0226 and formatting the character for the Symbol font, Word replaces the Symbol font character formatting with that of the MERGEFIELD field in the main document when you perform the print merge operation. In the merged document, an accented uppercase A character appears instead of the trademark symbol (if the MERGEFIELD field is formatted with a font other than Symbol).

Workaround

For the data field that contains special character formatting, insert a REF field in your main document instead of a MERGEFIELD field. For example, in place of the following MERGEFIELD field

{MERGEFIELD FIELDNAME}

insert the following REF field instead:

{REF FIELDNAME}

Word retains the data document formatting for the results of the REF field, which preserves the special character formatting.

The drawback to this workaround is that the print merge helper does not detect errors or suppress blank lines for this field. If you use this workaround, you must suppress blank lines and resolve any print merge errors manually for the REF field.

For information on suppressing blank lines when not using MERGEFIELD fields, query on the following words in the Microsoft Knowledge Base:

winword and suppress and blank and line and 1.1

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 153,
628-656

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wfield
monotype sorts symbol wingdings dingbats zapfdingbats w4wmerge changes
changed 6.00 wm_word

Cannot Specify Range When Attaching Microsoft Excel Data File
Article ID: Q96378

The information in this article applies to:

- Microsoft Word for Windows, versions 2.00, 2.00a, 2.00b, 2.00c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

If a Microsoft Excel spreadsheet is attached to a Word for Windows print merge main document and the spreadsheet is still an open document, Word for Windows does not ask you to select a new range of cells.

This problem was corrected in Word version 6.0 for Windows.

More Information:

A Microsoft Excel spreadsheet can be used as a print merge data file. In Microsoft Excel a block, or range, of cells can be defined and given a name. When you attach the Microsoft Excel file to the print merge main document, Word for Windows prompts you to specify which range you want to use .

If you want to attach a different range of cells to the same print merge main document, you must first detach the spreadsheet and then re-attach it. However, if you leave the spreadsheet file open in Word for Windows, the dialog box to select a range does not appear, and Word uses the range that was previously specified.

The Microsoft Excel spreadsheet (data file) remains open in Word if you choose Edit Data File from the print merge toolbar and then do not close the document window that is created.

Workaround:

Close the Microsoft Excel document window in Word before re-attaching the Microsoft Excel file (data file).

Additional reference words: check 2.00 2.00a 2.00b 2.00c w4wmerge

Remove Attachments Unavailable in Print Merge Main Document
Article ID: Q96743

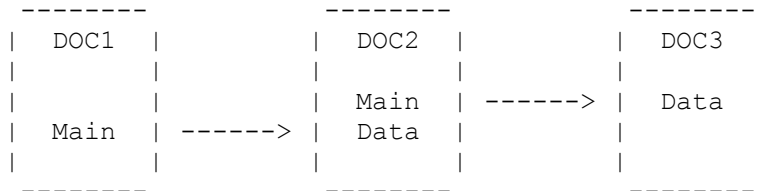
The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, the Remove Attachments button is unavailable in a print merge main document if that main document is attached to another main document as a data file and that file is open.

For example, if DOC2 is both a main document in relation to DOC3 and a data document in relation to DOC1, the Remove Attachments button is unavailable in DOC2 if DOC1 is open. If you want to remove attachments from DOC2, you must close DOC1 or activate DOC1 and remove DOC2 as an attached data document.



This problem was corrected in Word version 6.0 for Windows.

More Information:

Although it is not practical, theoretically you can create a "chain" of documents using the print merge feature. For example, DOC1 can be a print merge main document with DOC2 attached as the data file. DOC2, however, can also be a main document with DOC3 attached as a data file.

The print merge feature in Word is not designed to chain documents together in the above manner. You should avoid using a Word document as both a main and data document.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wmerge

Error Merging when Data File Is Microsoft Excel CSV or Text
Article ID: Q96921

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-cd, 2.0b, 2.0c, 6.0
 - Microsoft Excel for Windows, versions 4.0, 4.0a
-

SUMMARY

=====

In Microsoft Word, if you use a Microsoft Excel file saved in the CSV or Text file format for the data file in a print merge document, you may receive one of the following error messages during the merge if the last column in the data file does not contain data in at least every 16th record:

Word Version 2.0

There are fewer fields in record <N> than mergefields in header record. Do you want to continue with the Print Merge?

Where <N> is the number of the first record of a 16-row block of records in which the last column contains no data.

Word Version 1.x

Number of fields does not match number of names in record N. Continue with Print Merge?

Where <N> is the number of the first record of a 16-row block of records in which the last column contains no data.

Workarounds

To work around this problem, do one of the following:

- If you do not need to use the CSV or Text file format (in order to avoid errors due to commas within the data, for example) save the Microsoft Excel file in the Microsoft Excel file format.
- or-
- If you must use the CSV or Text format, verify that the last column in the file contains some input in at least every 16 rows throughout the file. (If necessary, you can add spaces or other characters in every 16th cell, or you can reorder the columns in the worksheet so that the last column on the worksheet always contains information.)

MORE INFORMATION

=====

In Microsoft Excel, if you save a file in Text or CSV format, Microsoft Excel places tabs or commas between each column of the worksheet. However, if the cells in the last column contain no data, the extra comma or tab indicating the blank field for that record is stripped off when the file is saved.

Microsoft Excel saves text files in 16-row blocks. Therefore, if all the cells in the last column in a 16-row block are empty, Microsoft Excel saves that area as if the column did not exist. No tabs or commas are saved for that 16-row block of cells.

Additional reference words: w4wmerge w4wexcel 1.00 1.10 1.10a 2.00 wm_word
2.00a 2.00a-cd 2.00b 2.00c 6.00

Conditional Alphanumeric Merge May Yield Incorrect Results

Article ID: Q97484

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

A print merge operation may yield incorrect results if you use a conditional statement to evaluate alphanumeric data when the first character of the data is numeric. This happens because conditional statements (IF fields) evaluate only the first two characters of a numeric string.

More Information:

For example, using the sample data file below, the following conditional statement incorrectly yields a true result for the first and second records, although only the second record satisfies the condition:

```
{IF {MERGEFIELD TEST} = "1AB" "This is true"}
```

Note: The IF field evaluated only the first two characters (1A) of the numeric string.

Sample Data File

```
-----  
|  Rec_Num  |  Name   |  Test  |  
-----  
|    1     | John   | 1AA   |  
-----  
|    2     | Bill   | 1AB   |  
-----  
|    3     | Fred   | 2AA   |  
-----  
|    4     | George | ABC   |  
-----
```

Workaround

Word version 2.0

If your alphanumeric data contains entries that begin with a numeric character, use the print merge Record Selection feature to perform a conditional merge of the data. By setting record selection rules, you can merge only data records that meet the criteria you specify.

The disadvantage of this workaround is that you must perform multiple print merge operations if your main document contains more than one conditional statement for alphanumeric fields. In this case, you must modify your main document for each condition, change the Record Selection settings to evaluate each condition individually and then perform a separate print merge operation. The functionality of the Record Selection feature differs from that of an IF field, so you must modify your print merge procedure accordingly.

For example, the following procedure uses the Record Selection feature to perform a conditional print merge of the sample data file above. This procedure replaces the following conditional statement:

```
{IF {MERGEFIELD TEST} = "1AB" "This is true"}
```

1. Attach the data file to the main document and then activate the main document.
2. From the File menu, choose Print Merge, and then choose the Merge button.
3. Choose the Record Selection button.
4. From the Field Name list, select Test.
5. From the Is list, select Equal To.
6. In the Compared To box, type "1AB" (without the quotation marks) and then choose the Add Rule button. Choose the OK button.
7. Complete the print merge operation. For record 2, "This is true" should appear in the merged document.

Word version 1.x

1. Sort your data file based on the field that contains entries that begin with a numeric character.
2. Number your data records.
3. Insert a conditional field, such as IF or NEXTIF, to print merge the correct data records.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 633-645

"Microsoft Word for Windows User's Reference," version 1.0, pages 197-199

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c numbers strings w4wmerge w4wfield alphabetic 6.00 wm_word

"Bookmark Not Defined" Replaces Print Merge ASK Field Result
Article ID: Q97485

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

The following error message prints in place of bookmark information

Error! Bookmark not defined.

if you define a bookmark in a print merge main document using an ASK field and then perform a print merge operation in which you select the Skip Completely option to suppress the printing of blank lines. Word for Windows loses the bookmark and stops printing the bookmark information in your merged document after the first occurrence of blank line suppression.

In other words, when Word suppresses the printing of a blank line, it does not retain the ASK field results, so this information does not print in subsequent merged records.

This problem was corrected in Word version 6.0 for Windows.

Workaround

Turn off the Skip Completely option in the Print Merge dialog box.

-or-

Replace paragraph marks in your main document with newline characters (press CTRL+ENTER).

Note: Both workarounds disable the suppression of blank lines.

Microsoft has confirmed this to be a problem in versions 2.0, 2.0a, 2.0a-CD, 2.0b, and 2.0c of Word for Windows. This problem was corrected in Word version 6.0 for Windows.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wfield
w4wmerge errmsg err msg
*

Print Merge Helper Creates Single-Column Table

Article ID: Q97792

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

When you create a data file by choosing the Create Data File button in the File Print Merge dialog box, Word for Windows may produce a single-column table, regardless of the number of fields that you designate. This problem occurs if the List Separator box is blank. To set the list separator character, choose the International icon in the Windows Control Panel window.

When using Word for Windows 6.0 and the List Separator value is empty in the International section of Control Panel, there is an infinite number of default field name that appear in the Create Data file window. Ultimately, a datafile (of this many fields) can not be created.

More Information:

The table that results when the List Separator box is blank contains only the first field. If you use a different character as the list separator, Word correctly produces a multiple-column table in most instances (some list separator characters may produce a single-column table; if that happens, change to a different list separator character).

The default list separator value for the English (U.S.) language is a comma.

If the List Separator box already contains a comma, rename the winword.ini file and restart Word, and the Print Merge Helper will produce a multi-column table as expected.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 612-615, 619-620

"Microsoft Windows User's Guide," version 3.1, pages 170-171

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wmerge pmh

Err Msg: Number of Fields Does Not Match Number of Records...
Article ID: Q97941

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

This article lists several causes of the following error message, which may occur when you perform a print merge operation in Word for Windows:

Word Version 2.0

There are fewer fields in record <N> than merge fields in the header record. Do you want to continue with the Print Merge?

Word Version 1.x

Number Of Fields Does Not Match Number Of Names In Record <N>. Continue Print Merge?

If you choose the Yes button, one or more of your merged documents may contain incorrect, missing, or misplaced data.

MORE INFORMATION

=====

If the above error message occurs, check the following in your print merge data document:

1. Your data file may contain an extra character, such as a paragraph mark, space, tab or other character, after the last record, as shown in the following example:

```
Name,Street,Address
John Major,10 Downing St.,"London, England"
<paragraph mark>
```

Word treats the extra characters as an additional record and produces an extra merged record. This extra merged record may contain only the main document text, or it may be blank. To eliminate the extra merged record, delete the extra characters at the end of your data file.

Tip: When your data document contains an extra character after the last record, the number <N> in the above error message is one number greater than the total number of records in your data file.

For example, if your data file contains three records, the error message states "...record 4."

2. One or more records in your comma-delimited or tab-delimited data document may contain a comma or tab as punctuation. In the following example, the comma in "London, England" causes the error message:

```
Name,Street,Address
John Major,10 Downing St.,London, England
```

To use a comma or tab as punctuation in a comma- or tab-delimited document, enclose the field in quotation marks, as shown in the following example:

```
Name,Street,Address
John Major,10 Downing St.,"London, England"
```

Word reads a comma or tab in quotation marks as text instead of as a delimiter. The quotation marks do not print.

3. If your data document is a Word table, one or more of the rows may contain more cells than the first row of the table. Remove the extra cells so each row contains the same number of cells as the first row of the table.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 612-620

"Microsoft Word for Windows User's Reference," version 1.x, pages 131-132, 197

Additional reference words: 6.00 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD
2.00b wm_word 2.00c w4wmerge errmsg

Calculations with Print Merge Causes Errors

Article ID: Q98836

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

In Word For Windows, you can include numeric values in a print merge data file to use in calculations in the main document. If any of the fields in the data file are blank, however, one of two error messages may appear in the merged document:

!Unexpected End of Expression

-or-

!Syntax Error

WORKAROUND

=====

- Make sure that all the fields used for calculations contain data. Type 0 (zero) in any blank field.

The drawback to this workaround is that it could become tedious to maintain for large data files.

-or-

- In the calculation field in your main document, insert an IF statement that tests whether the field is blank. The following IF statement uses the value from the data file when the field is not blank; otherwise it uses 0 for the calculation:

```
{= {if {MERGEFIELD num1} <> "" {MERGEFIELD num1} 0} +  
{if {MERGEFIELD num2} <> "" {MERGEFIELD num2} 0}}
```

Note: To create the curly field brackets, press CTRL+F9.

For more information on using IF statement in a print merge, consult pages 639-645 in the Word for Windows "User's Guide."

REFERENCES

=====

"User's Guide," version 2.0, pages 639-645

Additional reference words: 6.00 2.00 2.00a 2.00a-CD 2.00b 2.00c
w4wmerge wm_word

Err Msg in Place of REF Field Result: Bookmark Not Defined
Article ID: Q98895

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

If you type nothing in response to an ASK field prompt, Word for Windows records a nul value, which may cause the following error message to appear as the result of the REF field that references the nul ASK field result in versions 2.0 and 1.0:

Error! Bookmark not defined.

In version 6.0, the message is

Error! Reference source not found.

This happens because you cannot assign a bookmark to a nul value. A bookmark must represent a value, such as a selection or the insertion point (the insertion point is not the same as a nul value).

Workaround 1

To prevent the above error message from appearing, insert a SET field before the ASK field, as shown in the example below. The SET field assigns the insertion point, or no selection (""), to the bookmark (instead of a nul value) so the error message does not occur.

```
{SET address2 ""}{ASK address2 "What is the second line of  
the address?"}{ref address2}
```

This workaround assigns a blank value to the bookmark that Word can insert if a different value is not later assigned using the ASK field.

Note: The \d (default) ASK field switch has no effect on this workaround.

Workaround 2

Insert an IF field that compares the reference to the ASK field bookmark with a reference to an intentionally undefined bookmark. If the bookmarks are the same (which means that both produce the "Error! Bookmark not defined" error message), Word inserts an alternate result.

Note: Be sure to choose a unique bookmark name as the intentionally undefined bookmark. If this bookmark name is later assigned to a

value, the workaround fails.

In the following example, which illustrates this workaround, "xxxx" is an undefined bookmark name. If the value of the mybookmark bookmark is nul, Word inserts "No name given" as the result of the IF field.

```
{ASK mybookmark "Type your name:"}
```

Insert the following IF field in place of the REF field that references the ASK bookmark results:

```
{IF {mybookmark} = {xxxx} "No name given" {mybookmark}}
```

Reference(s):

"User's Guide," version 2.0, pages 477-478, 640-644, 646-650

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b
2.00c 6.00 w4wfield errmsg err msg w4wmerge print merge wm_word

FILLIN Field Dialog Box Blank During Print Merge

Article ID: Q98897

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

When you use the FILLIN field in a print merge document to prompt for information to print on each record, Word for Windows does not always display what was typed in the previous FILLIN dialog box. This happens if the Skip Completely option is selected in the Print Merge dialog box and if Word skipped a blank line in the previous record. In other words, when Word suppresses the printing of a blank line, it does not retain the FILLIN field results, so this information does not appear as the default response the next time the FILLIN dialog box appears.

This problem was corrected in Word version 6.0 for Windows. To obtain new or updated Microsoft products, call Microsoft End User Sales at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

Workaround

- Use the \d switch in the FILLIN field, which displays the same default response each time instead of the response you typed in the previous FILLIN dialog box.
- or-
- Cancel the selection of the Skip Completely option in the Print Merge dialog box.
- or-
- Replace paragraph marks in your main document with newline characters (press CTRL+ENTER to create a newline character).

NOTE: The last two workarounds disable the suppression of blank lines.

Microsoft has confirmed this to be a problem in versions 2.0, 2.0a, 2.0a-CD, 2.0b, and 2.0c of Word for Windows. This problem was corrected in Word version 6.0 for Windows.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wfield w4wmerge errmsg err msg error message

Page Numbering Starts at 1 for Each Print Merged Document
Article ID: Q99814

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

When you perform a print merge operation in Word for Windows, page numbers start at 1 for each merged record, even if you select the Continue From Previous Section option in the main print merge document.

This problem was corrected in Word version 6.0 for Windows.

Use one of the following workarounds to set continuous page numbering in the merged document:

Workaround 1

Insert the following field in the header or footer of your main document and merge the results directly to the printer (instead of merging the results to a new document). The limitation of this workaround is that each merged document must contain the same number of pages.

`{=((({mergerec}-1)*<number of pages in merged document>)+{page})}`

Note: In the above expression, if you want to use a NUMPAGES field in place of the <number of pages in merged document> value, you must unlink it before you perform the print merge operation. For more information on using the NUMPAGES field in a print merge operation, query on the following words in the Microsoft Knowledge Base:

numpages and w4wmerge and result and merged

Workaround 2 (Word Version 2.0, 2.0a, 2.0a-CD, 2.0b, and 2.0c only)

This method consecutively numbers the pages of your merged document if your main document is no longer than one page. This method works only if your data file is in Word table format.

1. Open the print merge data document.
2. From the File menu, choose Template.
3. Select the DATAFILE template from the Attach Document To list and choose OK.

4. Choose the N button on the toolbar.

-or-

From the Tools menu, choose Database Management Tools. Select the Number Records option. Word adds a Rec_Num field as the first field in your data file.

5. Choose the M button on your toolbar to activate the main document.

-or-

From the File menu, choose Print Merge and choose the Edit Main Document button.

6. From the View menu, choose Header/Footer. Select Header or Footer, depending on whether you want the page numbers to appear at the top or bottom of each page, and choose OK.

7. Choose the Insert Merge Field button on the print merge bar.

-or-

Press ALT+SHIFT+F.

8. Select Rec_Num from the Print Merge Fields list and choose OK.

9. Choose the Close button in the header/footer pane.

10. From the File menu, choose Print Merge. Choose the Merge button.

11. In the Print Merge dialog box, choose OK. The merged document contains continuous page numbers.

Workaround 3

This method modifies the rich-text format (RTF) code of the main document.

1. Open the main document. From the View menu, choose Header/Footer. Select Header or Footer, depending on whether you want the page numbers to appear at the top or bottom of each page, and choose OK.

2. Press CTRL+F9 to insert field brackets. Type "Page" (without the quotation marks) in the brackets.

3. Choose the Close button in the header/footer pane.

4. From the File menu, choose Print Merge. Choose the Merge button.

5. Select the Merge To New Document option and then choose OK.

6. The merged document (named Form LettersN) should now be active. From the File menu, choose Save As.

7. From the Save File As Type list, select Rich Text Format (.rtf).
8. In the File Name box, type "TEST.RTF" (without the quotation marks), and choose OK.
9. From the File menu, choose Open. Select the TEST.RTF file and choose OK. In the Convert File dialog box, select Text Only and choose OK.
10. From the Edit menu, choose Replace. In the Find What box, type "\pgnrestart" (without the quotation marks). Clear the Replace With box and then choose the Replace All button.
11. From the File menu, choose Close. Choose the Yes button when Word prompts you to save changes to the file.
12. From the File menu, choose Open. Select the TEST.RTF file and choose OK. When Word prompts you to convert the file from Rich Text Format (.rtf), choose OK. The merged document now contains consecutive page numbering.

Reference(s) :

"Microsoft Word for Windows User's Guide," version 2.0, pages 616-628, 677-679

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wmerge

Main Document Header Prints on Envelope During Print Merge
Article ID: Q99817

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

If you add an envelope to a print merge main document that contains a header, the header prints on all but the first envelope if you select the Merge To New Document option in the Print Merge dialog box.

Microsoft is researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

By contrast, the header does not print on the envelopes when you select the Merge To Printer option or when you print merge only the envelope by printing from page 0 to page 0.

More Information:

Although this problem usually occurs when your print merge main document includes an envelope, it can also occur when your print merge main document contains multiple sections. If the first section does not contain a header and the last section does contain a header, the header from the last section of the previous form letter prints as the header of the first section of all but the first form letter. Again, this happens only when you select the Merge To New Document option when you perform the print merge operation. It does not occur when you print merge the document to the printer.

Workaround

1. Position the insertion point on the envelope page.

-or-

Position the insertion point in the first section of your main document (for non-envelope occurrences of this problem).

2. From the View menu, choose Header/Footer. Select Header and choose the OK button.

3. In the header, press the SPACEBAR to insert a space.

The envelope (or the first section) now contains a section that consists of a single space, which prevents the previous header from printing in the wrong place.

Reference(s) :

"User's Guide," version 2.0, pages 120-121, 631-632

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wmerge

Cannot Remove Header File Attachment from Main Document
Article ID: Q105709

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.1
-

SYMPTOMS

=====

If your Word for Windows mail merge ("print merge" in Word 2.x) main document is attached to both a header file and data file, you cannot remove a single attachment without removing both attachments. For example, if you want to remove the header file attachment when you add a header record to your data document, you must remove both the header and data document, then reattach the data document.

For information on attaching data and header documents to a mail merge main document in Word 6.0, search for "mail merge" using the Help menu.

STATUS

=====

We are researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 629-630

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c 6.00
printmerge w4wmerge remove replace change datafile headerfile
mailmerge mail formletter maillabel catalog reattach wm_word

Shortcut Key Combinations for Mail/Print Merge Tools

Article ID: Q105712

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.1
-

SUMMARY

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This article contains a list of the key combinations (shortcut keys) you can use to choose buttons on the Mail Merge toolbar (the Print Merge toolbar in Word 2.x). These toolbars are available only in a mail merge main document ("print merge" document in Word 2.x).

MORE INFORMATION

=====

| Key Combination | Description |
|-----------------|-----------------------|
| ----- | ----- |
| ALT+SHIFT+F | Insert merge field |
| ALT+SHIFT+E | Edit data file |
| ALT+SHIFT+K | Check merge |
| ALT+SHIFT+N | Merge to new document |
| ALT+SHIFT+M | Merge to printer |

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c 6.00
w4wmerge wm_word

Print Merge Err Msg: "Requested First Record Is Beyond End..."
Article ID: Q105822

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.1
-

SYMPTOMS

=====

Word for Windows may issue the following error message when you perform a print merge operation on selected records (for example, from record 10 to record 15):

The requested first record is beyond the end of the print merge data file.

CAUSE

=====

This problem is frequently seen with large comma-delimited dBASE files. The problem results from misplaced field delimiters. For example, in the following sample data document, there is a misplaced quotation mark between Bob and Smith in the first record (the second record is a valid record):

```
name, address
"Bob "Smith", "111 Main St"
"Sue Jones", "222 Main St"
```

STATUS

=====

Microsoft has confirmed this to be a problem in versions 2.x of Word for Windows. This problem was corrected in version 6.0 of Word for Windows.

WORKAROUND

=====

Remove all the misplaced quotation marks.

Additional reference words: mail merge 2.00 2.00a 2.00a-CD 2.00b 2.00c W4WMERGE

Main Document Header Prints on Envelope During Print Merge
Article ID: Q105841

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

If you add an envelope to a print merge main document that contains a header, the header prints on all but the first envelope if you select the Merge To New Document option in the Print Merge dialog box. By contrast, the header does not print on the envelopes when you select the Merge To Printer option or when you print merge only the envelope by printing from page 0 to page 0.

STATUS

=====

Microsoft has confirmed this to be a problem in Word for Windows. We are researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

MORE INFORMATION

=====

Although this problem usually occurs when your print merge main document includes an envelope, it may also occur when your print merge main document contains multiple sections. If the first section does not contain a header and the last section does contain a header, the header from the last section of the previous form letter prints as the header of the first section of all but the first form letter. Again, this happens only when you select the Merge To New Document option when you perform the print merge operation. It does not occur when you print merge the document to the printer.

WORKAROUND

=====

1. Position the insertion point on the envelope page.

-or-

Position the insertion point in the first section of your main document (for non-envelope occurrences of this problem).

2. From the View menu, choose Header/Footer. Select Header and choose the OK button.

3. In the header, press the SPACEBAR to insert a space.

The envelope (or the first section) now contains a section that consists of a single space, which prevents the previous header from printing in the wrong place.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 120-121, 631-632

Additional reference words: 6.00 2.00 2.00a 2.00a-CD 2.00b 2.00c
w4wmerge wm_word w4wenvelope

How to Merge Conditional Number of Records to the Same Page
Article ID: Q105888

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

In Word for Windows, you can merge a conditional number of records to the same page.

MORE INFORMATION

=====

To merge a conditional number of records to the same page, use a combination of SET, IF, and NEXTIF fields. For example, you could use this method to merge all records with the same name to one page in the merge and create a new page in the merge when a new name is encountered in the data file.

The following example uses a data file with employee names (Employee) and projects they are working on (Projects). The Check field is used in the datafile to mark the last record of a particular name.

Sample Data File:

| Employee | Project | Check |
|-----------|---------|-------|
| John Doe | 4578j | |
| John Doe | 86785x | |
| John Doe | 543p | 1 |
| Jane Doe | 87x | |
| Jane Doe | 89976m | 1 |
| Sam Smith | 7897r | |
| Sam Smith | 857t | |
| Sam Smith | 78974x | |
| Sam Smith | 7868p | 1 |

The main document should be set up as follows, with a copy of the conditional statements equal to the maximum number of projects for each employee (four in the above example):

```
Employee      Project
{MERGEFIELD Employee}      {MERGEFIELD Project}{set duplicate {if
{MERGEFIELD Check}="1" "off" "on"}}{nextif {mergefield check}=""}{if
{duplicate}="on" "P
t{MERGEFIELD Project}"}{set duplicate {if {MERGEFIELD Check}="1"
"off" "on"}}{nextif {mergefield check}=""}{if {duplicate}="on" "P
t{MERGEFIELD Project}"}{set duplicate {if {MERGEFIELD Check}="1"
"off" "on"}}{nextif {mergefield check}=""}{if {duplicate}="on" "P
t{MERGEFIELD Project}"}{set duplicate {if {MERGEFIELD Check}="1"
```



```
"off" "on"}}{nextif {mergefield check}=""}{if {duplicate}="on" "P  
t{MERGEFIELD Project}"}
```

Where "P" represents a paragraph mark that would push the next Project to a new line and "t" represents a tab character that would align the next project under the previous project.

The resulting merge document would appear as follows:

```
Employee      Project  
John Doe      4578j  
               86785x  
               5436435p
```

--- Page Break ---

```
Jane Doe      87x  
               89976m
```

--- Page Break ---

```
Sam Smith     7897r  
               857t  
               78974x  
               7868p
```

Additional reference words: w4wmerge w4wfield 1.00 1.10 1.10a 2.00
2.00a 2.00a-cd 2.00b 2.00c 6.00 wm_word

Blank Line Suppression When Using FILLIN field

Article ID: Q106652

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.1
-

SUMMARY

=====

If you are using a FILLIN field in Word for Windows, and do not enter any information into the FILLIN message box, the line in the document that holds the field code will still exist (and will be blank). To have the blank line suppressed if no information is entered in the FILLIN field message box, use one of the two methods below.

Method 1

1. Using the following example as a model, insert the following lines somewhere in your document, before the location where the information generated by the FILLIN fields will go. These lines assign FILLIN values to bookmarks. These bookmarks will be referenced later in the document where the information will actually appear.

```
{set name "{fillin "enter name""}"  
{set company "{fillin "enter company""}"  
{set address "{fillin "enter address""}"
```

2. Enter the following lines at the location in the document where you want the information to appear.

```
{if name <> "" "{name}  
"}{if company <> "" "{company}  
"}{if address <> "" "{address}  
"}"
```

Method 2

The results of this method are identical to the results of Method 1. The SET statements have been incorporated into the conditional statements.

```
{set name {fillin "enter name"}}{if name <> "" "{name}  
"}{set company {fillin "enter company"}}{if company <> "" "{company}  
"}{set address {fillin "enter address"}}{if address <> "" "{address}  
"}"
```

When you select the whole document (choose Select All from the Edit menu) and press F9 to update the fields, you will be prompted for each piece

of information. If you leave one or more of the pieces of information blank, the line containing its FILLIN field will be suppressed.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 474 and 672

Additional reference words: 2.00 2.00a 6.00 2.00a-CD 2.00b 2.00c
2.00c-CD 6.00 w4wfield w4wmerge

Manual Page Breaks Ignored When Document Is Printed

Article ID: Q37799

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, manual page breaks are ignored when you print if they are formatted as hidden text and the Show Hidden Text option is not selected.

To correct this problem, choose one of the following procedures:

1. From the File menu, choose Print. Choose the Options button and select the Include Hidden Text check box.

-or-

2. Select the page break. From the Format menu, choose Character and clear the Hidden check box.

Additional reference words: w4wprint 1.00 1.10 1.10a 2.00 2.00a 6.00
wm_word
2.00a-CD 2.00b 2.00c

Printing Color Text on a Non-Color Printer in Word for Windows
Article ID: Q37817

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, when formatting text for color and printing to a non-color printer, the printed results may vary somewhat depending on the printer you have selected in the File Printer Setup command.

On some printers, such as the Hewlett-Packard (HP) LaserJet, your text always prints regardless of the color assigned to the text, with the exception of white. On other non-color printers, such as the Epson FX-85, certain colors may print while others may not.

For example, using the Epson 9-pin driver on the Epson FX-85 printer, text that is formatted black, green, red, or yellow prints, while text that is formatted blue, cyan, magenta, or white does not print. The results when printing to non-color printers are dependent upon the Windows printer driver being used. Some drivers may interpret the colors differently than others, so text formatted with certain colors may not print.

Additional reference words: w4wprint 1.0 1.00 1.1 1.10 1.1a 1.10a 2.00 6.00 wm_word 2.00a 2.00a-CD 2.00b 2.00c

Position Formatting Ignored When Printing from Outline View
Article ID: Q41737

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, if you print from outline view, position formatting is ignored. Absolutely positioned objects (APOs) are included in the document as normal text. To Print a Document with the APO's positioned properly, use normal or page layout view

Additional reference words: w4wprint 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 6.00 wm_word 2.00b 2.00c

Using the ANSI Extended Character Set in Word for Windows
Article ID: Q47534

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

Microsoft Word for Windows uses the ANSI extended character set. The extended character set is accessed using decimal codes 128-255. To access the ANSI extended character set, turn on NUM LOCK and hold down ALT. On the numeric keypad, type 0 (zero) followed by the decimal number for the character.

Note: In the ANSI chart, characters 128-159 are graphic, foreign, or Greek characters. If you want to use your computer's default display characters for these codes, and/or send these codes to your printer, use the method described above, but omit typing the zero in front of the decimal number for the character.

Foreign characters for Western European countries are part of the ANSI character set. For other foreign character sets, you must have the font installed that contains the foreign characters, and you must have a display driver and printer driver that can render the characters.

A table of the ANSI character set can be found in Appendix C of the "Microsoft Word for Windows User's Reference" version 1.0 manual on pages 427-428.

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b
6.00 wm_word
2.00c w4wprint

Text Beyond Right Margin Even with Display As Printed On
Article ID: Q47858

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

Under certain circumstances, text extends past the right margin when the Display As Printed option is selected. This occurs due to screen font limitations; the font(s) assigned to the text cannot be accurately represented on the screen. This problem occurs when a font assigned to the text uses a screen font that is larger than the font will actually print. Word for Windows will attempt to match a screen font as closely as possible, but if an exact match is not found, and the screen font is bigger than the printed font that will be used, text extends beyond the right margin setting on the screen.

Display As Printed represents line breaks as they will be printed. In doing this, it is sometimes necessary to extend a line beyond the displayed right margin.

This problem was corrected in Word version 6.0 for Windows.

Additional reference words: w4wprint 1.0 1.1 1.1a 1.00 1.10 1.10a 2.0 2.00

WinWord Margin Definitions: Inside, Outside, Gutter, Mirror
Article ID: Q48909

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Word for Windows, the following definitions apply to the options available from the Format menu after choosing Page Setup:

1. Inside: Margins on the left of odd-numbered pages, on the right of the even-numbered pages. This is typically used to set up a binding margin. This option is labeled Left when Facing Pages is not selected.
2. Outside: Margins on the right of odd-numbered pages, on the left of even-numbered pages. This is typically used to set up a sidehead margin. This option is labeled Right when Facing Pages is not selected.
3. Gutter: Positive decimal measurement for adding a binding margin to the inside edge of pages when printing on only one side of each page.
4. Facing Pages: Causes inside and outside margins to alternate between odd-numbered and even-numbered pages when pages are printed on both sides. When Facing Pages is selected, the Left option changes to the Inside option, and the Right option changes to the Outside option.

In Word For Windows version 1.0 and 1.1 the following are margin definitions apply to options available from the Format menu after choosing Document:

1. Inside: Margins on the left of odd-numbered pages, on the right of the even-numbered pages. This is typically used to set up a binding margin. This option is labeled Left when Mirror Margins is not selected.
2. Outside: Margins on the right of odd-numbered pages, on the left of even-numbered pages. This is typically used to set up a sidehead margin. This option is labeled Right when Mirror Margins is not selected.
3. Gutter: Positive decimal measurement for adding a binding margin to the inside edge of pages when printing on only one side of each page.
4. Mirror Margins: Causes inside and outside margins to alternate between odd-numbered and even-numbered pages when pages are print on

both sides. When Mirror Margins is selected, the Left option changes to the Inside option, and the Right option changes to the Outside option.

Additional reference words: w4wprint 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD
6.00 wm_word 2.0-0b 2.00c

Enlarging and Shrinking Font Size Using Hot Keys

Article ID: Q50172

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

You can change the size of selected characters by using hot keys in Word for Windows. The font can be enlarged or reduced to any defined font size of the current font in the selected text. The printer driver currently in use determines the available sizes for the font.

Word version 6.0

The following quick Key combinations change the font:

| | |
|---|--------------|
| Change the font size | CTRL+SHIFT+P |
| Increase the font size to the next available size | CTRL+SHIFT+> |
| Decrease the font size to the previous available size | CTRL+SHIFT+< |
| Increase the font size by 1 point | CTRL+] |
| Decrease the font size by 1 point | CTRL+[|

Word version 1.x and 2.x

To increase the font size to the next larger defined size, press CTRL+F2. To decrease the font size to the next smaller defined size, press CTRL+SHIFT+F2. If no larger or smaller size is available and you attempt to increase or decrease the size, the font size remains the same.

For more information on fonts, see page 123 of the "Microsoft Word for Windows User's Reference."

Additional reference words: w4wprint 1.00 1.10 1.10a 2.00 2.00a 2.00a-6.00 wm_word CD 2.00b 2.00c

Correcting Line Spacing Offset by Superscripts and Subscripts

Article ID: Q59485

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, the baseline for line spacing is dependent on superscript and subscript characters. For this reason, when you superscript characters, Word appears to drop the current and subsequent lines down by the distance of the superscript; when you subscript characters, Word drops the subsequent lines down by the distance of the subscript (3 points by default). There is no simple method to correct for this problem; however, you can use the workarounds listed below.

This problem was corrected in Word version 6.0 for Windows.

More Information:

Superscript

Word for Windows 2.0 and 2.0a

Applying superscript formatting does not have any line spacing effect on the paragraphs above or below the current paragraph. The superscript text may disappear from the current display, but it does print in the correct location.

Word for Windows 1.x

Format paragraphs containing superscript formatting with a line spacing measurement of -1. This maintains the line spacing throughout the paragraphs for all superscript formatting.

Subscripting

Word for Windows 2.x

Applying subscript formatting does not have any line spacing effect on the paragraphs above or below the current paragraph. The subscript text may disappear from the current display, but it does print in the correct location.

Word for Windows 1.x

To adjust the line spacing of subscript text, use the following steps:

1. Insert a hard carriage return at the end of the line containing the subscript text and at the end of the line below the subscript text. This allows you to treat the first line of subscript text as a separate paragraph.
2. Format the line (paragraph) containing the subscript text with a line spacing measurement equal to the point size minus the distance of the subscript formatting. For example, if your paragraph is formatted with a 12-point font and the first line contains 3-point subscript formatting, format the first line with a line spacing setting of -9pt.

Some fonts display differently on screen than in printed output. For example, the Courier 12-point font sometimes displays a word on one line on the screen, but the word appears on the subsequent line when you print. In these cases, place the hard returns on the ends of the lines as they actually print, as opposed to how they display on screen.

Note: The workaround for subscript formatting produces incorrect line spacing if either of the hard carriage returns is missing.

Additional reference words: w4wprint 1.00 1.10 1.10a 2.00 2.00a
2.00a-CD 2.00b 2.00c

3.6 Point Font on the HP Great Start Cartridge in Word

Article ID: Q64399

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

The Hewlett-Packard (HP) Great Start Cartridge supports a Letter Gothic 3.6 font in portrait orientation. This point size does not appear in the points box because Microsoft Word for Windows requires a point-size measurement from 4 to 127.

To use the 3.6 font, enter a 4 in the points box. This will result in correct font output from the printer.

This same font appears in Microsoft Write and Excel as 3.5. Since both of these applications round to the nearest half, this behavior is considered normal.

Additional reference words: w4wprint 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 6.00 wm_word 2.00b 2.00c

Setting the Default Font in Word for Windows

Article ID: Q64423

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

Times Roman (Tms Rmn) is the default font for Microsoft Word for Windows 2.0 even if Tms Rmn is not available on the current printer. If the current printer does not support Tms Rmn, it is best to change the default font for all new documents.

Word versions 2.0 and 6.0 for Windows query the printer driver for the the best Roman family font from the driver and use this as the the default font. If there is not an internal Roman font available (as in the case of the Hewlett-Packard LaserJet II printers), Courier is selected as the default font with a 10 point size. The default point size is always 10 point, while the font depends upon the printer driver selection.

To change the default font in Word for Windows version 1.0, 1.1, or 1.1a, modify the Normal template (NORMAL.DOT) file by following these steps:

1. From the Format menu, choose Define Styles.
2. Choose the Normal style.
3. Choose the Character button.
4. Set the desired default font and size. Choose the OK button.
5. Choose the Options button.
6. Select the Add To Template option.
7. Choose the OK button.

When closing Word for Windows, you are prompted to save "Global Glossary and Command Changes" changes. Choose Yes to modify the NORMAL.DOT.

The global default font for Word version 2.0 and 6.0 for Windows is defined in the Normal style of the NORMAL.DOT template. The NORMAL.DOT template is used if you do not specify another template. To change the style of the default font, follow these steps:

1. From the File menu, choose New.
2. Select Document in the New box and select Normal in the Use

Template box. Choose the OK button.

3. From the Format menu, choose Character (Font in 6.0).
4. Choose the font name, point size, and any attributes that you want as defaults for documents based on the NORMAL.DOT file or Normal template.
5. Choose the Use as Default... (Default... in 6.0) button. The following message results:

Do you want to change the font for the Normal style to (fontname)?

This change affects all new documents based on the NORMAL template.

6. Choose Yes to confirm that you want all documents you create that are based on the current template to reflect this change to the Normal style.
7. From the File menu, choose Save All, and choose Yes to save the global glossary and command changes. (Word 6.0 will not prompt you to save the changes to the NORMAL.DOT unless you have the option "Prompt to Save NORMAL.DOT" checked under Tools, Options, Save Tab.)

Reference(s):

"Microsoft Word for Windows User's Reference," version 1.1, pages 346-348

Additional reference words: 1.00 1.10 1.10a w4wprint changing 2.00 6.00
wm_word 2.00a 2.00a-CD 2.00b 2.00c

Printing a Page Border with PostScript in Word for Windows
Article ID: Q64703

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

The following field code may be used to print a page border on a PostScript printer:

```
{print \p page "clipping 2 setlinewidth stroke"}
```

This particular code will use the last rectangular clipping path set by Microsoft Word for Windows and print a solid line around the path with a width (2 point) set by the Setlinewidth command.

Note: This example will work best for full page borders when the document has no text or has graphics formatted as absolute positioned objects (APO). You must include this sample field on each page that you want to print a border on. The field can be inserted anywhere on the page -- even in a table.

Reference(s):

"Microsoft Word for Windows User's Reference." (Document Number OB 14328-0990) Page 104.

Additional reference words: w4wfield w4wprint 1.00 1.10 1.10a 2.00 6.00
wm_word 2.00a 2.00a-CD 2.00b 2.00c

Using Word for DOS 5.00 Bitstream Fonts with Word for Windows
Article ID: Q64712

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

It is possible to use Bitstream fonts with Microsoft Word for Windows that were designed for Word for DOS version 5.00. However, they must first be re-created using Bitstream's FontWare installation package for the version of Windows that you have.

Using Bitstream soft fonts not created specifically for Windows may cause bold or other undesirable characters. Reinstalling the fonts with Bitstream's FontWare installation package for Windows will provide correct font display and printing.

For additional information, contact Bitstream technical support at (617) 497-7514.

Additional reference words: w4wprint wdprint 2.00 2.00a 2.00a-CD 2.00b 6.00 wm_word 2.00c 1.00 1.10 1.10a

Large Gaps Between Italic Capital and Small Capital Letters
Article ID: Q65178

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, if you format text with both small capital letters (small caps) and capitalized italic letters, large gaps between the capitalized italics and small capitals appear. This problem is caused by the overhang of the italic character. The text still prints correctly.

The font kerning feature of Word version 6.0 does not affect this problem.

More Information:

Steps to Reproduce Problem

-
1. Type "Hello. How Are You?"
 2. Select the line. From the Format menu, choose Character, and select the Italic and Small Caps check boxes.

Large gaps appear between the first letter, which is a capitalized italic letter, and the rest of the word.

Microsoft has confirmed this to be a problem in Word for Windows We are researching this problem and will post new information here as it becomes available.

Additional reference words: w4wprint 1.00 1.10 1.10a 2.00 2.00a 2.0b
6.00 wm_word
2.0a-CD 2.00b 2.00a-CD

Using the {print} Field with Dot-Matrix Printers and Winword
Article ID: Q65837

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

You can use the {print} field with a dot-matrix printer only if the commands sent in the {print} field do not take the printer out of graphics mode.

Note: Most commands sent to a dot-matrix printer through the {print} field will take the printer out of graphics mode. For a list of commands that will not take the printer out of graphics mode, consult your printer owner's manual or contact the manufacturer.

For more information on the {print} field, refer to Page 104 of the "Microsoft Word for Windows User's Reference" guide.

Additional reference words: w4wprint w4wfield 1.00 1.10 1.10a 2.00 6.00
wm_word 2.00a 2.00a-CD 2.00b 2.00c

Print Key Assignments Prints Only Reassignments of Keys
Article ID: Q65868

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

If you choose Print from the File menu and select Key Assignments in the Print dialog box, Microsoft Word for Windows prints only those key assignments that have been reassigned from their defaults.

Word for Windows currently does not have the ability to print default key assignments.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, page 116

"Microsoft Word for Windows User's Reference," version 2.0, page 275

Additional reference words: w4wprint docerr 1.00 1.10 1.10a 2.00 2.00a 6.00 wm_word 2.00a-CD 2.00b 2.00c

HP LaserJet Com-10 Error Messages When Printing Envelopes

Article ID: Q66044

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
-

The "PE Load Com-10" error message shown on the printer display may occur when you attempt to print an envelope from Microsoft Word for Windows to a Hewlett-Packard (HP) LaserJet series printer. The error message indicates that the printer received a command to manually feed an envelope. Com-10 represents the envelope size. This error occurs when you have specified the manual tray through the Windows Control Panel setting. To print an envelope, you must select Envelope as the paper source when using the envelope tray.

The error message "PF Feed Com 10" is a request for the envelope to be inserted in the manual-feed envelope slot. This error will occur, causing the printer to go off line until the envelope is inserted. Once the envelope is inserted, the print job will continue.

"PC Load Com-10" is an error message that occurs when Envelope is selected as your paper source and you are using the manual envelope feed. This error requires a "level 07" reset, which can be enacted by holding the Reset button on the printer for about two seconds.

"EC Load Com-10" occurs when the envelope tray size specified is not the same as what is currently installed in the printer or if the envelope tray is empty. Load the correct envelope tray and/or fill the tray with envelopes.

Whenever the envelope tray is inserted into the printer, you may receive the message "PE Tray=Com-10" on the printer display. This message represents the size of the envelope tray. If this message does not clear in 10 seconds, you must reset the printer to the correct envelope size through the printer's Control Panel.

Additional reference words: 6.00 w4wprint 1.00 1.10 1.10a 2.0 2.00 2.0a wm_word 2.00a 2.0b 2.0a-CD 2.00b 2.00a-CD w4wenvelope

WinWord: Reverse Print (White on Black) with LaserJet III
Article ID: Q66093

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

You can use the Microsoft Word for Windows PRINT field to use the reverse printing capabilities of the Hewlett-Packard (HP) LaserJet III printer. This procedure requires the following steps:

1. Define and create a black rectangle.
2. Change the opaque mode of the graphic image.
3. Set the palette color to white for the image.

The following is an example:

```
{print " *p300x220Y *c1500a600b*c0P *v0n10 *v1T"}  
Test Text  
{print *v0T}
```

Note: Read the above as:

```
CTRL+F9 print space quotation mark ALT+027 *p  
three zero zero x two zero Y ALT+027 *c one five zero  
zero a six zero zero b * c zero P ALT+027 * v zero n one 0  
ALT+027 *v one T endquote. Type the Test Text. CTRL+F9  
print space ALT+027 *v zero T.
```

The first character before the asterisk, is the screen representation of the ALT+027 (ESC) character. The first section *p300x220Y sets the cursor at the default margin position of Word for Windows (1.25 Left, 1.00 Top). The second section *c1500a600b draws a rectangle with the dimensions of 1500 and 600 dots (at 300 dpi - 5 x 3). The *c0P fills the rectangle with black. *v0n10 sets the transparency mode. The *v1T sets the palette color to white. All characters after this code are white until reset by the *v0T.

Chapter 12 of the "HP LaserJet III Technical Reference Manual" discusses these commands in detail. For more information, contact Hewlett-Packard's Personal Peripherals Assist Line at (208) 323-2551.

Reference(s):

"HP LaserJet III Technical Reference Manual," Chapter 12

Additional reference words: w4wprint w4wfield 1.0 1.1 1.1a 1.00 1.10 6.00 wm_word 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c

Columns Print Crookedly When Aligned Using Spaces in WinWord
Article ID: Q66917

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

If you try to line up columns of text using spaces, the columns may print unevenly. The usual cause of this problem is that a proportional font (such as Tms Rmn) is being used. Lining up columns using spaces and proportional fonts is unpredictable. This is caused by slight differences in screen and printer fonts or in the case of TrueType, differences in screen resolution and printer resolution cause rounding errors that, by the end of a line, may change its width 2-4 characters.

1. Line up the columns using tabs or a table rather than spaces.
2. Use a nonproportional font such as Courier.

Also, make sure that you use a font and point size supported by the default printer. If Windows is forced to substitute a font, it may affect the spacing.

Additional reference words: w4wprint w4wtable 2.00 2.00a 6.00 wm_word 2.00a-CD 2.00b 2.00c

Incorrect Word Wrapping with the PostScript Printer Driver
Article ID: Q67102

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

When you use the PostScript printer driver PSCRIPT.DRV with the default screen fonts that come with Windows, Microsoft Word for Windows produces incorrect line endings with the AvanteGarde, Bookman, Helvetica-Narrow, Modern, NewCenturySchlbk, Palatino, Roman, Script, Symbol, TmsRmn, ZapfChancery, and ZapfDingbats fonts. Word does generate correct line endings with the Courier and Helv fonts when you use the default screen fonts that come with Windows.

This problem does not occur if you are using TrueType fonts in the Microsoft Windows operating system version 3.1; however, using standard PostScript printer fonts without the correct screen fonts in Windows 3.1 generates the same problem.

This problem was corrected in Word version 6.0 for Windows.

More Information:

With the right margin at 6.5 inches and a 10-point font size, the following fonts wrap before the 6.5-inch margin:

| Font ---- | Wraps At ----- |
|------------------|---|
| AvanteGarde | 6.125 inches |
| Bookman | 5.125 inches |
| Modern | 6.125 inches |
| NewCenturySchlbk | 5.5 inches |
| Palatino | 5.75 inches |
| Roman | 5.375 inches |
| Script | 6 inches |
| Symbol | 6.125 inches |
| Tms Rmn | 6 inches |
| ZapfDingbats | 4.375 inches (when displaying as the symbol font) |

With the right margin at 6.5 inches and a 10-point font size, the following fonts wrap before the 6.5-inch margin:

| Font ---- | Wraps At ----- |
|------------------|-------------------|
| Helvetica-Narrow | 7.75 inch |
| ZapfChancery | 7.125 inch |

Note: These numbers may vary if you use third-party screen fonts or different point sizes.

Reference(s):

"Microsoft Word for Windows User's Reference," version 1.x, pages 31, 123-125

Additional reference words: w4wprint w4wmerge 1.0 1.1 1.1a 1.00 1.10 1.10a 2.0 2.00 3.10

Word for Windows: Borders Don't Print on Plotters

Article ID: Q68368

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

Microsoft Word for Windows does not print paragraph or table borders to a plotting device.

More Information:

Word for Windows prints borders as bitmapped images to all output devices. The Windows plotter driver does not print bitmap images. It can harm the hardware if such an image is printed. Therefore, borders do not print from Word for Windows to a plotting device.

Additional reference words: w4wprint plotter support 1.00 1.10 1.10a 6.00 wm_word 2.00 2.00a 2.00a-CD 2.00b 2.00c 7475 7550 PLOTTER HPLOT.DRV HPLOT

Statistics Update Not Available with Printer on None
Article ID: Q68481

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, the Update button is unavailable if the printer selected in Printer Setup is not connected to a port ("PRD file driver on None"). In Word for Windows versions 1.0, 1.1, and 1.1a, you can access the Update button by choosing Summary Info from the Edit menu and choosing the Statistics button. To access the Update button in version 2.0, choose Summary Info from the File menu and choose the Statistics button.

If you choose the Update button, Word for Windows attempts to repaginate and display the number of pages in the document. With a printer selection on None, or without an installed printer, Word for Windows cannot repaginate based on the printer's capabilities. Word can repaginate based on Normal style, which is Tms Rmn, but this is not sufficient to update the statistics in the Summary Info dialog box.

Note that the Print and Print Preview options in the File menu are also unavailable when you are connected to a printer on None.

This is only true if you are using Windows 3.0, since Windows 3.1 requires any printer installed to be connected to a port.

Additional reference words: w4wprint 1.0 1.1 1.1a 1.00 1.10 1.10a 2.0 6.00 wm_word 2.00 gray grey dimmed

No Footer/Header on Even Page

Article ID: Q68618

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

If you use the Different Odd And Even Pages option when you choose Header/Footer from the Edit menu, and you have inserted an Odd Page section break after an odd page, no even header or footer will be placed on the preceding even page.

More Information:

Do the following:

1. Create a three-page document.
2. Choose Header/Footer from the Edit menu and check Different Odd And Even Pages.

Type different footer text for odd and even pages.

3. Insert an Odd Page section break after the third page (use the Insert Break command).

The fourth page of the document will not print or display an even footer.

Additional reference words: w4wprint odd section break 6.00 wm_word

Macro to Print Current Page in Word for Windows

Article ID: Q69519

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, and 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

You can use the following version-specific methods to print the current page only (that is, the page where the insertion point resides) of a Microsoft Word for Windows document.

Word for Windows Version 2.0 and 6.0

1. From the File menu, choose Print.
2. Choose the Current Page button in the Range dialog box, and choose the OK button.

The following WordBasic macro instruction prints the current document page:

```
FilePrint .Range = 2
```

Word for Windows Versions 1.x

Method 1

Note: This method is intended for use in single section documents. Before you begin, make sure that nothing is selected in the document.

1. From the Macro menu, choose Edit. Type a name for the macro (for example, currentpage).
2. Press ENTER or choose the OK button.
3. In the resulting macro window, type the following macro text:

```
Sub MAIN  
EditGoto "\Page"  
FilePrint .Range = 1  
GoBack  
End Sub
```

4. From the File menu, choose Close, and choose Yes to save changes to your macro. From the Macro menu, choose Run, or assign the macro to a key or menu.

Method 2

1. From the Macro menu, choose Edit. Type a name for the macro (for example, currentpage).
2. Press ENTER or choose the OK button.
3. In the resulting macro window, type the following macro text:

```
Sub MAIN
StartOfLine
UtilRepaginateNow
InsertField .Field = "Page"
CharLeft 1, 1
UnLinkFields
PageNum$ = Selection$()
EditClear
FilePrint .Range = 2, .From = PageNum$, .To = PageNum$
End SUB
```

4. From the File menu, choose Close, and choose Yes to save changes to the your macro. To run the macro, from the Macro menu, choose Run, or assign the macro to a key or menu.

Additional reference words: w4wmacro w4wprint active range 1.1a 1.00
wm_word 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c

Descenders Cut Off in Table Using Adobe Postscript Cartridge
Article ID: Q69731

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

Character descenders in tables are cut off when printed with the Adobe PostScript cartridge on a Hewlett-Packard (HP) LaserJet II when Adobe's Font Foundry software is installed.

Occasionally, the tops and bottoms of ascending or descending characters may be clipped on the screen; however, they will print correctly. For more information on this, query on the words:

clipped
ascending
descending
characters
word
windows

More Information:

The Adobe PostScript cartridge comes with PostScript software, which includes Font Foundry. The Font Foundry installation generates .PFM font metrics files and inserts corresponding soft font lines into the printer section of the WIN.INI file as follows:

```
Softfonts=n
Softfont1=c:\psfonts\pfm\po__10H.pfm,c:\pclfonts\po__10H.sfp
Softfont2=c:\psfonts\pfm\po__12h.pfm,c:\pclfonts\po__12h.sfp
...
Softfontn=c:\psfonts\pfm\po____.pfm,c:\pclfonts\po____.sfp
```

These files are not necessary to print with the PostScript cartridge from Windows and Word for Windows. These soft font lines should be removed from the WIN.INI file for the text to print properly in tables in Word for Windows.

For further information, contact Adobe Systems, Inc. at (415) 961-4992.

Reference(s):

"User's Guide for the Adobe Cartridge Products," pages 62-66.

Adobe product support technician, (415) 961-4992.

Additional reference words: w4wprint w4wtable 6.00 wm_word

No Header in WinWord Print Preview When Using Bin Feeder
Article ID: Q70017

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

When printing a document with a Bin Feeder selected in the File Printer Setup dialog box in Word for Windows, a header will not print or appear in print preview unless it is specified to print 1 inch or farther from the top of the page.

More Information:

Some printers (such as 9-pin and 24-pin printers) offer the paper feed selections of tractor feed or bin feeder. When you print a document using a bin feeder, the paper is scrolled up 1 inch automatically before printing begins. Because of this functionality, a header will not print inside that 1 inch area at the top of the paper. Because the default setting for the header is 0.5 inch from the top of the paper, the header will not display in print preview or print unless it is manually set to print 1 inch or farther from the edge of the page.

Solution:

To display the header in print preview and print it, do one of the following:

Word for Windows 6.x

-
1. From the File menu, choose Page Setup, select the paper source tab, and set the source to tractor feed.
 2. Format the document for a top margin that is greater than 1 inch. Then choose the Margins tab from the File Page Setup menu. Change From Edge measurement for the header to 1 inch or greater.

Word for Windows 2.x

-
1. From the format menu, choose Page Layout, select the paper source button, and set the source to tractor feed.
 2. Format the document for a top margin that is greater than 1 inch. Then choose Header/Footer from the View menu, select Options and change the Distance From Edge for the header to 1 inch or greater.

Word for Windows 1.x

-
1. From the File menu, choose Printer Setup, select Setup and select Tractor Feed for the Paper Feed.

-or-

2. Format the document for a top margin that is greater than 1 inch. Then choose Header/Footer from the Edit menu, select Options and change the Distance From Edge for the header to 1 inch or greater.

To Illustrate:

1. Set up one of the Windows 9-pin or 24-pin printers through the Control Panel.
2. In Word for Windows use the appropriate commands to set the paper source to the bin feeder.
3. Verify that the Distance from Edge measurement for the header is smaller than one inch. Type in an example header.
4. From the File menu, choose Print Preview. Note that the header does not display at the top of the page.

Reference(s):

"Microsoft Word for Windows User's Reference," pages 148, 149.

Additional reference words: w4wformat 6.00 wm_word
w4wprint 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c

Keystrokes to Insert Page Number, Date, and Time in WinWord
Article ID: Q70018

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

When you are in the header/footer pane of a document, the Page Number, Date of Printing, and Time of Printing fields may be inserted by using keystrokes instead of using a mouse to select the Date, Time, and Page icons on the header/footer icon bar.

The keystrokes to insert the fields are:

- ALT+SHIFT+P (inserts Page Number)
- ALT+SHIFT+D (inserts Date of Printing)
- ALT+SHIFT+T (inserts Time of Printing)

More Information:

These keystrokes may also be used in a document without activating the header/footer.

Reference(s):

"Microsoft Word for Windows User's Reference," pages 147 and 150.

Additional reference words: w4wprint w4wfield 1.00 1.10 1.10a 2.00 6.00
wm_word 2.00a 2.00a-CD 2.00b 2.00c

Bin/Tray Selection on HP LaserJet IIP and IIIP

Article ID: Q71008

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

The Hewlett-Packard (HP) LaserJet IIP and IIIP have an optional lower cassette (LC) tray that you can install underneath the printer. If the LC tray is installed, the printer defaults to the paper source selection setting TRAY=LC ONLY. Bin selection from the Printer Setup dialog box does not work if this setting is activated. (You can access the Printer Setup dialog box by choosing Printer Setup from the File Menu.)

To properly use the bin selection settings for both the LaserJet IIP and IIIP, set the tray selection on the printer to TRAY=BOTH. To reset the tray selection on the printer follow these steps:

1. If the ONLINE light is on, push the button to turn it off.
2. Press the menu button until the display shows the TRAY=selection.
3. Press the PLUS SIGN key (+) until the selection changes to TRAY=BOTH.
4. Press the ENTER key.
5. Press the ONLINE key to restore the printer to READY mode.

Reference(s):

LaserJet IIP Printer, "Technical Reference Manual," 8/89, Edition 1, pages 5-7

Additional reference words: w4wprint 1.0 1.1 1.1a 1.00 1.10 1.10a 2.0 6.00 wm_word 2.00 2.0a 2.00a 2.0b 2.0a-CD 2.00b 2.00a-CD envelope MP Multi-purpose

HP LaserJet Cartridge Characters Cut in Half in WinWord
Article ID: Q74637

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

If one of the font characters on a cartridge loaded into a Hewlett-Packard (HP) LaserJet printer is being cut in half on a Microsoft Word for Windows printout, follow these steps:

1. Turn the printer off.
2. Take the cartridge(s) out of slot(s) in printer.
3. Re-seat the cartridge(s).
4. Turn the printer back on.

Additional reference words: w4wprint w4wfont 1.00 1.10 1.10a 2.00 2.00a 6.00 wm_word 2.00a-CD 2.00b 2.00c

Automatic Paper Tray Switching on HP LaserJet in WinWord
Article ID: Q75758

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

Word for Windows Version 6.0

To switch paper trays in Microsoft Word for Windows version 6.0, choose Page Setup from the File menu, then choose the Paper Source tab. You can select a paper source in the First Page and Other Pages boxes. The options that appear in these boxes are those available for the printer currently selected in the Print dialog box. In the Apply To box, select the Whole Document or the This Point Forward option. If you select This Point Forward, Word will force a section break (which will also produce a page break).

Word for Windows Version 2.0

To switch paper trays in Microsoft Word for Windows version 2.0, choose Page Setup from the Format menu, then choose the Paper Source button. You can select a paper source in the First Page and Other Pages boxes. The options that appear in these boxes are those available for the printer currently selected in the Print Setup dialog box. In the Apply To box, select the Whole Document or the This Point Forward option. If you select This Point Forward, Word will force a section break (which will also produce a page break).

Word for Windows Version 1.x

When you are printing a Word for Windows document, you can switch paper trays automatically on a Hewlett-Packard (HP) LaserJet printer by using the PRINT field and HP LaserJet escape codes.

More Information:

You can use the PRINT field, described on page 104 of the "Microsoft Word for Windows User's Reference," to embed printer control codes in a Word document. These codes go directly to the printer's processor. Enter the PRINT field as the very first item on the first page (or first of a series of pages) that you want to print from another tray. To do this, use the following steps:

1. Press CTRL+F9, and type PRINT between the braces ({}).
2. Press the SPACEBAR once.

3. Type the escape character, 027, and type a double quotation mark. Enter the code used to switch trays, and another double quotation mark. The entire decimal code for Paper Feed Selection is as follows:

```
027"&l#H"
```

The result should appear as follows:

```
{PRINT 027"&l#H"}
```

where "#" is the numeric code of the feed option desired. The following is the list of the feed option numeric code and the corresponding feed option:

| Code | Feed Option |
|------|--|
| ---- | ----- |
| 0 | page eject |
| 1 | upper tray feed |
| 2 | manual feed |
| 3 | manual envelope feed |
| 4 | lower tray |
| 6 | envelope feeder (lower cassette on IIIP) |

For example, the complete code to change the paper feed to manual is:

```
{print 027"&l2H"}
```

The inserted fields will command the printer to print the following pages from the bin specified by the numeric code of the feed option inside the field.

This method was tested on the HP IIP and IIIsi, and the Panasonic KX-P4450 and 4450i. The codes work as advertised with the HP printers; however, the codes cause the Panasonic printers to print reversed.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 218-242

"Microsoft Word for Windows User's Reference," version 1.x, page 104

"The LaserJet Handbook" (Bennett & Randall, Brady Books, 1990, page 370

Additional reference words: w4wprint w4wfield 1.0 1.1 1.1a 1.00 1.10 6.00 wm_word 1.10a 2.00

Auto Line Spacing with Brother HL-8 Printer Driver

Article ID: Q77013

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

Documents formatted for the font Brougham, point size 12, and "Auto" line spacing in Microsoft Word for Windows are incorrectly spaced when using the Brother HL-8 printer driver (BROHL.DRV).

More Information:

The Brother HL-8 printer emulates the Hewlett-Packard (HP) LaserJet Series II. The Brother's internal Brougham font is equivalent to the LaserJet's Courier font, which is normally spaced at 6 lines per inch. The Brother driver sets "Auto" line spacing for the Brougham 12-point font to 5 lines per inch instead of 6 lines per inch.

Workaround:

To obtain the correct line spacing when using the Brougham 12-point font, format the text for "Single" line spacing instead of "Auto" in the Format Paragraph menu.

Brother has confirmed this to be a problem with its BROHL.DRV driver version 1.0, which is included in the Microsoft Windows version 3.0 Supplemental Driver Library.

Reference(s):

Printer Driver Liaison Testing

"Microsoft Word for Windows User's Reference," pages 174-175.

Additional reference words: w4wprint 1.00 1.10 1.10a 3.00 2.00 2.00a 6.00 wm_word 2.00a-CD 2.00b 2.00c

WinWord: Creating Special Characters with Overstrike
Article ID: Q77829

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

In Microsoft Word for Windows, you may want to use a character that is not supported by the ANSI character set or by your printer. You can create such characters by combining two characters using the overstrike capabilities of the Equation field.

MORE INFORMATION

=====

To insert the field characters (braces) from the keyboard, press CTRL+F9.

The field {eq \o(o,-)} produces an "o" with a line through it. You must apply superscript character formatting to the '-' to position it above the "o".

Note the following important parts of the above equation field:

- "eq" tells Word for Windows it is an equation field.
- "\o" is the code for overstrike.
- "(o,-)" tells Word for Windows to overstrike the "o" with the "-".

Horizontal lines of different sizes and vertical positions are also available to supplement the dash and underline characters found on the keyboard. Others include the Times Roman characters 150 (em dash) and 151 (en dash) and the Symbol characters 45 (similar to a keyboard dash, but longer) and 190. The em and en dashes are also available in most standard fonts. The Symbol character 190 is the longest available horizontal line character.

Another example of the overstrike capabilities, is the European "S" with a dash (-) superscripted above. Use the following eq field to create this character:

```
{eq S\d\ba5()\s\up8(-)}
```

This equation takes the uppercase "S" character moves the (-) character back by 5 points and then superscripts by 8 points.

Note: If the characters do not overstrike correctly, a country other than the United States may be selected in the International dialog

box. To change the country configuration, choose the Control Panel icon in Program Manager, choose the International icon, and select United States under Country. The characters should then overstrike correctly.

For more information on inserting special characters in your Word for Windows document, see pages 153-155 of the "Microsoft Word for Windows User's Guide," version 2.0. Refer to pages 427 and 428 of the "Microsoft Word for Windows User's Reference," version 1.x, to find other possible combinations of characters. Similar information is available in the "Microsoft Windows User's Guide," version 3.0, pages 567-570.

For more information on obtaining a list of the available characters, including the extended characters on a given printer font, query on the following words in the Microsoft Knowledge Base:

extended and character and test and macro

REFERENCES

=====

"Microsoft Word for Windows User's Reference," version 1.x, pages 85, 135, 138-139, 352, 427-428

"Microsoft Word for Windows User's Guide," version 2.0, pages 144, 146, 747-748, 752-756, 758

"Microsoft Windows User's Guide," version 3.0, pages 567-570

Additional reference words: w4wprint w4wfont 1.0 1.1 1.1a 2.00 1.00 1.10 1.10a long short vowel sounds vowels dictionary pronunciation

Printing to a File Repeatedly Prompts for Filename

Article ID: Q78121

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0
-

Summary:

With Windows 3.0, if you print a Microsoft Word for Windows version 2.0 document containing mixed portrait and landscape orientations to a file, Word prompts you for a new filename each time the orientation changes throughout the document. If you print the same document with Windows 3.1, Word will prompt you for only one filename.

More Information:

With Windows 3.0, when you print to a printer, each change of orientation is sent to the printer as a separate print request. The same behavior occurs if you print to a file; however, Word for Windows prompts you for a filename for each change of orientation throughout the document. For example, if you have a document that changes orientation five times, when you print that document to a file, Word prompts you to enter a filename five times.

Make sure that you enter different filenames each time you are prompted. If you enter the same filename each time, Word for Windows overwrites the previous file, and only the last portion of your document is saved.

With Windows 3.1, the entire document is sent as one print request. If you print to a file, Word will prompt you once for an output filename, regardless of the number of different orientations in the document.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c 6.00
wm_word w4wprint

Accessing Character Sets Internal to Your Printer in WinWord
Article ID: Q78652

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

Because Microsoft Windows and Microsoft Word for Windows use the ANSI character set, character sets available from your printer (also called symbol sets) may not be directly accessible or viewable; however, you can print most of these characters by using a PRINT field in a Word for Windows document.

Some characters, such as the printer control characters, are not accessible and cannot be printed. Word usually differentiates these characters from accessible characters by displaying them in a different color.

MORE INFORMATION

=====

To access the printer's character sets, you need to know the escape sequence for the character set you want to access, the escape sequence for the default character set of the printer, and the character number of the symbol you want to print. This information is usually found in the back of your printer manual.

Steps to Access Printer Character Sets with a PRINT Field

1. Place the insertion point at the beginning of the line in which you want the special character to appear.
2. Press CTRL+F9 to insert a field code. Between the field braces, type "print" (without the quotation marks), followed by the escape sequence of the character set you want to access. Place the escape sequence within quotation marks. For example, on the Hewlett-Packard (HP) LaserJet IIIP printer, the escape sequence to access the PC-8 character set is "ESC(10U" (to include the "ESC" part of the code, use the ALT+027 key combination. It appears as a vertical line). The Word for Windows PRINT field appears on-screen as follows:

```
{print "|(10U"}
```

Note: The | character appears as a box when using Windows 3.1.

Note: The PRINT field codes must appear on the left margin so that they do not send linefeeds to the printer.

3. Position the insertion point where you want the special character

to print in the sentence. Press ALT+0 plus the character's decimal value on the numeric keypad (with NUM LOCK turned on). Note that the screen displays either a vertical line or the ANSI equivalent symbol because the screen font displays only ANSI characters. For example, to print the "smiley" face symbol (available in the PC-8 character set on an HP LaserJet IIIp printer), type "ALT+0001" (without the quotation marks). A vertical line appears on the screen, as shown in the following example:

```
{print "|(10U")}This is the smiley face symbol for the  
PC-8 character set |.
```

Note: The vertical bar that follows the above text indicates the position where the smiley face symbol prints.

4. At the beginning of the next line, press CTRL+F9 to insert a field. Between the braces, type "print" (without the quotation marks) followed by the escape sequence (within quotation marks) of the default character set. For example, to return to the default character set of the HP LaserJet IIIp printer (Roman8), you need the sequence "ESC(8U" (to include the "ESC" portion of the code, press ALT+027).

```
{print "|(10U")}This is the "smiley" face symbol from the  
PC-8 character set |.  
{print "|(8U)}
```

In Word for Windows version 1.x, you can enter the escape sequence into the PRINT field by selecting Print from the Insert Field menu and typing the ALT+027 key combination in the Field Code box. You can also enter the PRINT field directly on-screen by pressing CTRL+F9 and typing the characters within the field braces.

In Word for Windows version 2.0, you must enter the escape sequence directly on-screen by pressing CTRL+F9 and typing the characters within the field braces because the Insert Field menu option does not accept the ALT+027 key combination; therefore, it cannot insert the escape sequence into the PRINT field.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, page 752

"Microsoft Word for Windows User's Reference," version 1.x, page 352

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b
6.00 wm_word 2.00c w4wfont w4wprint

WinWord Printer Setup Changes the Default Printer in Windows
Article ID: Q78800

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, changing the printer using the Print Setup command (Printer Setup in version 1.x) changes the default printer for the Microsoft Windows environment.

Steps to Reproduce Problem

1. From the File menu, choose Print Setup (Printer Setup in version 1.x).
2. Select a configured printer other than the currently selected one.
3. Open the Windows Control Panel, and choose the Printers icon.

The default printer is now the printer you selected in step 2.

Microsoft is researching this problem and will post new information here as it becomes available.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 122-123
"Microsoft Word for Windows User's Reference," version 1.x, page 271
"Microsoft Windows Graphical Environment User's Guide," version 3.0, page 170

Additional reference words: w4wprint 1.00 1.10 1.10a 2.00 2.0a 2.00a 6.00 wm_word 2.00b 2.00a-CD

Creating Envelopes in WinWord 2.0 with an Okilaser 840 Printer

Article ID: Q79023

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

The Create Envelope command in Microsoft Word for Windows version 2.0 (or Envelopes and Labels in Word 6.0) does not provide correctly printed envelopes if you set the Okidata Okilaser 840 printer as a PostScript printer using the OL840518.WPD printer driver from the Microsoft Windows version 3.0 Supplemental Driver Library or the Microsoft Windows operating system version 3.1.

More Information:

You can set the Okidata Okilaser 840 printer to emulate a PostScript printer or the Hewlett-Packard (HP) LaserJet Series II printer. When set as a PostScript printer, the Okilaser can emulate the Apple LaserWriter printer, or you can install the OL840518.WPD printer driver to provide direct PostScript support for the Okilaser 840. However, if you use OL840518.WPD, Word cannot print envelopes correctly.

Workaround

To use the Apple LaserWriter or HP LaserJet II emulation and print envelopes, use the appropriate method below:

- For PostScript emulation, set the Okilaser 840 as an Apple LaserWriter, and feed the envelope into the printer with the return address edge entering the printer first.
- For HP LaserJet Series II emulation, feed the envelope into the printer with the return address edge entering the printer last.

Note: To use the LaserJet mode with Windows 3.1, you should use the Okidata 800 driver.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 118-123

Additional reference words: 2.00 w4wprint laser jet tool bar 6.00
wm_word toolbar button tools sdl win31 3.10 w4wenvelope 6.00 oki

Superscript or Subscript Text Displays Truncated in WinWord
Article ID: Q79089

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

SYMPTOMS

=====

In Microsoft Word for Windows, superscript and subscript characters may appear truncated on the display. This is a result of the screen font; the superscript and subscript characters do print correctly.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

=====

Versions 1.x of Microsoft Word for Windows position superscript and subscript characters by adjusting the entire line spacing relative to the additional space required by the character. Versions 2.0x of Word for Windows position superscript and subscript characters without adjusting line spacing; this can cause the top or bottom of the characters to appear truncated. The visible range, measured from the base line for ascenders and descenders in a screen font, is set by the manufacturer of the font; superscript and subscript characters may intrude on the top or bottom of the range and display truncated on the screen. This is a problem with screen display only; it does not affect the printed characters in Word for Windows.

TrueType fonts exhibit this problem, and Adobe Type Manager (ATM) may exhibit it. Other font packages may or may not truncate superscript and subscript characters on the screen, depending on their specifications.

Note: According to Adobe Technical Support, versions of ATM prior to 2.0 have not been tested and are not guaranteed compatibility under Windows 3.1.

WORKAROUND

=====

If you want to view all the superscript and subscript characters, use an EQ field to format superscripts and subscripts. This method duplicates the line spacing behavior of versions 1.x of Word for Windows. The following is a sample EQ field to subscript a character by 3 points:

```
{eq \s\do3(1)}
```

This field forces Word to adjust the line spacing for the entire line. Note: To create field braces, press CTRL+F9, then type the field contents.

If you want the line spacing to be fixed when you use this equation, type a minus sign in front of the number in the Line Spacing box (which is found in the Paragraph dialog box). This forces absolute spacing.

For more information on line spacing with superscript and subscript characters:

- Search for "field" and "formulas" using the the Help menu.
- Query on the following words in the Microsoft Knowledge Base:

line and spacing and offset and superscript and subscript
and w4wprint

REFERENCES

=====

"Microsoft Word for Windows User's Reference," version 1.x, pages 135-140

"Microsoft Word for Windows User's Guide," version 2.0, pages 146-147

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b
w4wfont cut off

WinWord: Page Setup Orientation Overrides Print Setup Setting
Article ID: Q79645

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

Setting the orientation of a document (portrait or landscape mode) in the Microsoft Word for Windows version 6.0 Page Setup dialog box overrides any selection made in the Print Setup dialog box.

More Information:

You can set the orientation of each page of your document individually with the following steps:

1. From the File menu, choose Page Setup.
2. Select Size and Orientation. Select the Portrait or Landscape option in the Orientation box, and choose the OK button.

You can set the overall page orientation of your document with the following steps:

1. From the File menu, choose Print Setup. Select Setup.
2. Select Portrait or Landscape in the Orientation box and choose the OK button.

Word for Windows does not change the orientation setting in the Print Setup dialog box; it simply bypasses that setting for the current print job.

Additional reference words: w4wformat 6.00 wm_word
w4wprint 2.00 2.00a 2.00a-CD 2.00b 2.00c

WinWord: Envelopes Don't Print with Reverse Print Order Option
Article ID: Q79905

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

In Microsoft Word for Windows version 2.0, if you choose the Create Envelope command when the Reverse Print Order option is selected, envelopes do not print. Word acts as if it is printing; however, the printer is inactive. To run the Create Envelope command, choose the Envelope button on the tool bar or choose the command from the Tools menu.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

WORKAROUND

=====

To work around this problem, use one of the following methods:

- From the Tools menu, choose Options, select the Print category, and clear the Reverse Print Order check box. Choose the OK button.
- From the Tools menu, choose Create Envelope, select the Add to Document button, then print it using the File Print command.

HP DeskJet

The HP DeskJet printer outputs printed pages in reverse order. The Reverse Print Order option causes pages to be printed in the correct order. However, if you select this option, envelopes do not print using the Create Envelope command.

If your printer is an HP DeskJet, you can modify the ToolsCreateEnvelope macro to clear the Reverse Printer Order option when creating an envelope and then select the option again after the

envelope prints. To modify the ToolsCreate Envelope macro, add the lines "ToolsOptionsPrint .Reverse=0" and "ToolsOptionsPrint .Reverse=1" to the macro, as follows:

```
Sub Main
ToolsOptionsPrint .Reverse = 0
Dim dlg As ToolsCreateEnvelope
GetCurValues dlg
x = Dialog(dlg)
If x = - 1 Then ToolsCreateEnvelope dlg
ToolsOptionsPrint .Reverse = 1
End Sub
```

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 117-122

Additional reference words: 2.00 w4wprint w4wmacro hewlett packard 500
plus jam feed backward toolbar dj w4wenvelope

WinWord 2.0: Envelope Feeder Option Unavailable with ATM
Article ID: Q80150

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

If Microsoft Word for Windows is running when Adobe Type Manager (ATM) is active and the driver is the PCL/HP LaserJet driver, the "Printer's Envelope Feeder has been Installed" option is always unavailable. Envelope options are accessed by selecting the Tools menu, choosing Options, and choosing the Print icon.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This functionality was changed in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

=====

To make the "Printer's Envelope Feeder has been Installed" option available, you must turn off ATM. Then choose Options from the Tools menu, select the Print category, and select the "Printer's Envelope Feeder has been Installed" option in the Envelope Options box.

Note: According to Adobe Technical Support, versions of ATM prior to 2.0 have not been tested and are not guaranteed compatibility under Windows 3.1.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, page 732

Additional reference words: gray grey w4wprint soft font w4wfont
button create 2.00 2.00a 2.00a-CD 2.00b 2.00c

Scalable HP Fonts Show in Font Installer, Not in Applications

Article ID: Q81038

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

If you install scalable fonts using the Hewlett-Packard (HP) Font Installer and are using the MS-DOS SUBST command, you receive the following error message:

```
PCL/HP Font Installer - Scalable printer font file not built!
```

You may have ignored this error message when it displayed because the scalable printer fonts appear to install correctly; they display in the installed font box of the HP Font Installer. However, these same printer fonts do not appear on the Font list of Microsoft Word for Windows or any other Windows-based application.

More Information:

There are two causes of the above error message:

- Bad data or missing headers have corrupted the font being used to create the printer file.

-or-

- The MS-DOS SUBST drive was typed with an extra backslash character (\). For example, if you substitute "Z:" for "D:\PCLFONTS," the following line appears in your AUTOEXEC.BAT file:

```
SUBST Z: D:\PCLFONTS
```

If you type "Z:\" (without the quotation marks) instead of "Z:" when prompted by the HP Font Installer to type the drive and path for the scalable screen font and scalable printer font, the Font Installer installs the scalable screen font correctly; but when it tries to create and install the scalable printer font, it displays the "Scalable printer font file not built!" error message.

If you use substituted drives for the printer font directory, you must NOT type an extra backslash at the end of the drive letter (for example, type "Z:" instead of "Z:\"). If the problem persists after you correct the substituted drive names, try using the actual path (for example, "D:\PCLFONTS" instead of "Z:").

If you are not using substituted drives and the above solutions do not work, the printer font file may be corrupt. Try installing the font from the original disk. If you don't have the original disk, contact

the font manufacturer for an updated copy.

Additional reference words: hppcl5a.drv IFW w4wprint w4wfont 6.00
wm_word 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wlaserjet
typeface w_win3

Printing Multiple Pages with Single-Sheet Feed to a Dot Matrix
Article ID: Q81084

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

When you print a multiple-page document to a dot-matrix printer using a single-sheet feed, Windows Print Manager stalls the print job after each page. Print Manager receives a "Paper Out" message from the printer that causes it to stall. You can use the macros below in Word for Windows to pause the print job between each page so you can add paper.

MORE INFORMATION

=====

The following macros prompt you for the number of pages you want to print. Then they determine the number of pages in your document and display the following message:

Ready to print page X. Press OK when the paper is loaded?

Choose the OK button to print the listed page or choose the Cancel button to terminate the print job.

WARNING: ANY USE BY YOU OF THE CODE PROVIDED IN THIS ARTICLE IS AT YOUR OWN RISK. Microsoft provides this macro code "as is" without warranty of any kind, either express or implied, including but not limited to the implied warranties of merchantability and/or fitness for a particular purpose.

Macro for Word for Windows Version 6.0

Sub Main

```
StartOfDocument
FileSummaryInfo .Update
Dim dlg As DocumentStatistics
GetCurValues dlg
Pages = Val(dlg.Pages)
ncopies = 0
On Error Resume Next
ncopies = Val(InputBox$("Print how many copies of each page?"))
If Not Err Then
    Err = 0
    For x = 1 To Pages
        For i = 1 To nCopies
            If MsgBox("Ready to print copy" + Str$(i) + " of page" + Str$(x) \
                + ". " + "Press OK when the paper is loaded?", 1) Then
```

```

        FilePrint .Range = 3, .From = Str$(x), .To = Str$(x)
    Else
        i = nCopies
        x = Pages
    End If
Next
Next
End If
End Sub

```

Macro for Word for Windows Version 2.0

```

Sub Main
    StartOfDocument
    fView = ViewFieldCodes()
    If fView <> 0 Then ViewFieldCodes
    InsertField "numpages"
    CharLeft 1, 1
    UpdateFields
    Pages = Val(Selection$())
    EditClear
    ncopies = 0
    On Error Resume Next
    ncopies = Val(InputBox$("Print how many copies of each page?"))
    If Not Err then
        Err = 0
        For x = 1 To Pages
            For I = 1 to nCopies
                If MsgBox("Ready to print copy" + Str$(i) + " of page" + Str$(x) \
                    + ". " + "Press OK when the paper is loaded?", 1) Then
                    FilePrint .Range = 3, .From = Str$(x), .To = Str$(x)
                Else
                    i = nCopies
                    x = Pages
                End If
            Next
        Next
    End If
    If fView <> 0 Then ViewFieldCodes
End Sub

```

Macro for Word for Windows Versions 1.x

```

Sub MAIN
    StartOfDocument
    Dim dlg As ViewPreferences
    GetCurValues dlg
    prefer = dlg.ShowAll
    If prefer <> 0 Then dlg.ShowAll = 0
    ViewPreferences .ShowAll = dlg.ShowAll
    fview = ViewFieldCodes()
    If fview <> 0 Then ViewFieldCodes
    InsertField "numpages"
    CharLeft 1, 1
    UpdateFields

```

```

pages = Val(Selection$())
EditClear
ncopies = 0
On Error Resume Next
ncopies = Val(InputBox$("Print how many copies of each page?"))
If Not Err Then
    Err = 0
    For x = 1 To pages
        For I = 1 to nCopies
            If MsgBox("Ready to print copy" + Str$(i) + " of page" + Str$(x) \
                + ". " + "Press OK when the paper is loaded?", 1) Then
                FilePrint .Range = 2, .From = Str$(x), .To = Str$(x)
            Else
                I = nCopies
                x = Pages
            End If
        Next
    Next
End If
If fview <> 0 Then ViewFieldCodes
If prefer <> 0 Then dlg.ShowAll = 1
ViewPreferences .ShowAll = dlg.ShowAll
End Sub

```

Note: You can run this macro instead of the default FilePrint macro to print multiple pages using single-sheet feed.

REFERENCES

=====

"Microsoft Word for Windows and OS/2 Technical Reference," pages 63, 66, 203, 280, 283
 "Using WordBasic," by WexTech Systems and Microsoft, pages 45-49, 226, 234

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c
 w4wmacro w4wprint dmp offline ready epson

WinWord: White Text with Black Shading Prints as Black Text
Article ID: Q81144

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, if you print white text on a shaded black background (sometimes referred to as reverse video), the entire paragraph may print as a solid black box.

More Information:

The following are the two major reasons that white text on a black background prints in black:

- The printer does not support white text. Most Hewlett-Packard PCL Level 4 printers (or compatible printers) and dot-matrix printers do not support the printing of white text. This includes all printers that use the EPSON24.DRV, IBMPRO24.DRV, and HPPCL.DRV Windows printer drivers.

-or-

- The printer supports white text, but the printer driver has an incompatibility with 256-color video drivers. Some printer drivers cannot print reverse text when a 256-color video driver is installed in Microsoft Windows. A driver known to have this problem is the HP LaserJet Series III driver HPPCL5A.DRV (versions prior to 3.85). Installing HPPCL5A.DRV version 3.85, which ships with version 2.0 of Word for Windows, or updating to version 3.86 of this driver corrects the problem.

An application note containing the HP PCL/HP LaserJet III driver version 30.3.86 for Windows version 3.0 is available. To obtain this application note, call Microsoft Product Support Services at (206) 454-2030. The application note number is WW0505.

This information applies to version 31.3.89 of the HP LaserJet III driver (HPPCL5A.DRV), which ships with Windows 3.1.

Workaround for Word 6.0:

1. Select the text to be printed in reverse color of the background
2. From the Format menu select Font and choose White from the Color drop-down dialog.
3. From the Format menu select Borders and Shading and choose the

Shading dialog tab. Choose the Custom button and in the Background dialog choose Dk Blue.

4. From the File menu select Print. Choose Printer. Choose Options. select the option "Print Truetype as graphics". Choose OK

Workaround for Word 2.0:

1. Select the text to be printed in reverse color of the background
2. From the Format menu select Character and choose White from the Color drop-down dialog.
3. From the Format menu select Border and choose the Shading button. Choose the Custom button and in the Background dialog choose Dk Blue.
4. From the File menu select Print Setup. Choose Setup. Choose Options select the option "Print Truetype as graphics". Choose OK

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 377-379, 459-460

Additional reference words: w4wfont w4wlaserjet w4wprint 30.3.85 2.00 6.00 wm_word 2.00a 2.0a pcl4

WinWord Cannot Print Character 160 (ALT+0160)

Article ID: Q81148

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

SUMMARY

=====

In Microsoft Word for Windows, when you press ALT+0160 (from the numeric keypad), a degree symbol displays on the screen in most fonts when you view nonprinting characters. This character does not display when you turn off the viewing of nonprinting characters, nor does it preview or print.

MORE INFORMATION

=====

Character 160 is reserved by Word for Windows for the nonbreaking space.

To correctly access the degree character in Word for Windows, use the Symbol command from the Insert menu.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 60, 90-91, 153-155.

"Microsoft Word for Windows User's Reference," version 1.x, pages 35, 52, 177, 266, 352-353.

Additional reference words: w4wfont 1.00 1.10 1.10a 6.00 wm_word 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wprint ansi ascii code

WinWord: Printing an Em Dash Using an Outline-Style Font
Article ID: Q81227

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

SYMPTOMS

=====

If you print the em dash character with an outline-style font, Microsoft Word for Windows may print the character with a series of vertical lines dissecting the outlined em dash. If you print the same character in Microsoft Windows Write, it will print correctly.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. We are researching this problem and will post more information here in the Microsoft Knowledge Base as it becomes available.

MORE INFORMATION

=====

Word for Windows prints the em dash as a series of overlapping dashes, rather than a single character. If you print the em dash using an outline-style font, the left and right edges of each overlapping dash be visible inside the printed dash and will print. This overlapping will not be visible if you use a solid font.

Steps to Reproduce Problem

1. From the Control Panel in Windows, choose the Printers icon, and activate the HP LaserJet Series II printer (PCL / HP LaserJet). If you are using the Microsoft Windows operating system version 3.1, you can activate the universal printer driver for the HP LaserJet Series II version 1.1.
2. Install the Hewlett-Packard AG soft font set using the printer driver's soft font installer. This font set includes the Helv Outline font in point sizes 14, 18, 24, 30, 36.
3. In the Format Character dialog box of Word for Windows, select the Helv Outline font and an available font size.
4. With NUM LOCK turned on, press ALT+Keypad 0150 to insert the em dash.

5. From the File menu, choose Print, then choose the OK button.

If you activate the Hewlett-Packard Series III printer (HPPCL5A) in step 1 above, Word for Windows will print a solid em dash, rather than an outlined em dash.

REFERENCES

=====

"Microsoft Windows User's Guide," version 3.0, pages 158-161, 168

"Microsoft Word for Windows User's Guide," version 2.0, page 92

Additional reference words: w4wfont hollow broken 1.00 1.10 1.10a 2.00
6.00 wm_word
2.00a w4wlaserjet w4wprint

Superscript and Subscript Underline Misaligns in WinWord 2.0

Article ID: Q81418

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

In Microsoft Word for Windows, the underline for superscript and subscript text does not align with the underline for normal text.

WORKAROUND

=====

To work around this problem, create an equation field using the overstrike function to underscore words or phrases that contain super/subscripted characters, as in the following example:

Syntax: {eq \o(Text,Underscore characters)}

{eq \o(Apple,____)}

In the syntax above, "Text" is the string containing superscript text to be underlined, and "Underscore characters" is the actual characters to be used to underscore the "Text" characters. The braces for the equation field are created by pressing CTRL+F9. Type the text between the braces.

Note: The underscore character may not match the one used by Word's underline character format command. You may need to experiment with different underscore characters (different font, point size, and so forth) to achieve a continuous underscore effect.

STEPS TO REPRODUCE PROBLEM

=====

1. Type some text in a Word for Windows version 2.0 document.
2. Select a portion of the text.
3. From the Format menu, choose Character.
4. From the Super/subscript list box, select superscript.
5. Select all of the text in your document.
6. From the Format menu, choose Character.
7. From the Underline list box, select Single.

Microsoft has confirmed this to be a problem in Word for Windows versions 2.x and 6.0. We are researching this problem and will post new information here as it becomes available.

Additional reference words: w4wfont w4wprint w4wfield 2.00 2.00a 6.00
wm_word 2.00a-CD 2.00b 2.00c

WinWord: Cannot Print Character 255 (ALT+255) with HPPCL5A.DRV
Article ID: Q81474

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, character 255 (ALT+0255 or the last symbol in the Insert Symbol dialog box) may not print if you are using the Hewlett-Packard (HP) LaserJet Series III driver, HPPCL5A.DRV, and the character is formatted for a downloadable, bitmapped, soft font.

More Information:

The HPPCL5A.DRV printer driver is unable to recognize the 255th location in a bitmapped soft font. When a bitmapped soft font is downloaded to the printer, the character is not sent and therefore is not printed on the page. This problem does not occur with scalable soft fonts.

To work around this problem, HP recommends using one of the following methods:

- Format the character for an internal font, system font, or scalable soft font.

-or-

- Download the bitmapped soft font from outside Microsoft Windows, then designate it as a permanent soft font using the HP download utility. To use the HP download utility, follow these steps:
 1. In the Control Panel, choose the Printers icon.
 2. Select the HP LaserJet III in the Installed Printers box, choose the Configure button, then choose the Setup button.
 3. In the HP LaserJet III box, choose the Fonts button. Select the soft font, and select the "*Permanent" option.

Additional reference words: 1.00 1.0 1.10 1.1 1.10a 1.1a 2.0 2.00 2.0a 6.00 wm_word 2.00a w4wprint soft blank missing

PostScript WIN.INI Setting for WinWord Landscape Orientation
Article ID: Q83741

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, it is sometimes necessary to use printer heuristics to change the way Word works with a printer driver. These heuristics should be added to the [Microsoft Word 2.0] section of the WIN.INI file and only apply to Word for Windows.

The Microsoft Windows operating system version 3.1 has a WIN.INI setting for PostScript orientation that applies to all Windows applications. You can use this setting instead of a heuristic in the [Microsoft Word 2.0] section.

There are no WIN.INI settings for Word version 6.0 for Windows. These settings are contained in the WINWORD.OPT

More Information:

By default, Windows version 3.1 PostScript drivers rotate landscape orientation 90 degrees. Previous Windows 3.0 drivers and Windows 2.x PostScript drivers rotate landscape orientation 270 degrees. To change this rotation, add the following line in the WIN.INI file in the [ModelName,Port] section (where "ModelName" is your printer):

```
LandscapeOrient=<angle>
```

The default setting is 90. To achieve the landscape orientation of older drivers, use 270.

You may want to try the above setting if you experience the following problems:

- Envelopes or labels print upside down in Windows 3.1 but print correctly in Windows 3.0.
- or-
- Envelope addresses are positioned incorrectly or print off the edge of the envelope.

Note: This setting affects all Windows applications. This workaround may cause problems in other applications. If you experience problems, consider using a different workaround.

For more information, query on the following words in the Microsoft Knowledge Base:

landscape and WIN.INI

Reference(s) :

"Microsoft Windows Resource Kit," version 3.1, PRINTERS.WRI

Additional reference words: 2.00 2.00a w4wprint win31 4019 feed
w4wenvelope

WinWord: Strikethrough Formatting Misaligns with Small Caps
Article ID: Q83885

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

SUMMARY

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In Microsoft Word for Windows, strikethrough character formatting does not print or display correctly when applied to text formatted with small caps. The strikethrough formatting on text formatted with small caps does not align with the strikethrough formatting on other text. This causes a jagged, crooked line through text that contains both small caps formatting and other character formatting. Similarly, strikethrough character formatting applied to lowercase small caps does not align with strikethrough character formatting applied to uppercase small caps of the same font and size.

MORE INFORMATION

=====

Strikethrough formatting applied to text with small caps formatting is positioned higher than strikethrough formatting applied to text without small caps formatting. Strikethrough formatting also misaligns on small caps of varying point sizes, uppercase letters, numbers, and punctuation characters (commas, apostrophes, periods, and so forth).

WORKAROUND

=====

Word for Windows version 6.0

If you need to apply strikethrough formatting to text with small caps in Word for Windows version 6.0, you can change the small caps to allcaps with a smaller point size. In Word for Windows version 6.0, strikethrough character formatting applied to text formatted with all caps prints correctly.

Strikethrough formatting is applied to deleted text when you choose the Revisions command from the Tools menu. strikethrough formatting applied in this manner aligns incorrectly. With revision marks enabled, strikethrough formatting is applied to text that you delete by pressing the DELETE key or by pressing the BACKSPACE key.

Word for Windows Version 2.0

If you need to apply strikethrough formatting to text with small caps in Word for Windows version 2.0, you can change the small caps to all

caps with a smaller point size. In Word for Windows version 2.0, strikethrough character formatting applied to text formatted with all caps prints correctly.

Strikethrough formatting is applied to deleted text when you choose the Revision Marks command from the Tools menu. Strikethrough formatting applied in this manner aligns correctly. With revision marks enabled, strikethrough formatting is applied to text that you delete by pressing the DELETE key or by pressing the BACKSPACE key.

Word for Windows Version 1.x

In Word for Windows versions 1.0, 1.1, and 1.1a, strikethrough formatting is not available as a character format. Strikethrough formatting is applied by choosing Revision Marks from the Utilities menu. With revision marks enabled, strikethrough formatting is applied to text that you delete by pressing the DELETE key or by pressing the BACKSPACE key.

Note: In Word for Windows version 1.x, strikethrough formatting applied to the spaces between words displays and prints higher than strikethrough formatting applied to other characters. In Word for Windows version 2.0, strikethrough formatting aligns consistently on spaces and other characters.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 144-146

Additional reference words: w4wfont w4wprint 2.00 2.00a 1.00 1.10 6.00
wm_word 1.10a 1.1a 2.0b 2.0a-CD 2.00b 2.00a-CD

WinWord: Envelopes Print in Landscape on Panasonic KX-P1124
Article ID: Q84041

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, if you print a size 10 envelope using the PANSON9.DRV or PANSON24.DRV printer driver for Microsoft Windows operating system version 3.1, Word incorrectly prints the envelope in landscape orientation. Word correctly prints size 9 envelopes in portrait orientation.

Microsoft has confirmed this to be a problem in the Panasonic printer drivers PANSON9.DRV and PANSON24.DRV for Microsoft Windows version 3.1. We are researching this problem and will post new information here as it becomes available.

Word for Windows version 6.0 does not use printer heuristics to control printer functionality. To change printer functionality choose Options from the Envelopes and Labels dialog box. Under the Envelope Options dialog box category Printing Options you can set the Feed method (orientation and location) of the envelope.

More Information:

This problem occurs in the following Panasonic printers:

| PANSON24.DRV | PANSON9.DRV |
|--------------|-------------|
| ----- | ----- |
| KX-P1123 | KX-P1180 |
| KX-P1124 | KX-P1180i |
| KX-P1624 | KX-P1191 |
| KX-P1695 | |
| KX-P4420 | |

Workaround

You can set a printer heuristic in Word version 2.0 or 2.0a for Windows to force all envelopes to print in portrait orientation using these Panasonic printer drivers. Use the following steps to set this heuristic in your Windows WIN.INI file:

1. From the Tools menu, choose Options.
2. Under Category, select WIN.INI. Select Microsoft Word 2.0 in the Application box.

3. In the Option box, type "PANSON24" (without the quotation marks).
4. In the Setting box, type "+65" (without the quotation marks).
5. Choose the Set button, then choose the Close button.

Additional reference words: win31 w4wprint

KXP KXP1124 kxp1123 kxp1180 kxp1180 kxp1180i kxp1624 kxp1695 kxp4420
kxp1191 toolbar tool bar create ToolsCreateEnvelope w4wenvelope
2.00 2.00a 3.10

WinWord: Restoring Drag and Drop Printing Functionality
Article ID: Q84048

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In the Microsoft Windows operating system version 3.1, you lose the ability to perform drag and drop printing of Microsoft Word for Windows version 2.0 or 6.0 documents from the Windows File Manager if you delete or sufficiently modify the Windows REG.DAT file or the OLE2.REG file in Winword 6.0. To restore the REG.DAT settings that enable you to perform drag and drop printing of Word for Windows documents, you must either rerun the Word for Windows Setup program or manually edit the REG.DAT file.

More Information:

Winword 6.0:

Winword 6.0 by default self registers itself when the program is started, if this does not happen the recommended method to restore the OLE2.REG settings is to reinstall Word for Windows using the Custom Installation option. To do this, use the following steps:

1. Start the Word for Windows Setup program.
2. When prompted to choose a type of installation, choose the Custom Installation button.
3. Select the Microsoft Word check box. Clear all other check boxes, and choose the Setup button.

Word for Windows is now reinstalled and the OLE2.REG settings are restored.

Winword 2.X:

The recommended method to restore the REG.DAT settings is to reinstall Word for Windows using the Custom Installation option. To do this, use the following steps:

1. Start the Word for Windows Setup program. For more information on using the Setup program, see pages 8-11 in the "Microsoft Word for Windows Getting Started" manual.
2. When prompted to choose a type of installation, choose the Custom Installation button.

3. Select the Microsoft Word check box. Clear all other check boxes, and choose the Setup button.

Word for Windows is now reinstalled and the REG.DAT settings are restored.

For more information on the default REG.DAT settings for Word for Windows, query on the following words in the Microsoft Knowledge Base:

default and values and regedit.exe and reg.dat

Reference(s):

"Microsoft Windows Resource Kit," version 3.1, pages 359-365, 454

"Microsoft Word for Windows Getting Started," version 2.0, pages 8-11

Additional reference words: 2.00 2.00a 6.0 w4wsetup w4wprint cannot 6.00
wm_word registration

Lines of Text Truncated When Printing to NEC Pinwriter P7
Article ID: Q84298

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, if the top margin of your document is less than 0.7-inch and you are using the NEC Pinwriter P7 printer driver that ships with the Microsoft Windows operating system version 3.1, the first paragraph of your document will be truncated if the printer is configured for manual paper feed.

More Information:

Word versions 2.x or 6.0

To correct this problem, use the following steps:

1. From the File menu, choose Print Setup.
2. In the Printer box, select the Pinwriter P7, and choose the Setup button.
3. In the Paper Source box, select either Tractor or Cut Sheet Feeder:Bin 1.
4. Choose the OK button twice.

Word for Windows 6.0 will return an error message when you print a document saying that the margins are outside the unprintable regions of the printer. If you choose the "Fix" option, Word will increase the margins to the minimum settings for the printer so that text will not be cut off.

Note:If you are having margin problems when using manual feed or sheet feeder options with dot-matrix printers, there may be an updated driver available from the WDL.

For more information on which printers have an updated driver, query on:

unprintable and regions dot and matrix

These updated drivers have a margins button in the printer driver which which take into account the different start position of the print head when using paper sources. To use this new feature, follow these steps:

1. set the paper source in Word to match the correct paper source you are using with your printer.

2. From the Control Panel, choose Printers.
3. Choose Setup and change the paper source to match what you are using with your printer.
4. Choose Options.
5. Choose Margins.
6. Click the Default button and press OK to back out of the dialog boxes.
7. Your document should now print correctly.

For more information on the NEC Pinwriter, query on the following words in the Microsoft Knowledge Base:

nec and pinwriter and top and margin and windows

Additional reference words: 2.00 2.00a truncate w4wprint chopped 6.00
wm_word missing cut off incomplete w_win3

HP III with PS Cartridge: Envelopes Print from Left Not Center
Article ID: Q84324

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

If you are using Microsoft Word for Windows in the Microsoft Windows operating system version 3.1 and you want to print an envelope to a Hewlett-Packard (HP) LaserJet III that has a PostScript cartridge, you must add the printer heuristic setting PSCRIPT=800 to the WIN.INI file. To do this, use the following steps:

1. From the Tools menu, choose Options, and select the WIN.INI Category.
2. Check the Startup Options box for an entry that begins PSCRIPT=. If no such entry exists, delete the text in the Option box, and type "PSCRIPT" (without the quotation marks). Press TAB to move to the Setting box, and type "800" (without the quotation marks).

If there is a PSCRIPT= entry, select that entry in the Startup Options box, and change the value in the Setting box to "800" (without the quotation marks).

3. Choose the Set button, then choose the Close button.

Word for Windows version 6.0 does not use printer hueristics to contol printer functionality. To change printer functionality choose Options from the Envelopes and Labels dialog box. Under the Envelope Options dialog box category Printing Options you can set the Feed method (orientation and location) of the envelope.

More Information:

Unless you add the heuristic setting PSCRIPT=800 to the WIN.INI file, envelopes will print as if they should be fed from the left, rather than the center. This problem occurs in Windows 3.1 when the HP LaserJet III PostScript printer is selected. Envelopes print correctly if another PostScript printer, such as the Apple LaserWriter IINT, is selected.

The heuristic 800 is a combination of 512 (force landscape), 256 (don't call DeviceCapabilities) and 32 (rotate landscape in the opposite direction).

Additional reference words: w4wprint w4wlaserjet laser jet incorrect wrong blank pacific page w4wenvelope 2.00 2.00a 2.00a-CD 2.00b 2.00c

WinWord: Margins Set Outside Printable Area of the Page
Article ID: Q84647

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

If you set your document margins closer to the edge of the paper than your printer is capable of printing, Microsoft Word for Windows returns the following warning message for each copy you send to the printer:

Margins set outside printable area of page.

Choose the OK button when you receive the above error message.

Most laser printers, such as the Hewlett-Packard (HP) LaserJet, cannot print closer to the edge of the paper than 0.25 inch. Some laser printers, such as the HP LaserJet Series II, require 0.5-inch margins. Most PostScript and dot-matrix printers have their own internal printer driver setting for margins.

The error message will also appear if a table extends beyond the margin boundaries.

Word for Windows 6.0 gives you an option to "fix" the margins. When you tell Word 6.0 to "fix" the margins, it increases any margins which are outside the unprintable region to their minimum settings.

Note: To determine what the document margins can be set to, start Windows Write from the Accessories group.

1. From the Document menu select Page Layout.
2. Set one of the margins to zero (0) and choose the OK button.

Write will display a message box with the minimum margins.

More Information:

To correct this problem, return to your document, and use the following steps:

1. From the Format menu, choose Page Setup (Document in version 1.x).
Reset any margins that are less than 0.25 inch to 0.25 inch or larger.
2. Choose the OK button.

In Word for Windows 6.0, choose the "Fix" option when you get the error

message.

Note: After you increase the margins, the message should not appear. If the error message appears again, set the margins to 0.5 inch.

PostScript

If you receive the warning message when you are printing to a PostScript printer, you may need to change the printer driver margin setting. To do this, use the following steps:

1. From the File menu, choose Print Setup (Printer Setup in version 1.x) Select the PostScript printer, and choose the Setup button. (Control Panel - Printers - Setup in Word 6.0).
2. Choose the Options button. In the Margins box, select None. Choose the OK button three times to return to the document.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 122-123

"Microsoft Word for Windows User's Reference," version 1.x, pages 271-272, 417

"Microsoft Word for Windows Printer Guide," version 1.x, pages 8, 13

Additional reference words: w4wprint errmsg err msg 1.0 1.1 6.00
wm_word 1.1a 2.0a 1.00 1.10 1.10a 2.00 2.00a 2.0b 2.0a-CD 2.00b 2.00a-CD
6.00

Envelope Feeder Option Unavailable with Bitstream FaceLift
Article ID: Q85030

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

If Microsoft Word for Windows is running in the Microsoft Windows operating system version 3.1 when Bitstream FaceLift version 2.0 is active and the PCL/HP LaserJet driver (HPPCL.DRV) is being used, the "Printer's Envelope Feeder has been Installed" option will be unavailable. If you use the Create Envelope command to print an envelope to the printer's envelope feeder (for example, the HP LaserJet Series IID printer) when this option is unavailable, the envelope text will print in portrait orientation to a regular paper bin. The printer's envelope feeder will not be accessed.

Printer heuristics have no effect on this behavior.

This functionality was changed and is no longer a problem in Word version 6.0

More Information:

To make the "Printer's Envelope Feeder has been Installed" option available, you must first turn off FaceLift. You can then choose Options from the Tools menu, select the Print category, and select the "Printer's Envelope Feeder has been Installed" option in the Envelope Options box.

If you remove the HPPCL.DRV printer driver from the Windows Control Panel and reinstall it while Bitstream FaceLift is active, a dialog box will appear asking if you want the driver to use Bitstream FaceLift. If you choose the No button, the "Printer's Envelope Feeder has been Installed" option will be available in Word for Windows.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, page 732

Additional reference words: gray grey w4wprint soft font w4wfont toolbar tool bar Hewlett Packard win31 unidrv.dll w4wenvelope

How Word for Windows Uses a Math Coprocessor

Article ID: Q85241

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

Microsoft Word for Windows uses a math coprocessor for the following functions:

- Field calculations
- Tools Calculate command
- Tools Sorting command
- Macro language functions that require floating-point calculations to obtain a result
- Selecting certain records to merge during a print merge

More Information:

A math coprocessor does not enhance the overall operating speed of Word for Windows. It also does not affect the speed of printing or displaying a document. The only noticeable speed improvements occur when you perform the above functions.

Additional reference words: w4wprint 1.00 1.10 1.10a increase faster co-6.00 wm_word processor 80287 80387 2.00 2.00a 2.00a-CD 2.00b 2.00c

How to Print Envelopes on the Epson EPL-7500 Printer

Article ID: Q85461

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

The envelope address will print too high on the envelope if you are running Word for Windows 2.0 in the Microsoft Windows operating system version 3.1 and you print an envelope on an Epson EPL-7500 in HP LaserJet II emulation mode using the Create Envelope command.

More Information:

To print envelopes correctly on an Epson EPL-7500, use the Windows version 3.1 Epson EPL-7500 PostScript (WPD) printer driver. Epson PostScript printer drivers are available in the Microsoft Windows Driver Library (WDL), which you can download from the Microsoft Download Service (MSDL) and CompuServe.

If you want to print envelopes with your Epson EPL-7500 in HP LaserJet emulation mode in Windows version 3.1, you must use the HP LaserJet Series II printer driver and set a printer heuristic. Envelopes print correctly on this printer if you are using Windows version 3.0; no heuristic setting is required.

Word for Windows 6.0 does not use printer heuristics to change the way an envelope feeds into the printer. To modify the way an envelope feeds into the printer, Choose Envelopes and Labels from the Tools menu. Choose the Envelopes dialog tab and press the Options button. Choose the Printing Options dialog tab. Choose the envelope feed method for your printer and press the OK button.

To set the printer heuristic for Word 2.0, add the following line to the [Microsoft Word 2.0] section of the WIN.INI file:

```
HPPCL=768
```

Note: Heuristic 768 is a combination of heuristic 256 (Avoid Using DeviceCapabilities) and heuristic 512 (Force Landscape).

For information on setting printer heuristics, query on the following words in the Microsoft Knowledge Base:

```
newmacro.doc and functionality and printer and heuristics
```

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 118-120, 810

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c 3.10
w4wprint w4wlaserjet position wrong left feed incorrect w4wenvelope

WinWord: Text from Page 1 Prints on Envelope Added to Document
Article ID: Q85692

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

If you add an envelope to a document whose first character is formatted for hidden text in Microsoft Word for Windows, some of the text from the first page of your document will print on the envelope.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

=====

In Word for Windows, you can add an envelope to a document by choosing the Add To Document button in the Create Envelope dialog box. Word for Windows adds the envelope text to the beginning of your document and inserts a section break between the envelope and the start of your document. Word assigns page number zero (0) to the envelope text.

If the first character of your document is formatted for hidden text, the section break that Word inserts when you choose the Add To Document button will also be formatted for hidden text. When you print or preview the document, Word will ignore the hidden section break and print text from the first page of your document on the envelope.

WORKAROUND

=====

To work around this problem, use one of the following methods:

- From the View menu, choose Normal. Select the section break. From the Format menu, choose Character, clear the Hidden Text check box, and choose the OK button.

Note: You must select the entire section break; you cannot remove

hidden text character formatting if the insertion point is simply positioned on the line containing the section break.

-or-

- Before you add the envelope to your document, position the insertion point at the beginning of your document, and type a space or press ENTER. Select this character. From the Format menu, choose Character, clear the Hidden Text check box, and choose the OK button. When you add the envelope, Word will not format the section break as Hidden Text and no text from the first page will print on the envelope.

Additional reference words: 2.00 2.00a w4wprint wrong missing
landscape toolbar w4wenvelope

HP IIIsi Err Msg: "EE Load Com10" When Printing Envelopes
Article ID: Q85699

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

If you print an envelope from Microsoft Word for Windows to a Hewlett-Packard (HP) LaserJet Series IIIsi printer with an envelope feeder, the printer will display the following error message if the envelope tray is not set for the correct envelope size:

```
EE LOAD COM10
```

Change the More Information paragraph to:

More Information:

Notes:

Winword 6.0:

This article assumes that the paper source is envelope. From the File menu, choose Page Setup, select the Paper Source tab. Make sure that Envelope is selected, then choose the OK button.

Winword 2.X:

This article assumes that the "Printer's Envelope Feeder has been Installed" check box is selected. From the Tools menu, choose Options. Under Category, select Print. Make sure that the "Printer's Envelope Feeder has been Installed" check box is selected, then choose the OK button.

If the envelope tray on the HP LaserJet Series IIIsi is set correctly, the following message will appear when you print an envelope using the Create Envelope command in Word for Windows:

```
EE TRAY = COM 10
```

To set the correct envelope size on your HP LaserJet Series IIIsi, use the following steps:

1. Remove the envelopes from the envelope feeder, then reinsert them. The following message should appear on the printer:

```
EE TRAY = <envelope size>
```

2. Press the plus sign (+) and/or minus sign (-) keys on the printer until "COM 10" appears, then press the ENTER key on the printer.

When you change envelopes, turn on the printer, or print to the envelope tray, the printer will display the "EE Tray = COM 10" message.

For more information on how to change settings on your printer, refer to the HP LaserJet Series IIIsi manual.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 118-121, 732

Additional reference words: 2.00 2.00a w4wprint w4wlaserjet 6.00
wm_word errmsg err msg form feed continue w4wenvelope w_print

Envelope Incorrectly Prints in Landscape on Canon BJ Printers

Article ID: Q85755

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.1
-

Summary:

If you use the Create Envelope command in Microsoft Word for Windows 2.0 to print an envelope to the Canon Bubble-Jet BJ_10ex, the BJ-200, the BJ-300, or the BJ-330 printer, the envelope incorrectly prints in landscape orientation.

More Information:

To correctly print an envelope to the Canon Bubble-Jet BJ_10ex, the BJ-200, the BJ-300 or the BJ-330 with Word 2.0, use one of the following methods:

- Set one of the following printer heuristics in the [Microsoft Word 2.0] section of the Windows WIN.INI file:

CANON10E=+1

-or-

BJ200=+1

-or-

CANON330=+1 (for the BJ-300 or BJ-330 printers)

If you set the above printer heuristics, envelopes print correctly in portrait orientation when you choose the Create Envelope command.

-or-

- Load the envelopes from the bottom of the BJ_10ex printer. There is a slot in the bottom of the Bubble-Jet BJ_10ex printer that is wide enough to accept standard business envelopes in portrait orientation. If you use this slot, you must manually position the top of the envelope using the "FWD ADJ" control on the printer; the printer does not automatically load the envelope to the correct location from the bottom slot. If you use this method, the envelopes will print in portrait orientation.

Note: The top paper slot on this printer is too narrow to load standard 9-inch (number 10) envelopes in portrait orientation.

Note for BJ-200 users: The BJ-200 requires setting the paper feed

lever to, Envelope (an icon by the lever) and moving the green lever on the print cartridge all the way to the right.

For information on setting printer heuristics, query on the following words in the Microsoft Knowledge Base:

newmacro.doc and setprinterheuristic and changing

Word for Windows 6.0 does not use printer heuristics to change the way an envelope feeds into the printer. To modify the way an envelope feeds into the printer, Choose Envelopes and Labels from the Tools menu. Choose the Envelopes dialog tab and press the Options button. Choose the Printing Options dialog tab. Choose the envelope feed method for your printer and press the OK button.

Canon has confirmed this to be a problem with their BJ-200 printer driver version 1.0, supplied by Canon with the printer.

The Canon BJ-200 printer driver version 1.0 product included here is manufactured by Canon, a vendor independent of Microsoft; we make no warranty, implied or otherwise, regarding this product's performance or reliability.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, page 810

Additional reference words: w4wvelope w4wprint 2.00 6.00 wm_word 2.00a 2.00a-CD 2.00b 2.00c bj10ex bj200 bj300 bj330 tool bar toolbar bubblejet 6.00

"Call to Undefined Dynalink" Error with Old Printer Drivers
Article ID: Q85887

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

If the Microsoft Windows operating system version 3.1 accesses a Windows version 3.0 printer driver, the following error message may be displayed:

Application Error - Call To Undefined Dynalink

You must remove any Windows 3.0 printer drivers and install the appropriate Windows version 3.1 printer driver(s) to correct this problem.

More Information:

For instructions on removing an installed printer drivers and installing a new printer driver, refer to pages 201-206 and page 214 of the "Microsoft Windows User's Guide" for Windows 3.1.

Note: You must remove duplicate printer driver entries from the Installed Printers list. If you do not, you will be unable to install a new Windows 3.1 printer driver from the Windows disks.

Note: Be sure to search all drives and directories for outdated printer drivers. This is especially important if you are running Word on a network, where printer drivers may be stored in multiple directories.

For information on other causes of the "Call to Undefined Dynalink" error message, query on the following words in the Microsoft Knowledge Base:

call and undefined and dynalink and shell.dll

Reference(s):

"Microsoft Windows User's Guide," version 3.1, pages 201-206, 214

"Microsoft Windows Resource Kit," version 3.1, pages 426-428

Additional reference words: 3.00 3.10 old w4wprint win31 2.00 6.00
wm_word 2.00a 2.00a-CD 2.00b 2.00c

Cannot Print Outside 1" Bottom Margin Using PANSON24.DRV
Article ID: Q86056

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, if you set the bottom margin of a document to less than 1 inch and the Panasonic KX-P1123 or KX-P1124 printer is selected in the Print Setup dialog box, (or File Print dialog box in Word 6.0), Word will stop printing one inch from the bottom of the page. This problem occurs when you are running Word in the Microsoft Windows operating system version 3.1; it does not occur if you are running Word in Microsoft Windows version 3.0.

More Information:

If PANSON24.DRV is the active printer driver, Word will select the Default Tray option as the paper source. Word uses the Auto Sheet Feeder, which causes text to stop printing 1 inch from the bottom of the page, as the default paper tray.

Workaround

To force Word to print text to the bottom of the page, change the Paper Source setting to Tractor with the following steps:

In Word 6.0:

-
1. From the Format menu, choose Page Setup.
 2. Select the Paper Source dialog tab.
 3. In the First Page box, select Tractor. In the Other Pages box, select Tractor. Choose the OK button.
 4. From the Control Panel, choose Printers
 5. Choose the setup button
 6. Change the paper source to tractor

In Word 2.0:

-
1. From the Format menu, choose Page Setup.
 2. Select the Paper Source option button.
 3. In the First Page box, select Tractor. In the Other Pages box,

select Tractor. Choose the OK button.

4. From the file menu, choose Print Setup
5. Choose the setup button
6. Change the paper source to tractor

Note: If you are having margin problems when using manual feed or sheet feeder options with dot-matrix printers, there may be an updated driver available from the WDL.

For information as to which printers have an updated driver, query:

unprintable and regions dot and matrix

These updated drivers have a margins button in the printer driver which which take into account the different start position of the print head when using paper sources. To use this new feature, follow these steps:

1. set the paper source in Word to match the correct paper source you are using with your printer.
2. From the Control Panel, choose Printers.
3. Choose Setup and change the paper source to match what you are using with your printer.
4. Choose Options.
5. Choose Margins.
6. Click the Default button and press OK to back out of the dialog boxes.
7. Your document should now print correctly.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, page 230

Additional reference words: w4wprint truncate cut2.00 2.00a 2.00a-CD
6.00 wm_word 2.00b

Color Graphics Preview in Color with Noncolor Printer Driver
Article ID: Q86059

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, color graphics display in color in print preview even if the active printer does not support color printing. The printer output is not affected by the incorrect display.

More Information:

Microsoft has confirmed this to be a problem in Word for Windows. We are researching this problem and will post new information here as it becomes available.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wprint
6.00 wm_word

OkiLaser 400 Message: COM 10 ENVELOPE, MANUAL FEED REQUEST
Article ID: Q86075

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, if you use the Create Envelope command (or Envelopes and Labels in Word 6.0) to print an envelope to an OkiLaser 400 printer, the following message will be displayed on the printer:

COM 10 ENVELOPE, MANUAL FEED REQUEST

More Information:

The envelope slot on the Okidata OkiLaser 400 is a single-sheet, manual feed mechanism. After you place an envelope into the manual feeder, you must press the Form Feed button on the printer to begin printing.

For more information on the manual feed features of the OkiLaser 400 printer, refer to the printer manual.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 118, 120-121

Additional reference words: w4wprint 2.00 2.00a 2.00a-CD 2.00b 6.00
wm_word
w4wenvelope

WinWord 2.0: Printing Envelopes to HP LaserJet Plus Printers
Article ID: Q86272

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

If you are running Word for Windows in the Microsoft Windows operating system version 3.1 and you print an envelope to a Hewlett-Packard (HP) LaserJet Plus printer using the CreateEnvelope command in Word 2.0 the envelope address will print too high on the envelope.

More Information:

Word for Windows 6.0 does not use printer heuristics to change the way an envelope feeds into the printer. To modify the way an envelope feeds into the printer, Choose Envelopes and Labels from the Tools menu. Choose the Envelopes dialog tab and press the Options button. Choose the Printing Options dialog tab. Choose the envelope feed method for your printer and press the OK button.

To print envelopes correctly on an HP LaserJet Plus in Windows 3.1, with Word 2.0, you must set a printer heuristic. To do this, add the following line to the [Microsoft Word 2.0] section of the WIN.INI file:

```
HPPCL=+4
```

When you set this heuristic, envelopes print correctly when you feed them on the right side of the paper tray.

You can use the SetPrinterHeuristic macro, which is included in the NEWMACRO.DOC file that ships with version 2.0 of Word for Windows, to add this heuristic to the WIN.INI file. You can also add this heuristic by choosing Options from the Tools menu and selecting the WIN.INI category. Refer to page 810 of the "Microsoft Word for Windows User's Guide" for more information on editing the WIN.INI file.

Note: You can set heuristic 768 (HPPCL=768) to print envelopes by feeding them through the center of the paper tray. However, there is no paper guide on this paper tray, so center-fed envelopes may be inconvenient. Heuristic 768 is a combination of heuristic 256 (Avoid Using DeviceCapabilities) and 512 (Force Landscape).

Windows version 3.0

If you print an envelope on an HP LaserJet Plus using the Create Envelope command in Windows 3.0, the envelope address will print correctly without a printer heuristic.

Reference(s) :

"Microsoft Word for Windows User's Guide," version 2.0, pages 118,
120-121, 732, 810

Additional reference words: 2.00 2.00a 3.00 3.10 w4wprint w4wlaserjet
6.00 wm_word position w4wenvelope

Printing Underline Formatting with Generic/Text Only Driver
Article ID: Q86285

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

If you apply underline formatting to text in Microsoft Word for Windows and print the text using the Generic/Text Only printer driver included with Microsoft Windows operating system version 3.1, the underlined text will cause the line to be double spaced. In other words, an extra blank line will appear before the next line will print.

More Information:

The above behavior results from using the Auto setting in the Line Spacing box. To work around this situation, use a fixed line spacing instead of Auto. To change the line spacing in the document, select the text, choose Paragraph from the Format menu, and use one of the following steps:

- In version 6.0 of Word for Windows, select Exactly in the Line ..Spacing box. In the At Box, select 1.3 li for single spacing.
- In version 2.x of Word for Windows, select Exactly in the Line Spacing box. In the At box, select the number of lines you want to use for spacing (for example, 1 li).
- In version 1.x of Word for Windows, select the word "Auto" in the Line box, press BACKSPACE, then type to "-1 li" (without the quotation marks).

Microsoft has confirmed this to be a problem with the Generic/Text Only printer driver. We are researching this problem and will post new information here as it becomes available.

Note: The About box in the Generic/Text Only printer driver indicates version 3.1.

Additional reference words: w4wprint 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 6.00 wm_word 2.00b 3.10

Printing to the Panasonic KX-P4420 on Nonstandard Paper Sizes

Article ID: Q86311

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, if the settings in the Page Setup dialog box are incorrect and you are using a custom paper size, text may print incompletely on the Panasonic KX-P4420 printer. For example, on a 5-by-8-inch page, text may print at the left and right edges of the page but not in the middle of the page.

This problem was corrected in Word version 6.0 for Windows.

More Information:

In Word for Windows, to print correctly on custom paper sizes using the Panasonic KX-P4420 printer, choose Page Setup from the Format menu, and change the settings as described below.

Note: These settings are for 5-by-8-inch paper. Substitute your paper size in the Height and Width boxes.

Landscape Orientation

1. From the Format menu, choose Page Setup. Select the Size and Orientation option button, and select the following settings:

| | |
|--------------|-------------|
| Paper Size: | Custom Size |
| Width: | 8" |
| Height: | 5" |
| Orientation: | Landscape |

2. Select the Paper Source option button. In the First Pages and Other Pages boxes, select Manual Feed. Choose the OK button.

Portrait Orientation

1. From the Format menu, choose Page Setup. Select the Size and Orientation option button, and select the following settings:

| | |
|--------------|-------------|
| Paper Size: | Custom Size |
| Width: | 5" |
| Height: | 8" |
| Orientation: | Portrait |

2. Select the Paper Source option button. In the First Pages and Other

Pages boxes, select Manual Feed. Choose the OK button.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 230

Additional reference words: w4wprint 2.00 2.00a 2.00a-CD 2.00b

Words Wrap in Cell Differently on Screen Than When Printed

Article ID: Q86572

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD and 2.0b
 - Microsoft Windows operating system, versions 3.0 and 3.1
-

Summary:

In versions 2.0, 2.0a, 2.0a-cd and 2.0b of Microsoft Word for Windows, text in a table cell may appear to wrap differently in various zoomed views. At views greater than approximately 96 percent, text may appear to fit on one line, but at views less than or equal to 96 percent, the text wraps. The text prints as it is displayed in the lower percentage view.

In version 1.x of Word for Windows, there is no View Zoom command; however, text may sometimes wrap on a printout when it does not appear to wrap on the screen.

This problem was corrected in Word version 6.0 for Windows.

More Information:

This problem occurs with certain combinations of fonts, column widths, and numbers of characters on the line.

Steps to Reproduce Problem

1. From the Table menu in version 2.0 or 2.0a, choose Insert Table. From the Insert menu in version 1.x, choose Table. Choose the OK button to insert a 2-column, 1-row table.
2. Position the insertion point in the first table cell, and change the font to Times New Roman 10-point.
3. From the Table menu in version 2.0 or 2.0a, choose Column Width. From the Format menu in version 1.x, choose Table. Type 1.47" in the Width of Column box, then choose the OK button.
4. In the cell, type the following:

+1 800 846 9726 Voice
5. From the View menu in version 2.0 or 2.0a, choose Zoom. Under Magnification, select the Custom option button, select 85% in the corresponding box, then choose the OK button. (Skip this step if you are using version 1.x.)
6. Notice that the word "voice" wraps to the second line.

7. From the View menu, choose Zoom. Under Magnification, select the 100% option button, then choose the OK button. Notice that the word "voice" moves back up to the first line of the cell.
8. From the File menu, choose Print, and choose the OK button. Notice that the text prints with the word "voice" wrapped to the second line.

Reference(s) :

"Microsoft Word for Windows User's Guide," version 2.0, pages 316, 334, 348

"Microsoft Word for Windows User's Reference," version 1.x, pages 365, 367

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a incorrect
w4wprint wrong WYSIWYG 2.0b 2.0a-CD 2.00b 2.00a-CD

WinWord 2.0: Printing Envelopes to Brother Laser Printers

Article ID: Q86707

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

When you print an envelope to a Brother HL-8 or HL-8e laser printer using the Create Envelope command in Microsoft Word for Windows 2.0, the envelope address may print too high on the envelope.

More Information:

Word for Windows 6.0 does not use printer heuristics to change the way an envelope feeds into the printer. To modify the way an envelope feeds into the printer, Choose Envelopes and Labels from the Tools menu. Choose the Envelopes dialog tab and press the Options button. Choose the Printing Options dialog tab. Choose the envelope feed method for your printer and press the OK button.

To print envelopes correctly on a Brother HL-8 or HL-8e with Word 2.0, you must set a printer heuristic. If you are using the HPPCL.DRV printer driver and the Brother printer is emulating an Hewlett-Packard (HP) LaserJet Series II, the following line must be added to the [Microsoft Word 2.0] section of the WIN.INI file:

```
HPPCL=768
```

If you are using the PCL4X.DRV printer driver designed for Brother laser printers, the following line must be added to the [Microsoft Word 2.0] section of the WIN.INI file:

```
PCL4X=768
```

Heuristic 768 is a combination of heuristic 256 (Avoid Using DeviceCapabilities) and 512 (Force Landscape).

You can use the SetPrinterHeuristic macro, which is included in the NEWMACRO.DOC file that ships with Word for Windows, to add this heuristic to the WIN.INI file. You can also add this heuristic by choosing Options from the Tools menu and selecting the WIN.INI category. Refer to page 810 of the "Microsoft Word for Windows User's Guide" for more information on editing the WIN.INI file.

If you are running Word for Windows 2.0 in Microsoft Windows version 3.0 and you print an envelope on a Brother HL-8 or HL-8e laser printer using the Create Envelope command, the envelope address prints correctly without a printer heuristic.

According to Brother, the Brother HL-8 and HL-8e laser printers can

emulate the HP LaserJet Series II. The HP LaserJet Series II printer driver is available on the Windows 3.1 installation disks. Brother laser printer drivers are available on the Microsoft Windows Driver Library (WDL), which you can download from the Microsoft Download Service (MSDL) and CompuServe.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 118, 120-121, 732, 810

Additional reference words: w4wprint w4wlaserjet 2.00 2.00a 3.10 6.00
wm_word w4wenvelope

Printing Labels on the Toshiba 351 Causes Premature Form Feed
Article ID: Q87126

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

If you print labels using the Toshiba P351 universal printer driver version 1.1 when you are running Microsoft Word for Windows in Microsoft Windows operating system version 3.1, Word sends a form feed after the first three labels are printed. This problem is caused by the Toshiba P351 printer driver (TOSHIBA.DRV).

More Information:

Workaround

You can use a PRINT field at the top of the print merge main document to set the correct form length for your labels. To do this, use the following steps:

1. Open the print merge main document.
2. At the beginning of the document, insert the following PRINT field:

```
{PRINT "<ESC>F18"}
```

Note: To create the field characters {}, press CTRL+F9. To create the <ESC> character, press ALT+027 on the numeric keypad.

The number following <ESC>F (18 in the sample PRINT field above) is the form length in 1/6-inch (or one-line) increments. To determine the correct number for your labels, choose Page Layout from the Format menu, select the Size And Orientation option button, and multiply the value in the Height box by six. The result is the form length you should type in the PRINT field. For example, if you use Avery label No. 4145, the page Height is set to 3 inches; therefore, 18 is the value you type in the PRINT field.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 657-665

Additional reference words: 2.00 2.00a 3.10 p 351 p-351 win31 phoneref 6.00 wm_word w4wmerge w4wprint

Meaning and Use of WIN31PRINT Switch in WIN.INI File

Article ID: Q87283

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a and 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.1
-

Summary:

The WIN31PRINT switch, located in the [Microsoft Word 2.0] section of the Microsoft Windows WIN.INI file, enables or disables the additional printing capabilities included in Windows version 3.1 printer drivers. This function is enabled by default (equivalent to WIN31PRINT=1). If disabled by adding a WIN31PRINT=0 entry, Word for Windows does not use the new printing capabilities built into Windows version 3.1; this means that Word prints the same as when it runs in Windows version 3.0.

More Information:

When WIN31PRINT is enabled (either by default or by adding the WIN31PRINT=1 line to the WIN.INI file), the EXTDEVMODE printer driver call is enabled. In this mode, Word for Windows can print multiple orientation documents in the same print job, and can use TrueType fonts.

When WIN31PRINT is disabled (WIN31PRINT=0), the EXTDEVMODE printer driver call is disabled and the DEVICEMODE call is enabled.

In Word for Windows 6.0, this setting is enabled by default (Word uses the advanced Win 3.1 features). To disable it, you add the line:

```
Flags=+2
```

under the appropriate printer section in the Winword6.ini file. This will make Word send mixed orientation pages as separate print jobs.

Word version 6.0 is shipped with a macro that adds this entry into the Winword6.ini. To use this macro, follow these steps:

1. From the File menu choose Templates.
2. Choose Attach.
3. Select the MACRO60.DOT file and click OK.
4. From the Tools menu, choose Macro.
5. Choose SetPrintFlags and press Run.
6. Set or Clear the checkbox next to "Send Mixed Pages as Multiple Print Jobs".

7. Press OK to exit the Macro and add the setting to the Winword6.ini.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 803-810

Additional reference words: 2.00 2.00a win31 w4wprint w4wfont ttf true
6.00 wm_word
type

Print Preview Incorrect with Shaded Frame on top of Border
Article ID: Q87321

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

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If you position a shaded frame over a portion of a bordered paragraph in Microsoft Word for Windows, the shaded frame appears to overlay the frame when you view the page in Print Preview. When you print the page, the border prints on top of the shaded frame.

This problem was corrected in Word version 6.0 for Windows.

MORE INFORMATION

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Steps to Reproduce Problem

1. Create a new document in Word for Windows. Using the steps on page 367 of the "Microsoft Word for Windows User's Guide," create a border around the page.
2. From the Insert menu, choose Frame. Drag to create a 2-inch by 2-inch frame. Choose the Yes button if prompted to switch to Page Layout view.
3. From the Format menu, choose Border. Choose the Shading button.
4. In the Foreground and Background boxes, select a color other than Auto. Choose the OK button twice.
5. Position the shaded frame so that it overlaps part of the page border you created in step 1 above.
6. From the File menu, choose Print Preview. Notice that the shaded frame overlaps the page border.
7. Choose the Print button and print this document.

Notice that the page border overlaps the shaded frame.

Note: If you are printing to a PostScript printer and you chose Black in the Foreground and Background boxes in step 4 above, a portion of the shaded frame prints reversed (white on black). This does not occur with other printers such as the HP LaserJet Series printers.

For more information on frames and positioning, query on the following

words in the Microsoft Knowledge Base:

frame and overlap and winword

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 367,
393-397

Additional reference words:2.00 2.00a 2.00a-cd 2.00b 2.00c apo
w4wgraphics w4wprint superimpose opaque transparent under
behind front

WinWord 2.0: Default Font Changes When Switching Printers
Article ID: Q87363

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

In Microsoft Word for Windows, if you have not selected the Use TrueType As Default check box (accessed by choosing Options from the Tools menu and choosing the Print category), the default Roman and Swiss family font designation changes whenever you activate a different printer in the Print Setup dialog box. If you select the Use TrueType As Default check box, the default Roman and Swiss family font does not change when you switch to a different printer.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

More Information:

MORE INFORMATION

=====

When the Use TrueType As Default check box is not selected, Word for Windows selects the closest printer font for the default Roman and Swiss fonts. For example, if your default font is Times and you are printing to a Hewlett-Packard (HP) LaserJet Series III printer, whose default Roman font is CG Times, Word formats your document for CG Times instead of Times.

This process is less straightforward when your printer does not contain a true Roman family font. If your default font is a Roman font such as CG Times, Word for Windows changes the default font to the closest non-Roman font. For example, if you have an HP LaserJet Series II printer with no cartridges, Word selects Courier as the default font because the HP LaserJet Series II has no Roman-family equivalent to CG Times.

You can force Word for Windows to use a TrueType font as the default font, regardless of the printer font, by selecting the Use TrueType As

Default check box. When this option is selected, the default Roman and Swiss fonts stay the same no matter which printer you select. Use the following steps to select this option:

1. From the Tools menu, choose Options.
2. Under Category, select Print.
3. Select the Use TrueType As Default check box, then choose the OK button.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wprint
w4wfont
changes ttf true type win31

Printing Problems with the IQ Engineering Font Cartridges

Article ID: Q87627

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

If you are running Microsoft Word for Windows in Microsoft Windows operating system version 3.1 and you are using the IQ Engineering font cartridges, you may experience problems with incorrect screen font or printer font substitution. Also, the cartridge name may not be displayed in the Print Setup dialog box.

This article provides information about the IQ Engineering font cartridges and troubleshooting information for the above problems.

More Information:

Problems and Workarounds

1. The IQ Super Cartridges are not always listed as installed cartridges in the Print Setup dialog box. This problem occurs if the cartridge is not selected or if it is incorrectly installed. Use the installation instructions at the end of this article to reinstall and select the cartridge. Also, delete the WINWORD.INI file, which is located in the Word for Windows program directory.
2. Incorrect screen fonts may be used for some IQ Super Cartridge fonts. This problem occurs because the Super Cartridges do not provide matching screen fonts for their printer fonts. If you are using Super Cartridge 1 or 2, which contain bitmapped fonts, Word for Windows uses the closest matching screen fonts currently installed in Windows. As a result, the screen display of these fonts is not always "what you see is what you get."

If you are using Super Cartridge 3, which contains scalable PCL-5 fonts, and you have Hewlett-Packard (HP) Intellifonts or Adobe Type Manager version 2.0 or higher, matching screen fonts are available from IQ Engineering.

3. The IQ Cooper Black Super Cartridge font is sometimes substituted for internal printer fonts when the point size is above 24 points and the text extends to two pages or more. IQ Engineering is researching this problem. To print with the internal printer font instead of the IQ Cooper Black font, cut one-page selections of your document and paste them into a new document for printing as a series of one-page documents.

Information About Super Cartridges

IQ Engineering provides a wide variety of font cartridges for use with HP Series II and III printers, 100 percent-compatible PCL-4 and PCL-5 laser printers, and HP DeskJet printers.

IQ Engineering font cartridges come with software printer drivers (PCM files). When installed correctly, the Super Cartridges appear in the Cartridges list of the Print Setup dialog box. Use the following instructions to install your Super Cartridges:

1. In Program Manager, choose the Control Panel icon.
2. Choose the Printers icon.
3. Choose the Setup button, then choose the Fonts button.
4. In the HP Font Installer window, choose the Add Fonts button (the Add button in Windows version 3.0).
5. Place the IQ Engineering disk in your disk drive. In the Add Fonts box, type the drive letter for your disk drive (for example, type "B:\"). Choose the OK button.
6. Select your Super Cartridge and choose the OK button.
7. You should now see the Super Cartridge name in the Installed Fonts box.
8. Choose the Exit button to close the Font Installer window.
9. Select your Super Cartridge in the Cartridge box and choose the OK button. Choose the Close button, then close the Control Panel.

For more information about Super Cartridges, contact IQ Engineering at the following address and telephone number:

IQ Engineering
605 North Pastoria Ave
Sunnyvale, CA 98486
Phone: 800-765-3668
Customer Service: 408-733-1661

The products included here are manufactured by IQ Engineering, a vendor independent of Microsoft; we make no warranty, implied or otherwise, regarding these products' performance or reliability.

Reference(s):

"Microsoft Windows User's Guide," version 3.1, pages 201-205

Additional reference words: 2.00 2.00a 2.00a-cd 3.10 tshoot 6.00 wm_word troubleshooting w4wprint w4wprinter third party 3rdparty win31

Divide by Zero Error Message in Two-Page Print Preview
Article ID: Q87881

The information in this article applies to

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

SUMMARY

=====

If you are running Microsoft Word for Windows in Microsoft Windows operating system version 3.1, you may receive the error message "Divide by Zero or Overflow Error." This error message is displayed if you choose the Two Pages button in print preview, you are using the standard VGA video driver, and your document contains one or more of the following thirteen TrueType Symbol fonts at 7 points or fewer:

```
{SYMBOL 215 \f "Symbol"}
{SYMBOL 216 \f "Symbol"}
{SYMBOL 217 \f "Symbol"}
{SYMBOL 218 \f "Symbol"}
{SYMBOL 227 \f "Symbol"}
{SYMBOL 228 \f "Symbol"}
{SYMBOL 229 \f "Symbol"}
{SYMBOL 230 \f "Symbol"}
{SYMBOL 235 \f "Symbol"}
{SYMBOL 236 \f "Symbol"}
{SYMBOL 237 \f "Symbol"}
{SYMBOL 238 \f "Symbol"}
{SYMBOL 243 \f "Symbol"}
```

When you choose the OK button to close the error message, Word for Windows closes and all unsaved changes to your document are lost.

CAUSE

=====

This problem is caused by the standard VGA video driver that ships with Windows 3.1; this driver does not allow Word for Windows to display the symbols listed above with the TrueType Symbol font in two-page print preview if a small point size is selected. The error does not occur if you use one-page print preview or a different video driver.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales

Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

WORKAROUND

=====

- Switch to a different video driver using the Windows Setup program.
- or-
- Use one-page print preview only.
- or-
- If possible, create the symbol using a different ANSI character code. Many characters in the Symbol font are assigned to more than one character code. For example, you can insert the copyright symbol by pressing ALT+0227 or ALT+0211. The first character code causes the "Divide By Zero" error message, but the second does not.

Steps to Reproduce Problem

Versions 2.0, 2.0a, and 2.0a-CD of Word for Windows

1. Change the font size to 7 points or fewer.
2. From the Insert menu, choose Symbol, select the copyright symbol from the bottom row.

-or-

Change the font to Symbol. Press ALT+Keypad 0227 to insert the copyright symbol.

3. From the File menu, choose Print Preview. If you are already in two-page preview mode, the error message occurs immediately. If you are in one-page preview mode, choose the Two Pages button.

Versions 1.0, 1.1, and 1.1a of Word for Windows

1. Change the font size to 7 points or fewer.
2. Change the font to Symbol. Press ALT+Keypad 0227 to insert the copyright symbol.
3. From the File menu, choose Print Preview. If you are already in two-page preview mode, the error message occurs immediately. If you are in one-page preview mode, choose the Two Pages button.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 153-155

"Microsoft Windows User's Guide," version 3.1, page 179

Additional reference words: w4wprint w4wfont

hangs crashes hung crashed locked quit stop screen errmsg err msg

1.00 1.10 1.10a 1.x 2.00 2.00a 2.00a-cd

TrueType Fonts in Small Point Sizes Are Displayed Incorrectly

Article ID: Q87983

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, and 2.0a-CD
 - Microsoft Windows operating system version 3.1
-

Summary:

At font sizes 8 points or smaller, TrueType fonts may be incorrectly displayed in Microsoft Word for Windows documents. The text sometimes extends beyond the right margin and is not viewable in normal view, page layout view, or print preview. In tables, text may be truncated at the right cell boundary. Although the screen display is incorrect, these fonts are printed correctly.

This problem was corrected in Word version 6.0 for Windows.

More Information:

This problem occurs because the TrueType screen fonts are not scaled to a small enough size. If Word for Windows is in page layout view or if the Line Breaks And Fonts As Printed check box is selected, the screen fonts are too wide and extend beyond the right edge of the page. In a table, Word for Windows does not display any text that extends beyond the right edge of the cell.

Workaround

To work around this problem, use one of the following methods:

- Format the text with a larger point size, such as 9 points.

-or-

- In version 2.0, 2.0a, or 2.0a-CD of Word for Windows, deactivate the Line Breaks and Fonts as Printed option. To do this, choose Options from the Tools menu. Under Category, select View, then clear the Line Breaks And Fonts As Printed check box, and choose the OK button.

In version 1.0, 1.1, or 1.1a of Word for Windows, deactivate the Show All option. To do this, choose Preferences from the View menu, clear the Show All check box, then choose the OK button.

Note: These options are unavailable in page layout view (page view in version 1.x of Word for Windows). To use this workaround, switch to normal view.

Microsoft has confirmed this to be a problem in versions 1.0, 1.1, 1.1a, 2.0, 2.0a, and 2.0a-CD of Word for Windows. We are researching this problem and will post new information here as it becomes

available.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, page 729

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD
w4wfont w4wprint cut off wrap beyond boundary after past true type

Error Message Printing Envelope on Microtek MTP-306 Printer
Article ID: Q88007

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

When you print an envelope to a Microtek MTP-306 printer using the Create Envelope command in Microsoft Word for Windows 2.0 or Tools Envelopes and Labels in Word 6.0, the following error message may appear on the LCD display of the printer if you are using the PostScript printer driver that ships with Microsoft Windows operating system version 3.1 (PSCRIPT.DRV, version 3.5):

Wrong Size Paper

More Information:

This error message occurs when you use the Create Envelope command (or Envelopes and Labels command in Word 6.0) to print a second envelope; the first envelope prints correctly.

Workaround

Select the Manual mode button on the printer before you print the second envelope.

Steps to Reproduce Problem

-
1. In a Word for Windows document, print an envelope using the Create Envelope command (or Envelopes and Labels in Word 6.0).
 2. Open another Word for Windows document and print it.
 3. While the document opened in step 2 is active, print another envelope using the Create Envelope command (or Envelopes and Labels in Word 6.0).

The "Wrong Size Paper" error message appears on the printer.

For more information on the Microtek MTP-306 printer, contact Microtek technical support at (310) 352-3300.

The Microtek MTP-306 is manufactured by Microtek Lab Incorporated, a vendor independent of Microsoft; we make no warranty, implied or otherwise, regarding this product's performance or reliability.

Reference(s) :

"Microsoft Word for Windows User's Guide," version 2.0, pages 120-121

Additional reference words: 2.00 2.00a 2.00a-cd w4wprint 6.00 wm_word
errmsg err msg

White Line Appears in Shaded Text with PostScript Printers
Article ID: Q88817

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, when you print a document that contains paragraph shading and you are using the PSCRIPT.DRV PostScript printer driver version 3.5, 3.51, 3.52, 3.53, 3.54, or 3.55 for Microsoft Windows operating system version 3.1, a thin white horizontal band may appear across the shaded paragraphs.

More Information:

Workarounds

=====

To avoid this problem, follow the appropriate procedure below.

If the shaded paragraphs are not in a table cell

Decrease the size of the font to 10 points or smaller.

-or-

Decrease the line spacing of the paragraphs (if possible) as follows:

1. Select the shaded paragraphs.
2. From the Format menu, choose Paragraph.
3. Set the line spacing to Exactly 12pt or 13pt.

If the shaded paragraphs are in a table cell

1. Select the cells to be shaded.
2. From the Format menu, choose Border
3. Choose Shading
4. In the Shading dialog box, set the Pattern option to Clear, set the Foreground option to Yellow, and set the Background option to Yellow.

Note: The color yellow produces 5-percent shading and will not create a white band.

If you are using a PostScript print command to shade a table cell, try the following:

- Insert a PRINT field in the cell with the following syntax

```
{print \p cell "wp$box .89 setgray fill"}
```

where the braces ({}) are created by pressing CTRL+F9. The PostScript printer will interpret this code and apply shading to the cell containing this field.

For more information on the use and limitations of embedding PRINT fields

in a Word for Windows document and PostScript shading commands, query on the following words in the Microsoft Knowledge Base:

postscript and shade and tables and field

Steps to Reproduce Problem

-
1. Type 13 to 16 lines of text in a new Word for Windows document.
 2. From the Edit menu, choose Select All.
 3. From the Format menu, choose Borders. Choose the Shading button. In the Pattern box, select 5 percent and choose the OK button.
 4. Print the page to a PostScript printer using the PostScript printer driver.

Microsoft has reproduced this problem on the Hewlett-Packard (HP) LaserJet Series IIISi PostScript printer, QMS ColorScript 100, and the IBM 4029 PS printer. We are researching this problem and will post new information here as it becomes available.

Additional reference words: win31 w4wprint 2.00 2.00a 2.00a-CD corrupt 6.00 wm_word w4wtable garbage band clear gap missing incomplete skips w4wpostscript 3.10

SYMBOL Field May Not Print If Character Spacing is Condensed
Article ID: Q89284

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, and 2.0b
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, if you choose Symbol from the Insert menu and select a font other than Normal Text in the Symbols From box, the symbol does not print if you apply condensed spacing character formatting to it. Similarly, if you choose Bullets And Numbering from the Tools menu and choose the New Bullet button, symbols from a font set other than Normal Text do not print if they contain condensed spacing character formatting.

Symbols from the Normal Text font set print correctly when you apply condensed spacing character formatting.

This problem was corrected in Word version 6.0 for Windows.

More Information:

Workarounds

-
- Select the SYMBOL field that contains condensed spacing character formatting. From the Format menu, choose Character. In the Spacing box, select Normal, then choose the OK button.

-or-

- Insert the symbol using the ANSI character code and then format the character for the appropriate font. For example, to insert a Microsoft Windows symbol, choose Character from the Format menu, select WingDings in the Font box, and choose the OK button. Press ALT+Keypad 0255 to create the Microsoft Windows symbol. If you apply condensed spacing character formatting to this symbol, created using the ANSI character code instead of a SYMBOL field, the symbol prints correctly.

Steps to Reproduce Problem

-
1. From the Insert menu, choose Symbol.

-or-

From the Tools menu, choose Bullets And Numbering. Select the Bullets option button and choose the New Bullet button.

2. In the Symbols From box, select any font except Normal Text.

3. Select any symbol and choose the OK button.
4. Select the symbol you inserted in step 3 above. From the Format menu, choose Character.
5. In the Spacing box, select Condensed, then choose the OK button.
6. Print the document.

The symbol does not print.

Microsoft has confirmed this to be a problem in versions 2.0, 2.0a, 2.0a-CD, and 2.0b of Word for Windows. This problem was corrected in Word version 6.0 for Windows.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b w4wfield
w4wprint missing blank printer

WinWord: Paragraph Borders Overlap with Multiple Columns
Article ID: Q89303

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

If you create a multiple-column Microsoft Word for Windows document and apply border formatting to the left and right sides of the paragraphs, the borders may overlap between the columns. This problem occurs if the value of the Space Between Columns setting is zero (0) inches. In page layout view, the overlapping borders are not displayed. In print preview, the overlapping borders are displayed as they appear when printed.

This article describes a method for adding a left border to the left-most column, a right border to the right-most column, and a single line between each column on a page.

More Information:

The following method is a modification of the instructions for creating a page border on page 367 of the "Microsoft Word for Windows User's Guide." This method allows you to edit your document without affecting the placement of borders.

Workaround for Word 6.0

1. From the Format menu, choose Columns. Select the Number Of Columns and enter a number in the Space Between box like .25. Select the Line between checkbox, then choose the OK button.
2. From the File menu, choose Page Setup. Choose the Margins dialog tab. Type a minus sign before the measurement in the Top box.

Note: If your document already contains a header, type a minus sign before the measurement in the Bottom box, rather than the Top box.

3. In the Header box under From Edge, type the same measurement as the top margin. (For example, if the top margin is 1 inch, the Header From Edge setting should be 1 inch as well).

Note: If your document already contains a header, set the Footer measurement under From Edge equal to the bottom margin. Choose the OK button.

4. From the View menu, select Header and Footer (switch to Footer if the document already contains a header), and choose the OK button. Select the paragraph mark in the header pane. From the Format menu, choose Paragraph. In the Line Spacing box, select Exactly. In the At box,

type the distance between the top and bottom margins. To calculate the At value, subtract the top and bottom margin from the vertical page height. (For example, if you have an 8.5-inch-by-11-inch page in portrait view with 1-inch top and bottom margins, type 9" in the At box). Choose the OK button.

5. From the Format menu, choose Borders and Shading. In the Border box, select the left and right sides of the sample paragraph. In the Line box, select a border style, and choose the OK button.

Workaround for Word 2.0

1. From the Format menu, choose Columns. Select a value in the Number Of Columns and the Space Between boxes. Select the Line Between check box, then choose the OK button.
2. From the Format menu, choose Page Setup. Select the Margins option button, type a minus sign before the measurement in the Top box, and choose the OK button.

Note: If your document already contains a header, type a minus sign before the measurement in the Bottom box, rather than the Top box.

3. From the View menu, choose Normal. From the View menu, choose Header/Footer. In the Header box under From Edge, type the same measurement as the top margin. (For example, if the top margin is 1 inch, the Header From Edge setting should be 1 inch as well).

Note: If your document already contains a header, set the Footer measurement under From Edge equal to the bottom margin.

4. In the Header/Footer box, select Header (select Footer if the document already contains a header), and choose the OK button. Select the paragraph mark in the header pane. From the Format menu, choose Paragraph. In the Line Spacing box, select Exactly. In the At box, type the distance between the top and bottom margins. To calculate the At value, subtract the top and bottom margin from the vertical page height. (For example, if you have an 8.5-inch-by-11-inch page in portrait view with 1-inch top and bottom margins, type 9" in the At box). Choose the OK button.
5. From the Format menu, choose Border. In the Border box, select the left and right sides of the sample paragraph. In the Line box, select a border style, and choose the OK button.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 367, 572-574

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b w4wprint overlays top overwrites 6.00

Word: Paper Will Not Feed from HP DeskJet Printer

Article ID: Q89317

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

When you use the Hewlett-Packard (HP) DeskJet HPDSKJET.DRV printer driver (which is supplied with Microsoft Windows operating system version 3.1) to print from Microsoft Word for Windows, paper will not feed from the DeskJet paper bin if the printer driver settings differ from the following:

Paper Size: Letter 8.5 x 11
Paper Source: Auto Sheet Feeder

This situation occurs regardless of the bin option settings you select in Word for Windows (when you choose Page Setup from the Format menu).

Microsoft has confirmed this to be a problem in versions 2.0, 2.0a, 2.0a-CD, 2.0b, 6.0 of Word for Windows. We are researching this problem and will post new information here as it becomes available.

More Information:

If the printer driver settings differ from those listed above, the rollers on the printer will spin, but the printer will not pick up paper from the tray. The rollers eventually stop spinning and the printer stops, but the ready light is turned off. You may receive a the following Windows error message:

Printer not ready

Word for Windows is designed to override the printer driver settings, so printing should be directed by the settings in the Page Setup dialog box.

Steps to Reproduce Problem

1. In Word for Windows, choose Print Setup from the File menu. Select the HP DeskJet printer driver and choose the Setup button.
2. In the Paper Size box, select Envelope #10 4 1/8 x 9 1/2. In the Paper Source box, select Envelope Manual Feed.
3. Choose the OK button twice.
4. From the Format menu, choose Page Setup.

5. Under Size and Orientation, select Letter 8 1/2 x 11 in the Paper Size box.
6. Under Paper Source, select Auto Sheet Feed or Default Tray in the First Page and Other Pages boxes. Choose the OK button.
7. Print the document.

Additional reference words: 3.10 3.00 w4wprint 2.00 2.00a 2.00a-cd 6.00
wm_word 2.00b win31 errmsg err msg w4wenvelope

WinWord: Embedding Fonts Within a Word for Windows Document
Article ID: Q89533

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Microsoft Windows TrueType fonts included with Microsoft Windows operating system version 3.1 can be embedded or packaged in a document and transported from one machine to another that does not have the embedded font. Once transported to another machine, the embedded fonts are available for use.

Only TrueType fonts that have the proper licensing bits set (meaning that the font vendor has given permission for the font to be used as an embedded font) can be embedded in a document. An application must have special support for installation and embedding of TrueType fonts upon reaching the destination machine.

Microsoft Word for Windows does not support the embedding of TrueType fonts within a document file. When you transport a Word document from one machine to another, TrueType fonts must be present on both machines.

If you want to print a Word document that contains TrueType fonts on a machine that does not have TrueType fonts installed, print your document to file. Take the print file to the other machine and use the MS-DOS COPY command with the /b parameter to print the file. For example, at the MS-DOS prompt, type the following:

```
COPY /b <filename> LPT1:
```

For more information on the MS-DOS COPY command, refer to pages 389-393 of the "Microsoft MS-DOS User's Guide and Reference" for MS-DOS version 5.0.

Note: Version 3.0 of Microsoft PowerPoint for Windows supports the embedding of TrueType fonts within presentation files.

REFERENCES

=====

"Microsoft MS-DOS User's Guide and Reference," version 5.0, pages 389-393

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b w4wprint w4wfont ttf

WinWord: PacificPage Cartridge Problems with HP IID and IIID
Article ID: Q89539

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

When you use the PacificPage Cartridge version 3.0 with a Hewlett-Packard (HP) LaserJet Series IID and IIID, you may experience the following problems when you print envelopes or when you print from the manual feed tray.

Bin Selection

The PacificPage cartridge does not support bin selection on the HP IID. If you try to print a multiple-section document where different pages are set to pull from the upper and lower bins, the PacificPage cartridge causes the printer to print from the upper tray every time.

The PacificPages PostScript cartridge for the HP LaserJet Series II using the HP IID PostScript printer driver for Windows 3.1 also does not does not correctly support bin selection.

Printing Envelopes

If you try to print envelopes using the envelope feeder and you select the Envelope Feeder option (from the Tools menu, choose Options, and then select the Print category in Word 2.0 or Tools/Envelopes and Labels/Options/Printing Options/Feed From Envelope in Word 6.0), the envelope is printed from the upper tray and does not recognize the envelope feeder. The PacificPage cartridge does not allow the envelope feeder to be recognized at the time of the print job.

Note: Using the Apple LaserWriter NT or II NTX does not correct either of the above problems.

More Information:

According to Pacific Data Products Technical Support, a new revision of the PacificPage PE cartridge that offers greatly enhanced paper-handling features is in development. For more information about the new cartridge, contact Pacific Data Products at the following telephone numbers:

Sales Information: (619) 587-4690
Technical Support: (619) 597-3301

The PacificPage cartridge is manufactured by Pacific Data Products, a

vendor independent of Microsoft; we make no warranty, implied or otherwise, regarding this product's performance or reliability.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b w4wprint 6.00
wm_word PSCRIPT.DRV w4wpostscript w4wlaserjet w4wenvelope 6.00

WinWord: Bitstream TypeCity Cartridge Fonts Print Incorrectly
Article ID: Q89804

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

Sometimes Bitstream TypeCity cartridge fonts print incorrectly in Microsoft Word for Windows. This problem occurs if you exit Word and restart the application without exiting and restarting Microsoft Windows operating system version 3.1. The printed fonts resemble the Windows Roman font. TypeCity cartridge fonts print correctly during the first Word session after starting Windows.

This problem does not occur in Windows Write or Microsoft Excel for Windows.

MORE INFORMATION

=====

TypeCity version 1.0 is a Bitstream product composed of a printer cartridge and a setup disk containing matching screen fonts. The setup program adds TypeCity to the list of cartridges in the printer driver Setup dialog box. Setup also adds TypeCity font names to the Installed Fonts list in the HP Soft Font Installer dialog box.

The TypeCity setup program prompts you to specify what software programs to install TypeCity for. It offers the following list:

- LetterPerfect 1.0
- Microsoft Windows 2.x/3.0
- Microsoft Word for MS-DOS, 5.0
- Microsoft Word for MS-DOS, 5.5
- WordPerfect 5.0
- WordPerfect 5.1

Note: The list does not include Windows version 3.1 as a setup choice.

Workaround

To work around this problem, place the following switch in the [Microsoft Word 2.0] section of the Windows WIN.INI file:

```
Win31Print=0
```

This switch allows Word for Windows to print in Windows version 3.1 the same as when it runs in Windows version 3.0. For more information on this switch, query on the following words in the Microsoft

Knowledge Base:

winword and win31print

The TypeCity products included here are manufactured by Bitstream, a vendor independent of Microsoft; we make no warranty, implied or otherwise, regarding these products' performance or reliability.

For more information about TypeCity, contact Bitstream at the following telephone numbers:

Bitstream technical support: (617) 497-7514

Main number: (617) 497-6222

Enduser Sales & Information: (800) 522-3668

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b win31 w4wfont w4wprint type city

WinWord: FILLIN Fields in Header Updated at Print or in Views
Article ID: Q89863

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

By design, Word for Windows updates FILLIN fields located in the header or footer when you print a document, print merge a document to the printer or to a new document, or switch to print preview or page layout view. These fields are updated even if the Update Fields check box is cleared in the Tools Options Print dialog box.

Workaround

To work around this problem, use an ASK field instead of a FILLIN field to insert text in your header or footer. Insert the ASK field in the body of the document. In the header or footer, insert a field reference to the ASK field bookmark. An ASK field prompts you for information when you update the field, but it is not automatically updated when you print the document (unless you select the Update Fields check box in the Tools Options Print dialog box).

To place information in the header with an ASK field:

1. In the body of your document, type:

```
{ASK bookmark_name "Text to appear in InputBox"}
```

Note: To create field brackets ({}), press CTRL+F9. These ASK fields are not visible when you print your document.

2. From the View menu, choose Header/Footer (in versions 1.0, 1.1 or 1.1a of Word for Windows, choose Header/Footer from the Edit menu). Select Header and choose the OK button. In the header window, insert the following field:

```
{ref bookmark_name}
```

3. On the header option bar, choose the Close button.
4. Select the entire document and update the fields by pressing the F9 key. When the ASK field prompts you for information, type the appropriate text and choose the OK button.
5. From the File menu, choose Print. The bookmark text appears in your document header.

Reference(s) :

"Microsoft Word for Windows User's Guide," version 2.0, pages 475-478

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b
6.00 wm_word
w4wfield w4wprint 3.00 3.10

WinWord 2.0b: Cannot Print After Setup Over Earlier Version
Article ID: Q90187

The information in this article applies to:

- Microsoft Word for Windows, version 2.0b
 - Microsoft Windows operating system version 3.1
-

Summary:

If you install version 2.0b of Word for Windows over an earlier version, you may be unable to print a document or envelope from Word for Windows. To print, you must exit Word for Windows, rename or delete the WINWORD.INI file from the WINWORD program directory, and then restart Word for Windows.

More Information:

When you attempt to print, Word for Windows responds normally (the Printing dialog box appears) and no error message appears. The document does not print, however, nor does it appear in the Windows Print Manager. After you disable the WINWORD.INI file and restart Word for Windows, the problem no longer occurs.

This problem does not occur on all systems. Microsoft has confirmed this to be a problem in version 2.0b of Word for Windows when printing on the Hewlett-Packard (HP) DeskJet and DeskJet 500 printers using either the Windows version 3.1 printer driver (HPDSKJET.DRV) or the HP printer driver (DJ500C.DRV) for Windows version 3.1.

We are researching this problem and will post new information here as it becomes available.

Additional reference words: 2.00b w4wprint nothing missing disappears
w4wenvelope corrupt invalid

Divide by Zero or Overflow Error with Linotronic Print Driver
Article ID: Q90193

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Word for Windows, if you print to a Linotronic printer using the Linotronic PostScript printer driver version 3.52, 3.53, or 3.55 for Microsoft Windows operating system version 3.1 and set a Custom Paper Size (such as 8 inches by 10 inches), you may receive this error message:

System Error
Divide by zero or overflow error

When you choose the OK button, Word for Windows closes and you lose any unsaved work.

Microsoft has confirmed this to be a problem using the Linotronic printer driver versions 3.52, [C 3.53 and 3.55 for Windows version 3.1, the NEC 95 using driver version 3.53. This problem was corrected in Word version 6.0 for Windows.

More Information:

The following lists the Linotronic printer drivers that cause this problem:

| File Name | Date | Size | Printer |
|--------------|---------|------|----------------------|
| L100_425.WPD | 6-24-92 | 4885 | Linotronic 100 |
| L200230&.WPD | 6-24-92 | 5182 | Linotronic 200/230 |
| L300_471.WPD | 6-24-92 | 5315 | Linotronic 300 v47.1 |
| L300_493.WPD | 6-24-92 | 5182 | Linotronic 300 v49.3 |
| L330_52&.WPD | 6-24-92 | 5182 | Linotronic 330 |
| L500_493.WPD | 6-24-92 | 5486 | Linotronic 500 |
| L530_52&.WPD | 6-24-92 | 5486 | Linotronic 530 |
| L630_52&.WPD | 6-24-92 | 5384 | Linotronic 630 |

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b w4wprint w4wpostscript pscript.driv errmsg err msg crash crashes crashed hang hangs hung locked

WinWord Err Msg: "EC Load COM 10" when Printing Envelopes
Article ID: Q90296

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Word for Windows, if you print an envelope to the Hewlett-Packard (HP) LaserJet Series III printer using the HPPCL5A.DRV printer driver version 31.3.89 for Windows version 3.1 and the Printer's Envelope Feeder Has Been Installed option is selected in Word 2.0 (or Tools/Envelopes and Labels/Options/Printing Options/Feed From Envelope in Word 6.0), the following message appears on the printer:

EC Load Com 10

The envelope prints from the manual feed paper source if you press the Continue button on the printer, but the envelope address prints too high on the envelope.

More Information:

To print envelopes to the HP LaserJet Series III from the manual feed tray without having to press the Continue button on the printer, make sure the Printer's Envelope Feeder Has Been Installed option is clear in the Print Options dialog box (from the Tools menu, choose Options and select the Print category in Word 2.0). (In Word 6.0 Choose Tools/Envelopes and Labels/Options/Printing Options/Feed From = Manual.) When you print the envelope, the printer automatically takes the envelope from the manual feed tray if the envelope is preloaded. If the envelope is not preloaded, the following message appears on the printer:

MF Feed Com 10

As soon as you place an envelope in the manual feed tray, the printer detects the envelope and pulls it from the tray. This happens even if you select Envelope under Paper Source in the Page Setup dialog box.

Additional reference words: HPPCL5A.DRV 2.00 2.00a 2.00a-CD 2.00b 6.00
wm_word
w4wprint errmsg err msg error w4wlaserjet w4wenvelope

Error Message Printing Envelopes to Citizen GSX-145 Printer
Article ID: Q90729

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

If you use the Create Envelope command in Word for Windows to print an envelope to a Citizen GSX-145 printer, the printer feeds the envelope two or three inches, then a Windows Printer Error message occurs and the envelope does not print. This happens when you use the Citizen GSX-145 printer driver (CIT24US.DRV, version 1.0) supplied with Windows version 3.1.

This problem does not occur in Windows version 3.0.

To successfully print envelopes on a Citizen GSX-145 printer from Word for Windows, select the Citizen GSX-140 printer model instead.

More Information:

The Windows Printer Error message ("Cannot write to LPT1:") occurs when the printer displays a "paper out" error.

For more information on printing envelopes to the Citizen GSX-140 printer, query on the following words in the Microsoft Knowledge Base:

citizen and gsx and 140 and envelopes and winword

Additional reference words: w4wprint w4wenvelope 2.00 2.00a 2.00a-CD 6.00 wm_word 2.00b 2.00c

Envelopes Merge Incorrectly Using HP PostScript Cartridge Plus
Article ID: Q90731

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

In Word for Windows, envelopes print merge incorrectly using the Hewlett-Packard (HP) PostScript Cartridge Plus and the Windows version 3.1 HP LaserJet Series IIID PostScript printer driver version 3.5 or 3.51. If you print merge more than one envelope, the first envelope prints from the envelope feeder and subsequent envelopes print from the default tray. Moreover, the text prints backwards, so you must hold the envelope up to a mirror to read it.

MORE INFORMATION

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Microsoft has confirmed this to be a problem in the PostScript printer driver versions 3.5 and 3.51 for Windows version 3.1 (PSCRIPT.DRV). This problem was corrected in the PostScript printer driver versions 3.52 and 3.53. Microsoft has created an application note that contains this updated version of the PostScript printer driver. To obtain this application note, titled "PostScript Printer Driver Version 3.53" (WW0593), call Microsoft Product Support Services at (206) 454-2030. This application note can also be obtained from the Windows Driver Library (WDL) through the Microsoft Download Service (MSDL) at (206) 936-6735.

The HP PostScript Cartridge Plus product included here is manufactured by Hewlett-Packard, vendor independent of Microsoft; we make no warranty, implied or otherwise, regarding these products' performance or reliability.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, page 121

Additional reference words: 6.00 w4wprint w4wpostscript appnote
wm_word w4wenvelope 2.00 2.00a 2.00a-CD 2.00b 2.00c

WinWord Err Msg: EC Load Exec when Using HP LaserJet III
Article ID: Q90832

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Word for Windows, if you format a document for Executive paper size, the document prints incorrectly on a Hewlett-Packard (HP) LaserJet Series III printer if the paper source is not set to Manual Feed. The HP LaserJet Series III printer displays the following error message to request an Executive paper tray:

EC Load Exec

To correctly print a document formatted for Executive paper size, select Manual Feed under Paper Source in the Page Setup dialog box.

More Information:

On the HP LaserJet Series III printer, the automatic paper feed trays position the paper on the left side of the printing path. The manual paper feed tray positions the paper in the center of the printing path. If you press the Continue button on your printer to print from the manual feed tray despite the above printer message, your document prints too far left on the page. For example, the left margin is small or nonexistent, while the right margin is too large.

When you select Executive Paper Size under Size and Orientation in the Print Setup dialog box, Word for Windows does not automatically switch the Paper Source settings to Manual Feed, even though it prints as if you were feeding the paper from the Manual Feed tray. This means you must select the Manual Feed setting yourself.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wprint 6.00 wm_word lcd

Outline View Prints Continuous Sections on Separate Pages

Article ID: Q91054

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In outline view, if you print a Microsoft Word for Windows document that contains continuous section breaks, a page break occurs at each continuous section break. In outline view, continuous section breaks are interpreted as next page section breaks.

This problem was corrected in Word version 6.0. New or updated Microsoft products can be obtained by calling Microsoft End User Sales at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

More Information:

Steps to Reproduce Problem

1. Create a new Word for Windows document that contains three short paragraphs. (The document should not exceed one page in length.)
2. Between each paragraph, insert a continuous section break. (To do this, choose Break from the Insert menu, select the Continuous option button, and choose the OK button.)
3. From the View menu, choose Page Layout or Normal. (In versions 1.x of Word for Windows, choose Page from the View menu.)
4. Print the document. Notice that all paragraphs print on one page. Print preview also displays one page.
5. From the View menu, choose Outline.
6. Print the document. Notice that a page break occurs at each continuous section break, which causes the document to print on three pages. Print preview also displays three pages.

Microsoft is researching this problem and will post new information here as it becomes available.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 509-519

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b
2.00c w4wprint break

Word for Windows: How to Create Crop Marks

Article ID: Q92600

The information in this article applies to:

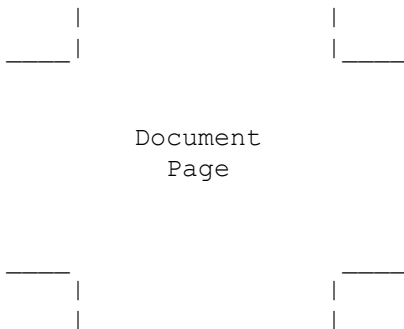
- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

Word for Windows includes no automatic feature that adds crop marks to your document. This article presents two methods you can use to create crop marks in your Word for Windows document.

More Information:

Crop marks are short lines at the corners of a page that show where the outer edges of the paper should be trimmed:



Below are two methods you can use to create crop marks in your Word for Windows document. Method 1 is easier to set up; however, you may not be able to position the crop marks close enough to the text of the document. Method 2 allows greater precision in the positioning of the crop marks; however, as mentioned earlier, Method 2 is more difficult to set up.

The companion disk for "Word for Windows 2.0 Macros," by Russell Borland, includes a macro to create crop marks called InsertCropMarks. For more information about this macro, which is located in EDITMAX.DOC, see page 440 of "Word for Windows 2.0 Macros".

Method 1: Insert a Three-Column Table in Header and Footer

Using this method, you can create crop marks by inserting a three-column, one-row table in the header and footer of your document and adding borders.

1. In the document header, insert a table that contains one row and three columns.
2. Select column 2. From the Table menu, choose Column Width. In the Width Of Column 2 box, type the distance between the left and right margin

(for example, type 6 inches if your left and right margins are 1.25 inches and your paper width is 8.5 inches). Choose the OK button.

3. Set the column width of columns 1 and 3 to 0.5 inches.
4. Select the entire table. From the Table menu, choose Row Height. In the Indent From Left box, type `-.5"`. In the Height Of Row box, select Exactly. In the At box, type `.5"` and choose the OK button.

Note: You can vary the position of your crop marks by adjusting the Indent From Left setting and the column width of columns 1 and 3. The column width of columns 1 and 3 must be the same. The Indent From Left setting must be the negative of the column width setting (for example, if the column width is 1", the Indent From Left setting must be `-1"`).

5. Select column 1 and apply a right and bottom border. Select column 3 and apply a left and bottom border. The header table should look like this:

| | |
|--|--|
| | |
|--|--|

6. Copy the header and paste it into the footer.
7. In the footer table, change the border formatting in columns 1 and 3. Apply a top and right border to column 1. Apply a top and left border to column 2. The footer table should look like this:

| | |
|--|--|
| | |
|--|--|

Method 2: Create Four Framed, Single-Cell Tables

Note: These instructions are for use in versions 2.0, 2.0a, 2.0a-CD, and 2.0b of Word for Windows only.

1. From the View menu, choose Header/Footer. Select Header and choose the OK button.
2. Insert two single-cell tables in the header. Apply the following table and border formatting to each table:
 - a. From the Table menu, choose Column Width. In the Width Of Column 1 box, select `.5 inches`. In the Space Between Cols box, select `0 inches` and choose the OK button.
 - b. From the Table menu, choose Row Height. In the Indent From Left box, select `0 inches`. In the Height Of Row 1 box, select Exactly. In the At box, type a value, such as `.5 inches`, that represents the distance from the top edge of the paper where you want the top crop marks to appear. (For example, if you want a crop mark to appear `.5 inches` from the top edge of the paper, type `.5"` in the At box.) Choose the OK button.
 - c. Select the first table. From the Format menu, choose Border. Select one of the line styles. Select the bottom and right sides in the

Border box and choose the OK button.

d. Select the second table. From the Format menu, choose Border. Select one of the line styles. Select the bottom and left sides in the Border box and choose the OK button.

3. Frame the tables. Choose the No button when Word for Windows asks if you want to switch to page layout view.

a. Select the first table. From the Format menu, choose Frame. Select the following frame options and choose the OK button:

Horizontal Position: Left
Relative To: Page
Distance from Text: 0"
Vertical Position: 0"
Relative To: Page
Distance from Text: 0"

b. Select the second table. From the Format menu, choose Frame. Select the following frame options and choose the OK button:

Horizontal Position: Right
Relative To: Page
Distance from Text: 0"
Vertical Position: 0"
Relative To: Page
Distance from Text: 0"

4. From the View menu, choose Header/Footer. Select Footer and choose the OK button.

5. Insert two single-cell tables in the footer. Apply the following table and border formatting to each table:

a. From the Table menu, choose Column Width. In the Width Of Column 1 box, select .5 inches. In the Space Between Cols box, select 0 inches and choose the OK button.

b. From the Table menu, choose Row Height. In the Indent From Left box, select 0 inches. In the Height Of Row 1 box, select Exactly. In the At box, type a value, such as .5 inches, that represents the distance from the bottom edge of the paper where you want the bottom crop marks to appear. (For example, if you want a crop mark to appear .5 inches from the top edge of the paper, type .5" in the At box.) Choose the OK button.

c. Select the first table. From the Format menu, choose Border. Select one of the line styles. Select the top and right sides in the Border box and choose the OK button.

d. Select the second table. From the Format menu, choose Border. Select one of the line styles. Select the top and left sides in the Border box and choose the OK button.

3. Frame the tables. Choose the No button when Word for Windows asks if you want to switch to page layout view.

- a. Select the first table. From the Format menu, choose Frame. Select the following frame options and choose the OK button:

Horizontal Position: Left
Relative To: Page
Distance from Text: 0"
Vertical Position: Bottom
Relative To: Page
Distance from Text: 0"

- b. Select the second table. From the Format menu, choose Frame. Select the following frame options and choose the OK button:

Horizontal Position: Right
Relative To: Page
Distance from Text: 0"
Vertical Position: Bottom
Relative To: Page
Distance from Text: 0"

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 313-342, 361-380, 389-420, 571-584

"Word for Windows 2.0 Macros," Russell Borland, Microsoft Press, 1992, page 441

Additional reference words: w4wformat wm_word
1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b
cropmark w4wprint 2.00c insertcropmarks

List of Internal Scalable Fonts in HP LaserJet 4

Article ID: Q93194

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

This article lists the 45 internal scalable printer fonts (35 Intellifont, 10 TrueType) supplied with the Hewlett-Packard (HP) LaserJet 4 printer. The article also lists the 35 PostScript fonts supplied with the optional Adobe Postscript Level 2 SIMM package.

More Information:

These internal scalable fonts are printer fonts, not screen fonts. This means Windows displays the Intellifont fonts using available screen fonts as substitutes unless you install Intellifont screen fonts.

Note: All the fonts in these lists are scalable, except where noted.

PCL Fonts (35 Intellifont)

Courier
CG Times
CG Times Bold
CG Times Italic
CG Times Bold Italic
CG Omega
CG Omega Bold
CG Omega Italic
CG Omega Bold Italic
Coronet
Clarendon Condensed
Univers Medium
Univers Bold
Univers Medium Italic
Univers Bold Italic
Univers Medium Condensed
Univers Bold Condensed
Univers Medium Condensed Italic
Univers Bold Condensed Italic
Antique Olive
Antique Olive Bold
Antique Italic
Garamond Antiqua
Garamond Halbfett
Garamond Kursiv
Garamond Kursiv Halbfett
Marigold

Albertus Medium
Albertus Extra Bold
Courier Bold
Courier Italic
Courier Bold Italic
Letter Gothic
Letter Gothic Bold
Letter Gothic Italic

The HP LaserJet 4 also includes the Line Printer font. This font is not scalable. It is available in the 8.5 points (16.67 pitch) size only.

PCL Fonts (10 TrueType)

Arial
Arial Bold
Arial Italic
Arial Bold Italic
Times New
Time New Bold
Times New Italic
Times New Bold Italic
Symbol
Wingdings

PostScript Fonts

The following PostScript Typeface Fonts are available if you installed the optional Adobe Postscript Level 2 SIMM on your HP LaserJet 4.

ITC Avant Garde Gothic Book
ITC Avant Garde Gothic Book Oblique
ITC Avant Garde Gothic Demi
ITC Avant Garde Gothic Demi Oblique
ITC Bookman Demi
ITC Bookman Demi Italic
ITC Bookman Light
ITC Bookman Light Italic
Courier
Courier Bold
Courier Bold Oblique
Courier Oblique
Helvetica
Helvetica Bold
Helvetica Bold Oblique
Helvetica Oblique
Helvetica Narrow
Helvetica Narrow Bold
Helvetica Narrow Bold Oblique
Helvetica Narrow Oblique
New Century Schoolbook Bold
New Century Schoolbook Bold Italic
New Century Schoolbook Italic

New Century Schoolbook Roman
Palatino
Palatino Bold
Palatino Bold Italic
Palatino Italic
Symbol
Times Bold
Times Bold Italic
Times Italic
Times Roman
ITC Zapf Chancery Medium Italic
ITC Zapf Dingbats

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wfont 6.00
wm_word w4wprint laserjet4 hp4

How to Send Printer Escape Codes from a WinWord Document

Article ID: Q93658

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

In Word for Windows, you can use one of the following methods to send an instruction, or printer escape sequence, to your printer:

- Insert a PRINT field in your document that contains the printer escape codes. Example:

```
{PRINT "<printer instructions>"}
```

-or-

- Type the printer escape sequence in your document and format it for a printer font.

MORE INFORMATION

=====

There are limitations and drawbacks to each of the above methods, depending on which printer driver you use. Neither method is guaranteed to work on every printer.

Limitations of the PRINT Field

When you insert a PRINT field, Word calls an escape in the printer driver that sends the printer instruction text to the printer. If the escape in the printer driver malfunctions, the PRINT field may produce incorrect or no results.

Note: The PRINT field does not affect your page layout because Word treats a PRINT field as nonprinting characters.

Limitations of Typing Printer Information Directly in Your Document

When you type printer information directly in your document, Word treats the escape sequence text as normal text. This means that Word incorporates the text in your document page layout.

When you print the document, the printer interprets the escape sequence text as printer instructions and does not print it. Your printer may misinterpret the escape sequence if Word does not send the entire string

contiguously. For example, if you apply justified paragraph formatting, Word sends other characters to adjust the line length, thereby changing the escape sequence string.

For information on the PRINT field, search for Print Field using the Help menu in version 2.0 of Word for Windows.

REFERENCES

=====

"Microsoft Word for Windows User's Reference," version 1.x, page 104

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c 1.00 1.10
6.00 wm_word 1.10a w4wfield w4wprint

Cannot Print from Mixed Bins to Canon LBP-8 III or IV Printer
Article ID: Q93731

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-cd, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.1
-

Summary:

A Word for Windows document formatted for mixed-bin printing may print from the wrong bins when you use the Canon LBP-8 III and LBP-8 IV printer driver version 3.09 (LBPIII.DRV), which is supplied with Windows version 3.1.

Specifically, if you format the first page of your document to print from the upper tray and format the second page to print from the lower tray, the first page prints correctly. The second page prints from the manual tray. On the printer LCD display, the message "PF LOAD LETTER" appears and the printer waits for you to insert a piece of paper. This happens regardless of the Paper Source setting in the Print Setup dialog box or Page Setup dialog box.

More Information:

To print the first page of your document from the upper tray and subsequent pages of your document from the lower tray, use the instructions below to insert the following PRINT field at the beginning of the second page:

```
{PRINT <ALT+27> "[2q]}
```

1. At the beginning of the second page, press CTRL+F9 to create field brackets.
2. Type "print " (without the quotation marks). Be sure to type a space after "print".
3. Press ALT+27 on the numeric keypad.
4. Type a space, then type "[2q" (WITH the quotation marks).
5. Select the field, and format the field for an internal printer font such as Courier.

Reference(s):

"Canon User Reference Manual," Chapter 14, page 103

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c mixed second 6.00 wm_word w4wprint wrong escape sequence

Word for Windows: Watermark Prints on Top of Document Body
Article ID: Q94086

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Word for Windows, objects on the page print in the order in which they appear. Therefore, if you have text or graphics in the body of your document above the location of a watermark in your header, the header will print on top of the document body.

Workaround

Crop the image in the header to add white space above it, so that the image begins at the top of the header. It will now print behind the document.

Microsoft has confirmed this to be a problem in Word versions 1.x and 2.x. This problem was corrected in Word version 6.0 for Windows.

More Information:

Steps to Reproduce Problem

-
1. From the Format menu, choose Page Setup (Document in Word versions 1.x), and insert a minus sign in front of the top margin value. This indicates an exact measurement that you do not want adjusted to accommodate a long header.
 2. From the View menu (the Edit menu in Word 1.x), choose Header/Footer, and set the header distance from the edge equal to the top margin (without a minus sign). Choose the OK button to view the header.
 3. Insert a WordArt object or text in a large point size, and position it so that it does not begin at the top of the header (for example, press ENTER a few times above the object or text to move it down).
 4. In the body of the document, insert graphics or text. From the File menu, choose Print Preview, and note that the object or text in the header is shown behind the document body.
 5. Choose the Cancel button to close Print Preview, then choose Page Layout (Page in Word 1.x) from the View menu and note that in this view, the object or text in the header is also shown behind the document body.
 6. From the File menu, choose Print.

The object or text from the header prints on top of the document body instead of behind it, as indicated in print preview and page layout view.

Reference(s) :

"Microsoft Word for Windows User's Guide," pages 573, 577.

"Microsoft Word for Windows User's Reference," pages 146-148.

Additional reference words: layer overprint overlap overlay wrong
incorrect w4wprint 1.00 1.10 1.10a 1.x 2.00 2.00a 2.00a-CD 2.00b 2.00c

Incorrect Font and No Graphics Print Using Turbo 25 Cartridge
Article ID: Q95064

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

When you print to a Hewlett-Packard (HP) LaserJet Series II, IIP, IID, or compatible printer while the Turbo 25 Cartridge is installed, the cartridge may cause TrueType or printer-resident fonts to remap to the Turbo 25 graphics symbol set. Further, no graphics print while this cartridge is installed.

UDP Data Products, Inc., manufacturers of the Turbo 25 Cartridge, have confirmed this to be a problem with the cartridge. According to its technical support representative, UDP is working on a printer driver to correct these problems. For information on obtaining this updated printer driver, contact UDP Technical Support at (800) 888-4413.

The Turbo 25 Cartridge is manufactured by UDP Data Products, Inc., a vendor independent of Microsoft; we make no warranty, implied or otherwise, regarding this product's performance or reliability.

More Information:

The Turbo 25 Cartridge contains 143 fonts.

Workarounds

To Print Graphics Only

Remove the Turbo 25 cartridge from the printer and use the HP LaserJet Series II, IIP, or IID printer driver for Windows version 3.1.

To Print Turbo 25 Fonts Only and No Graphics

Install the HP LaserJet Series III printer driver and install the Turbo 25 cartridge. Using this configuration, you can print Turbo 25 fonts, but you cannot print graphics.

To Print Turbo 25 Fonts with Graphics

Install the Turbo 25 cartridge, then select HP - ProCollection from the Cartridges list in the Print Setup dialog box. Using this workaround, you can access 65 of the 143 fonts on the Turbo 25 cartridge.

Additional reference words: w4wprint w4wlaserjet w4wfont 3rdparty 3rd
6.00 wm_word party third hpiii hpii ljiii ljii 2.00 2.00a 2.00b 2.00c
2.00a-CD

Problems Printing with TurboScript III PostScript Cartridge
Article ID: Q95174

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

If you are using the TurboScript III PostScript cartridge, you will experience problems with using mixed-bin printing, printing envelopes, and using TrueType fonts when you print to the Hewlett-Packard (HP) IID or IIID with the PostScript printer driver version 3.5-3.55 and the HP IID (HP_IID522.WPD) or IIID (HP_3D522.WPD) description file.

More Information:

HP IID POSTSCRIPT (HP_IID522.WPD)

Bin Selection

Bin-selection codes are not properly interpreted by the TurboScript III. Documents or pages formatted to print from the lower tray will always print from the upper tray.

Envelopes

Envelopes will not print from the envelope tray with the envelope feeder option turned on in the Tools Options Print dialog box in Word 2.0. In Word 6.0, this option is chosen by choosing Envelopes and Labels from the Tools menu. Choose the envelopes dialog tab, and choose options. Choose the Printing Options dialog tab. The Feed From box should not be set as Envelope (Envelope Feeder). The envelope will be pulled from the upper tray because the envelope feeder option is being improperly interpreted by the cartridge if the envelope feeder is enabled.

Fonts

TrueType fonts will not print properly in landscape orientation. The fonts will sometimes print on top of each other.

Workaround

Remove the cartridge from the HP IID and use the printer in native PCL mode.

HP IIID POSTSCRIPT (HP_3D522.WPD)

The following error message will occur when a documented is printed on this printer:

```
Offending Command = setduplexmode
Error = nametype : rangecheck
Stack =
```

The following error message will occur when an envelope is printed on this printer:

```
Offending Command = setduplexmode
Error = nametype : undefined
Stack =
    0
    2
    false
```

These errors occur because the HP IIID .WPD file sends a duplexing command that is not properly interpreted by the TurboScript III.

Workaround

Turn off the printer, remove the TurboScript III cartridge, and use the printer in native PCL mode. You can also use the HP III PostScript printer driver, which does not send a duplexing code, and thus avoid the "Offending Error" command.

Note: Using the HP III PostScript driver will take away bin selections normal to the HP IIID because the HP III has only one paper tray.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c 6.00
wm_word
w4wpostscript w4wprint true type w4wenvelope

Printing Envelopes with the HP DeskJet 550C

Article ID: Q95403

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Word for Windows, when you use the Create Envelope command to print a Number 10 envelope using the Hewlett-Packard (HP) DeskJet printer driver (DESKJETC.DRV) version 3.0 or 3.1 on the HP DeskJet 550C printer, the envelope may print incorrectly. If you set a printer heuristic (+544), envelopes may print correctly. To ensure that your envelope prints correctly every time, however, use one of the following printer drivers supplied by Microsoft and set a printer heuristic (+544):

- Microsoft HP DeskJet 550C (monochrome) printer driver version 2.0 (HPDSKJET.DRV). This driver ships with Windows for Workgroups.
- Microsoft HP DeskJet printer driver version 2.1 (HPDSKJET.DRV) dated 12/07/92, available from the MSDL.

Word for Windows version 6.0 does not use printer heuristics to control printer functionality. To change printer functionality choose Options from the Envelopes and Labels dialog box. Under the Envelope Options dialog box category Printing Options you can set the Feed method (orientation and location) of the envelope.

More Information:

Microsoft recommends that you use the Microsoft HP DeskJet 550C (monochrome) printer driver version 2.0 or printer driver version 2.1 to print envelopes using the Create Envelope command in Word for Windows. When you use one of these Microsoft printer drivers, you must set the HPDSKJET=+544 printer heuristic to print envelopes correctly. See the "Printer Heuristic DESKJETC=+544 and HPDSKJET=+544" section below for information.

- The HPDSKJET.DRV version 2.0 printer driver is supplied with Microsoft Windows for Workgroups version 3.1.
- The HPDSKJET.DRV version 2.10 printer driver is available via modem from the MSDL (Microsoft Download Service), at (206) 936-6735.

For more information about the MSDL, query on the following words in the Microsoft Knowledge Base:

WDL.TXT and MSDL and library and information and Win3

Troubleshooting Incorrect Envelope Output

When your envelope prints incorrectly, one of the following occurs:

- Word displays the following error message:

Margins are set outside of the Unprintable Region.

If you choose the OK button, your envelope prints in the correct position, but the address may be truncated.

-or-

- The envelope address does not print on the envelope at all. When this happens, the envelope may be printing on the left instead of the right side of the printer. To determine whether the envelope address is printing on the left side of the printer or not at all, print the envelope on a piece of letter-sized paper.

-or-

- Using the printer driver version 2.10, the envelope must be placed into the paper tray the opposite direction of the diagram in the paper tray of the printer. If the envelope is placed in the tray correctly, the address will print in the opposite corner of the envelope.

If nothing prints on the letter-sized paper, check the following:

1. From the Tools menu, choose Options. Under the Print Category, make sure these settings are correct:
 - a. The Reverse Print Order option should be cleared.
 - b. The Draft Output option should be cleared.
2. Note: This setting applies only to the Microsoft HP DeskJet 550c printer driver versions 1.2 (DESKJET.DRV), 2.0 (HPDSKJET.DRV), and 2.10 (HPDSKJET.DRV)

From the File menu, choose Print Setup. Select the DeskJet printer and choose the Setup button. The Resolution setting should be 300 DPI.

3. If the envelope feeds through the printer blank, check to ensure that the 1.1 (DESKJET.DRV) version of the driver is not being used. This driver shipped with Windows version 3.1. This driver does not support the DeskJet 550.

Printer Heuristic DESKJETC=+544 and HPDSKJET=+544

If your envelope address prints on the left instead of the right side of the printer, heuristic DESKJETC=+544 may correct the problem. This printer heuristic sometimes, but not always, prints envelopes correctly on the DeskJet 550c. Heuristic 544 forces Windows to print the envelope in reverse landscape orientation. Without this printer heuristic, the DeskJet 550c prints envelopes in portrait mode by

default. The following are the heuristics used for the HP DeskJet 550c:

- Using the printer driver DESKJET.DRV from HP: Deskjetc+=544
- Using either printer driver from Microsoft: HPDSKJET+=544

For information on setting printer heuristics, query on the following words in the Microsoft Knowledge Base:

newmacro.doc and functionality and printer and heuristics

HP DeskJet 550C Printer Driver Notes

- HP DeskJet printer driver version 3.0 (DESKJETC.DRV) is supplied by HP for use with Windows versions 3.0 and 3.1.
- HP DeskJet printer driver version 2.0 (HPDSKJET.DRV) is supplied by Microsoft for use with Windows version 3.1.
- HP DeskJet printer driver version 2.10 (HPDSKJET.DRV) is supplied by Microsoft for use with Windows version 3.1.

The DESKJETC.DRV printer driver is manufactured by Hewlett-Packard, a vendor independent of Microsoft; we make no warranty, implied or otherwise, regarding this product's performance or reliability. Contact Hewlett-Packard Technical Support at (208) 323-2551.

Hewlett-Packard has confirmed a problem with inconsistent envelope printing using their driver.

The HP printer drivers included here are manufactured by vendors independent of Microsoft; we make no warranty, implied or otherwise, regarding these products' performance or reliability.

Reference(s):

"HP Deskjet 550C User's Guide," pages 2-13 to 2-15.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c 3.10 win31 deskjet 550c chopped off w4wprint hpdj

Current Page Option Doesn't Print or Prints Wrong Page
Article ID: Q96865

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

Sometimes Word for Windows prints the wrong page or prints nothing when you select the Current Page print range option. This may happen under the following conditions:

- Your document contains hidden text,
-and-
- The View Hidden Text option is turned on,
-and-
- The Include Hidden Text With Document print option is turned off,
-and-
- You are in normal or page layout view.

CAUSE

=====

When you select the Current Page print range option, Word determines which page to print based on the page number on the status bar. This page number includes visible hidden text, even though this text is not printed. Word then repaginates the document for printing (thereby accounting for the non-printing hidden text) and prints the page number of the repaginated text, which may no longer correspond to the page where the insertion point is located (the current page).

Word does not display an error message when this happens.

WORKAROUND

=====

Before you print using the Current Page print range option, clear the Hidden Text option in the View Options dialog box. When you clear this option, the page number on the status bar will correspond to the current page.

MORE INFORMATION

=====

The following sample document demonstrates this behavior:

Page 1: regular text
Page 2: hidden text (visible)
Page 3: regular text
Page 4: regular text

Nothing Prints

If you position the insertion point on page 4 of and select the Current Page print range option in the Print dialog box, Word determines that it should print page 4. However, after repagination, the document contains no page 4, so a blank page prints.

Wrong Page Prints

If you position the insertion point on page 3 and select the Current Page print range option in the Print dialog box, Word determines that it should print page 3. After repagination, page 4 becomes page 3, so the wrong page is printed.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 115,
149

Additional reference words: check 2.00 2.00a 2.00a-CD 2.00b 2.00c 6.00
wm_word w4wprint

Italic Symbol Characters Printed with Extra Space on Right
Article ID: Q96868

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.1
-

SYMPTOMS

=====

In Word for Windows, if you place an italicized TrueType symbol character, like a bullet, next to another italicized TrueType font, extra blank space will appear after the Symbol character on screen and when the document is printed. This occurs when you are using a Postscript printer with the PSCRIPT.DRV printer driver versions 3.5 through 3.55.

Note: This problem does not occur in Windows Write.

STATUS

=====

Microsoft has confirmed this to be a problem in Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, and 2.0c. We are researching this problem, and will post more information here in the Microsoft Knowledge Base as it becomes available. This problem has been corrected in Word version 6.0 for Windows.

WORKAROUND

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To avoid the extra space after the Italicized Symbol character, remove the italic character formatting.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 18-19

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wprint

Error Sending Keys to FilePrinterSetup with No Default Printer
Article ID: Q96923

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

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You can change printer driver settings such as resolution, paper orientation, and paper size with a Microsoft WordBasic macro that includes the SendKeys command.

Word Versions 1.x

If no default printer has been set or no printer is active, a macro that uses the SendKeys command to access a printer driver in Word version 1.x for Windows will cause an unrecoverable application error (UAE) (if you are using Microsoft Windows version 3.0) or a general protection (GP) fault (if you are using Windows version 3.1).

Word Versions 2.0 Through 2.0c

When you are using the SendKeys command in Word versions 2.0 through 2.0c for Windows, and there is no active printer, you will receive the following error message:

WordBasic Err = 102, Command Failed

MORE INFORMATION

=====

WARNING: ANY USE BY YOU OF THE CODE PROVIDED IN THIS ARTICLE IS AT YOUR OWN RISK. Microsoft provides this macro code "as is" without warranty of any kind, either express or implied, including but not limited to the implied warranties of merchantability and/or fitness for a particular purpose.

The SendKeys command should only be used to change settings that are not available in the Page Setup dialog box (from the Format menu, choose Page Setup) of Word version 2.0 for Windows. For example, the following macro automates the process of changing the duplex option in the HP LaserJet IIISi printer driver:

```
Sub MAIN
SendKeys "%o", - 1           'Options button
SendKeys "%l{enter}{enter}", - 1 'chooses long side and OK button
FilePrintSetup .Printer = "HP LaserJet IIISi on LPT1:", .Setup
End Sub
```

REFERENCES

=====

"Using WordBasic" by WexTech Systems, Inc. and Microsoft Corporation,
Microsoft Press, 1992.

Additional reference words: w4wmacro w4wprint send keys 1.00 1.10
1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c 6.00

Printing Multiple Files from Find File Incorrect with Duplex
Article ID: Q97013

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

When you print multiple files using the Find File command, Word for Windows sends the files to the printer as a single print job. As a result, duplex printing does not work correctly.

STATUS

=====

Microsoft has confirmed this to be a problem in versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c of Word for Windows. This problem was corrected in Word version 6.0 for Windows.

MORE INFORMATION

=====

If you select two documents (for example, DOC1.DOC and DOC2.DOC) in the Find File dialog box and choose to print them using the Duplex Printing option, if DOC1.DOC contains an odd number of pages, the first page of DOC2.DOC will be printed on the back of the last page of DOC1.DOC. This occurs even if both documents contain Odd Page section breaks. Word for Windows should begin printing DOC2.DOC on a new sheet of paper.

WORKAROUND

=====

To work around this problem, do either of the following:

- When you use the Duplex Printing option, print one file at a time.
- or-
- At the end of each document, insert a printer escape code to force the printer to eject the paper after each file is printed. If you are using a Hewlett-Packard (HP) LaserJet Series IIIsi printer, follow the steps below to insert such a printer escape code in your document. For all other printers, refer to your printer manual or contact the printer manufacturer.

How to Insert a Printer Escape Code to Force a Form Feed

1. Press CTRL+END to position the insertion point at the end of the

file.

2. From the Format menu, choose Character. In the Font box, select Courier (Courier is the default printer font for the HP LaserJet Series IIIsi; if you use a different printer, select the default font for that printer).
3. Press CTRL+F9 to insert field code brackets. Type the following inside the field code brackets:

```
PRINT "<ALT+027>^l10"
```

Note: Press ALT+027 on the numeric keypad to insert the printer escape character. A vertical line or a box appears on the screen. In the above printer code, "l" is lowercase letter L, "1" is the numeral one, and "0" is uppercase letter O.

4. Press CTRL+END to position the insertion point at the end of the file. Press CTRL+F9 to insert field code brackets. Type the following inside the field code brackets:

```
PRINT "<ALT+027>&l00"
```

Note: "l" is lowercase letter L, "0" is the numeral zero, and "O" is uppercase letter O.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wprint
sequence back previous

Quality Not As Good with IBM QuietWriter III Printer

Article ID: Q97039

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.1
-

Summary:

When you print to an IBM QuietWriter III from Word for Windows, the quality of printer-resident fonts may be lower than when you print to this printer from another application. This reduced quality occurs because the Windows version 3.1 printer driver for the QuietWriter III does not support Enhanced printing quality, which produces the highest-quality output of printer-resident fonts. The Windows version 3.1 printer driver only supports the Draft and Quality output levels.

Workaround

To print from Word with the Enhanced printing quality level, send the following printer command code at the beginning of your print job

```
ESC I 3
```

where "3" is the value 3, not ASCII 3.

To send this printer command code, use the following procedure to insert a PRINT field at the beginning of your Word document:

1. Press CTRL+HOME to position the insertion point at the beginning of your document.
2. Press CTRL+F9 to insert field brackets.
3. Press ALT+0027 on the numeric keypad. A vertical pipe character (|) appears in your document.
4. Press I (uppercase letter I).
5. Press ALT+0003 on the numeric keypad.

More Information:

WordPerfect prints to the QuietWriter III using the Enhanced printing quality mode, which gives darker, crisper output for printer-resident fonts.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wprint
6.00 wm_word
w4wfont built-in

Equation Editor Symbols Appear Distorted

Article ID: Q97688

The information in this article applies to:

- Microsoft Equation Editor, version 1.0
 - Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

Equation Editor uses a preferences file (EEPREFS.PRE) to store its size and position information. If you find that the symbols in the Equation Editor are distorted both on the screen and when you print (for example, certain symbols are replaced by strange shapes), the EEPREFS.PRE file may have become corrupted.

WORKAROUND

=====

To eliminate this problem, follow these steps:

1. From the File menu, choose Exit And Return To <filename> to exit Equation Editor.
2. Switch to File Manager or the MS-DOS prompt and rename or delete the EEPREFS.PRE file in the Windows directory.
3. Return to Word and from the Insert menu, choose Object.
4. Select Equation, and choose OK to start Equation Editor.

Equation Editor should now appear in the default size and position (centered on screen), and should no longer show any character corruption. When Equation Editor creates a new preferences file, it returns to the default size and position settings.

MORE INFORMATION

=====

The EEPREFS.PRE file is stored in the Windows directory and is updated each time you run Equation Editor. If you delete or rename the file, Equation Editor rebuilds it the next time it is run. EEPREFS.PRE has a file size of 261K. Although the date changes each time you run the application, the size of the file does not change. It is a binary file and cannot be viewed by a text editor such as Notepad. When this file becomes corrupt, the Equation Editor does not function correctly, causing strange output to the screen and the printer.

Additional reference words: 1.00 2.00 2.00a 2.00a-CD 2.00b 2.00c 6.00
wm_word
garbage junk eeprefs.pre blob circle equation editor cloud applet

eq ed math type ole tshoot missing ruler w4wprint 6.00

Shaded Table Prints with White Vertical Gridlines

Article ID: Q97794

The information in this article applies to:

- Microsoft Word for Windows version 2.0, 2.0a, 2.0a-cd, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

If you print a Word for Windows table that contains shading using a Hewlett-Packard (HP) LaserJet Series II or III printer driver, the table may print with white vertical gridlines between the shaded table cells.

These vertical gridlines do not display on the screen.

We are researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

Additional reference words: w4wprint 2.00 2.00a 2.00a-CD 2.00b 2.00c 6.00 wm_word

Header Does Not Print Using HPPCL5MS.DRV

Article ID: Q97865

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.1
-

SYMPTOMS

=====

In Word for Windows, some headers that print using version 31.3.89 of the Hewlett-Packard (HP) Series III printer driver (HPPCL5A.DRV) may not print at all when you use version 2.0 or 2.1 of the driver (HPPCL5MS.DRV).

This problem has been reproduced in Word for Windows when printing a header with the following formatting:

| Option | Setting |
|--------------------------|------------------------|
| Header/Footer From Edge: | .25 inch |
| Font Size: | Greater than 12 points |
| Paragraph Line Spacing | Exactly 1 line |

WORKAROUND

=====

If you change the Line Spacing setting to Auto or increase the From Edge setting, the header prints.

STATUS

=====

We are researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wprint 6.00 wm_word

Using the HP Envelope Tray on a LaserJet Series II Printer
Article ID: Q97946

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.1
-

Summary:

This article contains the procedure for printing from Word for Windows to a Hewlett-Packard (HP) LaserJet Series II printer using the HP envelope tray. You should use the HP LaserJet Series II printer driver (HPPCL.DRV) version 2.0 or later.

Word version 6.0:

1. Remove the letter paper tray from the printer and insert the envelope tray.
2. In Word, choose Print from the File menu.
3. Choose the Printer Button, select HP LaserJet Series II and then choose "Set as Default printer" and choose the close button twice.
4. From the Tools menu, choose Envelopes and Labels
5. Type the address text and then choose the Add To Document button.
6. From the File menu, choose Page Setup.
7. Select Paper Source.
8. From the First Page list, select Upper Tray and then choose OK.
9. To print the envelope, choose Print from the File menu.
10. Select Range of 0.
11. Choose OK.
12. You must hit the continue button on the face plate of the printer.

Word version 2.X

1. Remove the letter paper tray from the printer and insert the envelope tray.
2. In Word, choose Printer Setup from the File menu.

3. From the Printer list, select HP LaserJet Series II and then choose OK.

4. From the Tools menu, choose Create Envelope.

-or-

Choose the Envelope button on the toolbar.

5. Type the address text and then choose the Add To Document button.

Note: The envelope does not feed from the envelope tray unless you add the envelope to your Word document.

6. From the Format menu, choose Page Setup.

7. Select Paper Source.

8. From the First Page list, select Upper Tray and then choose OK.

9. To print the envelope, choose Print from the File menu.

10. Select Pages. In the From and To boxes, type "0" (zero, without the quotation marks).

11. Choose OK.

More Information:

Word version 6.0

By using the HP laserjet IID driver, the user will not have to hit the continue button when printing the envelope. However the IID driver will print courier as the font on the envelope, Word 6.0 cannot override this from happening.

Word version 2.x

The HP envelope tray is not the same as the HP envelope feeder, so the Envelope option does not affect the envelope tray. In fact, when you use the HP LaserJet Series II printer driver, this option is unavailable in the Tools Options Print dialog box.

If you print using the HP LaserJet Series IID printer driver, the envelope prints in the wrong orientation. Neither the "Printer's Envelope Feeder Has Been Installed" option nor printer heuristics corrects the orientation. You can print an envelope in the correct orientation using the LaserJet IID printer driver if you add the envelope to the document, but the envelope text prints in Courier.

This also happens if you select the "Print TrueType As Graphics" option in the printer driver Setup Options dialog box. The address will print in the correct orientation when added to the document, but in a Courier font.

Additional reference words: w4wprint Hewlett Packard 2.00
2.00a 2.00a-CD 2.00b 2.00c 6.00 true type

First Page Does Not Print Duplexed on HP IIID or IIIsi Printer
Article ID: Q98276

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.1
-

Summary:

A Hewlett-Packard (HP) LaserJet Series IIID or IIIsi printer will not print the first page of a Word for Windows document duplexed if:

- You are using the HPPCL5MS.DRV version 2.0 or 2.1 printer driver.
- or-
- You are using the PSCRIPT.DRV postscript printer driver, any version.
- and-
- Your document is formatted for mixed-tray printing.

The previous printer driver, version 31.3.89 (HPPCL5A.DRV), which is supplied with Windows version 3.1, correctly prints duplex on the first page of a mixed-tray document.

This problem occurs when you select different trays from the First Page and Other Pages lists in the Format Page Setup dialog box.

Use one of the following workarounds to print correctly in duplex mode on a the HP LaserJet Series IIID or IIIsi printer:

Workaround 1

Note: Use HPPCL5MS.DRV version 2.0 or 2.1 for this workaround.

1. Insert a Next Page section break at the end of the second page of your document.
2. Position the insertion point in the first section.
3. From the Format menu, choose Page Setup and select the Paper Source option button.
4. From both the First Page and Other Pages lists, select the same tray (the tray from which you want to print pages 1 and 2) and then choose OK.
5. Position the insertion point in the second section.
6. From the Format menu, choose Page Setup and select the Paper Source

option button.

4. From both the First Page and Other Pages lists, select the same tray (the tray from which you want to print the remaining pages of the document) and then choose OK.

Workaround 2

Note: Use HPPCL5MS.DRV version 2.0 or 2.1 for this workaround.

If the section break described in workaround 1 is not suitable, you can print the document as two separate print jobs, as described below:

1. Print pages 1 and 2 as the first print job. In the Format Page Setup dialog box, select Paper Source, and select the same tray in the First Page and Other Pages lists.
2. Print the remaining pages as the second print job. In the Format Page Setup dialog box, select Paper Source, and select the same tray in the First Page and Other Pages lists.

Workaround 3

Use the previous printer driver, version 31.3.89, to print the document. This printer driver is supplied with Windows version 3.1.

Note: In Microsoft Windows for Workgroups version 3.1, the filename of this printer driver is changed from HPPCL5A.DRV to HPPCL5MS.DRV. If you want to use version 31.3.89 of the driver with Windows for Workgroups, manually decompress the HPPCL5A.DR_ file from the Windows version 3.1 disk and then rename the file to HPPCL5MS.DRV.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wprint
6.00 wm_word
IIID IIISi hpiiid hpiiisi hplj

Paper Jam Occurs Printing Legal Size Paper on HP LaserJet III
Article ID: Q98834

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

Sometimes a paper jam occurs when you print on legal size (8.5-by-14-inch) paper from Word for Windows on a Hewlett-Packard (HP) LaserJet Series III printer. The paper begins to feed into the printer, but then it stops feeding and the paper jam occurs.

This problem occurs when you print using the manual feed tray if the following message appears on the LCD display on the printer:

PC LOAD LEGAL

This message is a prompt for you to insert the legal paper tray in the printer. If you do not insert a legal paper tray and instead manually feed a sheet of legal paper and then press the Continue button on the printer to override the prompt, the printer expects letter size (8.5-by-11-inch) paper. As a result, the paper feed mechanism stops after it feeds the first 11 inches of the paper and the jam occurs.

Note: By contrast, the paper jam problem does not occur if the following message appears on the printer, which is a prompt for you to manually feed a piece of legal size paper:

PF LOAD LEGAL

Workaround

Use the procedure below to change the Paper Source settings to Manual Feed for all pages. This workaround overrides the printer driver paper source settings.

1. From the File menu (Format menu in Winword 2.X), choose Page Setup.
2. Select the Paper Source.
3. Select Manual Feed from the First Page and Others Pages lists and choose OK.

Reference(s):

"User's Guide," version 2.0, pages 231-232

Additional reference words: w4wprint w4wlaserjet 2.00 2.00a 2.00a-CD 6.00 wm_word 2.00b 2.00c HPPCL5A.DRV HPPCL5MS.DRV

Printing Envelopes on the Panasonic KX-P4450 or 4450i Printers

Article ID: Q100199

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.1
-

SUMMARY

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This article contains instructions you can use to print envelopes in Word for Windows using the Create Envelope command on a Panasonic KX-P4450 or KX-P4450i printer with the following configurations:

- KX-P4450 using PCL4X.DRV version 1.10 and optional envelope tray
- KX-P4450i using PCL4X.DRV version 1.10 and optional envelope tray or manual feed slot on standard paper tray
- KX-P4450i using HP LaserJet Series IID printer driver
- KX-P4450 using HP LaserJet Series IID printer driver

MORE INFORMATION

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The Panasonic KX-P4450 and KX-P4450i printers recognize the optional envelope tray only when it is in the lower paper tray slot. The KX-P4450i also has a manual feed slot on top of the standard paper tray that you can use to print envelopes.

The envelope tray accommodates the following range of envelope dimensions:

Height: 3 1/4 inches to 4 7/16 inches
Length: 8 inches to 10 inches

For best results, you should use the Panasonic KX-P4450/4450i printer driver version 1.10 (PCL4X.DRV), available on the Windows Driver Library (WDL). You should also use version 3.1.2 or later of the Windows Universal Printer Driver (UNIDRV.DLL). For information on obtaining the WDL, query on the following words in the Microsoft Knowledge Base:

obtain and msdl and information and wdl.txt

No printer heuristics are necessary to print envelopes (or to perform any other printing procedure) on either printer. You should remove any "PCL4X" printer heuristic settings from the [Microsoft Word 2.0] section of your WIN.INI file.

KX-P4450 Using PCL4X.DRV Version 1.10

=====

You must always modify the settings on the front panel of the Panasonic KX-P4450 to correctly print envelopes using the Create Envelope command in Word. This is necessary because the printer cannot recognize any command to reset paper source and orientation settings when the envelope tray is installed.

Printer Setup

Use the following instructions to set up the KX-P4450 to print envelopes in Word:

1. Install the PCL4X.DRV driver, using the instructions in the "Installing a Printer Driver" section of the PRINTER.TXT file, supplied with the printer driver.
2. Start Word.
3. From the File menu, choose Print Setup. Select Panasonic KX-P4450 from the Printer list and then choose the Setup button.
4. In the printer driver dialog box, choose the Options button. Select the Print True Type as Graphics option and then choose OK three times to return to the Word document.

Note: This step is necessary for all documents (not just for envelopes) if you want to print using any TrueType fonts. This printer cannot print downloaded TrueType fonts.

Print Envelopes

1. Install the envelope tray in the lower paper tray slot on the printer.
2. Press the Online button on the printer so the Online light is off.
3. Press the Reset button on the front panel of the printer to initialize the envelope tray.
4. Press the Online button so the Online light is on. The printer is now in Panasonic LP (Landscape) mode.
5. Use the Create Envelope command in Word to create and print your envelopes.

Reset the Printer for Normal Document Printing

After you print envelopes to the envelope tray, you must reset the printer manually using the following procedure. If you do not reset the printer before you print a normal document (in either portrait or landscape orientation), the document text begins printing at the location where an envelope would begin printing.

1. Press the Online button on the printer so the Online light is off.
2. Press the Format button on the printer.
3. Press the UP ARROW button on the printer to select the Portrait setting.
4. Press the large Enter button on the printer and then press the Exit button.
5. Press the Online button so the Online light is on.

Alternate Method for Resetting Printer for Document Printing

1. Remove the envelope tray.
2. Press the Online button on the printer so the Online light is off.
3. Press the Reset button on the front panel of the printer to re-initialize the printer without the envelope tray.
4. Press the Online button so the Online light is on.

KX-P4450i Using PCL4X.DRV Version 1.10

=====

You do not need to manually reset the Panasonic KX-P4450i to print envelopes using the envelope tray. This printer automatically resets the origin location, paper source, and orientation settings after you print an envelope or a document using a different paper tray or Page Setup settings.

On the KX-P4450i, if you insert an envelope in the manual feed slot on top of the standard paper tray, the printer feeds from that source to print an envelope even if the envelope tray is installed.

KX-P4450i Using the HP IID Printer Driver

=====

If the PCL4X.DRV version 1.10 printer driver is not available, you can print envelopes in Word using the HP LaserJet Series IID printer driver. This printer driver accesses either paper tray and prints envelopes correctly on the Panasonic KX-P4450i printer.

KX-P4450 Using the HP IID Printer Driver

=====

When you print envelopes on the KX-P4450 using the HP LaserJet Series IID printer driver, you must reset the printer manually using the procedures described above in the "KX-P4450 Using PCL4X.DRV Version 1.10" section.

If you print envelopes (or any other document in landscape orientation) on the KX-P4450 using the HP LaserJet Series IID printer driver, you can only use the built-in printer fonts (Courier and LinePrinter). The KX-P4450 is similar to the HP LaserJet Series II

printer in that it cannot internally rotate fonts for landscape printing; both printers use landscape fonts that are built into the printer. When you use the HP IID printer driver, which relies on the printer to rotate fonts to landscape, the KX-P4450 substitutes its internal landscape printer fonts.

For information on changing the default envelope fonts, query on the following words in the Microsoft Knowledge Base:

changing and envelope and text and formatting and 2.0 and winword

Additional reference words: 6.00 2.00 2.00a 2.00a-CD 2.00b 2.00c
w4wprint wm_word w4wenvelope PCL4X.EXE zip zipped Download Service
hewlett-packard

Using the Optional Envelope Tray on the Panasonic KX-P4420
Article ID: Q102127

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, and 2.0c
 - Microsoft Windows operating system version 3.1
-

SYMPTOMS

=====

When you use the Panasonic KX-P4420 printer driver to print envelopes from Word for Windows, you cannot access the optional envelope tray. This behavior occurs because the Panasonic KX-P4420 printer emulates the Hewlett-Packard (HP) LaserJet Series II printer, which does not support an optional envelope tray. Windows uses the HP LaserJet Series II printer driver (HPPCL.DRV) to support the Panasonic 4420 printer.

WORKAROUND

=====

To print envelopes to the optional envelope tray on the Panasonic KX-P4420, use the HP LaserJet Series IID printer driver instead. The Series IID supports an envelope tray. You do not need to set a printer heuristic in the [Microsoft Word 2.0] section of your WIN.INI file.

MORE INFORMATION

=====

Use the following instructions to print envelopes from the optional envelope tray on the Panasonic KX-P4420 printer:

1. Install version 2.1 or later of the HP LaserJet Series IID printer driver (HPPCL.DRV). If you have a version of the driver earlier than 2.1, you can obtain an updated printer driver from the Windows Driver Library (WDL). For information about obtaining the WDL, query on the following words in the Microsoft Knowledge Base:

 wdl.txt and obtain and msdl and win31
2. In the Print Options dialog box, select the Printer's Envelope Feeder Has Been Installed option and choose OK (to open the Print Options dialog box, choose Options from the Tools menu, then select the Print icon in the Category list).
3. Insert the envelope tray into the normal paper tray slot on the printer. The "Envelope #10" message appears on the printer display.
4. Press the Enter button on the printer to switch the printer online.
5. In Word, choose the Envelope button on the toolbar, and then choose the Print Envelope button. The printer pulls an envelope from the

envelope tray and prints it correctly.

NOTE: If you install the HP LaserJet Series IID printer driver and print using the normal paper tray, all paper source settings except Manual Feed pull from the normal paper tray. Manual feed print jobs pull from the manual feed tray.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 118-121

Additional reference words: w4wprint 2.00 2.00a 2.00a-CD 2.00b 2.00c
w4wprint 4420 pkx p4420 kxp4420 laserjet

SetPrinterHeuristic Macro Sets "winspool=x" for All Printers
Article ID: Q104036

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows NT operating system version 3.1
 - Microsoft Windows NT Advanced Server version 3.1
-

SYMPTOMS

=====

When Word for Windows is running with Windows NT, if you use the SetPrinterHeuristic macro (supplied with Word in NEWMACRO.DOC) to set a printer heuristic, the macro defines the following heuristic, no matter which printer driver is active

```
winspool=x
```

where "x" represents the heuristic value.

As a result, every printer uses the heuristic setting, and you cannot define unique heuristics for individual printers. In other words, a printer heuristic is an application-wide setting instead of a printer-specific setting when you run Word with Windows NT.

CAUSE

=====

When a Windows-based application (such as Word) queries the operating system for the name of the currently active printer driver, Windows NT always replies with "winspool" instead of the actual name of the printer driver. When you run the SetPrinterHeuristic macro, Word uses the printer driver name supplied by the operating system to create printer heuristic settings. Therefore, all printers appear to have the same driver name (winspool) to Word with Windows NT.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

=====

The Word for Windows printer heuristic design is based on the Windows version 3.1 convention that refers to a printer using its unique printer driver name. As a result, you can set a heuristic for each printer when you run with Windows version 3.1. This functionality is not available when you run Word with Windows NT.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wprint w4wmacro winnt

Thick Dotted Line Drawing Displays Vertically Elongated
Article ID: Q105029

The information in this article applies to:

- Microsoft Word for Windows, version 6.0
 - Microsoft Windows operating system version 3.1
-

SYMPTOMS

=====

When you use the Word for Windows drawing tools to draw a thick dotted line (4 points or larger), the line displays vertically elongated, or stretched, if you are using the Generic/Text Only printer driver.

CAUSE

=====

When you use the Generic/Text Only printer driver, the printer metafile is the only representation available to display the drawing on the screen. The Generic/Text Only printer driver uses a resolution of 6 dots per inch (dpi) vertically and 120 dpi horizontally, so the dotted line appears distorted on the screen.

Graphic images do not print on most printers that use the Generic/Text Only printer driver. On the printers that do print graphics, however, the printed result is usually correct. On some dot-matrix printers with non-square pixels, the pixels in the drawing may print as ovals.

STATUS

=====

This problem does not affect PostScript or laser printers that use the Hewlett-Packard (HP) Printer Control Language (HPPCL).

We are researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

Additional reference words: 6.00 layer stretch stretched skew skewed dypinch dypinch too long ovoid w4wprint

Document Does Not Print After Annotations Deleted

Article ID: Q105442

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

SYMPTOMS

=====

A document that once had annotations that were subsequently deleted will not print if Annotations is selected in Print Options. (If no annotations have been inserted into a document, the document will print with Annotations selected.)

STATUS

=====

Microsoft has confirmed this to be a problem in Word 2.x for Windows. This problem was corrected in Word 6.0 for Windows.

WORKAROUND

=====

Do the following before you print your document:

1. From the Tools menu, choose Options. Choose the Print category.
2. Under Include With Document, clear the Annotations option.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c W4WPRINT
TSHOOT printing

GP Fault Printing Document with Many Fonts

Article ID: Q105565

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.1
-

SYMPTOMS

=====

If you print a Word for Windows document that contains a large number of downloadable fonts, a general protection (GP) fault error may occur.

CAUSE

=====

You are using the Windows Universal Printer Driver (UNIDRV.DLL) version 3.1.2 or earlier and your Word document contains more than 64 downloadable fonts, such as TrueType fonts. The problem also occurs when you print using the Windows PostScript printer driver (PSCRIPT.DRV) version 3.56 or earlier and your document contains more than 256 downloadable fonts.

STATUS

=====

Microsoft has confirmed this to be a problem in UNIDRV.DLL version 3.1.2 and earlier and in PSCRIPT.DRV version 3.56 and earlier. This problem was corrected in version 3.1.3 of UNIDRV.DLL and in version 3.57 of PSCRIPT.DRV.

The corrected printer drivers are supplied with Word 6.0. Setup automatically installs them if you have a previous version of either driver. As a result, this problem will only occur in Word 6.0 if you replace the updated printer drivers with the older, problem drivers.

If you do not have Word 6.0, you can obtain these new printer drivers from the Windows Driver Library (WDL). For information about obtaining the WDL, query on the following words in the Microsoft Knowledge Base:

wdl.txt and obtain and msdl and win31

WORKAROUNDS

=====

- To avoid the GP fault errors using the problem printer drivers, decrease the number of fonts in your document.

-or-

- If your document contains mostly TrueType fonts, turn on the "Print

TrueType as Graphics" option. This reduces the number of downloadable fonts. The drawback to this workaround is that it increases printing time.

MORE INFORMATION

=====

In both UNIDRV.DLL and PSCRIPT.DRV, the GP fault error occurs when the printer driver copies conflicting font cache information during the ResetDC() call. Specifically, the driver fails to copy the value of the sMaxDLSlots variable, so it incorrectly resets the sMaxDLSlots variable to the default value (32 for UNIDRV.DLL and 128 for PSCRIPT.DRV). This default value does not cause a problem until your document contains more than 64 fonts (256 fonts for PSCRIPT.DRV).

Note: The sMaxDLSlots variable indicates the total number of entries (used or empty) in the font downloading list.

Additional reference words: 6.00 w4wprint 2.00 2.00a 2.00a-CD 2.00b 2.00c win31 globalalloc snumdownfonts lpdownfontlist hdownfontlist gpf hang hung crash crashed locks locked frozen freezes crashing quit quits stopped wm_word

Cell Border Extends Farther Left/Right Than Shading in Table
Article ID: Q106074

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.1
-

SYMPTOMS

=====

If a table contains a border and shading, the border may extend farther than the length of the cell.

STATUS

=====

We are researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

WORKAROUND

=====

Insert a column at the beginning of the shading that is .01-inch wide and has 0 inches of space between columns. Format this column for shading but not with a border. This will cause the shading and the border to be aligned.

Additional reference words: 6.00 column shade tables past w4wprint print

Printing to a File Using the WordBasic FilePrint Statement
Article ID: Q106250

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

WARNING: ANY USE BY YOU OF THE CODE PROVIDED IN THIS ARTICLE IS AT YOUR OWN RISK. Microsoft provides this macro code "as is" without warranty of any kind, either express or implied, including but not limited to the implied warranties of merchantability and/or fitness for a particular purpose.

Word 6.0 for Windows
=====

The FilePrint statement in Word 6.0 for Windows includes parameters to allow you to print a document to a file. The FilePrint parameters for printing to a file are listed below.

- .PrintToFile If 1, sends printer instructions to a file.
- .PrToFileName If PrintToFile = 1, this parameter specifies the path and filename of the file to print to.
- .AppendPrFile If PrintToFile = 1, this parameter specifies whether to overwrite or append to the file if it already exists:
 - 0 (zero) Overwrite
 - 1 Append

The following command prints the contents of the current document to a file.

```
FilePrint .PrToFileName = "C:\Temp\Filename.ext", .Type = 0, \  
.PrintToFile = 1
```

If you later want to print the contents of the print file, use the following Copy syntax at the MS-DOS prompt:

```
copy /b <filename> LPT1:
```

For more information on the MS-DOS COPY command, refer to pages 389-393 of the "Microsoft MS-DOS User's Guide and Reference" for MS-DOS version 5.0.

Word 2.x for Windows
=====

The FilePrint statement in Word 2.x for Windows does not include a parameter to indicate the print filename (.PrToFileName). To print the

contents of the current document to a specific file without being prompted with the filename dialog box, use the SendKeys statement before the FilePrint command. For example:

```
Sub MAIN
SendKeys "C:\Temp\Filename.ext"      'the filename to print to
SendKeys "{Enter 2}"                'Send 2 Returns
FilePrint .Type = 0, .PrintToFile = 1
End Sub
```

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c 6.00
w4wprint w6macroexample w4wmacro wm_word

Printer Error "MP LOAD COM10" Printing Envelope in Windows NT
Article ID: Q106471

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows NT operating system version 3.1
-

SYMPTOMS

=====

When printing an envelope from Word 2.x or 6.0 for Windows under Windows NT to a Hewlett-Packard (HP) LaserJet IIP or LaserJet IIIP, the printer will display the following message:

MP LOAD COM10

Even when you have an envelope loaded into the MP (manual feed) tray, pressing the Online button will not resume printing. You must press and hold down the ALT key while pressing the Form Feed/Continue key.

CAUSE

=====

By default, Windows NT will not select the manual feed tray for envelopes when printing on envelope size paper from any Windows application.

RESOLUTION

=====

Use the following steps to associate envelope size paper with the manual feed tray so that Windows NT will know to select the manual feed tray when envelopes are printed:

1. Start Windows NT Print Manager.
2. Bring the desired printer window to the front.
3. From the File menu, choose Properties.
4. Under the Source option, choose Manual Paper Feed.
5. Under the Name option, choose Envelope #10.
6. Choose OK.
7. Choose the OK button in the Properties window.

MORE INFORMATION

=====

Through Windows NT Print Manager, an administrator can assign

particular paper sizes to particular paper bins on the printer. For instance, the administrator can specify that all letter-size pages printed from an application come from the upper tray, no matter which tray the document is formatted for.

More information on forms and how to set them is available in the "Microsoft Windows NT System Guide," pages 201 through 202.

REFERENCES

=====

"Microsoft Windows NT System Guide," pages 187-189, 201-202

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c 6.00
w4wprint wm_word w_nt

F7 Does Not Spell Check the Entire Word for Windows Document

Article ID: Q65229

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

Pressing the F7 function key in Word for Windows versions 1.0, 1.1, and 1.1a does not perform exactly the same command as choosing Spelling from the Utilities menu.

In Word for Windows version 2.0, pressing the F7 key also differs from choosing Spelling from the Tools menu.

In Word for Windows version 2.0, pressing F7 checks only the current selection or the word closest to the insertion point, as in versions 1.0, 1.1, and 1.1a. However, after a single word has been checked, the message "XXXX" is spelled correctly. Do you want to continue checking the remainder of document?" appears. When a selection of text has been checked by pressing F7, the message "Word finished checking the selection. Do you want to continue checking the remainder of document?" appears.

Pressing the F7 key always gives you the option to continue checking the rest of the document.

If you choose Spelling from the Utilities menu in Word for Windows versions 1.x, Word performs a spelling check on the selected text only. If no text is selected, the entire document is spell checked.

If you choose Spelling from the Tools menu in Word for Windows version 2.0, only the selected text is spell checked. However, the option to continue checking the rest of the document appears after the selected text is checked. If no text is selected, choosing Tools Spelling runs the spelling check for the entire document.

Word for Windows 6.0

If the insertion point is on or near a word and you press F7 in Word for Windows 6.0 to spell check, the spell checker will flag the next word that it does not find in the dictionary. If you have a word selected that is spelled correctly, Word will display the message, "Word finished checking the selection. Do you want to continue checking the remainder of the document." If the word is misspelled and you press F7 while the misspelled word is selected Word will flag the word. After the user has performed a change or ignore on the word the message, "Word finished checking the selection. Do you want to continue checking the remainder of the document?".

REFERENCES

=====

"Microsoft Word for Windows User's Reference," page 334

Additional reference words: w4wproof 1.0 1.1 1.1a 1.00 1.10 1.10a 2.0
wm_word 2.00

Replaced Words Lose Revision Marks Using Spelling Checker

Article ID: Q69712

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

When misspelled words that have been marked for revision are replaced by the Spelling utility in Word for Windows, the correctly spelled word that is inserted will not be marked if Mark Revisions is no longer turned on.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

=====

Steps to Reproduce Problem

1. Open a new file in Word for Windows.
2. Type a few lines of text and choose Revision Marks from the Utilities menu.
3. Choose Mark Revisions and OK.
4. Type a few more lines of text in the document and misspell a word. Notice that new text is marked.
5. From the Utilities menu, choose Revision Marks menu and turn off Mark Revisions. Choose OK.
6. From the Utilities menu, choose Spelling and choose the Start button. When the misspelled word appears, choose Suggest and OK.

Notice the replaced word is no longer marked. Replaced words lose their revision marks.

REFERENCES

=====

"Microsoft Word for Windows User's Reference," pages 294, 295

Additional reference words: w4wproof 1.00 1.10 1.10a speller check
2.0 2.00

Highlight Removed with CTRL+ESC When Checking Spelling
Article ID: Q69948

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

When checking the spelling of a single word in Word for Windows, switching to the Task List in Windows 3.00 causes the highlight to disappear even though the word's spelling may still be checked.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

=====

Steps to Reproduce Problem

1. Enter a misspelled word in a Word for Windows document.
2. Highlight the word.
3. If you are using Word for Windows 1.00, 1.10 or 1.10a, choose Spelling from the Utilities menu and select Start.

If you are using Word for Windows 2.0, choose Spelling from the Tools menu.

4. Press CTRL+ESC to bring up the Task List in Window 3.00.
5. Return to Word by clicking the Word for Windows icon with the mouse or choosing it from the Task List.

Notice the word is no longer highlighted. However, this does not affect Spelling functionality. If you continue with the Spelling dialog box, any selected button (for example, Ignore, Cancel) will apply to the misspelled word.

REFERENCES

=====

"Microsoft Word for Windows User's Reference," pages 331-334.

Additional reference words: w4wproof 1.0 1.1 1.1a 1.00 1.10 1.10a 2.0
2.00

Word: Hidden Paragraph Mark Not Ignored with F7 Spelling Check
Article ID: Q77148

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

SYMPTOMS

=====

If two words are separated by a hidden paragraph mark and hidden text is not displaying in Microsoft Word for Windows, the paragraph mark will not be ignored if the insertion point is in the first or second word and F7 is pressed to check the spelling of the combined word. Only the first word before the hidden paragraph mark will be checked. If the combined word is an incorrect spelling, the word will not be flagged as incorrect if the F7 key is used.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

=====

The F7 key can be used to check the spelling of a single word. If two words are separated by hidden text such as punctuation, line breaks, or fields, the hidden text will be ignored if F7 is used to check the spelling of the combined word unless the hidden text is a paragraph mark.

The paragraph mark will be ignored in Word for Windows versions 1.0, 1.1, and 1.1a if you use the Spelling command on the Utilities menu and in Word for Windows version 2.0 if you use the Spelling command on the Tools menu to check the spelling of the combined word.

Steps to Reproduce Problem in Word for Windows Versions 1.x

1. Type "hidden" and press ENTER.
2. Type "text" on the new line.
3. Select the paragraph mark after "hidden" and format it as hidden (press CTRL+H).

4. From the View menu, choose Preferences and clear the Hidden Text and Show All check boxes.
5. Position the insertion point in front of the "x" in "text".
6. Press F7.

Steps to Reproduce Problem in Word for Windows version 2.0

1. Type "hidden" and press ENTER.
2. Type "text" on the new line.
3. Select the paragraph mark after "hidden" and format it as hidden (press CTRL+H).
4. From the Tools menu, choose Options and select the View icon.
5. Under Nonprinting Characters, clear the Hidden Text and All check boxes.
6. Position the insertion point in front of the "x" in "text".
7. Press F7.

REFERENCES

=====

"Microsoft Word for Windows User's Reference," version 1.0, pages 331-334.

Additional reference words: w4wproof 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b

Grammar Check Feature Also Flags Spelling Errors in WinWord
Article ID: Q77951

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

SUMMARY

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By default, the grammar checking feature in Microsoft Word for Windows checks for spelling errors as well as grammatical errors.

MORE INFORMATION

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Checking for spelling errors during the grammatical proofing is an option you can disable. To do this, follow the steps below:

Word for Windows 6.0

1. From the Tools menu, choose Options.
2. Choose the Grammar Tab.
3. Clear the "Check Spelling" check box option.
4. Choose the OK button to exit the Options dialog box.

Word for Windows 2.x

1. From the Tools menu, choose Options.
2. From the Category box, select Grammar.
3. Choose the Customize Settings button.
4. In the Grammar box, clear the Spelling Errors check box.
5. Choose the OK button.
6. Choose the OK button again to exit the Options dialog box.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," pages 289, 734-735

Additional reference words: flag deselect de-select un-check w4wproof

wm_word 2.00 2.00a 2.00a-CD 2.00b 2.00c 6.00

WinWord 1.x Doesn't Flag Words Containing Numbers as Incorrect
Article ID: Q78227

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

Microsoft Word for Windows version 1.x does not indicate that a word is misspelled if it contains a number. Word for Windows version 2.0 and 6.0 do not flag combinations of numbers that contain only one letter, such as 3a or 40K; however, it considers words that include at least one number and more than one letter to be misspelled.

More Information:

You can illustrate this difference with the following procedures:

Word for Windows version 2.0 and 6.0

1. Type the misspelled word "eve4" (without the quotation marks).
2. From the Tools menu, choose Spelling or choose the spell checker button from the Toolbar or press F7.

Word for Windows flags the word as misspelled.

Word for Windows version 1.x

1. Type the misspelled word "eve4" (without the quotation marks).
2. From the Utilities menu, choose Spelling.

Word for Windows does not flag the word as misspelled.

Reference(s):

"Microsoft Word for Windows User's Reference," pages 331-334
"Microsoft Word for Windows User's Guide," pages 277-281

Additional reference words: w4wproof 1.0 1.1 1.1a 1.00 1.10 1.10a 2.00
wm_word 6.00

Words in WinWord Exclude Dictionary Not Flagged as Incorrect
Article ID: Q78340

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

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In Microsoft Word for Windows, you can create an Exclude dictionary to contain words that you want the spelling checker to flag as incorrect even though the words are not normally considered misspelled.

MORE INFORMATION

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Words contained in an Exclude dictionary should be flagged as misspelled in Word for Windows documents when you run the spelling checker. The following are reasons why a word in an Exclude dictionary may not be flagged as incorrect:

- The Exclude dictionary is in a different directory than the main dictionary.
- The Exclude dictionary does not have an .EXC extension and the same filename as the main dictionary. For example, if the main dictionary is SP_AM.LEX, the Exclude dictionary must be SP_AM.EXC.

Versions 2.00 and 2.00a Only

- The word is contained in both an Exclude and a custom dictionary. After Word for Windows checks the Exclude dictionary, it checks the custom dictionary. If Word for Windows finds the word in both dictionaries, it considers the word to be spelled correctly.

Note: This information does not pertain to Word for Windows versions 2.00a-cd, 2.00b, and 2.00c. These versions will exclude a word that is contained in the Exclude dictionary even if the word is found in the custom dictionary.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," page 283

Additional reference words: w4wproof 2.00 wrong 6.00 wm_word

WinWord Thesaurus Only Checks First Word in Delimited String
Article ID: Q79179

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

SUMMARY

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The thesaurus in Microsoft Word for Windows checks the first word of any string of words separated by delimiters. A delimiter is defined as any character used to bridge one or more words together so that no spaces exist between the individual words. Common delimiters include the following characters:

/ \ * , : ; . & # @ () [] { }

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

=====

Steps to Reproduce Problem

1. In a new document, type the following lines of text:

Light/Dark/Night/Day

Light,Dark,Night,Day

Light Dark Night Day

2. Position the insertion point on the first occurrence of the word "Day."
3. From the Tools menu, select Thesaurus. The Thesaurus checks the word "Light" instead of the word "Day."
4. Repeat steps 2 and 3 for each line of text.

5. The Thesaurus command only checks the correct word for the line with spaces separating the words.

To work around this problem, separate the words with a space, run Thesaurus, and then remove the space.

Additional reference words: w4wproof 2.00 lists utility 6.00 wm_word

WinWord: No Proofing Highlighted if Two Languages Are Selected
Article ID: Q79482

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, if you select a section of text that contains formatting for two or more languages and choose Language from the Format menu, the Mark Selected Text As box highlights No Proofing as the default option.

More Information:

The language names should be unavailable to indicate that more than one language is contained in the selected text. If you unintentionally select the No Proofing option, the selected text will not be checked if you subsequently run the Spelling or Grammar commands.

Steps to Reproduce Problem

1. Open a new document, and type two words.
2. Select the first word. From the Format menu, choose Language, select a language, and choose the OK button. Repeat this process with the second word, but format the second word with a different language.

In Word for Windows 6.0 choose Language from the Tools menu.

3. Select both words.
4. From the Format menu (Tools menu in Word 6.0), choose Language.

The No Proofing option is highlighted in the Mark Selected Text As box.

NOTE: In Word for Windows 6.0, none of the language options are selected by default to represent the fact that there is more than one language format selected in the highlighted text.

Additional reference words: w4wproof 2.00 grayed greyed dimmed wm_word

Number of Words in WinWord 2.0 Spelling Checker and Thesaurus
Article ID: Q80136

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows version 2.0, the United States English main dictionary, which is used by the spelling checker, contains 104,000 words. The United States English thesaurus contains 24,000 key words and 200,000 synonyms.

In Word version 6.0, the Main dictionary contains 106,000 words. The Thesaurus has 44,000 key words and 458,000 synonyms.

Additional reference words: 6.00 w4wproof 2.00 2.00a 2.00a-CD 2.00b 2.00c

WinWord: 546-Character Limit in the Grammar Command
Article ID: Q80426

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, the Grammar command checks the grammatical structure of the first 110 words (based on 5 characters per word) or 546 characters per sentence. Any grammatical errors occurring after the 546 character limit are ignored.

Steps to Reproduce Problem

1. From the File menu, choose New, and choose the OK button.
2. Type a sentence with more than 546 characters, and include a grammatical error.
3. From the Tools menu, choose Grammar.

The Grammar command only selects the first 546 characters. Below the suggestions box in the Grammar dialog box, the following comment appears:

Sentence was too long to process for grammatical structure.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 285-6

Additional reference words: 2.00 w4wproof wm_word

Spell Checker Does not Recognize French Contraction

Article ID: Q81100

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

SYMPTOMS

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In Microsoft Word for Windows version 2.0, the spell checker will not recognize the French contraction "si".

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

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Steps to Reproduce Problem

1. Type "s'il vous s'elle" (without the quotation marks).
2. Select this text.
3. From the Format menu, choose Language, and select French.
4. From the Tools menu, choose Spelling.

Results: The spell checker does not recognize "s'il" or "s'elle".

The spell checker should recognize these two contractions as it does others. The following reflexive verbs followed by words beginning with vowels are recognized as valid contractions by the spell checker: se, sa, ma, me, ta, te, ce, le, la. The prepositions ne and de are also recognized.

Additional reference words: w4wproof 2.00

WinWord: Spelling Checker Does Not Ignore Words in Uppercase
Article ID: Q81747

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Microsoft Word for Windows' spelling checker does not ignore repeated words entered as all uppercase letters, even if the Ignore Words In UPPERCASE option is selected. The spelling checker flags all repeated words, regardless of case.

This behavior is by design. Words entered in all uppercase letters are not checked for spelling if the Ignore Words In UPPERCASE option is selected, but all words are checked to determine if they are repeated words.

Note: Words entered in lowercase letters, or a combination of uppercase and lowercase letters, and formatted with All Caps or Small Caps character formatting are not considered to be in uppercase. Uppercase words are those words that are entered as all uppercase letters or changed to all uppercase letters using the Change Case key combination (SHIFT+F3).

REFERENCES

=====

"Microsoft Word for Windows User's Guide", version 2.0, pages 151, 280-281, 733

Additional reference words: w4wproof 2.00 2.00a 2.00a-CD 2.00b 2.00c 6.00 wm_word capitals

Corruption with Macro Run on ToolsGrammar and ToolsSpelling
Article ID: Q82251

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

SUMMARY

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If you run a macro that calls a modeless dialog box such as ToolsSpelling or ToolsGrammar in Microsoft Word for Windows unexpected results occur if you use ToolsMacro to run the command rather than calling the command directly.

MORE INFORMATION

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A modeless dialog box is one that you can activate and switch away from by clicking another active window. For example, you can click your document to switch away from the dialog box. The Spelling and Grammar commands have this type of dialog box.

A modal dialog box is a one that requires you to choose the OK or Cancel button to close the dialog box before you can switch to another action, window, or dialog box.

WORKAROUND

=====

To avoid any unexpected results when calling a modeless dialog box, use the command directly. In a macro, use the ToolsSpelling and ToolsGrammar commands rather than ToolsMacro "ToolsSpelling" or ToolsMacro "ToolsGrammar."

Steps to Reproduce Problem

1. In a new document, type "This is an sentence." (without the quotation marks).
2. Create and run the following macro:

```
Sub MAIN
SendKeys "%c"
ToolsMacro .Name = "ToolsGrammar", .Run, .Show = 0
Insert "yo"
End Sub
```

The document becomes corrupt. The text reads "Thisis," but the cursor cannot go past the second letter. You cannot select the entire document.

Note: This behavior occur on the first try.

It is expected that the word "an" should be replaced with "a," and the selection should not be altered. The "yo" should not be inserted until after the dialog box has been exited. The problem is that "yo" is inserted underneath the dialog box before the change is made, but the dialog box does not lose the focus. This problem occurs with any modeless dialog box.

Any macro that uses ToolsMacro .Run on a modeless dialog box (ToolsSpelling, ToolsGrammar) will experience similar problems.

Additional reference words: w4wproof w4wmacro 2.00 2.00a 2.00a-CD
wm_word 2.00b

Using Other Word Dictionaries with Word for Windows 2.0

Article ID: Q83070

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

Word for Windows 6.0

Microsoft Word version 6.0 for Windows cannot use the Word version 1.x for Windows dictionary or the Microsoft Word for MS-DOS dictionary. If you try to use one of these dictionaries in Word version 6.0 for Windows, one of the following error messages will be displayed:

C:\WINWORD\LEX-AM.DLL is not a valid Spelling dll.

-or-

Word Cannot Start The Speller

Word for Windows 2.x

Microsoft Word version 2.0 for Windows cannot use the Word version 1.x for Windows dictionary or the Microsoft Word for MS-DOS dictionary. If you try to use one of these dictionaries in Word version 2.0 for Windows, one of the following error messages will be displayed:

Word cannot open the spelling file
C:\WINWORD\SP_AM.LEX for English (US)

-or-

Word Cannot Start The Speller

More Information:

Word version 1.x for Windows can use the Word for MS-DOS English, British, legal, and medical dictionaries. Word version 1.x for Windows cannot use the Word version 2.0 or 6.0 for Windows dictionary. If you try to use the version 2.0 or 6.0 dictionary in version 1.x, the error message "Out of local memory" will be displayed.

English dictionary files for Word version 5.5 for MS-DOS and Word version 1.1a for Windows are titled as follows:

Word 5.5 for MS-DOS: SPELL-AM.LEX
Word 1.1a for Windows: LEX-AM.DLL

Reference(s) :

"Microsoft Word for Windows User's Guide," version 2.0, pages 275-283

Additional reference words: w4wproof spell proof proofing
tools tool bar toolbar 2.00 2.00a 2.00a-CD 2.00b 2.00c 6.0

Spelling Checker Doesn't Suggest Replacing "i" with "I"

Article ID: Q84271

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, the spelling checker and the grammar checker do not suggest changing a lowercase "i" to an uppercase "I" when "i" is used as a word.

More Information:

Workaround

You can use the Edit Replace command to find all occurrences of " i " and replace those words with " I ." Be sure to type a space (press SPACEBAR) before and after the lowercase "i" and the uppercase "I" to avoid replacing lowercase "i" characters that are found within words.

Steps to Reproduce Problem

1. Type the following sentence in a Word for Windows document:

How may i help you?

2. From the Tools menu, choose Spelling. (In Word for Windows version 1.x, choose Spelling from the Utilities menu).

The spelling checker indicates that the spell check is complete without suggesting that the lowercase "i" be replaced with an uppercase "I."

Note: The Word for Windows version 2.0 Grammar command also does not suggest this replacement even if the Spelling Errors option is selected.

Microsoft has confirmed this to be a problem in Word for Windows versions. Word for Windows version 6.0 is now able to correct this problem through the use of the Auto Correct feature. For more information on how to use the Auto Correct feature please see your Word for Windows User's Guide documentation. This feature will allow users to create an Auto Correct feature that will automatically change the "i" with an "I" by adding this as one of the Auto Correct features.

Additional reference words: w4wproof 1.00 1.10 1.10a 2.00 2.00a wm_word speller 2.0b 2.0a-CD 2.00b 2.00a-CD 6.0

WinWord: Problems Checking Words with Mixed Capitalization
Article ID: Q84537

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

SYMPTOMS

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In Microsoft Word for Windows, the Ignore All, Change, and Change All buttons in the Spelling dialog box work incorrectly for words containing mixed capitalization.

MORE INFORMATION

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The following example illustrates the problems associated with using the Spelling command on words with mixed capitalization:

1. In a Word for Windows document, type the following:

fLap 1
fLap 2
fLap 3
fLap 4
flap

2. From the Tools menu, choose Spelling.

When you run the spelling checker, the first instance of "fLap" is flagged as a capitalization error. The spelling checker suggests "flap" in the Change To box. The chart below lists the results of choosing the Ignore, Ignore All, Change, and Change All buttons.

| Button | Result |
|------------|--|
| ----- | ----- |
| Ignore | Correctly finds the next occurrence of "fLap" and identifies it as a capitalization error. |
| Ignore All | Incorrectly flags "flap" as a capitalization error and suggests "fLap" in the Change To box. |
| Change | Correctly changes the first occurrence of "fLap" and incorrectly identifies the next occurrence of "fLap" as "Not in Dictionary" (it should be flagged as a capitalization error). |
| Change All | Correctly changes the first occurrence of "fLap" and incorrectly skips over all other occurrences |

of "fLap" without changing them. (This problem does not occur in Word for Windows 6.0)

STATUS

=====

Microsoft has confirmed this to be a problem in Microsoft Word for Windows. We are researching this problem and will post new information here as it becomes available.

Workaround

To work around this problem, use the Replace command to change all occurrences of a word containing mixed capitalization. Be sure the Match Case and Match Whole Word Only check boxes are selected.

REFERENCES

=====

"Microsoft Word for Windows Users Guide," version 2.0, pages 255, 260-261, 275-283

Additional reference words: w4wproof 6.00 2.00 2.00a speller checking wm_word skips find missed capitalize capitalized uppercase upper case match

Spelling Checker Does Not Ignore Repeated Words with Numbers

Article ID: Q85200

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

SYMPTOMS

=====

Even if the Words With Numbers check box is selected under Ignore in the Options dialog box, the spelling checker does not ignore repeated words that contain numbers. In Microsoft Word versions 2.0 and 2.0a for Windows, the spelling checker flags all repeated words, regardless of their content. This behavior is by design.

MORE INFORMATION

=====

If the Words With Numbers check box is selected, Word for Windows does not flag the first word in a pair of words containing numbers. Word for Windows DOES flag the second word in the pair as a repeated word. The Words With Numbers option does not affect how Word flags repeated words.

For example, if a document contains "HP3D HP3D" and you select the Words With Numbers check box, the spelling checker ignores the first occurrence of "HP3D"; however, it flags the second occurrence of "HP3D" because it is a repeated word.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, 280-281, 733

Additional reference words: w4wproof proofing tools wm_word
speller spell checking tool bar toolbar 2.00 2.00a 2.00a-CD 2.00b
2.00c

WinWord: Spelling Checker Updates Fields in Headers & Footers
Article ID: Q85456

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

SYMPTOMS

=====

If you perform a spell check in a Microsoft Word for Windows document that contains headers and/or footers, any fields in the headers and/or footers will be updated.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

=====

Steps to Reproduce Problem

1. From the View menu, choose Header/Footer. Select Header, and choose the OK button to open the header pane.
2. Press CTRL+F9 to insert the braces (field characters), and type the following within the braces:

fillin "What is your name?"

3. If the header/footer bar is being displayed, choose the Close button to close the header pane.
4. In the body of the document, type the following:

This is a test.

5. From the Tools menu, choose Spelling.

The FILLIN field in the header is updated, which causes a dialog box asking for your name to appear.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 277,
573, 752

Additional reference words: w4wproof 2.00 2.00a w4wfield speller
spelling check checker 2.0b 2.0a-CD 2.00b 2.00a-CD

Words Beginning or Ending with "#" in Custom Dictionary
Article ID: Q86033

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

If you add a word that begins or ends with the number sign character (#) to the custom dictionary in version 2.0 or 2.0a of Microsoft Word for Windows, the word will not be recognized when you choose Spelling from the Tools menu; Word will still flag the word as misspelled.

More Information:

When you run the spelling checker in a document and add a word to the custom dictionary, Word should no longer flag that word as incorrect. If you add a word that begins with a number sign to the custom dictionary, the word will be successfully added to the dictionary. However, when you run the spelling checker on this word, Word will continue to flag the word as misspelled, as if the word is not in the custom dictionary.

Also, if you add a word that begins or ends with a number sign to the custom dictionary, Word will ignore subsequent occurrences of the word. If you run the spelling checker a second time, every occurrence of the word will be flagged as incorrect unless you choose the Ignore All button.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 277, 281-283

Additional reference words: w4wproof speller proofing tools grammar
wm_word pound sign 2.00 2.00a 2.00a-CD 2.00b 6.00

WinWord: Deleting Words from Custom Dictionaries

Article ID: Q86557

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, you can customize the spelling dictionary by adding words not contained in the main dictionary. Added words are stored in a text file with the default filename CUSTOM.DIC in the WINDOWS\MSAPPS\PROOF directory.

More Information:

Word for Windows 6.0

Deleting words from custom dictionaries has been made even easier in Word for Windows 6.0. From the Tools menu, choose Options. Choose the Spelling tab. Choose the custom dictionary you want to edit and then choose the edit button. The custom dictionary file will automatically appear in a word document. Remove/add the desired word to the dictionary file and then choose Save from the File menu.

Adding other custom dictionaries is easy. From the Tools menu, choose Options. Choose the Spelling tab. Choose the Add button in the custom dictionary section. You can name your custom dictionary any name with any extension you'd like. The only restriction is that you stay with the 8.3 DOS naming convention.

Word for Windows 2.x

To delete words from the CUSTOM.DIC file, open the file with a text editor, such as Microsoft Windows Notepad, and locate the word you want to delete. Delete the word as you would any text, then save the CUSTOM.DIC file. The spelling checker will no longer reference the word.

Adding other custom dictionaries is easy. From the Tools menu, choose Options. Under Category, select Spelling. Under Custom Dictionaries, choose the Add button. Type a name for the dictionary in the Add Dictionary dialog box, then choose the OK button.

You can remove words from any custom dictionary with the process outlined for CUSTOM.DIC.

Additional reference words: w4wproof 2.00 2.00a 2.00a-CD wm_word 2.00b 2.00c entry entries

With Insertion Point Between Words, Repeated Words Not Flagged
Article ID: Q87108

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

In Microsoft Word for Windows, the spelling checker ignores repeated words if you run the Spelling command when the insertion point is positioned directly to the left of the second instance of the repeated word.

STATUS

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Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. We are researching this problem, and will most more information here in the Microsoft Knowledge Base as it becomes available.

MORE INFORMATION

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Workaround

To avoid this problem, position the insertion point at the beginning of the document before you choose the Spelling command. If the insertion point is not positioned directly to the left of the second instance of a repeated word, the spelling checker does flag repeated words.

Steps to Reproduce Problem

1. Open a new file in Word for Windows.
2. Type the following text:

repeated words not not flagged
3. Position the insertion point directly to the left of the letter "n" in the second instance of the word "not."
4. From the Tools (Utilities in version 1.x) menu, choose Spelling.
5. Choose the Yes button when you are prompted to continue checking at the beginning of the document.

The spelling checker does not flag the repeated word.

Note: There must be a space between the repeated words "not" and "not." You must position the insertion point right next to the letter "n" of the second instance of "not" to reproduce this problem. If the space between the two words is between the insertion point and the second instance of "not," the spelling checker operates correctly.

Additional reference words: w4wproof 1.00 1.10 1.10a 2.00 2.00a cursor
wm_word repetition 2.00a-CD 2.00b 6.00

Misspelled Words Not Selected in Footer by Spelling Checker
Article ID: Q87295

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

When the Microsoft Word for Windows spelling checker is launched using a WordBasic macro, it does not select words it flags as misspelled in the header or footer text.

However, if you run the spelling checker by choosing Spelling from the Tools menu, it will select the flagged word in the header or footer as expected.

This problem was corrected in Word version 6.0 for Windows.

More Information:

When you run the spelling checker as part of a WordBasic macro, it finds unrecognized words, displays the word in the Spelling dialog box, and displays the header or footer window that contains the unrecognized word, but it does NOT select the unrecognized word.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 275-278

Additional reference words: w4wproof 2.00 2.00a 2.00a-CD 2.00b
w4wmacro

Cancel Button Returns to Grammar Checker from Spelling Checker
Article ID: Q87302

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

SYMPTOMS

=====

In Microsoft Word for Windows, if the grammar checker calls the spelling checker and you choose the Cancel button in the Spelling dialog box, the grammar checker resumes. Word for Windows does not return to the document at this point because the spelling checker is running secondary to the grammar checker.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

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If the Spelling Errors grammar option is selected, Word for Windows checks the spelling for each sentence before it checks the grammar. If the spelling checker dialog box appears and you choose the Cancel button, Word for Windows only cancels the spelling checker dialog box, not the entire grammar checking operation.

To disable the Spelling Errors option for the grammar checker, do the following:

1. From the Tools menu, choose Options. From the Category list, select Grammar. Choose the Customize Settings button.
2. In the Grammar box, deselect the Spelling Errors option and choose the OK button twice.

REFERENCES

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"Microsoft Word for Windows User's Guide," version 2.0, pages 289, 734-735

Additional reference words: w4wproof

Spelling Checker Incorrectly Flags Second Instance of Word
Article ID: Q87315

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, and 2.0b
 - Microsoft Windows operating system versions 3.0, 3.0a, and 3.1
-

Summary:

The spelling checker in Microsoft Word for Windows incorrectly flags a second instance of a word as a repeated word if

) .

follows the first instance of the word. The spelling checker does not recognize the period (.) as a separator in the first sentence if the period is preceded by a parenthesis. For example:

...(file). File ...

If you delete the closing parenthesis, the spelling checker does not flag the second instance of "file" as a repeated word. For example:

...file. File ...

This functionality was changed in Word version 6.0 for Windows.

More Information:

The period is not a word delimiter for spell checking. This is because several languages use periods in the middle of words. For example, the Italian abbreviation for Mrs. for instance is Sig.ra. Parenthesis, on the other hand, are delimiters.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 275-278

Additional reference words: w4wproof
2.00 2.00a 2.00a-cd speller spell 2.00b

Grammar Checker Incorrectly Flags "Well-Established"

Article ID: Q87316

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0, 3.0a, and 3.1
-

SYMPTOMS

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In Microsoft Word for Windows, if you run the grammar checker on a sentence that contains the hyphenated phrase "well-established," the grammar checker flags this phrase as incorrect. The following grammar checker message appears in the Suggestions box:

Consider well-established instead of the hyphenated form.

If you choose the Change button, the grammar checker replaces "well-established" with "well-established," which causes the same suggestion to appear again in an infinite loop.

The grammar checker should suggest "well established," which is the unhyphenated form of the phrase.

Note: To see this feature function correctly, run the grammar checker on a sentence that contains "poorly-established".

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

REFERENCES

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"Microsoft Word for Windows User's Guide," version 2.0, pages 284-287, 733-735

Additional reference words: 2.00 2.00a 2.00a-cd hyphen w4wproof

All Caps Character Formatting Ignored By Spelling Checker

Article ID: Q87569

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

SYMPTOMS

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In Microsoft Word for Windows, if you type a word with incorrect capitalization (such as "tHis") and then format the word for All Caps character formatting by choosing Character from the Format menu or by pressing CTRL+A (so that the word appears as "THIS"), the Spelling command flags the original word as misspelled. The spelling checker does not recognize the All Caps character formatting; therefore, the word is flagged as if All Caps character formatting had not been applied.

This problem does not occur if you press SHIFT+F3 to change the case of the word to all capital letters.

STATUS

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Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

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WORKAROUND

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Use the SHIFT+F3 key combination to change the case of a word to all capital letters. For more information on SHIFT+F3, refer to page 151 of the "Microsoft Word for Windows User's Guide."

Steps to Reproduce Problem

1. In a Word for Windows document, type "tHis" (without the quotation marks).

2. From the Tools menu, choose Spelling. Notice that the spelling checker flags "tHis" for improper capitalization.
3. Select "tHis" and press CTRL+A to apply All Caps character formatting. The word should appear as "THIS."
4. From the Tools menu, choose Spelling. Notice that the spelling checker flags "tHis" for improper capitalization as if you had not applied the All Caps character formatting.

REFERENCES

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"Microsoft Word for Windows User's Guide," version 2.0, page 151

Additional reference words: w4wproof 2.00 2.00a 2.00a-cd speller
checking wrong checked w4wfont ignored 2.00b

Infinite Loop Spell Checking "RE: Testt" Using Grammar Checker

Article ID: Q88372

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, if you type the text string "RE: Testt" in response to a FILLIN or ASK field prompt and a pound sign (#) is directly to the right of the field, when you run the Grammar command with the Spelling Errors check box selected, the string "Testt#" is flagged as a misspelled word. If you choose the Ignore All button, Word for Windows becomes caught in a hanging loop; you must press CTRL+ALT+DEL to exit this loop.

Microsoft has confirmed this to be a problem in versions 2.0, 2.0a, and 2.0a-CD of Word for Windows. This problem was corrected in Word for Windows version 6.0.

More Information:

This problem does not occur if you choose the Add button or the Change button. Also, if you delete the text "RE:" or the pound sign, the loop does not occur. You can also avoid this problem by clearing the Spelling Errors check box in the Customize Grammar Settings dialog box.

Note: The spelling checker in Word for Windows, which is activated by choosing Spelling from the Tools menu, does not cause this problem.

Steps to Reproduce Problem

1. From the Insert menu, choose Field. Under Insert Field Type, select Fill-in, type a prompt, and choose the OK button.
2. Select the FILLIN field and press F9 to update the field. In the dialog box, type "RE: Testt" (without the quotation marks), and choose the OK button.
3. Type "#" (without the quotation marks) immediately after the FILLIN field. The field should appear as follows:

```
{fillin "Enter Text"}#
```

Note: If you clear the View Field Codes command, the line appears as follows:

```
RE: Testt#
```

4. From the Tools menu, choose Options. Under Category, select

Grammar, then choose the Customize Settings button. Under Grammar, select the Spelling Errors check box, then choose the OK button.

5. From the Tools menu, choose Grammar. When the grammar checker flags "Testt#," choose the Ignore All button.

"Microsoft Word for Windows User's Guide for version 2.0", pages 284-286, 472-475, 484-486, 648, 651-652, 752

Additional reference words: w4wproof 2.00 2.00a 2.00a-CD speller hang hangs crash hung stop stops w4wfield locks lock locked reboot soft boot infinite

Word Err Msg: The <Proofing Tool> Is in Use
Article ID: Q89545

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

One of the following error messages may occur in Word for Windows when you run the spelling checker, thesaurus, hyphenator, or grammar checker:

| Error Message | Error Message Number |
|---------------------------------|----------------------|
| The spelling checker is in use. | 1255 |
| The thesaurus is in use. | 1311 |
| The hyphenator is in use. | 1343 |
| The grammar checker is in use. | 1289 |

These error messages occur if the proofing tool is running in another instance of Word for Windows. They also occur if you used the proofing tool in a previous Word for Windows session at the time when an unrecoverable application error (UAE) or general protection (GP) fault occurred.

More Information:

When you run one of the proofing tools, Word for Windows reads the appropriate .DLL file into memory and creates a temporary (.TMP) file on the hard drive. When the proofing operation is completed, Word for Windows erases the .TMP file and removes the .DLL from memory. If a fatal application error occurs and you restart Word for Windows without exiting and restarting Windows, the .DLL file remains in memory and Word for Windows assumes the proofing tool is already running.

To eliminate the error message after a UAE or GP fault occurs, quit Windows to clear the .DLL file from memory. If the error message persists after you restart Windows and Word for Windows, exit Windows again and delete all .TMP files from your hard drive.

Word for Windows 6.0

The above error messages will only appear for the grammar checker and the thesaurus in Word for Windows version 6.0. This is because the grammar checker and the thesaurus are not shared tools which other programs can access. The spell checker and the hyphenator are shared utilities which can be accessed by other programs therefore, allowing for multiple instances to run at the same time.

Additional reference words: w4wproof 2.00 2.00a 2.00a-CD 2.00b 6.00 wm_word
hyphenate tools win31

WinWord Err Msg: Text Formatted with No Proofing Was Skipped
Article ID: Q89646

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Windows, if part or all of your document is formatted with no language reference, when you run either the Spell Checker or the Grammar Checker, you receive the following message:

The Spelling Check is complete.
Text formatted with (no proofing) was skipped.

In order to use the Spell Checker, a language must be specified. Word for Windows uses the default language unless you specifically format part or all of your document with no language. Word for Windows skips any text formatted in this way, since it does not have a language to check against.

Steps to Reproduce Problem

1. In a new Word document, type some misspelled text.
2. From the Edit menu, choose Select All to select the text.
3. From the Format menu, choose Language.
4. In the Mark Selected Text As list box, select the [no proofing] option.
5. In your test document, press the HOME key to position the cursor at the beginning of the sentence.
6. From the Tools menu, choose Spelling to start the spelling checker.

You receive the message:

The Spelling Check is complete.
Text formatted with (no proofing) was skipped.

Note: You won't receive this message unless you select the text. If you simply choose [no proofing] from the Language dialog box with no text selected, and then run the Spell or Grammar Checker, Word for Windows defaults to your original language.

To correct this paragraph formatting

1. Select any paragraphs in your documents formatted as [no proofing], or from the Edit menu, choose Select All to select your entire document.
2. From the Format menu, choose Language, and then select English (US).
3. Run the Spell Checker again.

The misspelled words will be correctly flagged.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 295-296

Additional reference words: w4wproof 2.00 2.00a 2.00a-cd 2.00b wm_word
speller errmsg err msg error 6.00

Grammar Checker Gives Wrong Suggestion for "-ize" Suffix
Article ID: Q90510

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

If the grammar checker flags a misspelled word ending in "ize" (such as "reallize") when the Spelling Errors and the Jargon Words options are selected in the Customize Grammar Settings dialog box, you may receive the following error message:

Avoid jargon words like <word>.

This error message is displayed incorrectly. The grammar checker should really flag this word as misspelled.

Note: If the grammar checker first flags a different misspelled word, it correctly flags the word ending in "ize" as a misspelled word.

Microsoft has confirmed this to be a problem in Microsoft Word for Windows versions 2.x. This problem was corrected in Word for Windows version 6.0. To obtain new or updated Microsoft products, call Microsoft Consumer Sales at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661

More Information:

To avoid the incorrect error message, clear the Jargon Words option in the Customize Grammar Settings dialog box:

1. From the Tools menu, choose Options. Select the Grammar category and choose the Customize Settings button.
2. In the Grammar box, clear the Jargon Words option and choose the OK button twice.

Steps to Reproduce Problem

1. Type the following sentence in a new Word for Windows document:

I did not reallize I made a mistake.

2. From the Tools menu, choose Options. Select the Grammar category and choose the Customize Settings button.
3. In the Grammar box, select the Jargon Words and Spelling Errors

options and choose the OK button twice.

4. From the Tools menu, choose Grammar. The grammar checker flags the misspelled word "reallize" and displays the following suggestion:

Avoid jargon words like reallize.

4. Choose the Cancel button in the Grammar dialog box.
5. In the sentence you typed in step 1 above, change the word "did" to "didd" (without the quotation marks).
6. From the Tools menu, choose Grammar. The grammar checker flags the word "didd" as a misspelled word. Choose the Change button. The grammar checker now correctly flags "reallize" as a misspelled word.

Additional reference words: w4wother w4wproof proofing tools
checking 2.00 2.00a 2.00a-CD 2.00b 2.00c

Spelling Checker Does Not Suggest from Custom Dictionary

Article ID: Q90512

The information in this article applies to:

- Microsoft Word for Windows version 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

SYMPTOMS

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The spelling checker in Word for Windows version 2.0c does not routinely display suggestions from your custom dictionary when it flags a misspelled word. Word for Windows lists suggestions from the custom dictionary only if you add a wildcard character to the word in the Change To box.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

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The following is an example of how you can use wildcard characters (* or ?) to display suggestions from your custom dictionary.

1. Type the word "coz" (without the quotation marks) in a Word for Windows document. Select the word. From the Tools menu, choose Spelling.
2. The spelling checker flags this word as misspelled. Choose the Add button to place this word in the active custom dictionary.
3. Type the word "cozz" (without the quotation marks). Select the word and choose Spelling from the Tools menu. Note that the word "coz" does not appear in the Change To box.
4. In the Change To box, type "coz*" (without the quotation marks). Choose the Suggest button. The word "coz" appears at the bottom of the Change To list. The word is not in alphabetical order because the spelling checker adds words from the custom dictionary to the bottom of the list.

Using Wildcard Characters with the Spelling Checker

You can use wildcard characters (* or ?) to specify any single character or group of characters. This method broadens the list of suggestions in the Change To box. For example, if you do not know if "surprise" or "surprize" is correct, type "surpri?e" (without the quotation marks) in the Change To box and choose the Suggest button. If you type "Occur*" (without the quotation marks) Word for Windows suggests all words that begin with "occur".

REFERENCES

=====

"Microsoft Word for Windows User's Guide," for version 2.0, pages 275-283

Additional reference words: w4wproof missing not listed incomplete
2.00b 2.00c

Spelling Checker Does Not Recognize Table Cell as Delimiter
Article ID: Q91173

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

SYMPTOMS

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The Microsoft Word for Windows spelling checker does not recognize table cell separators as delimiters. If adjacent table cells contain the same word or a decimal number, the Spelling command flags the second word as a repeated word.

STATUS

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Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

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For example, the spelling checker flags the occurrences below because there is no period or comma between the two numbers or words.

| | | |
|-------|-----|--|
| 6.0 | 6.0 | |
| ----- | | |
| red | red | |

WORKAROUND

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To work around this behavior, you can apply No Proofing Language formatting to your table, which causes the spelling checker to ignore the table. To do this, use the following steps:

1. From the Table menu, choose Select Table.
2. From the Format menu, choose Language.
3. In the Mark Selected Text As box, select (no proofing), then choose

the OK button.

Additional reference words: w4wproof 2.00 2.00a 2.00a-CD 2.00b Table
Speller w4wtable checking spell check repeated skip

Add Button Unavailable in the Spelling Dialog Box

Article ID: Q94087

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, the Add button in the Spelling dialog box is unavailable (grayed out) if the custom dictionary currently being used is read only or in a read-only directory. The Add button is unavailable because such a file cannot be modified.

The default name and location of the custom dictionary are as follows:

C:\WINDOWS\MSAPPS\PROOF\CUSTOM.DIC

If the CUSTOM.DIC file is read only or if the PROOF subdirectory is read only, you cannot add new words to the custom dictionary file.

More Information:

Word uses the following procedure to search for the spelling checker:

1. Word looks for the custom dictionary in the directory indicated in the [MS Proofing Tools] section of the WIN.INI file. By default, the directory and filename are C:\WINDOWS\MSAPPS\PROOF\CUSTOM.DIC.
2. If Word does not find the file there, Word looks in its own program directory.
3. If Word does not find the CUSTOM.DIC file there, Word asks you if you want to create a new custom dictionary and states the path where it intends to put the file.
4. Even if you choose the No button when Word asks if you want to create a new custom dictionary, Word creates one anyway.
5. If the path where Word intends to create CUSTOM.DIC is not valid, Word places the new CUSTOM.DIC file in the Word program directory.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 276-283, 733-734, 805

"Microsoft Word for Windows User's Reference," version 1.x, pages 331-334

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b wm_word
w4wproof proofing tools speller checking greyed g
rey gray

Can't Edit Selected Text when Grammar/Spelling Macro Modified

Article ID: Q94768

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, when you run the Grammar command or the Spelling command from a modified macro, you must exit the Grammar or Spelling dialog box before you can edit information in the document window.

More Information:

When the Grammar command identifies a sentence for grammatical errors or when the Spelling checker identifies a questionable word, you can make changes directly in your document while the Grammar or Spelling dialog box is present. The Spelling and Grammar dialog boxes behave this way because they are modeless dialog boxes: it is not necessary to cancel out of these dialog boxes to make changes in your document. However, if you run the Grammar command or the Spelling command from a modified macro, you must first cancel the Grammar or Spelling dialog box in order to make changes directly in your document.

Steps to Reproduce Problem

1. From the Tools menu, choose Macro.
2. In the Macro dialog box, under Show, verify that the Commands option is selected.
3. Under Macro Names, choose the ToolsGrammar macro and choose the Edit button.
4. Edit the macro to read as follows (delete the word "Super"):

```
Sub Main
ToolsGrammar
End Sub
```

5. From the File menu, choose Close. When you are prompted to save the changes to global:ToolsGrammar, choose the Yes button.
6. In a new document, type the following text:

Walking in a park.
7. From the Tools menu, choose Grammar.

8. When the sentence is selected with the grammar dialog in the foreground, try selecting text somewhere in the selected text (outside of the Grammar dialog box).

The system will beep, indicating that the document cannot be edited while the Grammar dialog box is on the screen.

This same situation occurs if you edit the ToolsSpelling macro and choose the Spelling command from the Tools menu.

Note: You will experience a similar situation when the Spelling Checker is run from the Grammar checker; you will not be able to edit the document until the Spelling dialog box is canceled.

Additional reference words: w4wproof w4wmacro 2.00 2.00a 2.00a-cd wm_word
2.00b 2.00c 6.00

Error Message: The Custom Dictionary <filename> Is Unavailable
Article ID: Q98304

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

The following error message may occur when you use the spelling checker in Word for Windows 6.0:

The custom dictionary <Path\dictionary name> is unavailable

This error message can occur because the user has previously specified the custom dictionary in found under Tools/Options/Spelling and the file has either been deleted or moved.

The following error message may occur when you use the spelling checker in versions 2.0, 2.0a, 2.0a-CD, 2.0b, or 2.0c of Word for Windows:

The custom dictionary <Path\dictionary name> is unavailable.

This error message can occur in the following two situations:

1. The custom dictionary named in the error message is not a text file.
2. If the custom dictionary is located on a network, another user may be using the dictionary. They may be adding a word to it using the spelling checker, or they may have the dictionary file open in Word.

In Word versions 1.x, the following error message may occur:

Error Writing to User Dictionary

For information on this error message, see the "Word Version 1.x" section at the end of this article.

Workaround 1: Save Dictionary File in Text Only Format

To use your custom dictionary with Word for Windows, it must be in Text Only file format. If it is not in this format, do the following:

1. Open the dictionary file.
2. From the File menu, choose Save As.
3. In the Save File As Type box, select Text Only (*.txt).

4. In the File Name box, type a new name with a .DIC extension, and choose OK.
5. The name of your usable dictionary is now different than the name referenced on the CUSTOM DICT N= line in the [MS Proofing Tools] section of the WIN.INI file. The dictionary name and its WIN.INI reference must match, so you can either rename the dictionary file or change the WIN.INI reference to the new dictionary filename.

Workaround 2: Change Network Custom Dictionary to Read-Only

If you are on a network, you can change the file attributes of the custom dictionary file to Read-Only or change the network users' rights to Read-Only. This workaround allows multiple users to access the custom dictionary at the same time and avoids the error message. The drawback to this workaround is that nobody can add words to the custom dictionary.

As an alternative, you could create a separate custom dictionary file for each network user.

More Information:

Word for Windows, Versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c

If you continue to use the spelling checker after you receive the above error message, the Add button in the Spelling dialog box is unavailable. To add a word to a custom dictionary, you can select a different dictionary from the Add Words To list (if one is listed), or you can choose the Options button in the Spelling dialog box and open a different custom dictionary or create a new one.

If you create a new custom dictionary, Word adds the following line to the [MS Proofing Tools] section of your WIN.INI file

```
Custom Dict N=C:\WINDOWS\MSAPPS\PROOF\<<filename>.DIC
```

where N is a number from 1 through 4.

Note: If you do not have an \MSAPPS\PROOF subdirectory, Word places the custom dictionary file in the Word program directory.

If you cancel the unavailable dictionary selection from the Custom Dictionaries list in the Spelling Options dialog box, Word deletes the dictionary name from the Custom Dict N reference in the [MS Proofing Tools] section of the WIN.INI file and moves the remaining selected custom dictionaries to the top Custom Dict N positions. For example, if you deselect CUSTOM.DIC, Word removes it from the Custom Dict 1 reference and moves the current custom dictionaries to the top positions, as shown in the following sample WIN.INI entry:

```
[MS Proofing Tools]
Custom Dict 1=C:\WINDOWS\MSAPPS\PROOF\LETTERS.DIC
Custom Dict 2=C:\WINDOWS\MSAPPS\PROOF\NEW_DICT.DIC
```


Custom Dict 3=

Note: In the above sample, LETTERS.DIC and NEW_DICT.DIC are selected in the Custom Dictionaries list in the Spelling Options dialog box.

To see which custom dictionaries are open--or selected in the Custom Dictionaries list in the Spelling Options dialog box--do the following:

1. From the Tools menu, choose Spelling.
2. In the Spelling dialog box, look in the Add Words To box. The filename(s) in this box are open custom dictionaries. This list corresponds to the completed Custom Dict N references in the WIN.INI file (for example, based on the above sample WIN.INI file, LETTERS.DIC and NEW_DICT.DIC would appear in the Add Words To box).

Word Versions 1.x

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If a user dictionary file is in a file format other than text only or if somebody else is using the file over a network, Word cannot read the file, but no error message occurs until you attempt to add a word to that dictionary.

The error message:

Error Writing to User Dictionary

also occurs in Word versions 1.x if you attempt to add a word to the CUSTOM.DIC file for Word versions 2.0, 2.0a, 2.0a-CD, 2.0b, and 2.0c.

The error message:

Cannot Create STDUSER.DIC

will occur when trying to invoke the spelling checker in Word for Windows on a network if the subdirectory where the spelling checker DLL files are located is marked as read only. This happens because Word attempts to make the update dictionary in the same subdirectory as the spelling checker and is prevented from doing so by the system.

One solution is to move all the spelling checker files into a subdirectory that the user has read-write privileges in and specify that subdirectory in the UTIL-PATH under the Microsoft Word section of the WIN.INI file.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 276-283, 733-734, 805

"Microsoft Word for Windows User's Reference," version 1.x, pages 224, 331-334.

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b wm_word 2.00c 6.00 w4wproof proofing tools speller checking gray grey

grayed greyed

GP Fault in Header/Footer After Running ToolsSpelling in Macro
Article ID: Q99980

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

If you run a macro that performs the ToolsSpelling command, and if the spelling checker flags a misspelled word in the document header or footer, a general protection (GP) fault (or GPF) occurs in Word for Windows when you open the header or footer pane from normal view after the spelling check is complete. The GP fault may occur as soon as you open the header or footer for viewing, or it may not occur until you edit the header or footer.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

WORKAROUND

=====

Instead of using the ToolsSpelling command in a macro, run the ToolsSpelling macro using the ToolsMacro command instead. You can use the following command in your macro in place of the ToolsSpelling command:

```
ToolsMacro "ToolsSpelling", .Run
```

For more information on running the ToolsSpelling command from a macro, query on the following words in the Microsoft Knowledgebase:

toolsspelling and macro

MORE INFORMATION

=====

When you run the ToolsSpelling command from a macro, as described above, the GP fault occurs whether you choose one of the Change buttons or one of the Ignore buttons in the Spelling dialog box.

Furthermore, the GP fault occurs regardless of whether the spelling checker runs in normal or page layout view. The error occurs only if you view or edit the header or footer in normal view after the spelling checker flagged a misspelled word in the header or footer.

Additional reference words: GP Fault GPF error hang hung crash crashed locks locked frozen freezes crashing quit quits stopped 2.00a 2.00a-cd 2.00b 2.00c w4wproof

How to Remove Word for Windows Custom Dictionaries

Article ID: Q100370

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

Once you create a custom dictionary in Word for Windows using the Tools Options Spelling command, you cannot remove the custom dictionary simply by deleting its reference in the [MS Proofing Tools] section of the Windows WIN.INI file. If the custom dictionary file remains in one of the following locations, Word finds the file and adds its reference back to WIN.INI next time you start Word:

Note: Word searches for the .DIC file in the order listed.

- The TOOLS-path directory (set in the [Microsoft Word 2.0] section of WIN.INI).
- The custom dictionary path (set by the PROOF setting in the [MSAPPS] section of WIN.INI; the default setting is C:\WINDOWS\MSAPPS\PROOF). Word does not search for .DIC files in any subdirectories of the custom dictionary path.
- The Word program directory (set by the PROGRAMDIR setting in the [Microsoft Word 2.0] section of WIN.INI).

When Word searches for dictionary files in the above locations, it adds any file with a .DIC filename extension to the WIN.INI file as a custom dictionary.

Workaround

To remove a custom dictionary, you must delete the .DIC file, rename it with a different file extension, or move it to a location other than one of those listed above so Word does not find it when you start the program.

MORE INFORMATION

=====

For example, if you delete the following line from the [MS Proofing Tools] section of your WIN.INI file but do not delete or move the .DIC file to a different location, Word adds the entry back to WIN.INI next time you start the program:

Custom Dict 1=C:\WINDOWS\MSAPPS\PROOF\CUSTOM.DIC

Word for Windows 6.0

The information for the active dictionaries in Word for Windows 6.0 is kept under Tools/Options/Spelling just like version 2.0, however, custom dictionary properties are different in determining the active dictionary and for adding and deleting the dictionary.

To properly delete a custom dictionary in Word for Windows 6.0, choose Options from the Tools menu. Select the Spelling tab. Choose the dictionary you want to delete from the list. This does not actually delete the dictionary rather it only deletes the reference. Unlike version 2.0, Word will not reference that dictionary in the next session of Word for Windows. Then delete the dictionary file from the disk.

Errors Generated

If the user deletes or moves the dictionary file without removing the reference under Tools/Options/Spelling and then tries to spell check, an error will occur:

There is no custom dictionary C:\WINWORD6\CUSTOM.DIC. Do you want to create it?

If you choose "YES", Word will create a custom dictionary, place it in the WINWORD6 directory and place the reference under Tools/Options/Spelling. If the user chooses, "NO" and no previous references for custom dictionaries exists in the custom dictionary list then Word will not flag the user and the "Add" button will be gray in the Spelling dialog box. If, however, the user chooses "NO" and there are previous references to dictionaries that have been moved or deleted, Word will create a new custom.dic file named after the last referenced custom dictionary and place it in the WINWORD6 directory.

For example, if you have dictionary called (and in this order):

```
custom.dic  
john.dic
```

and you move or delete these files and then try to spell check without removing the references in the Spelling options dialog box, you will be warned that the custom dictionary cannot be found two separate times one right after the other and asked if you want to create the custom dictionary. If you say "NO", Word will create a dictionary called:

```
john.dic
```

and place it in the WINWORD6 directory.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wproof wm_word

No Prompt to Save Changes After Running Spelling Checker
Article ID: Q102189

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

Word for Windows does not prompt you to save changes to a document when you close the document after you run the spelling checker if you change spelling only in the footnote.

CAUSE

=====

This happens because Word does not change the document status to "dirty" (that is, flag the file as changed) if the only change you make is to the footnote during a spelling check operation.

STATUS

=====

We are researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

WORKAROUND

=====

You must save the file before you close it to keep these changes.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wproof

Proofing Tools Do Not Check Text Modified with Revision Marks
Article ID: Q102444

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

Word for Windows will not proof text that has been modified using Revision Marks in Word for Windows. The proofing tools will check new text that has been added to the document and does not check modified text even if you turn off Revision Marks.

CAUSE

=====

This behavior is by design.

MORE INFORMATION

=====

If you type the word "spel" in a document, turn Revision Marks on, select the word and press the DEL key, a line will appear through the word indicating that the word is to be deleted from the document. Therefore, to Word, the text does not exist. If you try to proof the misspelled word, the proofing tools will not proof the text for errors.

This is a function of both Revision Marks and the proofing tools in Word for Windows.

Additional reference words: w4wproof 2.00 2.00a 2.00b 2.00a-CD 2.00c

Error Message: The Custom Dictionary Is Not Available
Article ID: Q104691

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

This article describes three possible causes for the following error message in Word for Windows:

The Custom dictionary is not available.

This error message can occur for the following reasons. (The first two are documented in online Help, but the third is undocumented.)

- The custom dictionary file is not in text file format.
- Another application is using the custom dictionary file.

NOTE: For more information about the above two causes, search for "error messages" using the Help menu.

- The custom dictionary file may be damaged.

MORE INFORMATION

=====

If your custom dictionary file is damaged, you may need to re-create it using the following steps:

1. Choose the New button on the Standard toolbar (on the toolbar in Word 2.0) to create a new document.
2. From the Insert menu, choose File.
3. Select the custom dictionary file, located in the <Windows>\MSAPPS\PROOF subdirectory (where <Windows> is the name of your Windows directory), and then choose OK.

NOTE: Custom dictionary files have a .DIC filename extension.

4. If prompted, convert the file from Text Only.
5. From the File menu, choose Save.
6. Type a filename, with a .DIC extension.
7. In the Save File As Type box, select Text Only and then choose OK.

8. Close the file.

Your re-created custom dictionary file is now ready to use.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c 6.00 wm_word
w4wproof docerr

Grammar Checker Posts Incorrect Readability Statistics

Article ID: Q105579

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.1
-

SYMPTOMS

=====

The readability statistics displayed after Word has completed a grammar check may be incorrect or display zeros.

CAUSE

=====

The following are possible reasons for the statistics being incorrect:

- The text being grammar checked is formatted for superscript or subscript character formatting.
- The text being checked was formatted for all caps using CTRL+A, SHIFT+F3, or by choosing the All Caps effect in the Format Font dialog (Format Character dialog in Word versions 2.x).
- The text being checked is a one-line paragraph with no punctuation mark at the end of the sentence.
- The text has been formatted for "No proofing" in the Tools Language dialog (Format Language dialog in Word version 2.x).

Additional reference words: wm_word 2.00 2.00a 2.00b 2.00c 2.00a-CD 2.00c-CD 6.00 zeros proofing all caps superscript punctuation w4wproof

Readability Statistics Do Not Display

Article ID: Q105696

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.1
-

SYMPTOMS

=====

If you are grammar checking text in a document that is formatted for either superscript or subscript character formatting, the Word 2.x grammar checker will not display the readability statistics, even if the "Show Readability Statistics after Proofing" option is turned on. (To locate this option, choose Options from the Tools menu, and choose the Grammar category.)

In Word 6.0, the readability statistics MAY not display, even if the "Show Readability Statistics" option is turned on, depending on other factors. (To locate this option, choose Options from the Tools menu, and select the Grammar tab.)

CAUSE

=====

Word for Windows is unable to calculate the readability statistics.

STATUS

=====

We are researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.x, pages 284-286

Additional reference words: 2.00 2.00a 2.00b 2.00c 2.00a-CD 2.00c-CD
6.00 w4wproof

How to Uninstall MasterWord by ALKI Software

Article ID: Q107502

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.1
-

SUMMARY

=====

MasterWord is an add-on program produced by ALKI software that enhances the functionality of Word for Windows, adding additional tools, toolbar buttons, and additional online help enhancements. MasterWord includes the following enhancements and tools:

- Versatile and customizable floating toolbar
- Customizable keyboard assignments of up to four letters long
- MasterWord Manager, allowing ease in moving or copying of macros, styles and glossaries
- Additional, useful macros
- Extended File command capabilities such as additional features added to the File Open command
- Template selector with additional buttons to choose desired templates
- Built-in button editor

Uninstalling MasterWord

=====

MasterWord installs a host of files onto your hard drive that will rename WINWORD.HLP, WINHELP.EXE, and four DLL files that are installed into the Windows directory. If rather than disabling an individual feature you want to uninstall all of MasterWord, follow these steps:

1. Delete the contents of the MasterWord program directory (by default, C:\MASTER).
2. Delete the contents of the TEMPLATE subdirectory of the MasterWord program directory.
3. Delete from your Word program directory the LANGUAGE.DOT, CONTROL.DOT, AND HANDY.DOT files.
4. Delete the WINWORD.HLP, CMDREF.HLP, AND MWTOOLS.HLP files from the Word program directory. Then restore the original version of the Word for Windows help file, either by renaming the file WINWORD0.HLP to WINWORD.HLP or by running Word's Setup program. (You are able to use the rename method only if you instructed MasterWord's Setup program to rename rather than delete Word's original help.)
5. Delete the following files from your Windows directory: MWAPPLIB.DLL, BUTTONED.DLL, MWHELP.DLL, AMAKEDIR.DLL, AND PATHBUTT.DLL.
6. If you are using Windows 3.0 rather than Windows 3.1, you may want to

restore the 3.0 version of the Help program. To do this, delete WINHELP.EXE and WINHELP.HLP from your Windows directory, then rename the WINHELP.EX1 file WINHELP.EXE, and rename the WINHELP.HL1 file WINHELP.HLP. (This only works if MasterWord's Setup program renamed the files in the first place.)

7. Delete the NORMAL.DOT file in your Word directory, unless it contains non-MasterWord macros and assignments that you want to retain. If you want to keep your NORMAL.DOT file, delete from it the MasterWord macros listed in Chapter 6. You can also use the instructions on page 155 to remove unwanted menu and Toolbar assignments.

MORE INFORMATION

=====

The MasterWord products included here are manufactured by ALKI, a vendor independent of Microsoft; we make no warranty, implied or otherwise, regarding this product's performance or reliability.

REFERENCES

=====

"MasterWord Tools and Help," page 158, "Uninstalling MasterWord"

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c 6.00 w4wproof

Using Foreign Language Proofing Tools in Word for Windows
Article ID: Q107539

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.1
-

SUMMARY

=====

In Word for Windows, you can format text in a document so Word uses a foreign language dictionary whenever you run the proofing tools on a document. (NOTE: Not all foreign languages support all of the proofing tools.)

For information on obtaining foreign language proofing tools, query on the following words in the Microsoft Knowledge Base:

alki and foreign and language and word and 6.00 and windows

MORE INFORMATION

=====

To use a foreign language proofing tool in Word for Windows, you must locate the foreign proofing tool file in the following possible areas:

- The Word for Windows program directory (usually, "C:\WINWORD")
- The TOOLS-path statement in the [Microsoft Word 2.0] section of the WIN.INI file for version 2.x
- The TOOLS-path statement in the WINWORD6.INI file also located in the Word for Windows program directory (usually, "C:\WINWORD") for version 6.0
- The individual proofing tools paths located in the [Microsoft Word 2.0] section of the WIN.INI for version 2.x and the WINWORD6.INI file for version 6.0

For example:

Version 2.x

[Microsoft Word 2.0]

Hyphenate 1036,0=C:\WINWORD\HYPH.DLL,C:\WINWORD\PROOF\HY_FR.LEX
Spelling 1036,0=C:\WINWORD\SPELL.DLL,C:\WINWORD\PROOF\SP_FR.LEX
Thesaurus 1036,0=C:\WINWORD\THES.DLL,C:\WINWORD6\PROOF\TH_FR.LEX
Grammar 1036,0=C:\WINWORD\PROOF\GR_FR.DLL,C:\WINWORD\PROOF\GR_FR.LEX

NOTE: The "1036" is the language code for French. The same entries may

appear in the WINWORD6.INI file for version 6.0.

Installation

=====

Version 6.0

To correctly install or add a foreign language proofing tool for version 6.0, follow the instructions included with the ALKI Software Foreign Language Proofing Tools set. You can manually add the aforementioned proofing tool lines to the WINWORD6.INI file if the foreign proofing tools already exist on your system. The statements in the WINWORD6.INI file point Word for Windows to the actual location, and Word will display an error message if it cannot find the necessary files.

Version 2.x

To correctly install or add a foreign language proofing tool, follow the instructions on page 3 of Chapter 2 in the "Microsoft Word for Windows Proofing Tools" manual for version 2.x or follow the installation instructions that come with the ALKI foreign language proofing tools.

Using the Foreign Proofing Tools

=====

To flag a selection of text to use the foreign proofing tools, select the text you want to spell check using the foreign dictionary, and choose Language from the Format menu in version 2.x, or choose Language from the Tools menu in version 6.0. You can choose the specific language from the list of languages in the Mark Selected Text As option. The proofing tools now automatically switch to the designated proofing tools files to match the language the text is formatted in. You can verify the proofing tools' language has switched by looking at the title of the proofing tools dialog box.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c 6.00 w4wproof

Running Word for Windows Setup in the Background

Article ID: Q77666

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

SUMMARY

=====

You can run Microsoft Word for Windows Setup in the background if you want to continue working on your computer during installation.

MORE INFORMATION

=====

If you press CTRL+ESC during the installation, the Task List displays and you can switch to another application such as Excel.

Working in another application slows the installation process somewhat; however, you can continue to work during the installation of Word. Setup runs without any problems in the background.

Additional reference words: w4wsetup 2.00 2.00a 2.00a-CD 2.00b 2.00c wm_word

Cannot Install Word for Windows 2.0 From MS-DOS Prompt
Article ID: Q78466

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0 and 6.0
-

SUMMARY

=====

Microsoft Word must be installed from within Microsoft Windows.

Word 6.0

Microsoft Word 6.0 for Windows must be installed from within Windows 3.1. If you attempt to install Word for Windows from a MS-DOS prompt you receive the following message:

Use File-Run from Program Manager to start Microsoft Setup

Word 2.x

Microsoft Word 2.x for Windows must be installed from the Windows version 3.0 or 3.1. If you attempt to install Word for Windows from the MS-DOS prompt, you receive the following error message:

This program requires Microsoft Windows version 3.0 or higher.

MORE INFORMATION

=====

To properly install Word for Windows, choose one of the following methods:

- From the Windows Program Manager's File menu, choose Run, and type "a:\setup" (without the quotation marks).

-or-

- Start Windows and the Word for Windows setup program together by inserting the Setup disk in drive A and typing "win a:\setup" (without the quotation marks) at the MS-DOS prompt.

-or-

- Place the Word for Windows setup disk in drive A or B. From the Windows File Manager change to drive A or B and double click on SETUP.EXE.setup.exe.

REFERENCES

=====

"Microsoft Word for Windows Getting Started," pages 8-9
"Microsoft Word for Windows Jump Start," page 1
Microsoft Word for Windows version 2.0 Setup Disk

Additional reference words: 2.00 w4wsetup wm_word

WinWord: Restoring Drag and Drop Printing Functionality
Article ID: Q84048

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In the Microsoft Windows operating system version 3.1, you lose the ability to perform drag and drop printing of Microsoft Word for Windows version 2.0 or 6.0 documents from the Windows File Manager if you delete or sufficiently modify the Windows REG.DAT file or the OLE2.REG file in Winword 6.0. To restore the REG.DAT settings that enable you to perform drag and drop printing of Word for Windows documents, you must either rerun the Word for Windows Setup program or manually edit the REG.DAT file.

More Information:

Winword 6.0:

Winword 6.0 by default self registers itself when the program is started, if this does not happen the recommended method to restore the OLE2.REG settings is to reinstall Word for Windows using the Custom Installation option. To do this, use the following steps:

1. Start the Word for Windows Setup program.
2. When prompted to choose a type of installation, choose the Custom Installation button.
3. Select the Microsoft Word check box. Clear all other check boxes, and choose the Setup button.

Word for Windows is now reinstalled and the OLE2.REG settings are restored.

Winword 2.X:

The recommended method to restore the REG.DAT settings is to reinstall Word for Windows using the Custom Installation option. To do this, use the following steps:

1. Start the Word for Windows Setup program. For more information on using the Setup program, see pages 8-11 in the "Microsoft Word for Windows Getting Started" manual.
2. When prompted to choose a type of installation, choose the Custom Installation button.

3. Select the Microsoft Word check box. Clear all other check boxes, and choose the Setup button.

Word for Windows is now reinstalled and the REG.DAT settings are restored.

For more information on the default REG.DAT settings for Word for Windows, query on the following words in the Microsoft Knowledge Base:

default and values and regedit.exe and reg.dat

Reference(s):

"Microsoft Windows Resource Kit," version 3.1, pages 359-365, 454

"Microsoft Word for Windows Getting Started," version 2.0, pages 8-11

Additional reference words: 2.00 2.00a 6.0 w4wsetup w4wprint cannot 6.00
wm_word registration

How WinWord Uses the REG.DAT File in Windows 3.1

Article ID: Q87714

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

Microsoft Word for Windows uses information from the Registration Database file (REG.DAT) for its object-linking-and-embedding (OLE) activities. In Microsoft Windows operating system version 3.1, REG.DAT provides the information used by File Manager and Print Manager to support drag-and-drop functionality. When you first install Windows 3.1, the REG.DAT file contains information about all the OLE applications included with Windows. You should never move or delete REG.DAT; doing so can result in loss of functionality in File Manager, Program Manager, and applications that support OLE.

MORE INFORMATION

=====

The Word for Windows Setup program updates the REG.DAT file by adding information about the program and the OLE server applications (Microsoft Graph, Microsoft Draw, Microsoft WordArt, and Microsoft Equation Editor) that ship with Word for Windows. During network installation, Setup updates REG.DAT for the server or workstation, depending on where Windows is installed. If your WINDOWS directory is flagged as read only, Word for Windows Setup cannot update the REG.DAT file, nor can it copy the OLE server application files to the WINDOWS subdirectories. If this occurs, Word for Windows Setup generates an error message.

If you cannot launch the OLE server applications from Word for Windows, you may need to update REG.DAT. To do this, use the Registration Info Editor (REGEDIT.EXE) program, which ships with Windows 3.1. You can also reconstruct the REG.DAT file by running Word for Windows Setup to reinstall the program.

Important Note: If you move any OLE server applications, you must update the REG.DAT file so that Word for Windows can locate them.

To update REG.DAT using REGEDIT.EXE, use the steps below.

Note: Be sure to make a backup copy of the REG.DAT file before you use these instructions.

1. From the Program Manager File menu, choose Run.
2. In the Command Line box, type "REGEDIT" (without the quotation marks), then choose the OK button.

3. Under Registered File Types, select the file type you want to update (for example, Word Document).
4. From the Edit menu, choose Modify File Type.
5. Type the correct location in the Command box, or choose the Browse button to locate the program file. (For example, for Word Document, locate the WINWORD.EXE file.) Choose the OK button.
6. From the File menu, choose Exit. Your changes are written to the REG.DAT file at this time.

Note: CheckFree software uses a non-Windows-related file called REG.DAT. Be sure to select the correct REG.DAT file if you have both Windows and CheckFree. CheckFree is manufactured by CheckFree Corporation, a vendor independent of Microsoft; we make no warranty, implied or otherwise, regarding this product's performance or reliability.

README.DOC

Page 3 of the Word for Windows README.DOC file contains information about problems you can experience if another application uses the OLE servers and modifies the REG.DAT file.

REFERENCES

=====

Microsoft Word for Windows, version 2.0, README.DOC, page 3

"Microsoft Word for Windows User's Guide," version 2.0, pages 803, 810

"Microsoft Windows Resource Kit," version 3.1, pages 359, 361-363, 454

Additional reference words: 2.00 2.00a 2.00a-CD msapps applet msdraw
wm_word msgraph win31 w4wsetup

Error Messages During Word Setup Caused by Anti-Virus Software
Article ID: Q93277

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, and 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

If virus-protection software is running on your computer when you start the Setup program for Word for Windows, you may receive one or more of the following error messages and sometimes your computer may stop responding (hang):

Unexpected DOS Error 5

Setup Initialization Error

Divide overflow

Sharing Violation

Insufficient Memory or Disk Space

Error Reading from Drive A

Cannot Detect setup.exe on Drive A

Before running the Setup program, you should disable any virus-scanning software in the CONFIG.SYS and the AUTOEXEC.BAT files and reboot (restart) your computer. This applies to new installations as well as upgrades. After you run the Setup program, re-enable the virus-scanning software and reboot your machine to allow the virus software to run normally.

Note: These error messages may also occur if not enough memory or disk space is available on your computer.

More Information:

The above error messages have occurred while these anti-virus software programs are running when you start the Word Setup program:

VDEFEND (PC Tools Deluxe version 7.1)

VSAFE, by Central Point Software

PC Cillin

Norton AntiVirus 2.0, by Symantec Corporation

To disable a command line in your AUTOEXEC.BAT or CONFIG.SYS file, add the MS-DOS REM command at the beginning of the command line. To automate this

task, you can use the REMAuto or REMConfig macros from the PSS.DOC file, supplied with Word versions 2.0a, 2.0b, 2.0a-CD and 2.0c. For more information on the REM command, see your MS-DOS documentation.

Notes on VSAFE and VDEFEND

If you are using SMARTDRV.EXE version 4.0, load it after VSAFE or VDEFEND.

VSAFE adds the following line to the WIN.INI:

```
load=mwavtsr.exe
```

Note: The Setup program for Microsoft Windows operating system version 3.1 also fails with VSAFE or VDEFEND installed.

The virus-protection products included here are manufactured by vendors independent of Microsoft; we make no warranty, implied or otherwise, regarding these products' performance or reliability.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wsetup wm_word
hung crash lock reboot 3rdparty third errmsg err m
sg locked
crash 3.10 vsafe.sys vsafe.com utilities stopped crashing crashed
locks frozen freezes crashing gpf uae smartdrive

Workstation Installation Option Not Available During Setup
Article ID: Q94066

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Sometimes the Workstation Installation option does not appear when you run the Word for Windows Setup program after you ran a successful Server Installation. This usually happens for one of the following two reasons:

1. You did not choose the Server Installation option the first time you ran Setup.

After a successful server installation, the Word for Windows program directory should contain 76 files and 10 subdirectories. If the directory contains a different number of files and subdirectories, you may have problems when you run the Setup program again. If your Word for Windows directory does not contain the correct number of files and directories, run another server installation, then run a workstation installation.

2. Setup did not correctly update the WWORD20.INF file.

During the server installation, Setup should have added three items to the WWORD20.INF file:

[Workstation] section

User name

Company name

If Setup did not add the [Workstation] section, you can add it to the end of WWORD20.INF using any text editor. The entry should read as follows:

[Workstation]

Yes

This setting causes Setup to offer the Workstation Installation option even if you did not previously run a server installation. Be sure to run a server installation before running a workstation installation.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 793-802

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wnetwork wm_word w4wsetup unavailable configuration

Required Windows Versions for Word for Windows

Article ID: Q94846

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, and 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Microsoft Word 6.0 for Windows requires Windows 3.1 to run.

Microsoft Word 2.0 for Windows requires Windows version 3.0 or later running in standard or enhanced mode. If Windows 3.0 is installed and running in real mode, the following message will be displayed when you try to start Word:

This application requires standard or enhanced mode Windows.

For additional information about running Windows in real, standard, or enhanced mode, see the "Microsoft Windows User's Guide."

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wsetup wm_word 6.00

How to Insert a Paragraph Before a Table at Top of Document

Article ID: Q37857

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

SYMPTOMS

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In Word for Windows, if you create a table at the beginning of a document and attempt to insert paragraph marks before the table, the paragraph marks are placed in the first cell of the table rather than before the table.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

WORKAROUND

=====

Use one of the following procedures to insert paragraph marks before a table at the beginning of a document:

1. Place the insertion point in the top-left cell of the table and press CTRL+SHIFT+ENTER.

-or-

2. Position the insertion point in the first row of the table. From the Table menu, choose Split Table. Word inserts a paragraph above the table.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 1.x, page 318

Additional reference words: w4wother above w4wtable 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c

Text in Table Appears in Columns in Word for Windows

Article ID: Q47597

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

SUMMARY

=====

If the text in the cells of a table appears in columns instead of normal lines, the cell of the table may have paragraph formatting that includes an indent that is larger than the width of the column.

MORE INFORMATION

=====

There are two methods to determine and correct this problem:

1. Check the ruler by doing the following:

- a. Select the problem paragraph.
- b. Activate Paragraph mode by pressing CTRL+SHIFT+F10.

Small triangles appear under the numbers on the ruler. The triangle on the right points left, and the triangle on the left points right, so that they point at each other. If this is not the case, the left paragraph indent is currently set larger than the cell width. The left triangle has two parts, which can be moved separately. The top section indicates the first-line indent and the bottom section indicates the left paragraph indent.

The triangles can be moved with a mouse or the keyboard. When using the keyboard, the LEFT and RIGHT ARROW keys are used to position the ruler cursor, represented by a rectangular box on the ruler. Once the cursor is moved, do the following:

- a. To change the left or right paragraph indents, press either the "L" or "R" key (respectively) to move the indents to the current cursor position.
- b. To change the first-line indent, press the "F" key to move the first-line indent to the current cursor position.

Using the mouse to position the left and right indents is accomplished by pointing at the appropriate triangle and, holding the left mouse button down, dragging it to the new position on the ruler, as follows:

- a. To set a first-line indent, move the left indent to the position desired for the first-line indent.

b. To move just the left margin indicator (the bottom section of the triangle), hold the SHIFT key down and drag it back to the left.

2. Select the problem paragraph. From the Format menu, choose Paragraph. If there are measurements in the From Left, From Right, or From First Line text boxes in the Indents group box, the measurements should be reduced or removed.

If the problem occurs only on the first line of a paragraph, the cause is a first-line indent that is too large for the cell width.

Additional reference words: 6.00 w4wformat w4wtable 1.00 1.10 1.10a
2.00 wm_word 2.00a 2.00a-CD 2.00b 2.00c

Table Runs into Margin in Word for Windows Print Preview
Article ID: Q49485

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

The maximum allowable length of a table cell is one page. If a cell exceeds one page in length, Word for Windows truncates all text beyond the first page of the cell when it is printed.

In print preview, the table cell appears to run into the bottom margin of the page. This indicates the cell is longer than the page and will be truncated when printed. Note that only the text that fits between the set margins will actually be printed. Word for Windows will not actually print all the text seen in print preview for the page that contains the cell.

This problem was corrected in Word version 6.0 for Windows.

Additional reference words: long w4wtable 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c

Deleting a Table from a Word for Windows Document

Article ID: Q49865

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

After you insert a table into a Word for Windows document file, there are three ways to delete it:

Word for Windows Versions 2.0 and 6.0

1. Select the table or section of rows. From the Table menu, choose Delete Rows.
2. Select the table or section of table. From the Table menu, choose Convert Table to Text, and choose either Paragraph Marks, Tabs, or Commas. Press ENTER.
3. Select the table or section of the table and at least one paragraph marker below the table. Press the DEL key.

Word for Windows Version 1.x

1. Select the table or a portion of the table. From the Edit menu, choose Table (ALT+D A), and choose the Delete button.
2. Select the table or section of table. From the Insert menu, choose Table To Text (ALT+I T), select Paragraphs from the Convert Table To dialog box, and press ENTER.
3. Select the table or section of the table and at least one paragraph marker below the table. Press the DEL key.

Insert Table To Text converts the table format to text format without deleting the text contained in the table. Each cell in the table is converted into a separate paragraph.

Reference(s):

"Microsoft Word for Windows User's Reference," pages 167, 369-370
"Microsoft Word for Windows User's Guide," page 328

Additional reference words: w4wformat w4wtable 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c

Merging Cells in a Word for Windows Table

Article ID: Q50911

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, only cells in the same row can be merged. Cells that are in different rows cannot be merged. Also, if cells have been previously merged, you must split the cells and then remerge them in the desired combination.

More Information:

To merge two or more cells in the same row, use the following steps:

Word for Windows Version 2.x and 6.0

1. Select the cells that you want to merge.
2. From the Table menu, choose Merge Cells.

Word for Windows Versions 1.x

1. Select the cells that you want to merge.
2. From the Edit menu, choose Table, and select Merge Cells.

Reference(s):

"Microsoft Word for Windows User's Guide," page 329

"Microsoft Word for Windows User's Reference," page 368

Additional reference words: w4wtable 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c

Aligning Table Columns in Word for Windows

Article ID: Q52071

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

Uneven table column widths can be vertically aligned (so that all table cells have the same width) in Microsoft Word for Windows by using one of the following methods:

Word version 6.0

In Word for Windows version 6.0, you can align columns by doing the following:

1. With the insertion point in a table, do one of the following:
 - a. Position the mouse pointer over the column boundary. When the mouse pointer changes to a double vertical bar, two headed arrow, drag the column boundary to the right or left, or double-click the column boundary to automatically resize the column.
 - b. Point to the column marker on the horizontal ruler above the column boundary you want to adjust. When the pointer changes to a horizontal two headed arrow, hold down the mouse button. Word will display a dotted line that can be dragged right or left.

Word version 2.x

In Word for Windows version 2.0, follow the steps below:

1. To align columns using a mouse, do the following:
 - a. Position the insertion point in the cell to align. From the Table menu, choose Select Column.
 - b. Click and drag the appropriate gray "T" marker on the ruler until the columns of cells are the correct width.
2. To align columns using the keyboard:
 - a. Select the entire column by pressing the SHIFT+ARROW keys.
 - b. From the Table menu, choose Column Width (ALT+A, W).
 - c. Type a measurement for the width of the column.

Word version 1.x

In Word for Windows version 1.x, follow these steps:

1. To align columns using a mouse, do the following:
 - a. Select the column cells or the entire column to align.
 - b. Click the ruler view button (|_|_|) on the Toolbar so that the table cell markers appear as "T"s on the ruler.
 - c. Click and drag the appropriate column or table cell marker until the column of cells is the appropriate width.
2. To align columns using a keyboard, do the following:
 - a. Select the entire column by pressing the SHIFT+ARROW keys.
 - b. Press ALT T, A to bring up the Format Table dialog box.
 - c. Enter the column width in the Width Of Column box and select the Apply To Selection check box if it is not already selected.

Additional reference words: w4wtable 1.00 1.10 1.10a 2.00 2.00a 6.00
wm_word 2.00a-CD 2.00b 2.00c

Merged Cells in a Table Cannot Be Merged with Other Cells
Article ID: Q58892

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows versions 1.x, if two cells in a table are merged together into another cell by choosing the Table command from the Edit menu and choosing the Merge Cells button, the cell that contains the merged cells cannot be merged with another cell. The Merge Cells button will be dimmed (grayed) in the Edit Table dialog box.

To split previously merged cells, choose Table from the Edit menu and choose the Split Cells button.

In Word for Windows version 2.0, to merge two cells together choose the Merge Cells command from the Table menu. When two cells have been merged together the Merge Cells command will change to Split Cells if you try to merge cells that have already been merged.

To split previously merged cells, choose Split Cells from the Table menu.

This problem was corrected in Word version 6.0 for Windows.

Additional reference words: w4wtable unavailable 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c

Table Cell Formatting with Borders Is Inconsistent

Article ID: Q60847

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

Microsoft Word for Windows is not consistent when formatting borders in a table. The formatting of a cell will overwrite the formatting of the cells to the right and left, but may not overwrite the formatting of the adjacent cells above and below.

More Information:

The following sample steps reproduce this problem:

Example 1

1. Format row 2 with a Single Top border.
2. Format row 1 with a Bottom border of None.

Result: A Single border appears between rows 1 and 2.

Example 2

1. Format row 2 with a Single Top border
2. Format row 1 with a Thick Bottom border.
3. Format row 1 with a Bottom border of None.

Result: No border appears between rows 1 and 2.

Additional reference words: w4wformat w4wtable 6.00 wm_word

Word for Windows: Table Formatting Options are All Blank
Article ID: Q63730

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, if you select a table column or columns that contain different row or cell lengths, the options for formatting the table (Width of Column, Space Between Cols, Indent Rows, and Minimum Row Height) are left blank. Because the properties of the selected rows are different, the editing options are left blank.

Reference(s):

"Microsoft Word for Windows User's Reference," version 1.x, pages 371, 372

Additional reference words: w4wtable 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 6.00 wm_word 2.00b 2.00c

Footnote References Renumbered in Word for Windows Tables
Article ID: Q65846

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

When using footnotes in a table, it is possible that the numbering for individual footnotes may change as new footnotes are added within the table. This will occur anytime a footnote reference is inserted to the right and above an existing footnote reference.

This renumbering is automatic and should not cause any problems unless you make references to the original numbering by directly typing the reference. When you refer to footnote references in a table, use the field code FTNREF. This will always reflect the proper footnote reference as additional footnotes are inserted into the table.

For example, insert the following field to create a cross reference to a footnote:

```
{FTNREF BookmarkName}
```

In the above example, BookmarkName is a bookmark that you place on the footnote reference number in the document, not in the footnote pane.

Footnote reference numbering in tables is based on a top-down, left-to-right scheme. This is because each cell of the table is considered to be a paragraph. Since it is possible that the table may be changed to text, the numbering of the footnotes must reflect the ordering of the paragraphs after conversion to text.

Consider the following sample table. Each entry, ftx, represents the order in which the footnote references are inserted.

| | | | |
|-----|-----|--|--|
| ft1 | ft4 | | |
| | | | |
| ft2 | | | |
| | | | |
| | ft5 | | |
| | | | |
| ft3 | | | |
| | | | |

After entering ft3, your footnote reference area would be listed in

the following order, as expected:

1 this is the reference for ft1
2 this is the reference for ft2
3 this is the reference for ft3

When ft4 is inserted the numbering will change to the following:

1 this is the reference for ft1
2 this is the reference for ft4
3 this is the reference for ft2
4 this is the reference for ft3

ft4 becomes reference 2 because it is in the row before ft2 and will be the second paragraph of text when the table is converted to text.

After inserting ft5, the numbering will be as follows:

1 this is the reference for ft1
2 this is the reference for ft4
3 this is the reference for ft2
4 this is the reference for ft5
5 this is the reference for ft3

ft5 is also in a row above the cell containing ft3.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, page 749

Additional reference words: w4wfield 2.00a 2.00b 2.00a-cd 2.00c 2.00
6.00 w4wtable wm_word

Columns Print Crookedly When Aligned Using Spaces in WinWord
Article ID: Q66917

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

If you try to line up columns of text using spaces, the columns may print unevenly. The usual cause of this problem is that a proportional font (such as Tms Rmn) is being used. Lining up columns using spaces and proportional fonts is unpredictable. This is caused by slight differences in screen and printer fonts or in the case of TrueType, differences in screen resolution and printer resolution cause rounding errors that, by the end of a line, may change its width 2-4 characters.

1. Line up the columns using tabs or a table rather than spaces.
2. Use a nonproportional font such as Courier.

Also, make sure that you use a font and point size supported by the default printer. If Windows is forced to substitute a font, it may affect the spacing.

Additional reference words: w4wprint w4wtable 2.00 2.00a 6.00 wm_word 2.00a-CD 2.00b 2.00c

Underlining Superscripted Characters

Article ID: Q69332

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Word for Windows, when you apply underscore character formatting to a line that contains superscripted characters, the underscore moves up with the superscripted characters. Although this behavior is by design, it may not always be the desired effect. This article describes several methods you can use to keep the underscore in line with nonsuperscripted text.

This functionality was changed in Word version 6.0 for Windows.

More Information:

To underscore text containing superscripted characters, you can do the following (in each example, x³ is x cubed, 3 is superscripted):

1. Use overstrike to underline as follows:

- a. Type and underscore text that is not superscripted.
- b. Place the insertion point at the location for the superscripted text.
- c. From the Insert menu, choose Field.
- d. Select Formula and then Overstrike.
- e. Insert the superscripted text and one underlined nonbreaking space for each superscripted character between the parentheses in the field to obtain:

`{eq \o (3,_)}`.

In this example, the three is formatted for superscript.

2. If there is no comma in the expression to be underscored, use the Formula Box command as follows:

- a. From the Insert menu, choose Field.
- b. Select Formula and then Box.
- c. Type the expression to be underlined in the field as follows:

`{eq \x \bo(x3)}`

In this example, the three is formatted for superscript.

3. If the superscripted text is on its own line, the text can be put into a table as follows:

- a. Highlight text.
 - b. From the Insert menu, choose Table.
 - c. Select 1 Column and 1 Row.
 - d. From the Format menu, choose Table.
 - e. Select Border Bottom Single.
4. A more complex solution using the Formula Displace command is as follows:
- a. Type and underscore the text preceding the superscripted text.
 - b. From the Insert menu, choose Field.
 - c. Select Formula and then Displace.
 - d. Modify the field to read

`{eq \d \fon \li() }`

where n is the point size for the superscripted text.

- e. Repeat step b and c.
- f. Modify this field to read

`{eq \d \ban() }`

where n is the same point size used in the first field.

- g. Type and superscript the text to be superscripted and underlined.
- h. A sample end result for x³ (x cubed) would be

`x{eq \d \fo8 \li()}{eq \d \ba8() }3`

where x is underscored and 3 is formatted for superscript and 8 point size.

- i. Another example: This formula underlines "text", which is formatted for superscript. Create the "_" characters, which are nonbreaking space characters with underline character formatting, by pressing CTRL+SHIFT+SPACEBAR. Select the characters and apply underline formatting (press CTRL+U).

`{eq text \d\ba18()_____ }`

Note: Adjust "text", "18" or "_____" for your use.

Additional reference words: w4wfield 1.00 1.10 1.10a 2.00 2.00a w4wtable 2.00a-CD 2.00b high low raise lower

Preventing Page Breaks in Word for Windows Tables

Article ID: Q69415

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

Microsoft Word for Windows adds a page break between rows of a table if the table is too long to fit on the page. To force Word to keep the table together, do the following:

Word version 6.0

1. Select the table.
2. From the Insert menu, choose Frame.
3. From the Format menu, choose Frame.
4. Type or choose the desired positions in the Horizontal and Vertical dialogs.
5. Choose the OK button.

Word versions 1.x, 2.x

1. Select the entire table.
2. From the Format menu, choose Paragraph.
3. In versions 1.x, select the With Next check box under Keep Paragraph. In versions 2.0 and 2.0a, select the Keep With Next check box under Pagination.

More Information:

The maximum length of a single cell or row of cells in a table is one page; therefore, even if the table is formatted to be one unit on a single page, Word places a page break between rows if a single cell or a row of cells is too long to fit between the top and bottom margins of the page. To correct this problem, you can adjust the top and bottom margins so that the table fits on the page, or you can absolutely position the table on the page to override the margin settings. To position the table, use the following steps:

Word version 2.x

1. Select the table.
2. From the Insert menu, choose Frame.
3. From the Format menu, choose Frame.
4. Type or choose the desired positions in the Horizontal and Vertical dialogs.
5. Choose the OK button.

Word version 1.x

1. From the Format menu, choose Position.
2. Under Horizontal, select Left and select Relative To Margin rather than Relative To Column.

Additional reference words: w4wformat 6.00 wm_word

1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b

w4wtable 2.00c

Descenders Cut Off in Table Using Adobe Postscript Cartridge
Article ID: Q69731

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

Character descenders in tables are cut off when printed with the Adobe PostScript cartridge on a Hewlett-Packard (HP) LaserJet II when Adobe's Font Foundry software is installed.

Occasionally, the tops and bottoms of ascending or descending characters may be clipped on the screen; however, they will print correctly. For more information on this, query on the words:

clipped
ascending
descending
characters
word
windows

More Information:

The Adobe PostScript cartridge comes with PostScript software, which includes Font Foundry. The Font Foundry installation generates .PFM font metrics files and inserts corresponding soft font lines into the printer section of the WIN.INI file as follows:

```
Softfonts=n  
Softfont1=c:\psfonts\pfm\po__10H.pfm,c:\pclfonts\po__10H.sfp  
Softfont2=c:\psfonts\pfm\po__12h.pfm,c:\pclfonts\po__12h.sfp  
...  
Softfontn=c:\psfonts\pfm\po____.pfm,c:\pclfonts\po____.sfp
```

These files are not necessary to print with the PostScript cartridge from Windows and Word for Windows. These soft font lines should be removed from the WIN.INI file for the text to print properly in tables in Word for Windows.

For further information, contact Adobe Systems, Inc. at (415) 961-4992.

Reference(s):

"User's Guide for the Adobe Cartridge Products," pages 62-66.

Adobe product support technician, (415) 961-4992.

Additional reference words: w4wprint w4wtable 6.00 wm_word

Centering a Table Horizontally on the Page in Word for Windows

Article ID: Q69861

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, to center a table horizontally (left to right) on the page, do the following:

Word version 6.0

1. Place the cursor within a cell of the table.
2. From the Table menu select Cell Height and Width.
3. From the Row dialog set the Alignment button to Center and choose OK.

Word versions 1.x and 2.x

1. Place the cursor within a cell of the table.
2. In Word version 2.0, choose Row Height from the Table menu. In previous versions of Word for Windows, choose Table from the Format menu.
3. Set the alignment for the rows (Align Rows) to Center.
4. In Word versions 1.x, select Whole Table under Apply To.

More Information:

You can also position a table horizontally on the page with the Format Position command. To do this, choose Position from the Format menu and select the following settings:

Horizontal: Center Vertical: Inline
Relative To: Margin Relative To: Margin

Paragraph Width: Auto

Note: Using the Format Position command to position the table will allow text to wrap around the table if there is room.

Additional reference words: w4wformat 6.00 wm_word
1.0 1.1 1.1a 1.00 1.10 1.10a 2.00 2.00a
w4wtable position

WinWord Err Msg: Error: Illegal Paste into Table
Article ID: Q69945

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

If you try to paste a cell from Microsoft Excel into a Microsoft Word for Windows table, you will receive one of the following messages:

Word Version 2.x, 6.0

You cannot paste this selection into a table

Word Version 1.0, 1.1, or 1.1a

Error: Illegal paste into table

Information from Excel is imported in a table format, and you cannot insert a table into a table. The information from Excel can be pasted into any normal paragraph.

Reference(s):

"Microsoft Word for Windows User's Reference," version 1.x, pages 188-194

Additional reference words: w4wexcel w4wtable
1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c

Reversing Rows in a Table in Word for Windows

Article ID: Q70988

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

A quick way to move rows in a table is to use ALT+SHIFT+UP ARROW or DOWN ARROW.

For example:

1. Select the row that needs to be switched.
2. Press ALT+SHIFT+UP ARROW or DOWN ARROW.
3. The rows will be switched according to the direction of the arrow used.

More Information:

This same procedure will work with lines of text or paragraphs. It will not work, however, with the RIGHT ARROW or LEFT ARROW keys.

Reference(s):

"Inside Word for Windows" by Cobb Group.

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 6.00 wm_word 2.00c w4wtable

Formula in Table Produces Error in WinWord

Article ID: Q70990

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

If the result of a formula is too long (wide) to fit within a table cell, "Error!" will display in the Word for Windows table cell.

Text that is typed within a cell will word wrap when the end of the cell is reached. However, this is not true for the results of formulas that are entered into table cells.

For example:

`{eq \F(10000,45345)}`

If the width of the table cell is set to .5 inch, the above formula will result in "Error!". If the width of the cell is increased to .75 inch with the Format Table command, the following fraction will appear:

$$\frac{10000}{45345}$$

The width of the table cell needs to be wide enough to accommodate the result of the entered formula.

Additional reference words: w4wfield w4wtable

1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c 6.00 wm_word

Line Spacing Changes Row Height of Inserted Table in WinWord

Article ID: Q71512

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

An inserted table in a Word for Windows document bases its row height on the line spacing values specified in the Paragraph dialog box. (To access this dialog box choose Paragraph from the Format menu). By default, Word uses those values found under the current Normal style. To change this option follow these steps:

1. Select the table.
2. From the Format menu, choose Paragraph and set the values under Spacing to the desired height.

Note: The paragraph line spacing option does not affect the value of the Minimum Row Height option in the Table dialog box (accessed by choosing Table from the Format menu). Paragraph line spacing affects the spacing between lines and the height of the table row.

More Information:

In Word version 6.0 for Windows the spacing of a table can be set from the Table menu by selecting Cell Height & Width and setting the measurement.

In Word for Windows version 2.0, you access the option to change the Minimum Row Height by choosing Row Height from the Table menu.

Reference(s):

"Microsoft Word for Window's User's Reference," pages 133 and 254

Documentation for Word for Windows 2.0 will be provided at a later date.

Additional reference words: 1.0 1.1 1.1a 1.00 1.10 1.10a 2.0 2.00 w4wtable

Creating Side-By-Side Tables in Word for Windows

Article ID: Q71532

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

Word for Windows does not have an automatic feature that allows the generation of side-by-side tables. It is possible to simulate this effect with the Format Position command.

PROCEDURE

Word for Windows Version 2.0 and later

1. Create a small table (table #1) by choosing the table tool from the tool bar, or choose Insert Table from the Table menu.
2. Create another table (table #2) with a paragraph mark between the two tables.
3. Select Table #1 by placing the cursor anywhere in the table and pressing ALT+Keypad 5, making sure the NUM LOCK key is off.

-or

Click with the left mouse button from the first cell in the table and drag it to the end of the table.

4. From the Insert menu, choose Frame.
5. Select Table #2 two (as described above) and choose Frame from the Insert menu.

Now that you have inserted both tables into a frame, you can click and drag the tables to whatever position you want while in page view, as well as position them side by side. The way to know whether or not you have properly framed the tables is to place your mouse cursor on the edge of the table and if it turns into a four-way directional arrow, then you have positioned the table properly.

Word for Windows Version 1.0 and 1.1

1. Insert the first table into a document.
2. Highlight the table and choose Position from the Format menu. Type

a number for the Horizontal Position and Paragraph Width and choose OK.

3. Insert the second table.

4. Highlight this table and choose Position from the Format menu. Type a number for the Horizontal Position that corresponds to the position next to the first table. Type a Paragraph Width that will allow it to fit alongside the first table and choose OK.

It is also possible to use this technique to simulate tables that have cells with different heights along the same row. To create this, follow the steps listed above. Position the tables so that the right border of the first table is at the same horizontal position as the left border of the second table, so that they appear as one table.

For another method of creating the side-by-side table effect, query on the following words:

table and side and by and word and windows

REFERENCES

=====

"Microsoft Word for Windows User's Reference," page 370

Additional reference words: 6.00 w4wformat 1.00 2.00 2.0 1.10 1.1 1.0
wm_word 1.10a 1.1a w4wtable toolbar

Using the {Autonum} Field Inside a WinWord Table Cell
Article ID: Q72064

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

When using the {autonum} field to number several paragraphs inside a single cell in a table, each paragraph displays the same number.

More Information:

The {autonum} field is used to number paragraphs, incrementing each new paragraph in sequence automatically. However, when the {autonum} field is used to number individual paragraphs in a table cell, each paragraph is numbered with the same number.

Steps to Reproduce Problem

1. Insert a table into a document with any number of rows and columns.
2. Type several paragraphs in one cell of the table. Insert the {autonum} field in front of each paragraph in the cell either manually
or using the Utilities Renumber command (in version 1.x).
3. Display the result of the field codes. Note that each paragraph is numbered 1.

The same action performed outside a table cell, or with each paragraph in a different cell produces the expected results of sequentially numbered paragraphs. The cell is treated as a paragraph in the case of the {autonum} field code, even though formatting each paragraph in a cell separately is allowed.

Reference(s):

"Microsoft Word for Windows User's Reference," pages 226-230

Additional reference words: w4wfield 1.00 1.10 1.10a 2.00 6.00
w4wtable wm_word

Can't Toggle Case in Table with SHIFT+F3 or ChangeCase Macro
Article ID: Q72549

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

When you select one or more cells of a table in Microsoft Word for Windows and attempt to toggle the case of characters by pressing SHIFT+F3 or running the ChangeCase macro, the computer beeps, indicating that the command is unavailable.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

WORKAROUND

=====

To use SHIFT+F3 or the ChangeCase macro to change the case of characters in a table, the text entries must be selected individually (that is, without selecting the cell marker).

To change all the entries in a table at once, use one of the following workarounds:

Workaround 1

1. Select the table and the paragraph mark that immediately follows the table.
2. Press SHIFT+F3 to toggle the case to the desired format.

Workaround 2

1. Select the table.
2. From the Insert menu, choose Table To Text.

3. Press SHIFT+F3 to toggle the case to the desired format.
4. From the Insert menu, choose Table, select the number of rows and columns, and choose the OK button. The text is converted back to table format with the desired case.

REFERENCES

=====

"Microsoft Word for Windows User's Reference," version 1.x, page 378

Additional reference words: w4wformat w4wtable w4wmacro uppercase
lowercase 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c

Merged Cells in Header Record Causes Error in Print Merge
Article ID: Q72893

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

If you merge two or more cells in the header record (the first row) of a print merge data table, hidden separators still exist in the merged cell. The presence of these separators produces an error message during the print merge. In Microsoft Word for Windows 1.x the error is:

Not a Valid Bookmark Name

In Word for Windows 2.x the error is:

Word has detected a field in the header record which is not valid. This error must eventually be corrected in order to complete a successful print merge.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

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MORE INFORMATION

=====

The hidden separators are used by the Split Cells feature of Word. This feature allows Word to split the cells at the same point that they merged.

To remove the separators in Word for Windows version 1.0, 1.1, or 1.1a, follow these steps:

1. Select the first row of the table.
2. From the Insert menu, choose Table To Text, and select Comma Delimited.

3. Remove the extra comma that appears where the two cells were merged. For example:

```
FROM    name,addr,state,,zip
TO      name,addr,state,zip
```

4. Select the line of text again.
5. From the Insert menu, choose Table.

This procedure converts the text back into the table format and removes the hidden separators, allowing the print merge to run without the "Not a valid Bookmark Name:" error.

In Word for Windows version 2.0, the error message box gives you an option to "Fix Error Now." If you choose this option, Word places the insertion point in the cell that was merged, but the cell does not appear to have any errors.

To remove the separator in Word for Windows version 2.0, follow these steps:

1. Select the First row of the table.
2. From the Table menu, choose Convert Table to Text, and select Comma Delimited.
3. Remove the extra comma that appears where the two cells were merged. For example:

```
FROM    name,addr,state,,zip
TO      name,addr,state,zip
```

4. Select the line of text again.
5. From the Table menu, choose Convert Text to Table.

Reference(s):

"Microsoft Word for Windows User's Reference," version 1.x, pages 197-200, 368-370

Additional reference words: 1.00 1.10 1.10a 2.00 w4wmerge 2.0a 2.00a w4wtable 2.0b 2.0a-CD 2.00b 2.00a-CD

Sort Only Uses First 65 Characters of Sort Key Text in WinWord
Article ID: Q73430

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

The Sort command in Microsoft Word for Windows uses only the first 65 characters of the sort key text to determine the sort order.

The sort key text is the text in a sort record that follows a specified number of key separators. For example, if a three-column table is sorted by the second column, column two is the sort key, and only the first 65 characters of the text in each record in column two are used to sort the table.

Reference(s):

"Microsoft Word for Windows User's Reference," pages 328-330

Additional reference words: 1.10 1.1a 1.10a 2.00 2.00a 2.00a-CD 2.00b 6.00 wm_word 2.00c w4wtable

Copying and Pasting Cells Replaces Text in Table in WinWord
Article ID: Q73539

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

If a cell marker is included in a table selection when you copy the contents of a cell in Microsoft Word for Windows, the contents of the target cell are replaced if you use the Edit Paste command. If you copy and paste multiple cells into a cell, the copied cells replace the contents of the target cell and each cell corresponding to the copied selection.

To paste text into a cell without replacing the existing text, you must select only the text within a cell before copying to the Clipboard. You cannot select the whole cell. This requires that you copy and paste the contents of each cell individually.

Reference(s):

"Microsoft Word for Windows User's Reference," pages 361-373

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 6.00 wm_word 2.00c w4wtable

Excel Data Pastes into Word for Windows Right Aligned
Article ID: Q75101

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

Data from Microsoft Excel will generally paste and paste link into Microsoft Word for Windows in table format as right-aligned text. This can cause a problem if you attempt to use tabs within the table.

More Information:

When data is imported from Microsoft Excel, the paragraph format of the data is right-aligned (default Excel format for numbers). Therefore, when you insert a decimal tab into a table of cells that have been pasted or paste linked from Excel, the tab may not automatically align. In some cases, the data may move into an adjacent column, until you apply left alignment to those cells.

If you are dealing with tabs in a table and are experiencing some unpredictable results, verify that the paragraph alignment is set to left.

Additional reference words: right aligned 1.00 1.10 1.10a 2.00 w4wtable 6.00 wm_word

Paragraph Inserted with Paste Linked Spreadsheet from Excel
Article ID: Q75717

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

If you bring a Microsoft Excel spreadsheet into a Microsoft Word for Windows document using the Paste Link command, a blank paragraph is inserted above the table. The paragraph mark cannot be selected or deleted; however, the spacing can be reduced. The blank paragraph does not appear if you bring the spreadsheet into Word for Windows using the regular Paste command.

More Information:

Workaround

To reduce the spacing around the inserted paragraph, use the following steps:

1. Position the insertion point to the left of the paragraph mark. (You cannot select the mark only.)
2. From the Format menu, choose Paragraph.
3. Change line spacing from Auto to -0.04 li or -0.01".

Steps to Reproduce Problem

-
1. Create a spreadsheet in Excel.
 2. Select a range of cells to insert into Word for Windows.
 3. From the Edit menu, choose Copy.
 4. Start Word for Windows. From the Edit menu, choose Paste Link.
 5. Choose the OK button.

Note: If the field code is displaying rather than the desired information, clear the Field Codes command on the View menu. In Word 1.x, also verify that the Show All option is not selected in the Preferences dialog box.

A blank paragraph is inserted immediately above the table. This paragraph is not present if the field code is displayed.

Reference(s):

"Microsoft Word for Windows User's Reference," version 1.x, pages
178-179

Additional reference words: 1.0 1.1 1.1a 2.0 2.0a 1.00 1.10 1.10a 2.00
6.00 wm_word w4wtable 2.00a w4wfield

Format Border From Text Not an Option for Tables

Article ID: Q76465

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, the Border command on the Format menu has a From Text option that allows you to set the distance in points between the text and the border. This option is available only when placing a border around a paragraph. You cannot set a distance from text when bordering table cells or pictures.

When you choose Border from the Format menu to format the border of a table cell or picture, the From Text option is dimmed (not available).

Additional reference words: grayed greyed 2.00 w4wtable 6.00 wm_word

Word for Windows Returns Incorrect Number of Columns

Article ID: Q77133

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
-

SYMPTOMS

=====

In Microsoft Word for Windows, if you select the rows of a column and the end-of-row markers and choose Table from the Format menu, Word returns an incorrect result for the number of columns.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

Steps to Reproduce Problem

1. From the Insert menu, choose Table to insert a table with one row and two columns.
2. Select all the columns in the the row and the end-of-row markers.
3. Choose Format Table.

In Word for Windows 2.0 follow these steps:

1. From the Table menu, choose Insert Table to insert a table with one row and two columns.
2. Select all the columns in the the row plus the end of row markers.
3. From the Table menu, choose Column Width.

The dialog box displays the width of columns 1-3, even though only two columns exist in the table.

Additional reference words: w4wformat 1.00 1.10 1.10a 2.0 2.00 2.0a 2.00a 2.0b w4wtable 2.0a-CD 2.00b 2.00a-CD

\Cell Bookmark Does Not Select Correct Cell in WinWord

Article ID: Q77145

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

In Microsoft Word for Windows, the WordBASIC macro language uses the "\cell" bookmark to select the entire contents of a cell in a table where you position the insertion point.

If a series of cells are highlighted in a table, the first cell in the upper-left corner of the highlighted area should be selected. However, if there are cells in the table to the left of the highlighted area, the bookmark selects the first cell in the table row that contains the highlighted area even though that cell was not part of the highlighted area. This is contrary to the description of the \cell bookmark described on page 106 of the "Word for Windows and OS/2 Technical Reference" and on page 89 of "Using WordBasic."

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

Steps to Reproduce Problem:

1. Create a 3 x 3 table in Word for Windows and type something in each cell.

2. Highlight the rightmost two columns and run the following macro:

```
Sub Main
  EditGoTo .destination = "\cell"
End Sub
```

3. Notice that an incorrect cell is highlighted.

REFERENCES

=====

"Using WordBasic," page 89

"Microsoft Word for Windows Technical Reference," page 21

"Microsoft Word for Windows and OS/2 Technical Reference," pages
104-106

Additional reference words: w4wmacro w4wtable cmpbookmarks 1.00 1.10
1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c

Border on Hidden Table is Not Hidden in Word for Windows
Article ID: Q77487

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, if a table contains a border and you format the table as Hidden, the border is not hidden. The border continues to display and print.

More Information:

Table cell marks cannot be hidden. Because the cell marks also act as the paragraph mark for the last paragraph in the cell, the paragraph's properties are also not hidden. Therefore, because borders are a paragraph property, they cannot be hidden in a table.

Reference(s):

"Microsoft Word for Windows User's Reference," pages 32-34, 153, 371-372

Additional reference words: 1.00 1.10 1.10a 2.00 6.00 wm_word
w4wtable box frame picture blank 2.00 2.00a 2.00a-CD 2.00b 2.00c

Text Disappears In Table Cell or Frame in Word for Windows
Article ID: Q77685

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, if you reach the boundary of a frame or the maximum row height of a table cell, any text that exceeds the boundary or limit does not display or print.

More Information:

In Word for Windows version 1.x, you can set an exact height for a table cell by choosing Table from the Format menu. Type a negative measurement in the Minimum Row Height box to set the desired row height to exactly that positive measurement setting. For example, if you want a row height of .25-inch, type "-.25" (without the quotation marks). If the typing in the table cell exceeds the exact measurement set, the overflow text does not display or print. To correct this problem, remove the minus sign from the row height measurement.

In Word for Windows version 2.0, you can set an exact height for a table cell by choosing Row Height from the Table menu, selecting the Exactly option in the Height of Row box, and selecting or typing a measurement for the row height in the At box. As in version 1.x, if the typing in the table cell exceeds the exact measurement set, the overflow text does not display or print.

In Word for Windows version 6.0 you can set an exact height for a table cell by choosing the Table menu and selecting Cell Height and Width and then selecting the Exactly option under Height of Rows and specifying a measurement for the row height in the At box. As in version 1.x and 2.x, the overflow text does not display or print.

In version 2.0, when overflow text exists in a cell, the bottom gridline in the cell darkens and thickens to indicate that the cell is full. In version 6.0, the bottom gridline does not darken and thicken to indicate the cell is full. To display overflow text in a table cell in Word for Windows versions 2.0 and 6.0, choose Row Height from the Table menu and change the Height of Row selection from Exactly to At Least. To remove overflow text from a frame in version 2.0 and 6.0, change to normal view and edit the text. You can display overflow text in a frame in version 2.0 by increasing the maximum frame size. To do this, choose Frame from the Format menu and adjust the Size Width and Height settings.

Note: In Word for Windows 2.0 and 6.0, text in a frame that exceeds the page boundary does not display in page layout view or print. Frame

length cannot exceed one page and cannot contain page breaks.

Additional reference words: missing chopped clipped 1.0 1.00 1.1 1.10
6.00 wm_word w4wtable 1.1a 1.10a 2.0 2.00 2.0a 2.00a 2.0b 2.0a-CD
2.00b 2.00a-CD

Paragraph Mark Always Inserted in Field With Table as Result
Article ID: Q77825

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows versions 1.x and 2.x, any field that displays a table as a result also displays a paragraph mark preceding the table. The paragraph mark displays because although a field can be inserted into the middle of a paragraph, a table cannot be contained within a paragraph. The paragraph mark at the beginning of the field prevents the table from inserting into the middle of the paragraph.

This paragraph mark cannot be deleted or modified.

Status:

This problem has been corrected in Word version 6.0 for Windows.

More Information:

This behavior makes it impossible to use DDE or DDEAUTO links to an Excel file to create a data file for use in a Word for Windows print merge.

For more information on print merge errors caused by DDE or DDEAUTO links to Excel, query on the following words:

valid and bookmark and name and dde

Additional reference words: w4wfield w4wmerge 1.00 1.10 1.10a 2.00 1.0 w4wtable 1.1 1.1a 2.0 2.0a 2.00a 2.0b 2.0a-CD 2.00b 2.00a-CD

Shading Not Imported into Word for Windows 2.0 from Excel
Article ID: Q77903

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

If you copy cells from a Microsoft Excel for Windows spreadsheet through the Clipboard into version 2.x of Microsoft Word for Windows, the cells do not retain shading.

This problem was corrected in Word version 6.0 for Windows.

The following are four possible workarounds for this problem:

- Use the Edit Copy Picture command in Excel to copy a bitmap image of the spreadsheet to the Clipboard:
 1. In Excel, select the cells to be copied.
 2. While holding the SHIFT key, choose Copy Picture from the Edit menu.
 3. In Word for Windows, paste the Excel selection.
- In Excel, copy the spreadsheet to the Clipboard:
 1. In Excel, select the spreadsheet to be copied.
 2. From the Edit menu, choose Copy.
 3. From the Edit menu in Word, choose Paste Special, select Picture or Bitmap as the format, and paste the worksheet image as a picture.
- In Excel, place the spreadsheet in the Clipboard using an OLE server application:
 1. In Excel, select the spreadsheet to be copied.
 2. From the Edit menu, choose Copy.
 3. From the Edit menu in Word, choose Paste Special and select Excel Worksheet Object.
- Format the table after you insert it into Word.

More Information:

This problem occurs because Excel does not include the shading when it

places the table on the Clipboard. Word can pull shaded text from the Clipboard. To illustrate this, follow the steps below:

1. Start Word.
2. Insert a table.
3. Format a cell in the table as shaded.
4. Copy the table to the Clipboard.
5. Quit Word and then restart Word.
6. From the Edit menu, choose Paste to insert the table into a document.

The pasted item is shaded. Quitting Word demonstrates that Word can copy information sufficient to support shading on the Clipboard.

Steps to Reproduce Problem

-
1. Start Excel.
 2. Type some information in a cell.
 3. Format the cell as shaded.
 4. Copy the cell to the Clipboard.
 5. From the Edit menu, choose Paste to insert the cell back into Excel. The cell is shaded.
 6. Quit Excel and then restart Excel.
 7. From the Edit menu, choose Paste again.

The pasted item is not shaded. The information that Excel places on the Clipboard does not contain shading information in a format that other applications can use.

Reference(s):

"Microsoft Word for Windows User's Reference," pages 202-203

Additional reference words: w4wformat
link embed dde 2.00 w4wtable

Items Cannot Be Framed Within a Table in Word for Windows
Article ID: Q78150

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, you cannot frame items within a table. Depending upon the conditions, different results occur when you attempt to frame items in a table. The results of four different scenarios are listed below.

More Information:

Scenario #1 - Framing a Picture with Only the Picture Selected

1. From the Table menu, choose Insert Table, or select the Table button on the tool bar. Format the table with two columns and two rows.
2. Position the insertion point in a table cell. From the Insert menu, choose Picture. Select a picture to insert, and choose the OK button.
3. Select the picture by clicking inside the picture. Small square boxes appear around the picture.
4. From the Insert menu, choose Frame.

Result: The Frame option is not available.

Scenario #2 - Framing a Picture If the Whole Cell is Selected

1. Repeat steps 1 and 2 in Scenario #1. Select the whole cell by placing the insertion point before the picture and holding down the SHIFT key while you press the RIGHT ARROW key twice, or by clicking and dragging the insertion point until the whole cell is selected.
2. From the Insert menu, choose Frame.

Result: The whole row is framed and can be positioned.

Scenario #3 - Selecting the Whole Cell Including Text

1. Repeat steps 1 and 2 in Scenario #1. Enter text within a cell and select it. With the insertion point at the beginning of the text within the cell, press SHIFT+END, or click and drag the mouse until the whole cell is selected.

2. From the Insert menu, choose Frame.

Result: The entire row is framed and can be positioned.

Scenario #4 - Selecting Only the Text Within a Cell

1. Repeat steps 1 and 2 in Scenario #1. Enter text within a cell and select the text only (do not include the end-of-cell marker in the selection).

2. From the Insert menu, choose Frame.

Result: The Frame option is not available.

Reference(s):

"Microsoft Word for Windows User's Guide," pages 314-323, 393-397

Additional reference words: w4wformat w4wtable 6.00 wm_word
2.00 2.00a 2.00a-CD 2.00b 2.00c

Border Information not Pasted into Other Cells in WinWord
Article ID: Q78472

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, cutting and pasting or copying a single table cell does not carry the cell border information to the new location in the same table or in a new table.

More Information:

In Word for Windows version 6.0 and 2.0, cell information is only transferred to the Clipboard if you select the entire row before choosing Copy from the Edit menu. If you select a single cell and copy or cut, only the text information is placed on the Clipboard. This also happens with the drag-and-drop method of moving text from one place to another.

In Word for Windows version 1.x, cell border information is not preserved for rows or single cells placed on the Clipboard.

Note: If you copy or cut a cell and paste the results outside a table, the cell border information does carry over. This happens in both Word for Windows versions 1.x, 2.0 and 6.0.

Microsoft has confirmed this to be a problem in Word For Windows. We are researching this problem and will post new information here as it becomes available.

References:

- "Microsoft Word for Windows User's Guide," version 2.0, page 321
- "Microsoft Word for Windows User's Reference," version 1.x, page 366

Additional reference words: 1.00 1.10 1.10a 2.0 2.0a 2.00a 2.0b w4wtable 6.00 wm_word 2.0a-CD 2.00b 2.00a-CD

Word for Windows: Updating Fields in a Table

Article ID: Q78523

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows version 2.0, to update a field in a table, you must select one of the following:

The entire table (ALT+Keypad 5)

-or-

The field to be updated

-or-

The entire row of cells containing the field

If you make any other selections, Word produces a beep, and the following error message displays on the status bar:

Word cannot update fields in this selection.

In Word for Windows version 1.x, no error message displays; however, the field does not update unless your selection matches one of those listed above.

This problem was corrected in Word version 6.0 for Windows.

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wtable

Leader Characters Lost When Converting from Table Back to Text
Article ID: Q78666

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, if you convert tabs with leader characters to a table, and then convert them back to text, the leader characters are lost.

Microsoft is researching this problem and will post more information here as it becomes available.

Additional reference words: dot dash 1.0 1.00 1.1 1.10 1.1a 1.10a 2.0 6.00 wm_word w4wtable 2.00 2.0a 2.00a 2.0b 2.0a-CD 2.00b 2.00a-CD

WinWord: Edit Undo Command Is Incorrect After Deleting Columns
Article ID: Q78687

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

After deleting a 1-column table in Microsoft Word for Windows, if you view the Edit menu, the Undo command reads "Undo Delete Rows" even though you chose Delete Columns from the Table menu.

This problem was corrected in Word version 6.0 for Windows.

More Information:

Steps to Reproduce Problem

-
1. From the Table menu, choose Insert Table.
 2. Set the Number of Columns to 1 and the Number of Rows to 2.
 3. Choose the OK button.
 4. Select the table column.
 5. From the Table menu, choose Delete Columns.
 6. View the Edit menu.

The first command on the Edit menu reads "Undo Delete Rows" instead of "Undo Delete Columns."

Additional reference words: 2.00 2.00a w4wtable

WinWord Table Inserted into Frame Appears Above Frame Border
Article ID: Q78810

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows version 2.0, if you insert a table into a frame, Word displays the inserted table above the border of the frame. Although it may not appear so, the table is contained within the frame. You can verify this by clicking the frame. Handles should appear around both the table and the frame's border.

This problem was corrected in Word version 6.0 for Windows.

Steps to Reproduce Problem

-
1. Open a new document. From the View menu, choose Page Layout.
 2. From the Insert menu, choose Frame. Click and drag your mouse to size the frame.
 3. Position the insertion point inside the frame. From the Table menu, choose Insert Table, and choose the OK button to accept the default table settings.

Word inserts the table above the frame, and a border displays where the frame is expected to be.

Workaround

To avoid this awkward display, insert your table first, then select the table and insert a frame. This results in the table displaying within the frame borders.

Additional reference words: 2.00 w4wtable

Selecting Table in Outline View Causes Anchor Point to Change
Article ID: Q79000

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, if you select a portion of a table using the keyboard while in outline view, the anchor position of the original insertion point is lost.

More Information:

Steps to Reproduce Problem

1. From the View menu, choose Outline.
2. Type the following lines:
 - one
 - two
 - three
3. Press ENTER. From the Table menu (Insert menu in version 1.x), choose Insert Table (Table in version 1.x), and choose the OK button to insert a 2-row, 3-column table.
4. Position the insertion point in front of "two."
5. Press SHIFT+DOWN ARROW to select to the bottom of the table, then press SHIFT+UP ARROW to clear the selection to the original insertion point.

As soon as the selection includes a table row, the anchor position is lost because that row becomes the new anchor. In outline view, you cannot clear a selection back to the original insertion point.

Microsoft has confirmed this to be a problem in Word for Windows version 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0. We are researching this problem and will post new information here as it becomes available.

"Microsoft Word for Windows User's Guide," version 2.0, pages 315-318, 441

Additional reference words: 1.00 1.10 1.10a cursor 6.00 wm_word w4wtable 2.00 2.00a 2.00a-CD 2.00b 2.00c

Paragraph-Delimited Text Converts to 1-Column Table in WinWord
Article ID: Q79021

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b,
2.0c
tem versions 3.0 and 3.1

SUMMARY

=====

In Microsoft Word for Windows version 2.0, if you select paragraph-delimited text to insert into a table, Word for Windows inserts the text into a 1-column table.

This problem was corrected in Word version 6.0 for Windows.

MORE INFORMATION

=====

If you select text that is separated by paragraphs, commas, or tabs to insert into a table, Word for Windows determines the correct number of columns automatically. However, if the text is separated only by paragraph marks, Word for Windows will convert the text to a 1-column table.

Workaround

The following macro prompts you for the number of columns and then automatically determines the number of rows for the selected text before inserting the table:

```
Sub MAIN
  col$=InputBox$("How many columns?")
  TableInsertTable .ConvertFrom=0, .NumColumns=val(col$)
End Sub
```

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 317-318

Additional reference words: w4wmacro w4wtable toolbar
2.00 2.00a 2.00a-CD 2.00b 2.00c

WinWord: Cannot Use Edit Repeat Table Formatting with Ruler
Article ID: Q79130

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

When using the ruler mode and a mouse to format a table in Microsoft Word for Windows, The Repeat Table Formatting command is not available on the Edit menu.

More Information:

Steps to Reproduce Problem

Word Version 2.x and 6.x

1. From the Table menu, choose Insert Table. Specify a 2-column, 2-row table, and choose the OK button.
2. From the View menu, choose Ruler if it is not already selected. If it already checked (selected), press ESC to cancel.
3. The table-width markers display by default.
4. Select the first cell of the table, and drag the table-width marker on the ruler to change its width.
5. Select the first cell of the second row, and open the Edit menu.

The Repeat command on the Edit menu reads "Repeat Insert Table." You cannot repeat a cell or column formatting change that was made with the ruler.

Word Version 1.x

1. From the Insert menu, choose Table. Specify a 2-column, 2-row table, and choose the OK button.
2. From the View menu, choose Ruler if it not already selected. If it is already checked (selected), press ESC to cancel.
3. Choose the Ruler icon (at the far-right end of the ruler) to display the table width markers.
4. Select the first cell of the table, and drag the table-width marker on the ruler to change its width.

5. Select the first cell of the second row, and open the Edit menu.

The Repeat Formatting command is not viewable on the Edit menu.

Microsoft has confirmed this to be a problem in Word for Windows versions 1.x, 2.x and 6.0. We are researching this problem and will post new information here as it becomes available.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 316, 331-333

"Microsoft Word for Windows User's Reference," version 1.x, page 369

Additional reference words: w4wformat w4wtable 6.00 wm_word
repeat 2.00 2.00a 2.00a-CD 2.00b 2.00c 1.00 1.10 1.10a 1.1a 6.00

WinWord: Repeat Key Does Not Remember Original Action
Article ID: Q79178

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, pressing the F4 key repeats the last action performed. However, if you choose Border from the Format menu in a table and then press F4 in a paragraph, Word for Windows repeats the action as a paragraph border instead of a table border if you press F4 in another table.

More Information:

Steps to Reproduce Problem

1. From the Table menu, choose Insert Table, and choose the OK button. Repeat this command so that your document includes two tables. Press ENTER several times to insert some blank lines.
2. Select one of the tables. From the Format menu, choose Border, select any border, and choose the OK button.
2. Select a blank line, and press F4 to repeat the border in that paragraph.
3. Select the second table, and press F4 to repeat the border.

Word for Windows formats the second table with a paragraph border (the border surrounds around each cell), rather than a table border. Pressing F4 in a paragraph changes the attributes of the Format Border command from a table orientation to paragraph orientation.

Microsoft is researching this problem and will post new information here as it becomes available.

Additional reference words: 2.00 w4wtable 6.00 wm_word

Inserting a Frame Around a Table Row in Word for Windows 2.0
Article ID: Q79188

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, framing a row in a table may rearrange the contents of the entire table. The default formatting for frames includes text wrapping around the frame; therefore, the next row may wrap around the inserted frame.

Steps to Reproduce Problem

1. From the Table menu, choose Insert Table. Set up a 1-column, 3-row table, and choose the OK button.
2. From the Table menu, choose Cell Height and Width (Column Width in Word 2.0), set the column widths to 2 inches, and choose the OK button.
3. Select the second row. From the Insert menu, choose Frame.

The third row wraps to the right of the second row.

Workaround

To work around this problem, insert the frame around the row. With the frame selected, choose Frame from the Format menu, and choose None (ALT+N) for Text Wrapping.

Additional reference words: 2.00 w4wtable 6.00 wm_word

Tables with 11 or 13 Columns Create Multiple Series Graphs
Article ID: Q79232

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows version 2.0, graphs based on tables with 11 or 13 columns display more than one data series.

This problem is corrected in Word version 6.0 for Windows.

Steps to Reproduce Problem

1. From the Table menu, choose Insert Table. Set up a 1-row, 11-column table, and choose the OK button.
2. Type a number in each of the cells of the table.
3. From the Table menu, choose Select Table.
4. From the Insert Menu, choose Object, select Microsoft Graph, and choose the OK button.

Word for Windows includes a second data series on the graph. This series begins with the representation of column 11 following the representation of the column 1. The column 11 representation displays in a different color than the first data series.

Additional reference words: 2.00 chart w4wtable

Screen Scrolls When Moving Cursor into a Tall Table Cell
Article ID: Q79281

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, pressing the arrow keys to move into a table that includes a tall row of cells may cause the screen to scroll; however, the insertion point does not move until you press the arrow key several times.

More Information:

Steps to Reproduce Problem

Word for Windows Version 2.0

1. From the Table menu, choose Insert Table, and create a 3-row, 3-column table. Choose the OK button.
2. Type a long paragraph (30-40 words) in the bottom middle cell.
3. Press CTRL+END to move to the end of the document.
4. Press the UP ARROW key.

Word for Windows Version 1.x

1. From the Insert menu, choose Table, and create a 3-row, 3-column table. Choose the OK button.
2. Type a long paragraph (30-40 words) in the bottom middle cell.
3. Press CTRL+END to move to the end of the document.
4. Press the UP ARROW.

Microsoft has confirmed this to be a problem in Word for Windows versions 1.0, 1.1, 1.1a, and 2.0. This problem is corrected in Microsoft Word version 6.0 for Windows.

Additional reference words: 1.0 1.1 1.1a 1.00 1.10 1.10a 2.00 w4wtable

WinWord: Page Setup Selects Additional Area of Table

Article ID: Q79331

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows version 2.x, if you choose Page Setup from the Format menu with the insertion point in a table, Word for Windows selects either a complete row or additional rows.

This problem was corrected in Word version 6.0 for Windows.

More Information:

Steps to Reproduce Problem

1. From the Table menu, choose Insert Table. Create a 3-row, 3-column table, and choose the OK button.
2. Position the insertion point in the second row of the table. From the Table menu, choose Select Row. Note that only row two is selected.
3. From the Format menu, choose Page Setup.
4. Choose either the Cancel button or the OK button.

Both the second and third rows are now selected. If the insertion point is active in only one cell of the table, Word selects the entire row containing that cell when you choose Page Setup.

Microsoft has confirmed this to be a problem in Word for Windows version 2.x. This problem was corrected in Word version 6.0 for Windows.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 230, 320

Additional reference words: w4wformat 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wtable

Revision Bars Display and Print on Top of Text in the Margin
Article ID: Q79385

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, revision marks print over text that extends into the document's margins.

More Information:

If you select the Mark Revisions option in the Revision Marks dialog box and select Left, Right, or Outside in the Revision Bars box, revision marks display and print slightly outside of the document's margin. If the document's text or table cells extend into the margins (as with a negative left or right paragraph indent), the revision marks print over the top of the text that extends into the margins.

Steps to Reproduce Problem

1. From the View menu, choose Page Layout unless it is already chosen. If it is already chosen, press ESC.
2. From the Tools menu, choose Revision Marks.
3. In the Revision Bars box, select Right, select the Mark Revisions box, and choose the OK button.
4. From the Table menu, choose Insert Table. Choose the OK button to accept the default table settings.
5. Position the insertion point in the farthest right-hand column of the table. From the Table menu, choose Column Width. Add an inch to the column's width, and choose the OK button. (For example, if the column width is 3 inches, change it to 4 inches).
6. Type text in one cell of the column until the text wraps several lines.

The revision bar now appears as a vertical line through the text to the right of the cell. If you set the Revision Bar box to Left, the revision bar displays over the top of text or table cells that extend beyond the left margin. The printout and print preview view have a display similar to to page layout view.

Microsoft has confirmed this to be a problem in Microsoft Word for Windows versions 2.0 and 6.0. We are researching this problem and will post new information here as it becomes available.

Reference(s) :

"Microsoft Word for Windows User's Guide," version 2.0, pages 604-605

Additional reference words: 2.00 overstrike border w4wtable 6.00 wm_word

Cell Border May Cause Distortion of WinWord Table

Article ID: Q79451

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows version 2.0, if a table contains shaded borders and cells, the shaded cells may appear distorted, and the table may not adjust to accommodate the borders on-screen or in the printed output. This occurs in version 3.0 and 3.1 of Windows.

In Microsoft Word for Windows version 2.0, if a table contains shaded borders and cells, the shaded cells may appear distorted, and the table may not adjust to accommodate the borders on-screen or in the printed output. This occurs both in Windows 3.0 and Windows 3.1.

This problem was corrected in Word version 6.0 for Windows.

Steps to Reproduce Problem

1. Open a New document. From the Table menu, choose Insert Table.
2. Create a 3-column, 3-row table, and choose the OK button.
3. Select columns 1 and 2. From the Format menu, choose Border, and then choose the Shading button.
4. Select the Custom option. In the Patterns box, select 30%, and choose the OK button twice.
5. Select column 3. From the Format menu, choose Border, and select a thick border from the Line box. Choose the OK button.
6. From the Table menu, remove the table gridlines by clicking the Gridlines command.

Extra shading may appear at the top of the cells without borders. Also, the space identifying the break between the two columns of cells without borders does not extend to the top of the table.

Remove the table gridlines for an accurate representation of what will actually print. The table may or may not print with distortion depending on how the table is formatted with shading and/or borders.

Microsoft is researching this problem and will post new information here as it becomes available.

Reference(s) :

"Microsoft Word for Windows User's Guide," version 2.0, pages 377-379

Additional reference words: 2.00 w4wtable

WinWord: Page and Column Breaks Inserted into Table Cell
Article ID: Q79493

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, if you delete the paragraph mark between a page or column break and a table, Word moves the page or column break into the first table cell as a block symbol.

This problem was corrected in Word version 6.0 for Windows.

More Information:

Page breaks and column breaks do not store paragraph properties and are not treated as paragraph marks. If you remove a paragraph mark, Word moves the page break or column break into the first cell of the table as a block character. Section breaks do store paragraph properties and are treated as paragraph marks; therefore, they do not exhibit this problem.

Steps to Reproduce Problem

1. Open a new document.
2. From the Insert menu, choose Break, select Page Break, and choose the OK button.
3. From the Table menu in version 2.0, choose Insert Table, accept the default settings, and choose the OK button. From the Insert menu in version 1.x, choose Table, accept the default settings, and choose the OK button.
4. Select the paragraph mark immediately above the table and delete it.

A block symbol appears in the first cell of the table.

Microsoft has confirmed this to be a problem in Word for Windows versions 1.0, 1.1, 1.1a, and 2.0. This problem was corrected in Word version 6.0 for Windows.

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wtable

GetBookmark\$() Used with EditGoto Returns Incorrect Value
Article ID: Q79559

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, using the WordBasic commands GetBookmark\$() and EditGoto with the \Cell bookmark returns the cell value of the previous column. It should return the cell value of the current column.

This problem was corrected in Word version 6.0 for Windows.

More Information:

Workaround

The following WordBasic macro yields the contents of the current column instead of the contents of the previous column:

```
Sub MAIN
  If PrevCell() Then NextCell
  Print GetBookmark$("\Cell")
End Sub
```

Steps to Reproduce Problem

The following macro illustrates this problem:

1. From the Table menu, choose Insert Table (in version 2.0). From the Insert menu, choose Table (in version 1.x). Insert a 2-column, 1-row table, and type some text in each cell. Select the second cell.
2. From the Tools menu, choose Macro, and type a name for a new macro. Choose the Edit button.
3. Type the following macro in the macro editing window:

```
Sub MAIN
  EditGoto .Destination = "\Cell"
  Print GetBookmark$("\Cell")
End Sub
```

4. From the File menu, choose Close. Choose Yes when prompted to save changes to the macro.
5. From the Tools menu, choose Macro. Select the macro you just

created, and choose the Run button.

6. Notice the value displayed in the status bar is from column 1, not column 2.

Microsoft has confirmed this to be a problem in Word for Windows. This problem was corrected in Word version 6.0 for Windows.

Reference(s):

"Microsoft Word for Windows and OS/2 Technical Reference," pages 156-157, 192, 226, 238, 241

"Microsoft Word for Windows Technical Reference," pages 42, 62, 78, 83-84

Additional reference words: w4wmacro 1.x 1.00 1.10 1.10a 2.00 2.0a w4wtable 2.00a 2.0b 2.0a-CD 2.00b 2.00a-CD

WinWord: Calculating Table Values Relative to Current Cell
Article ID: Q79586

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Word for Windows, you can use fields to calculate values in table cells. You can also reference the cells relative to the cell containing the field so that rows or columns can be deleted from or added to the table without affecting the resulting calculation.

More Information:

The Expression field is used to perform mathematical calculations. For example, if you have the following table

| | | | |
|---|---|---|--|
| 1 | 2 | 3 | |
| 4 | 5 | 6 | |

and you want to insert the row totals in the fourth column, you can insert the following field in the last cell of each row:

```
{=sum([rc-3:rc-1])}
```

Note: To create the field braces, press CTRL+F9.

This field calculates the sum of the values in the current row. To do this, the field adds the values from two columns to the left of the current column through the entire current row (one column to the left of the current column). The references to the cells that you add are relative to the cell containing the field.

This method allows you to add or delete rows and maintain a correct sum; you can also add or delete columns without affecting the calculation.

To total all cells in the current row except the row containing the field total, insert the following field in the cell where you want the total to appear:

```
{=sum([c])-sum([rc])}
```

The advantage of this expression is that you do not need to modify it if you add or delete columns from your table.

In Word for Windows 6.0, this feature can be accessed through the

Table... Formula menu. This gives the option to choose relative cells to the left, right, above, and below the current cell. For more information, see the online help.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 306-308

"Microsoft Word for Windows User's Reference," version 1.x, pages 95-96

Additional reference words: w4wfield w4wtable 6.00 wm_word
add subtract multiply divide relation math
1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c

Numbering Columns or Creating Page Numbers for Folded Pages
Article ID: Q79592

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, you can number the columns on a multiple-column page by inserting field codes in the document's header or footer. Using this method, you can simulate the pagination of folded pages (as for a brochure, pamphlet, booklet, leaflet, or program).

More Information:

You can achieve the numbering scheme diagrammed below by inserting the following line at the left edge of your document's header or footer

`{=page}+{=page-1}*1+0}`

and the following line at the right edge of the header or footer:

`{=page}+{=page-1}*1+1}`

The results are as follows:

| page 1 | | | page 2 | | |
|--------|---|------|--------|---|------|
| pg 1 | . | pg 2 | pg 3 | . | pg 4 |
| | . | | | . | |
| | . | | | . | |
| | . | | | . | |
| | . | | | . | |
| | . | | | . | |

You can use the following generic formula to simulate page numbering for any number of columns:

$$\text{page} + ((\text{page}-1) * n) + m$$

In this formula, "page" equals the current page field value, "n" equals the number of columns - 1, "m" equals the column position - 1, and the first column starts at zero. Insert the above formula in the header or footer, positioning each formula at the desired location above or below the appropriate column.

For two-column page numbering, use the following formula:

`{=page}+{=page-1}*1+0} 1,3,5,...`

$\{=\{page\}+\{=\{page\}-1\}*1+1\}$ 2,4,6,...

For three-column page numbering, use the following formula:

$\{=\{page\}+\{=\{page\}-1\}*2+0\}$ 1,4,7,...

$\{=\{page\}+\{=\{page\}-1\}*2+1\}$ 2,5,8,...

$\{=\{page\}+\{=\{page\}-1\}*2+2\}$ 3,6,9,...

For four-column page numbering, use the following formula:

$\{=\{page\}+\{=\{page\}-1\}*3+0\}$ 1,5,9,...

$\{=\{page\}+\{=\{page\}-1\}*3+1\}$ 2,6,10,...

$\{=\{page\}+\{=\{page\}-1\}*3+2\}$ 3,7,11,...

$\{=\{page\}+\{=\{page\}-1\}*3+3\}$ 4,8,12,...

If you want the numbering to start with 0 for the first column, make the following changes:

1. In the first formula, change the starting value of "m" to equal the value of "n" used in that formula. Increase "m" by increments of 1 in each additional formula (as in the original formula examples).
2. From the View menu, choose Header/Footer. Choose the Page Numbers button. Change the Start At value to 0.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 421-431

"Microsoft Word for Windows User's Reference," version 1.x, pages 246-247

"Take Word for Windows to the Edge," (ISBN 1-56276-079-3) by Guy Gallo, Ziff-Davis Press, page 362

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 6.00 wm_word w4wtable 2.00c w4wfield table same multiple

Insert Table Appears Available with Framed Row Selected
Article ID: Q79638

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows version 2.0, if you insert a frame around a row of a table, the Insert Table option on the Table menu should appear gray to indicate it is unavailable; however, the command appears black, even though it is not an available command.

This problem was corrected in Word version 6.0 for Windows.

Steps to Reproduce Problem

1. From the Table menu, choose Insert Table, and choose the OK button to accept the default settings.
2. Select a row of the table.
3. From the Insert menu, choose Frame. If Word prompts you to switch to page layout view, choose the Yes button.
4. From the Table menu, choose Insert Table.

Nothing occurs when you choose Insert Table; no error message displays. This option should appear gray to indicate that the command is not available.

Microsoft has confirmed this to be a problem in Word for Windows version 2.0. This problem was corrected in Word version 6.0 for Windows.

Additional reference words: 2.00 w4wtable

WinWord: Inserted Objects Marked as Revisions to the Document
Article ID: Q79740

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, inserted tables and pictures are flagged as revisions if you select the Mark Revisions option. In Word for Windows version 6.0 and 2.0, inserted objects and frames are also flagged with revision marks.

More Information:

If you select the Mark Revisions option and insert a table, picture, object, or frame, Word for Windows flags the resulting insertion as a revision to the document. However, the Mark Revisions option does not flag any formatting changes applied to existing characters, paragraphs, or borders.

Steps to Reproduce Problem

1. Open an existing document.
2. From the Tools menu (in version 6.0 and 2.0), choose Revision Marks. From the Utilities menu (in version 1.x), select Revision Marks.
3. Select the Mark Revisions option, and choose the OK button.
4. From the Table menu (in version 6.0 and 2.0), choose Insert Table. From the Insert menu (in version 1.x), choose Table. Accept the default settings, and choose the OK button.

Word for Windows flags the inserted table with revision marks.

Additional reference words: 1.0 1.1 1.1a 1.00 1.10 1.10a 2.00 w4wtable 6.00 wm_word

WinWord: Table Cannot be Selected from the Style Area
Article ID: Q79785

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, you cannot manipulate or select a table from within an expanded style area.

More Information:

Steps to Reproduce Problem

1. Open a Word for Windows document. From the View menu, choose Normal.
2. From the Tools menu, choose Options. Select the View category, and set the Style Area Width to 1". Choose the OK button.
3. From the Table menu, choose Insert Table, and choose the OK button to accept the default settings.
4. Position the mouse pointer above the left border of the table until it becomes a column marker. Hold down the left mouse button, and drag the column marker into the style area.

At this point, the table cannot be selected from the style area. Clicking the mouse makes the cursor become a column marker.

Microsoft is researching this problem and will post new information here as it becomes available.

Additional reference words: area split line pointer 2.00 w4wtable 6.00
wm_word

Paragraph Indenting Produces Incorrect Results in Tables

Article ID: Q79866

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, if you press CTRL+T, CTRL+G, CTRL+M, or CTRL+N with one or more cells selected in a table, the entire row or group of rows containing the selected cells takes on the indent formatting. If you select an entire column, the whole table becomes formatted with the indent.

This problem was corrected in Word version 6.0 for Windows.

More Information:

CTRL+T produces a hanging indent, and CTRL+G cancels a hanging indent. CTRL+N nests paragraphs, and CTRL+M removes nested paragraphs. These key combinations affect the selected paragraph(s) or the paragraph containing the insertion point when you press the key combination.

If you select more than one cell in a table, the entire row or group of rows containing the selected cells is indented to match the formatting of the selected cells. If you select an entire column of text, then the entire table is indented to match the formatting of the selected cells; however, if you use the mouse to format the paragraphs by moving the first line indent and paragraph indent markers on the ruler, only the selected text is affected. To adjust indents on the ruler, the ruler must be in the mode that displays the triangular indent markers.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 166-177, 322-323

"Microsoft Word for Windows User's Reference," version 1.x, pages 361-372, 404-405

Additional reference words: w4wformat
indentation align alignment 1.0 1.00 1.1
w4wtable 1.10 1.1a 1.10a 2.00

WinWord: Cannot Insert a Bookmark with a Table Column Selected
Article ID: Q80025

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

If you select a column in a Microsoft Word for Windows table, you cannot insert a bookmark into the document. This limitation occurs because a table column is not contiguous.

A bookmark must be contiguous text. If you have a 2-column, 2-row table and you select the first column only, the Insert Bookmark command is dimmed (unavailable). The same result occurs if you select the second column only. You must select the entire table, a complete row, or a group of complete rows to access the Insert Bookmark command.

Additional reference words: 1.x 1.0 1.1 1.1a 2.0 1.00 1.10 1.10a 2.00 6.00 wm_word w4wtable

Table Cell Greater Than One Page Will Print Over Footer

Article ID: Q80308

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

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In Microsoft Word for Windows versions 1.x and 2.0, text contained in a footer will be over-printed if you have a single-row table containing text that extends past the footer's position. Single-row tables will allow you to add text without breaking to another page. Word will continue to print this text on a single page until it reaches the unprintable region, as defined by the printer driver.

STATUS

=====

This problem was corrected in Word version 6.0 for Windows.

Steps to Reproduce Problem

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In Word for Windows 2.0

1. Open a new document in Normal view.
2. From the View menu, choose Header/Footer. Select Footer and choose the OK button. Enter some sample text and choose the Close button.
3. From the Table menu, choose Insert Table. Accept the defaults and choose the OK button.
4. Within the table, type in text until the text extends past the footer position on the page. The Status Bar will show the current insertion point position. On a standard 8.5-inch x 11-inch sheet of paper, any text running past the 11-inch position is sufficient for this operation.
5. From the File menu, choose Print Preview. The text within the table cell will overlap and combine with the text from the footer. It will print the way it looks in Print Preview.

In Word for Windows 1.x

1. Open a new document in Normal view.
2. From the Edit menu, choose Header/Footer. Select Footer and

choose the OK button. Enter some sample text and choose the Close button.

3. From the Insert menu, choose Table. Accept the defaults and choose the OK button.
4. Within the table, type in text until the text extends past the footer position on the page. The Status Bar will show the current insertion point position. On a standard 8.5-inch x 11-inch sheet of paper, any text running past the 11-inch position is sufficient for this operation.
5. From the File menu, choose Print Preview. The text within the table cell will overlap and combine with the text from the footer. It will print the way it looks in Print Preview.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 314-316.

"Microsoft Word for Windows User's Reference," version 1.0, pages 367 and 369.

Additional reference words: 1.00 1.10 1.10a 2.00 w4wtable

WinWord: Page Width Zoom Doesn't Display Items Beyond Margins
Article ID: Q80427

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows versions 2.X and 6.0, when you choose the Page Width button in the Zoom dialog box, Word for Windows does not display any portion of the document that extends beyond the margins.

More Information:

If you run the Zoom command and choose the Page Width button, Word for Windows scales the editing view so you can see the width of the page, from left margin to right margin. If Word calculated the Zoom percentage so that you could see everything that might extend past the margins, the processing time would be increased. Word is designed to not display items that extend beyond the margins.

Workaround

In Word for Windows 6.0, to view items that extend beyond the margins in a Word for Windows document, from the View menu, choose Zoom and select the Page Width "Zoom To" selection. Choose the OK button. In Word for Windows 2.0, choose Zoom from the View menu, select either a Custom setting or the Whole Page button.

Steps to Reproduce Problem

-
1. From the File menu, choose New, and choose the OK button. From the Table menu, choose Insert Table, select 7 in the Number of Columns box, and choose the OK button.
 2. From the Table menu, choose Select Table.
 3. In Word for Windows 6.0, from the Table menu, choose Cell Height and Width. Select the column tab and set the width of Columns to 1". Choose OK. In Word for Windows 2.0, from the Table menu, choose Column Width, select 1" in the Width of Columns box, and choose the OK button.
 4. In Word for Windows 6.0, from the View menu, choose Zoom and select the Page Width "Zoom To" selection. In Word for Windows 2.0, from the View menu, choose Zoom, and choose the Page Width button. Choose the OK button.

The page is zoomed so that both margins fit on the screen. The right

columns of the table are not completely visible because they extend beyond the right margin.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 453-456

Additional reference words: 2.00 w4wtable 6.00 wm_word

WinWord: Edit Go To Command May Produce Error Message

Article ID: Q80549

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows versions 1.x and 2.x, if you insert a 2-column, 3-row table, select the first row, and press the Go To key (F5), you receive the following error message when using the \sel command:

This Bookmark does not exist

You can choose Go To from the Edit menu in versions 1.x and 2.x to use the Go To command. In Word for Windows versions 1.1 and 1.1a, the opposite is true. Pressing the F5 key works correctly; however, if you choose Go To from the Edit menu, Word for Windows versions 1.1 and 1.1a generate the above error message.

This problem was corrected in Word version 6.0 for Windows.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, page 96

"Microsoft Word for Windows User's Reference," version 1.x, page 19

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wtable

WinWord: Changing Column Width Without Resizing Entire Table
Article ID: Q80550

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows version 2.0, you can change the column width for a cell or group of cells without changing the width of the entire table. To do this, use the following steps:

1. Select the cell or group of cells for which you want to change column width.
2. Select to the column gridline to the right of the cell or group of cells. (The mouse pointer becomes a double arrow after a successful selection.)
3. Hold down the SHIFT key, and drag the gridline to its new location.

In Word for Windows 6.0, it is not necessary to hold SHIFT to retain the entire table width while changing the width of a column or columns in the table.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 331-335

Additional reference words: 2.00 w4wtable

WinWord: Cell Line Layout Lost When Converting Table to Text
Article ID: Q80598

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, if you convert a multicolumn table to text, the layout will be lost if the table contains one or more cells with text that wraps around to another line.

More Information:

In Word for Windows version 2.x and 6.0, you can convert a table to text by selecting the table and choosing the Convert Table to Text command from the Table menu. In Word for Windows versions 1.x, you can do this by choosing the Table To Text command from the Insert menu.

To preserve the line layout of the table, save it in "text with layout" format. (In the Word 2.0 File Save As dialog box, select the Text With Layout (*.ans) option; in the Word 1.x File Save As dialog box, select the Text With Layout (PC-8) option). Then, open the text with layout file and convert it to normal Word format.

Example

| | | | | | |
|-----|---|-------|------|------|-----|
| one | two | three | four | five | six |
| 1 | now is the time for all good men to come to the aid of their party. | 3 | 4 | 5 | 6 |
| | now is the time for all good men to come to the | | | | |

If you select this table and convert it from Table to Text, the resulting text will look like the following:

```
one           two           three    four    five    six
1    now is the time for all good men to come to the aid of their party.
now is the time for all good men to come to the 3  4  5  6
```

Note: The multiple-line cell that wrapped within the table cell now wraps across the entire line, distorting the original appearance of the text.

If you save the table in text with layout format, it retains its appearance when it is reopened and converted to normal Word format, as follows:

| | | | | | |
|-----|--------------------------|-------|------|------|-----|
| one | two | three | four | five | six |
| 1 | now is the time for all | 3 | 4 | 5 | 6 |
| | good men to come to the | | | | |
| | aid of their party. Now | | | | |
| | is the time for all good | | | | |
| | men to come to the | | | | |

Note: In Word 1.x, after you save the document using the Text With Layout (PC-8) option, when you open it again, Word suggests that you convert from Text Only format. Make sure you change the selection to Text With Layout (PC-8) so Word will perform the correct conversion.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 318, 675-676

"Microsoft Word for Windows User's Reference," version 1.x, pages 99, 121, 283, 366, 369-370

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c conv w4wtable

Word for Windows: Adjusting Merged Cell Widths in a Table
Article ID: Q80599

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

When cells are merged in a table in Microsoft Word for Windows versions 1.x and 2.0, the resulting merged cell will be formatted in the same manner as the first column selected in the merge. For example, if columns 1, 2, and 3 of a row are merged into a single cell, the resulting cell will take on the characteristics of column 1 for all future formatting changes performed using the mouse.

When the mouse is used to adjust column widths, the entire column will be affected unless only one cell is specifically selected. When the menus are used to adjust column widths, the change will be made only to the cell that the cursor is in or to the cell(s) that are selected.

Microsoft has confirmed this to be a problem in Word for Windows versions 1.x and 2.0. We are researching this problem and will post new information here as it becomes available.

More Information:

Steps to Reproduce Problem

1. In Word for Windows 2.0 and 6.0, choose Insert Table from the Table menu. Enter 3 for the number of columns and 3 for the number of rows. Leave the column width set to auto. Choose the OK button. In Word for Windows 1.x, choose Table from the Insert menu.
2. Select the cells in row 2 column 1 and row 2 column 2.
3. In Word for Windows 2.0 and 6.0, choose Merge Cells from the Table menu. In Word for Windows 1.x, choose Table from the Edit menu, then choose the Merge Cells button.
4. Place the cursor in row 1 column 1. In Word for Windows 2.0, choose Column Width from the Table menu. In Word for Windows 1.x, choose Table from the Format menu. Type ".5" for the width of column 1. Choose the OK button.

Note that only the one cell's width is affected. Rows two and three have not changed at all.

In Word for Windows 6.0, choose Table/Cell Height and Width/Column. Change the width of column 1 to ".5". Press the OK button. The result will change the entire first column's width changes. By

selecting the cell first and performing the same steps as indicated above, the other cells and row widths will not be affected.

5. In Microsoft Word for Windows 2.0 and 6.0, choose Undo Column Width from the Edit menu. In Word for Windows 1.x, choose Undo Edit Table from the Edit menu.
6. With the cursor still in row 1 column 1, position the mouse pointer on the column separator of row 1 column 1 and row 1 column 2. Note that the pointer changes to a gridline cursor in Word for Windows 2.0. With this cursor, click and drag the column separator to the left about half an inch. In Word for Windows 1.x, click the column marker (or "T") on the ruler and drag it to the left about half an inch.

In Word 1.x and 2.0, the entire first column's width changes. This was fixed in Word for Windows 6.0 so that the merged cells are not affected at all. If you first select just the row 1 column 1 cell before dragging the column separator, the other rows will not be affected in any version of Winword.

To prevent the entire first column's width from changing in Word 2.0, hold the shift key down while performing the same steps as above.

Additional reference words: 1.00 1.10 1.10a 2.00 1.0 1.1 1.1a w4wtable
6.00 wm_word

WinWord: Replace Command Doesn't Change Table Formatting
Article ID: Q80612

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

If you create a table that does not contain any text in Microsoft Word for Windows and then apply paragraph formatting to it, the Edit Replace command does not replace the formatting. Formatting in an empty table cell is retained in the end-of-cell marker rather than the paragraph mark. The Replace command identifies formatting contained only in text or paragraph markers.

To work around this problem, you can manually select the table and change the formatting characteristics.

More Information:

Steps to Reproduce Problem

Word for Windows Version 2.0

1. From the File menu, choose New, and choose the OK button.
2. From the Tools menu, select Options. From the Category list, select the View icon, and select the Table Gridlines and All options. Choose the OK button.
3. Type some text in the document, and press ENTER.
4. From the Table Menu, choose Insert Table. Accept the default values, and choose the OK button.
5. Select the entire document by pressing CTRL+Keypad 5.
6. From the Format menu, choose Character, select Bold, and choose the OK button. The entire document has bold formatting.
7. From the Edit menu, choose Replace. In the Find What box, press the CTRL+B key combination to search for bold formatting. The word "Bold" appears below the selection box. In the Replace With box, press the CTRL+I key combination to replace with italic formatting. The word "Italic" appears below the selection box. Choose the Replace All button and then the Close button.
8. All of your text and paragraph marks now have italic formatting; however, if you type text within one of the blank table cells, the

text has bold formatting.

Word for Windows Version 1.x

1. From the File menu, choose New, and choose the OK button.
2. From the View menu, choose Preferences. Select the Table Gridlines and Show All options. Choose the OK button.
3. Type some text in the document, and press ENTER.
4. From the Insert Menu, choose Table. Accept the default values, and choose the OK button.
5. Select the entire document by pressing CTRL+Keypad 5.
6. From the Format menu, choose Character, select Bold, and choose the OK button. The entire document has bold formatting.
7. From the Edit menu, choose Replace. In the Search For box, press the CTRL+B key combination to search for bold formatting. The word "Bold" appears below the selection box. In the Replace With box, press the CTRL+I key combination to replace with italic formatting. The word "Italic" appears below the selection box. Clear the Confirm Changes option, and choose the OK button.
8. All of your text and paragraph marks have italic formatting; however, if you type text within one of the blank table cells, the text has bold formatting.

This problem does not occur if text or paragraph marks previously exist in the table cell. Text or a paragraph mark provide a recognizable search item for the Replace command.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 263-4

"Microsoft Word for Windows User's Reference," version 1.x, pages 289-90

Additional reference words: w4wformat wm_word

1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c 6.00 w4wtable

Table Extends Beyond Right Margin After Increasing Margins
Article ID: Q80695

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

If you insert a table in a Microsoft Word for Windows document and increase the left or right margin setting, the table does not resize to fit within the new margins. It retains its original width and extends over the right margin.

More Information:

When you insert a table in a Word for Windows document and accept the default column width, Word sizes the table's columns so that the table is the same width as the width between the current section's right and left margin settings. If you change the left margin, right margin, or the number of columns, Word does not resize the table to fit within the new page or column margins. You must make column-width adjustments separately.

Reference(s):

"Microsoft Word for Windows User's Reference," version 1.x, page 361

"Microsoft Word for Windows User's Guide," version 2.0, page 333-334

Additional reference words: 1.10 1.00 2.00 1.10a 1.0 1.1 1.1a w4wtable
6.00 wm_word

Word for Windows: Subscript Text Is Cutoff in a Table
Article ID: Q80759

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
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SUMMARY

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In Microsoft Word for Windows, if you apply subscript character formatting to text within a table, the bottom portion of the subscript text is cut off on the display and in the printed document. This problem occurs regardless of the setting selected in the Line Spacing box.

If you are running Word for Windows in Microsoft Windows operating system version 3.1, tables cut off the bottom portion of the subscript text on the display. Printed results depend on the print driver. For example, the PostScript print driver version 3.5 cuts off the subscript text, while the Hewlett-Packard LaserJet III driver version 3.89 prints the subscript text correctly.

WORKAROUND

=====

To work around this problem, format the line containing the subscript formatting with the following line spacing:

Word for Windows version 2.0

1. From the Format menu, select Paragraph.
2. In the Spacing box, select .05 li in the After box, then select 3 pt or a larger value in the At box, and choose the OK button.

Word for Windows version 6.0

1. From the Format menu, select Paragraph.
2. Be sure the Indents and Spacing tab is selected.
3. In the Spacing box, type in 1 point (the default increment if you click on the up & down arrows is 6 points). This will correct the problem even if the subscript is not on the last line of text in the cell.

Microsoft has confirmed this to be a problem in Word versions 2.x and 6.0 for Windows. We are researching this problem and will post new information here as it becomes available.

REFERENCES

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"Microsoft Word for Windows User's Guide," version 2.0, pages 146-147,
315-318

Additional reference words: 2.00 2.00a w4wfont truncates cropped 6.00
wm_word w4wtable 2.00a-CD 2.00b

Word for Windows: Setting Column Width to Auto in Tables
Article ID: Q80833

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
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SUMMARY

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In Word versions 2.0, 2.0a, 2.0a-CD, 2.0b, and 2.0c, if you select a column(s) or cell(s) and type "auto" (without the quotation marks) in the Width Of Columns box, you will receive the following error message:

This is not a valid measurement.

Note: In versions 1.x of Word, setting the width of a column or cell to Auto was permitted so that you could adjust the width of column(s) or cell(s) within the margins.

STATUS

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This problem was corrected in Word version 6.0 for Windows.

MORE INFORMATION

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The Auto setting evenly divides the width of the table among the columns. In Word for Windows version 2.0, you can use any of the following three methods to set column or cell width to Auto.

Method 1

1. Set the rightmost edge of the table at the desired position.
2. Hold down the CTRL key while dragging the column marker of the column that is to the left of the columns you want to adjust.

Note: The above method does not adjust columns based on margins; it resizes the columns without changing the user-defined size of the table. The space between the column you are sizing and the end of the table is divided equally among the columns to the right of the column marker. Use the procedure below to adjust the columns based on the margins of the document.

Method 2

Use the steps below to create a macro that adjusts the selected column(s) or cell(s) to Auto based on the margin settings within the document section where the table is located.

1. From the Tools menu, choose Macro, type a macro name, and choose the Edit button.
2. Insert the following line between the Sub Main and End Sub:

```
TableColumnWidth .ColumnWidth = "0"
```

To run this macro on the selected column(s) or cell(s) of the table, choose Macro from the Tools menu.

Note: This macro can be assigned to a menu or to a toolbar button.

Method 3

Note: This method works if the text in the table is not enclosed in quotation marks with commas used as punctuation within the quotation marks. If this is not the case, Word for Windows will break the text enclosed in quotation marks into two columns when you convert it to a table.

1. Select the entire table.
2. From the Table menu, choose Convert Table To Text. In the Convert Table To Text dialog box, select the Commas option and choose the OK button.
3. Select the comma-delimited text. From the Table menu, choose Convert Text To Table. The table contains evenly-sized cells and extends from the left to the right margin.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, page 333

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wmacro w4wtable

Word for Windows: Paragraph Formatting Within Table Cells
Article ID: Q80917

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

When you insert a table in a Microsoft Word for Windows document, each cell in the table assumes the paragraph formatting of the paragraph where the insertion point is located when you insert the table. This behavior may produce unexpected results in the display of text in the table. To check the formatting specified for the paragraph containing the insertion point, choose Paragraph from the Format menu.

More Information:

A common example of this problem occurs when the paragraph containing the insertion point is formatted with a non-zero left or right indent. If you insert a table at this point, each cell contains indents, and the contents of the cells may align unexpectedly. When you apply an indent to table cells, the indent is measured from the boundary of each cell, not from the document margin.

With the ruler's indent scale active, you can view the ruler to check for paragraph indents before you insert the table. You can also check for indents in individual cells after you insert the table. If more than one cell in the table is selected, the ruler reflects the indents for the top-left cell of the selection, and the triangular indent markers are unavailable, signifying that they do not apply to the whole selection.

For a more precise view of the indents choose Paragraph from the Format menu, and consider the follow conditions:

- If the left indent is less than the cell width and the combined indents are greater than the width of the cell, any text in the cell appears in a one-character wide column, positioned at the left indent.
- If the left indent is larger than the width of the cell, no text displays, regardless of the value of any other indents.
- If the indent values are smaller than the width of the cell (but not zero), the indents are made from the left and/or right cell boundaries (just as normal paragraphs are indented from the left and/or right margins).

Word for Windows Version 2.0

If you use the Format Paragraph command to set left and/or right

paragraph indents for an existing table cell and the indents you specify narrow the cell or paragraph to less than approximately .7-inch, you receive the following error message:

This indent is too large.

If you attempt to set a first-line indent beyond the end of the cell or paragraph (as determined by the right indent), you receive the same error message.

You do not receive any error messages if you use the ruler to set the same paragraph indents.

Word for Windows Versions 1.x

In Word for Windows version 1.x, you can specify any left, right, or first-line paragraph indent value(s) within an existing table cell, regardless of its relationship to the cell width and regardless of whether you set the indents using the ruler or the Format Paragraph command. No error messages appear in reference to conflicts in table cell indentations. In Word version 1.x, the error message "Indentation too large" appears only in reference to settings that conflict with page margin and width settings.

Workaround

You can quickly reset all paragraph indents affecting a table by using the following steps:

1. With the insertion point positioned in the table, select the whole table by pressing ALT+Keypad 5 (with NUM LOCK off).
2. From the Format menu, choose Paragraph.
3. Type 0 (zero) in all three Indent boxes, and choose the OK button.

While paragraph indents are probably the most common cause of misalignment in table cells, other paragraph formatting can affect table cells. For more information on table formatting, query on the following words in the Microsoft Knowledge Base:

paragraph and line and spacing and table and row and winword

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 49, 162-170, 322-324

"Microsoft Word for Windows User's Reference," version 1.x, page 367

Additional reference words: w4wformat wm_word
1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c 6.00
w4wtable errmsg

Err Msg: "! Invalid Character Setting" in Expression Field
Article ID: Q81059

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

If you receive the error message

"! Invalid Character Setting"

as the result of a Microsoft Word for Windows Expression field, you need to change the character used for the decimal or list separator in the Microsoft Windows version 3.0 Control Panel.

More Information:

The character you use for a List Separator and the character you use for a Decimal Separator are set for all Windows-based applications under the International settings in the Windows Control Panel. The characters used by default depends on the Country settings you have selected. Some characters are invalid as list or decimal separators. The invalid characters will vary depending on the country setting. For example, when the Country is set to United States, any character other than a period is invalid as a decimal separator.

Steps to change the settings for these characters from Word for Windows:

1. Activate the Control menu by pressing ALT+SPACEBAR.
2. From the Control menu, choose Run. Select Control Panel and choose the OK button.
3. Choose the International icon from the Control Panel window.
4. Select the character in the List Separator box and type the correct symbol.
5. In the Number Format box, choose the Change button. Select the character in the Decimal Separator box and type the correct symbol. Choose the OK button twice.

Reference(s):

"Microsoft Windows User's Guide," version 3.0, pages 182, 186
"Microsoft Word for Windows User's Guide," version 2.0, pages 306-311, 749

Additional reference words: 2.00 errmsg err msg calculate sum 6.00

wm_word w4wtable calculation calculating spreadsheet table results

Large Excel Sheet Becomes Tab- and Comma-Delimited for Merge
Article ID: Q81085

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b
2.0c
 - Microsoft Excel for Windows, versions 3.0 and 4.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

If you use a Microsoft Excel spreadsheet as the data document for a print merge in Microsoft Word for Windows and you specify a range that includes more than 31 columns or a large number of rows, Word generates the following error message if the data you are merging contains commas:

There are more fields in record x than merge fields in the header record. Do you want to continue with the Print Merge?

If you choose the Yes button in response to this question, your data is merged incorrectly.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

=====

If you use an Excel spreadsheet for a print merge data document, Word converts the spreadsheet to Word for Windows format during the merge process. Normally a spreadsheet is converted to a Word for Windows table; however, Word tables are limited to 31 columns. As a result, spreadsheets containing more than 31 columns are converted to tab-delimited documents for print merges. In addition, spreadsheets containing a large number of rows, but less than 31 columns, are also converted to tab-delimited text. The number of rows that triggers the change from table-delimited to tab-delimited varies depending on the complexity of the spreadsheet.

Word inserts tabs in place of cell boundaries, but it uses both the tabs and any commas in the data as delimiters during the print merge.

Word considers the commas to be delimiters, rather than text, because the List Separator designated in the Control Panel International dialog box is a comma when the country setting is United States.

Workarounds

To make Word treat commas as text, rather than delimiters, use one of the following options:

- Place quotation marks around text in the spreadsheet that contains any commas (for example, "Acme, Inc.").
- Place a backslash character (\) in the spreadsheet before the comma (for example, Acme\, Inc.). Word does not merge the backslash but does treat the comma as text, rather than a delimiter.
- Save the spreadsheet in Excel in CSV (comma-separated value) format, and use the CSV file for the print merge data document.

Note: This problem occurs in Excel version 4.0 and earlier.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 620-624

Additional reference words: w4wmerge w4wtable w4wexcel 2.00 2.00a
2.00a-CD 2.00b 2.00c

Excel Dialog Box Pastes as Tabs and Numbers in WinWord
Article ID: Q81151

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

Dialog boxes created with version 3.0 or 4.0 of the Microsoft Excel Dialog Editor are not directly compatible with Microsoft Word for Windows WordBasic. When used with WordBasic, these Excel dialog boxes appear as tabs and numbers.

MORE INFORMATION

=====

Version 2.0 of Word for Windows comes with a Dialog Editor that works correctly with WordBasic. To use dialog boxes created with the Excel Dialog Editor in a WordBasic document, these dialog boxes must first be converted to version 2.0 Word for Windows dialog boxes.

To determine which Dialog Editor you are using, choose About Dialog Editor from the File menu. The following table lists the Dialog Editor version numbers for Excel and Word:

| Product Name | Dialog Editor Version Number |
|-----------------------|------------------------------|
| ----- | ----- |
| Word for Windows 2.0 | 2.40.0018 |
| Excel for Windows 3.0 | 3.00 |
| Excel for Windows 4.0 | 4.00 |

For more information on the Word for Windows Dialog Editor, query on the following words in the Microsoft Knowledge Base:

w4wmacro and dialog and editor

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 787-92

Additional reference words: w4wmacro word basic 1.00 1.10 1.10a 2.0 w4wtable 2.00 2.0a 2.00a wm_word 6.00

Word for Windows: Creating a Chart from Data Stored in a Table
Article ID: Q81713

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, you can create a chart based on data stored in a table. To create a chart, follow the steps below:

1. From the Table menu, choose Insert Table, accept the default settings, and choose the OK button.
2. Type some numeric data into the table.
3. Position the insertion point somewhere inside the table.
4. From the Table menu, choose Select Table.
5. Click the Chart icon on the tool bar. This opens the Microsoft Graph program. If you exit Microsoft Graph and select Yes to update the document, the graph is inserted into your document below the table.
6. To edit or change the chart, double-click it.

Note: The table data and the chart are NOT linked. If you change the table data you must re-create the chart.

Reference(s):

"Microsoft Graph User's Guide," version 3.0, page 16-27

"Microsoft Word for Windows User's Guide," version 2.0, page 340

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wtable
6.00 wm_word

WinWord: PAGEREF Field with Special Bookmarks Produces Error
Article ID: Q81958

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

Using PAGEREF fields in conjunction with the special predefined bookmarks in Microsoft Word for Windows generates a "Bookmark not defined" error.

More Information:

The PAGEREF field inserts the page number of a bookmark for cross-reference purposes; however, with the predefined bookmarks, the page numbers do not work correctly. These bookmarks are defined as reserved and do not display in the Bookmark dialog box. You can use these bookmarks with the Edit Go To command.

The special bookmarks include the following:

\Sel, \PrevSel1, \PrevSel2, \StartOfSel, \EndOfSel, \Line, \Char, \Para, \Section, \Doc, \Page, \StartOfDoc, \EndOfDoc, \Cell, \Table, and \HeadingLevel.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 746, 749

"Using WordBasic," by WexTech Systems and Microsoft, pages 88-89

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wtable w4wfield 6.00 wm_word

WinWord: Macro to Count Number of Rows in a Table

Article ID: Q82085

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

There is no automatic feature in Microsoft Word for to count the number of records in a table; however, you can create a simple macro to display this information on the status bar.

MORE INFORMATION

=====

The WordBasic function SelInfo allows you to display the number of rows within a table. The syntax for this function is as follows:

```
n=SelInfo(Type)
```

For this example, "Type" is set to "15" (without the quotation marks). Type 15 is the value for the number of rows in a table. For more information on SelInfo, refer to pages 277-278 of "Using WordBasic," by WexTech Systems and Microsoft.

To create a macro to display the number of rows within a table, follow these steps:

1. From the Tools menu, choose Macro. Type a name in the Macro Name box, and choose the Edit button.
2. Below the SubMain line, type "Print SelInfo(15)" (without the quotation marks).
3. From the File menu, choose Save All. Choose the Yes button in response to the prompt, "Save Global Glossary and Command Changes ?"
4. From the File menu, choose Close.
5. Position the insertion point anywhere within your table. From the Tools menu, choose Macro. Select your macro, and choose the Run button.

The number of rows in the table should display on the left-hand side of the status bar.

REFERENCES

=====

"Using WordBasic," by WexTech Systems and Microsoft, pages 277-278

Additional reference words: 2.00 2.00a 2.0a w4wmacro w4wtable

Tab-Delimited Text Converted to Table Format in WinWord 2.0
Article ID: Q82183

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, if you convert text separated by tabs to table format, the resulting table does not reformat from margin to margin. The table columns display based on the width between the tab stops. (If no tabs are set, the column width is determined by the default tab settings.)

More Information:

Steps to Reproduce Problem

1. From the File menu, choose New, then choose the OK button.
2. Type a word, press the TAB key, type another word, press the TAB key, type another word, then press ENTER.
3. Repeat step 2.
4. From the Edit menu, choose Select All.
5. From the Table menu, choose Convert Table to Text.

The table consists of three columns, and the column width is determined by the tab stops.

Note: This behavior does not occur in Word for Windows version 1.x; tab-delimited text converts to a table the width of the text area.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wtable
6.00 wm_word

WinWord 2.0: Macro to Remove Shading Does Not Work
Article ID: Q82958

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

If you create a macro in Microsoft Word for Windows select multiple paragraphs and remove any shading in the selection, the macro does not remove the shading unless the entire selection is shaded. If the entire selection contains shading, the macro removes the shading correctly; however, if only a part of the selection contains shading, the macro does not remove the shading.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. We are researching this problem and will post more information here in the Microsoft Knowledge Base as it becomes available.

MORE INFORMATION

=====

Steps to Reproduce Problem

Example 1: Shading in Table Cells

1. From the File menu, choose New, and choose the OK button.
2. From the Tools menu, choose Macro.
3. Type "UnShadeTable" (without the quotation marks) in the Macro Name box, and choose the Edit button.
4. In the macro-editing window, type the following macro:

```
Sub Main
TableSelectTable
FormatBorder .FromText = "", .ApplyTo = 3, .Shadow = 0, \
.TopBorder = 0, .LeftBorder = 0, .BottomBorder = 0, \
.RightBorder = 0, .HorizBorder = 0, .VertBorder = 0, \
.TopColor = 0, .LeftColor = 0, .BottomColor = 0, \
.RightColor = 0, .HorizColor = 0, .VertColor = 0, \
.Pattern = 0, .Foreground = 0, .Background = 0
End Sub
```


5. From the File menu, choose Close. Choose the Yes button when prompted to save changes to the macro.
6. In the document, create a multi-column, multi-row table. (From the Table menu, choose Insert Table; or, choose the Table button on the tool bar.)
7. Select several cells in the table. From the Format menu, choose Border, select a border, then choose the Shading button. Select the Custom option button, select an percentage from the Pattern box, and choose the OK button twice.
8. From the Tools menu, choose Macro, select UnShadeTable, and choose the Run button.

Word removes the borders from the cells, but the shading remains.

Example 2: Shading in Paragraphs

1. From the File menu, choose New, and choose the OK button.
2. From the Tools menu, choose Macro.
3. Type "UnShade" (without the quotation marks) in the Macro Name box, and choose the Edit button.
4. In the macro-editing window, type the following macro:

```

Sub Main
EditSelectAll
FormatBorder .FromText = "1 pt", .ApplyTo = 0, .Shadow = 0, \
.TopBorder = 0, .LeftBorder = 0, .BottomBorder = 0, \
.RightBorder = 0, .HorizBorder = 0, .VertBorder = 0, \
.TopColor = 0, .LeftColor = 0, .BottomColor = 0, \
.RightColor = 0, .HorizColor = 0, .VertColor = 0, \
.Pattern = 0, .Foreground = 0, .Background = 0
End Sub

```

5. From the File menu, choose Close. Choose the Yes button when prompted to save changes to the macro.
6. In the document, type four paragraphs, and apply different amounts of shading to each paragraph. (From the Format menu, choose Border, then choose the Shading button to access the Shading dialog box.)
7. From the Tools menu, choose Macro, select UnShade, and choose the Run button.

The macro runs, but the paragraph shading remains.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, page 377-379, 764-765

Additional reference words: w4wmacro w4wtable 2.00 2.00a 2.00a-CD
2.00b 2.00c

SelInfo(15) Returns Incorrect Number of Rows in WinWord Table

Article ID: Q83071

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

SUMMARY

=====

If you use the SelInfo() WordBasic macro command to return the number of rows in a Microsoft Word for Windows table, the command always returns "1" if one of the following conditions exists:

- The insertion point is positioned at the start of the first cell in the table.
- or-
- The table is not the first item in the document.

The SelInfo() argument type 15 returns the number of rows in the table if the selection is within a table; if the selection is not in a table, the function returns "-1."

MORE INFORMATION

=====

Workaround

If the user selects the table first, before SelInfo is called, then Word will always display the correct number of rows. Example:

```
Sub Main
n = SelInfo(15)
If n = - 1 Then
MsgBox "Cursor is not in a table"
Else
TableSelectTable
MsgBox "table rows" + Str$(SelInfo(15))
EndIf
End Sub
```

Steps to Reproduce Problem

1. From the File menu, choose New, and choose the OK button. Press ENTER a few times to create some blank lines.
2. From the Table menu, choose Insert Table.

3. In the Number of Rows box, select 5.
4. Choose the OK button to create a 2-column, 5-row table.
5. From the Tools menu, choose Macro.
6. Type a name in the Macro Name box, and choose the Edit button.
7. On the blank line between the Sub MAIN and End Sub statements, type the following:

```
MsgBox "Table Rows: " + Str$(SelInfo(15))
```

8. From the Window menu, choose Arrange All.
9. Press CTRL+F6 to switch back to the document. The insertion point should be positioned in the first cell of the table.
10. Choose the Start button on the macro-testing bar.

Note: The message box incorrectly displays "Table Rows: 1." The message box should display "Table Rows: 5" because there are 5 rows in the table.

11. Press the TAB key to move to the second column in the table.
12. Choose the Start button on the macro-testing bar.

The message box correctly displays "Table Rows: 5." Microsoft has confirmed this to be a problem in Microsoft Word for Windows versions 2.0, 2.0a, 2.0b, 2.0c and 6.0. We are researching this problem and will post new information here as it becomes available.

REFERENCES

=====

"Using WordBasic," by WexTech Systems and Microsoft, pages 277-278

Additional reference words: 2.00 2.00a w4wtable count cell 6.00 wm_word
w4wtable 2.00b 2.00a-CD

WinWord: Referencing Expression Fields from Separate Tables
Article ID: Q83204

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, you can use a bookmark to refer to a cell which is in a different table.

More Information:

When working with expression fields in a table, you cannot use cell reference codes (R1C1 or A1, for example) to refer to a cell from a different table.

To reference an expression from a different table, you can apply a bookmark to the expression. Whether you apply the bookmark to the expression or its result, Word inserts the result when you reference the bookmark. This reference can be included in an expression placed in a separate table. For example, create the following expression in a table:

```
|-----|-----|
|2       |{=product ([r1c1])*3} |
|-----|-----|
```

Note: To create the field braces, press CTRL+F9.

Position the insertion point within the field braces, and press F9 to update the field.

In versions 1.0 and 2.0:

From the View menu, clear the Field Codes command

In version 6.0:

From the Tools menu, choose Options. Choose the View tab. Put an x in the Field Codes check box.

The result of the expression should display in the table, as in the following example:

```
|-----|-----|
| 2      |6          |
|-----|-----|
```

Select the expression. From the Insert menu, choose Bookmark. Type "test" (without the quotation marks), and choose the OK button. Insert

a second table, and type the following expression in a cell:

```
{=test*2}
```

The bookmark "test" references the result from the first table (that is, 6). The result of the second expression is 12.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 306-311

Additional reference words: 1.0 1.00 1.1 1.10 1.1a 1.10a 2.0a 2.00 6.00
w4wtable 2.00a w4wtable w4wfield add calculate math equation wm_word

WinWord: DOWN ARROW Skips Next Row After Selecting Table Cell
Article ID: Q83207

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, if you select a table cell with the Go To command, type the reserved bookmark "\Cell" in the Go To box, and press the DOWN arrow key to navigate to the next table row, the insertion point may move down two rows rather than moving to the next row.

More Information:

Steps to Reproduce Problem

1. From the Table menu in Word for Windows version 2.0, choose Insert Table. From the Insert menu in Word for Windows version 1.x, choose Table.
2. Select 3 in the Number of Columns box, and choose the OK button.
3. From the Edit menu, choose Go To.
4. In Word 1.x & 2.x --Type "\Cell" (without the quotation marks), and choose the OKbutton. The first table cell is now selected.
5. Press the DOWN ARROW key to move the insertion point to the second row. The insertion point is placed correctly in the second row.
6. Press the UP ARROW key to move the insertion point back to the first row.
7. Repeat steps 3-4.

The insertion point is now located in the third row of the table rather than the second row. Microsoft has confirmed this to be a problem in Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0. We are researching this problem and will post new information here as it becomes available.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 315-318, 741-742

"Using WordBasic," by WexTech Systems and Microsoft, pages 88-89

Additional reference words: w4wtable 1.00 1.10 1.10a w4wtable 6.00
wm_word 2.00 2.00a 2.00a-CD 2.00b 2.00c

Macro to Determine If Cursor is Within a WinWord Table

Article ID: Q83730

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

When writing Microsoft Word for Windows WordBasic macros, you may need to know whether or not the insertion point is positioned within a Word for Windows table. The following macro posts a message box stating whether or not the insertion point is within a Word for Windows table. It uses the SelInfo command to determine if the insertion point is within a table. This command is not available in Word for Windows version 1.x.

```
Sub MAIN
n = SelInfo(12)
If n = -1 Then
MsgBox "Cursor is in a table"
Else
MsgBox "Cursor is not in a table"
End If
End Sub
```

More Information:

```
n = SelInfo(Type)
```

The SelInfo() command returns various types of information about the current selection. There are 30 different arguments (types) for the SelInfo command. Type number 12 returns -1 if the selection is within a table.

Reference(s):

"Using WordBasic," by WexTech Systems and Microsoft, page 277-278

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wmacro selinfo w4wtable 6.00 wm_word

Err Msg: Word Found No Valid Records to Sort

Article ID: Q84673

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

If you select a portion of a table column in Microsoft Word for Windows, and the Sort Column Only option in the Sorting dialog box is not selected, when you run the Tools Sorting command (Utilities Sort in versions 1.x), the following error message will appear:

Word found no valid records to sort

This error message will also be displayed if you attempt to sort a single cell that contains multiple paragraphs when the end-of-cell marker is included in the selection. To sort multiple paragraphs in a single cell, make a selection that includes the text of the paragraphs but excludes the end-of-cell marker.

More Information:

To sort a column selection in a table, the Sort Column Only option must be selected in 2.X and the Field Number option must be set to 1. In Word for Windows 6.0 the option for sorting a table column is automatic. The Sort option on the Table menu changes to reflect the possible sort option.

Additional reference words: 2.00 2.00a 2.0 2.0a 1.1 1.10 1.00 1.10a 6.00
wm_word w4wtable 1.x 1.1a 1.0 errmsg err msg

Extra Paragraph Mark Above INCLUDE Field at Top of Document
Article ID: Q85489

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, if you select the Link To File check box and insert a file at the beginning of a document, Word will add an additional paragraph mark at the beginning of the document if the inserted file begins with a table. You cannot delete this additional paragraph mark.

Note: The additional paragraph mark is not displayed when the Field Codes command is checked.

If you insert a file that begins with a table at the start of a document and do NOT select the Link To File check box, Word will not add the additional paragraph mark to the beginning of the document.

More Information:

To insert a file into a Word for Windows document, use one of the following methods:

- From the Insert menu, choose File. Select the file in the File Name box. If desired, select the Link To File check box (in Word for Windows version 1.x, select the Link check box). Choose the OK button.

-or-

- Press CTRL+F9 to insert braces (field characters) in your document. Type "INCLUDE <filename>" (without the quotation marks) inside the braces. For more information on the INCLUDE field, refer to pages 244-248 of the "Microsoft Word for Windows User's Guide."

Workaround

If the extra paragraph mark disrupts the page layout of your document, you can change the paragraph line spacing setting to 0.01 inch. From the Format menu, choose Paragraph. In Word versions 2.x and 6.0, select Exactly in the Line Spacing box, and type "0.01" (without the quotation marks) in the At box. In Word 1.x, type "-0.01" (without the quotation marks) in the Line Spacing box. Choose the OK button.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 244-248

Additional reference words: 1.0 1.00 1.10 1.1 1.1a 1.10a 2.00 2.00a 6.00
wm_word
2.0a w4wfield linked w4wtable extra

Text Containing Fields Does Not Convert Correctly to Table
Article ID: Q85709

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, if you try to convert text that contains one or more fields to a table, the resulting table may contain only one column.

This problem was corrected in Word version 6.0 for Windows.

More Information:

If you convert tab-delimited or comma-delimited text to a table and the first row of text consists of fields or the results of fields, Word for Windows will generate only one table column.

In version 2.0 of Word for Windows, if the text is tab-delimited and contains at least one field, a one-column table will be generated. If the text is comma-delimited, when you choose to convert the text to a table, a dialog box will prompt you to specify a delimiter. If you select the Commas option button, the conversion will work correctly.

In versions 1.0 and 1.1 of Word for Windows, if the text is tab-delimited or comma-delimited and the text contains at least one field, a one-column table will be generated. The delimiter option buttons in the Insert Table dialog box will be unavailable.

Workaround

To convert fields and the results of fields to a table with the correct number of rows and columns, use one of the following methods:

- In Word 2.0, replace the tabs with commas. Select the text and fields, then choose Convert Text to Table from the Table menu.

-or-

- Unlink the fields after you update them by positioning the insertion point within the field(s) and pressing CTRL+SHIFT+F9. In version 2.0, select the text, and then choose Convert Text to Table from the Table menu. In version 1.x, select the text, and then choose Table from the Insert menu.

Note: This workaround will not work for {SYMBOL XXX \f "Symbol"} fields.

Reference(s) :

"Microsoft Word for Windows User's Guide," version 2.0, pages 257-258,
265, 316-318, 757

"Microsoft Word for Windows User's Reference," version 1.x, pages 88,
366, 370

Additional reference words: 1.1a 2.0a 1.00 1.10 1.10a 2.00 2.00a
w4wtable w4wfield conversion incorrect wrong dimmed 2.0b 2.0a-CD 2.00b
2.00a-CD

Bookmark Command Unavailable If End-Of-Cell Mark Is Selected
Article ID: Q86467

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, if the end-of-cell mark in a table cell is selected, the Bookmark command on the Insert menu will be unavailable. The reserved bookmark \SEL is also not available.

Note: If you select an entire table or an entire row of the table, the Bookmark command will be available.

More Information:

Workaround

To work around this problem, cancel the selection of the end-of-cell mark.

Steps to Reproduce Problem

Example 1:

1. From the Table menu, choose Insert Table, then choose the OK button to accept the default settings.
2. Type some text into one of the table cells.
3. Select the text and the end-of-cell mark.
4. Go to the Insert menu.

The Bookmark command is not available.

Example 2:

1. From the Table menu, choose Insert Table, then choose the OK button to accept the default settings.
2. Position the insertion point in one of the table cells.
3. From the Insert menu, choose Field. Under Insert Field Type, select either Fill-In or Ask. In the Field Code box, type a bookmark name, and choose the OK button. Type the text for your prompt in the dialog box that appears, then choose the OK button again.

4. Select the field code and the end-of-cell mark. Press the Update Fields key (F9).

The following error message appears in the status bar:

Word cannot update fields in this selection.

Example 3:

1. From the Table menu, choose Insert Table, then choose the OK button to accept the default settings.
2. Type some text into one of the table cells.
3. Select the text and the end-of-cell mark.
4. Create a macro that uses the reserved bookmark \SEL that copies its contents to another bookmark name.
5. Run the macro with the cell text and the end-of-cell mark selected.

The following error message appears:

Bookmark does not exist.

Reference(s):

"Microsoft Word For Windows User's Guide," version 2.0, page 315

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00cEndOfCell
6.00 wm_word greyed out w4wtable dimmed

Wrapped Text Pasted from Excel to WinWord No Longer Wraps

Article ID: Q86678

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Excel for Windows, versions 3.0 and 4.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

Wrapped text from a Microsoft Excel for Windows spreadsheet no longer wraps if you paste it into Microsoft Word for Windows. Instead, the text in Word for Windows displays an underscore character (_) where the lines break for the wrap in Excel.

More Information:

Workaround

To work around this problem in version 2.0 or 2.0a of Word for Windows, do the following:

- From the Edit menu, choose Paste Special. Under Data Type, select Unformatted Text (rather than Formatted Text), then choose the Paste button.

To work around this problem in version 1.x of Word for Windows, do the following:

- Select the pasted spreadsheet in Word. From the Edit menu, choose Replace. Substitute paragraph marks for the underscore characters.

Steps to Reproduce Problem

1. In Excel, select the cells you want to paste into Word. From the Format menu, choose Alignment. Select the Wrap Text check box, then choose the OK button.
2. In a cell, type 123, press ALT+ENTER, then type 456. Select the cell.
3. From the Edit menu, choose Copy.
4. Switch to Word.
5. From the Edit menu, choose Paste.

The cell in the table in Word reads 123_456.

Microsoft is researching this problem and will post new information

here as it becomes available.

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a w4wtable 6.00
wm_word

Exact Row Height Does Not Record Correctly with Macro Recorder
Article ID: Q86738

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

SUMMARY

=====

Setting a table row height to an exact value in Microsoft Word for Windows cannot be recorded correctly using the Record Macro command. In Word for Windows, you can set a table row height to an exact measurement so that the row height changes when you add or delete text in the cell. However, when this action is recorded and played back with the macro recorder, the row height is not set to the exact setting.

MORE INFORMATION

=====

Workaround

A macro recorded to set an exact row height in a table incorrectly sets a negative line spacing value. To set an exact row height in a table with a macro, either edit the recorded macro, or use the macro editor to write the macro, rather than record it. An example of the macro command that correctly sets an exact row height to 3li in a table is as follows:

```
TableRowHeight .RulerStyle = "0", .LeftIndent = "0" + Chr$(34), \  
.LineSpacingRule = 2, .LineSpacing = "3 li", .Alignment = 0
```

The recorded macro sets the .LineSpacing value to "-3li" and sets the table row height to "At Least 3li" instead of "Exactly 3li."

Steps to Reproduce Problem

1. Open a new document. From the Table menu, choose Insert Table. In the Number Of Rows box, select 2; in the Number of Columns box, select. Choose the OK button.
2. Position the insertion point in the first row. From the Tools menu, choose Record Macro.
3. Type "Table" (without the quotation marks) in the Record Macro Name box, then choose the OK button.
4. From the Table menu, choose Row Height. Under Height Of Row 1, select Exactly. In the At box, select 3li, then choose the OK button.

5. From the Tools menu, choose Stop Recorder.
6. Position the insertion point in the second row of the table. From the Tools menu, choose Macro.
7. In the Macro Name box, select Table (the macro recorded above), then choose the Run button.
8. Position the insertion point in the second row of the table. From the Table menu, choose Row Height.

Notice that the Row Height value is now set to At Least 3li instead of Exactly 3li as was recorded.

Microsoft has confirmed this to be a problem in versions 2.x and 6.0 of Word for Windows. We are researching this problem and will post new information here as it becomes available.

Additional reference words: 2.00 2.00a w4wmacro w4wtable 6.00 wm_word

Framed, Linked Excel Worksheet Duplicates Itself When Dragged
Article ID: Q86791

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0b, 2.0b 2.0c, 6.0
 - Microsoft Windows operating system, versions 3.0 and 3.1
 - Microsoft Excel for Windows, versions 3.0 and 4.0
-

Summary:

In Microsoft Word for Windows, if you frame a linked Microsoft Excel for Windows worksheet, then drag the frame to another location on the page, the worksheet may be duplicated when you update the link. The second copy of the worksheet is no longer linked, so you cannot update it.

More Information:

The problem is related to dragging the framed worksheet to a location on the same line or above the location where it was originally framed. If you frame the linked Excel for Windows worksheet when the View Field Codes option is not selected, the framed worksheet can be moved, but the underlying LINK field is not moved with it. When you later update the LINK field, a new copy of the worksheet appears on the same line where the worksheet was originally framed. This new copy is not framed.

Microsoft has confirmed this to be a problem in Microsoft Word for Windows versions 2.x and 6.0. We are researching this problem and will post new information here as it becomes available.

Workaround

You can avoid this problem by using the Format Frame command to position the frame instead of using the mouse to click and drag the frame to its new position.

-or-

Use the following steps to make sure you frame the LINK field when you frame the Excel worksheet:

1. From the View menu, select the Field Codes option. You can now see the LINK field to the Excel for Windows worksheet.
2. Select the entire LINK field.
3. From the Insert menu, choose Frame. Choose the Yes button if Word prompts you to switch to Page Layout view.

NOTE: The frame is the width of the current column. If necessary, change the width and/or height of the frame.

4. From the View menu, clear the Field Codes option. You can now see the framed Excel for Windows worksheet. Select the frame and, using the mouse, drag it to a new location on the page.
5. From the View menu, select the Field Codes option. Notice that the LINK field appears inside the positioned frame.

Steps to Reproduce Problem

1. Open or create a spreadsheet in Excel for Windows with at least two rows and columns containing data.
2. Select the worksheet. From the Edit menu, choose Copy.
3. Switch to Word for Windows and create a new document. Press ENTER several times to insert some paragraph marks.
4. From the Edit menu, choose Paste Special.
5. In the Data Type box, select Formatted Text (RTF) and choose the Paste Link button.
6. Position the insertion point in the linked table. From the Table menu, choose Select Table.
7. From the Insert menu, choose Frame. Choose the Yes button if Word prompts you to switch to Page Layout view.
8. From the View menu, check the Field Codes command. Notice that the LINK field is visible, and the table disappears. The LINK field is not framed.
9. From the View menu, clear the Field Codes option.
10. With the mouse, drag the framed table up to the top margin, centered on the page.
11. From the View menu, select the Field Codes option. Notice that the table AND a LINK field are now visible. The LINK field is not framed and is located at the original insertion point.
12. From the View menu, clear the Field Codes option.
13. From the Edit menu, choose Links. Select the first item in the Links box and choose the Update button. Notice that two identical tables are visible, one centered at the top margin and one at the left margin.

If you make changes in the Excel for Windows spreadsheet, the positioned table is NOT updated because it is no longer linked.

Additional reference words: w4wfield 2.00 2.00a 2.00a-CD 2.00b 6.00
w4wtable wm_word

WinWord: Cannot Find or Replace Styles in Empty Table Cells
Article ID: Q86798

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

In Microsoft Word for Windows, you can use the Edit Find and Edit Replace commands to find and/or replace paragraphs formatted with a specific style. However, these commands cannot find or replace styles in an empty table cell. By choosing the Styles button in the Replace or the Find dialog box, you can search for a specific style. However, if there are empty table cells in your document, neither command can find a style in those cells.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 260-264

Additional reference words: w4wformat 2.00 2.00a w4wtable

WinWord: Fonts in Table Appear to Have Superscript Formatting
Article ID: Q87088

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, and 2.0a
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

In Microsoft Word for Windows, if you use TrueType fonts with small point sizes in a table, the text may appear to have superscript formatting. This problem occurs with certain printer fonts and point sizes smaller than 10 points.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

WORKAROUND

=====

To work around this problem, use the following steps:

1. Select the text that appears to have superscript formatting.
2. From the Format menu, choose Paragraph.
3. In the Line Spacing box, change the setting from Auto to Single.

Additional reference words: w4wformat 1.00 1.10 1.10a 2.00 2.00a
superscripted w4wtable

GP Fault Occurs When You Insert a File into a Framed Table
Article ID: Q87436

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, a General Protection (GP) fault error is generated if you do the following:

1. In Word for Windows, create a new file, and type several lines of text. Select a portion of the text.
2. From the Insert menu, choose Bookmark. Type a name for the bookmark, and choose the OK button.
3. From the File menu, choose Close. When prompted, choose the Yes button to save changes to the file.
4. Create another new file. From the Table menu, choose Insert Table, and choose the OK button. Position the insertion point in the table. From the Table menu, choose Select Table.
5. From the Insert menu, choose Frame.
6. Position the insertion point in the framed table. From the Insert menu, choose File. Select the file you saved in step 3. In the Range box, type the name of the bookmark you inserted in step 2. Check the Link To File check box and choose the OK button.

More Information:

Microsoft is researching this problem and will post new information here as it becomes available.

Additional reference words: 2.00 2.00a GPF win31 2.00a-cd 2.00b w4wtable 6.00 wm_word

WinWord: Frame Containing Table Becomes Incorrectly Bordered
Article ID: Q88425

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, if you apply a frame to a paragraph that contains a table, either the table becomes bordered and the frame does not, or the frame becomes bordered and every cell of the table is bordered individually.

This problem was corrected in Word version 6.0 for Windows.

More Information:

If a table is the first item inside a frame, selecting the frame and applying a border produces a border around the table only. However, if the table is not the first item inside a frame, selecting the frame and applying a border produces a border around the frame and around each individual cell of the table.

Workaround

Leave a blank space for the table and frame the text. The text and space for the table are bordered. Then separately frame the table and move it into the space in the first frame. The text and table are boxed and individual table cells are not bordered.

Steps to Reproduce Problem

-
1. From the Insert menu, choose Table. In the Number Of Rows and Number Of Columns boxes, select 4, then choose the OK button.
 2. Position the insertion point below the table and press ENTER three times.
 3. Select the table and two paragraph marks below the table.
 4. From the Insert menu, choose Frame.
 5. Select the frame by clicking the mouse when the mouse pointer is a four-headed arrow.
 6. From the Format menu, choose Border. Under Preset, select Box, then choose the OK button.

The table becomes selected when you choose the Border command, and

the border is applied to the table only.

7. From the Edit menu, choose Undo.
8. Position the insertion point in the first cell of the table and press CTRL+SHIFT+ENTER to insert a paragraph mark above the table inside the frame.
9. Repeat steps 5 and 6.

The frame becomes bordered, as well as each individual cell of the table.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 316, 363, 393

Additional reference words: apo 2.00 2.00a 2.00a-CD w4wtable

WinWord: Macro to Find Tables in WinWord Documents

Article ID: Q88540

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

You can use the EditGoto statement in Word version 6.0 to move to the next table in your document. The "t" identifier is used to specify a table. The following statement moves the insertion point to the first cell in the next table.

```
EditGoTo "t+" 'moves to the next table
```

You can use the EditFind command to search for a number of special characters. However, this command cannot be used to locate a table in a Word for Windows document. To search for tables in a document, use the following macro:

Word Version 2.x

```
-----  
Sub MAIN  
StartOfDocument  
While CmpBookmarks("\sel", "\endofdoc") 'While loop  
  n = SelInfo(12) 'Returns -1 if in table  
  If n = - 1 Then 'If -1 is returned post message  
    choice = MsgBox("Table found, find next table?", 4)  
    If choice = 0 Then Goto bye  
    If choice = - 1 Then 'If OK pressed, find next.  
      TableSelectTable  
      CharRight 1  
    EndIf  
  Else  
    LineDown 'If no table found, line down 1  
  End If  
Wend  
bye:  
End Sub
```

MORE INFORMATION

=====

The above macro uses a While Wend loop to search through the document for tables. The macro uses the SelInfo command to determine if the cursor is in a Word for Windows table. SelInfo(12) will return a -1 if the selection is in a Word for Windows table, and Word displays a message box with the text "Table Found." If the selection does not contain a table, the macro will move the cursor to the next line in

the document.

Note: Microsoft provides macros "as is" without warranty of any kind, either expressed or implied, including but not limited to the implied warranties of merchantability and/or fitness for a particular purpose.

REFERENCES

=====

"Using WordBasic," by WexTech Systems and Microsoft, pages 277-278,
333

Additional reference words: w4wmacro w4wtable
2.00 2.00a

White Line Appears in Shaded Text with PostScript Printers
Article ID: Q88817

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, when you print a document that contains paragraph shading and you are using the PSCRIPT.DRV PostScript printer driver version 3.5, 3.51, 3.52, 3.53, 3.54, or 3.55 for Microsoft Windows operating system version 3.1, a thin white horizontal band may appear across the shaded paragraphs.

More Information:

Workarounds

=====

To avoid this problem, follow the appropriate procedure below.

If the shaded paragraphs are not in a table cell

Decrease the size of the font to 10 points or smaller.

-or-

Decrease the line spacing of the paragraphs (if possible) as follows:

1. Select the shaded paragraphs.
2. From the Format menu, choose Paragraph.
3. Set the line spacing to Exactly 12pt or 13pt.

If the shaded paragraphs are in a table cell

1. Select the cells to be shaded.
2. From the Format menu, choose Border
3. Choose Shading
4. In the Shading dialog box, set the Pattern option to Clear, set the Foreground option to Yellow, and set the Background option to Yellow.

Note: The color yellow produces 5-percent shading and will not create a white band.

If you are using a PostScript print command to shade a table cell, try the following:

- Insert a PRINT field in the cell with the following syntax

```
{print \p cell "wp$box .89 setgray fill"}
```

where the braces ({}) are created by pressing CTRL+F9. The PostScript printer will interpret this code and apply shading to the cell containing this field.

For more information on the use and limitations of embedding PRINT fields

in a Word for Windows document and PostScript shading commands, query on the following words in the Microsoft Knowledge Base:

postscript and shade and tables and field

Steps to Reproduce Problem

-
1. Type 13 to 16 lines of text in a new Word for Windows document.
 2. From the Edit menu, choose Select All.
 3. From the Format menu, choose Borders. Choose the Shading button. In the Pattern box, select 5 percent and choose the OK button.
 4. Print the page to a PostScript printer using the PostScript printer driver.

Microsoft has reproduced this problem on the Hewlett-Packard (HP) LaserJet Series IIISi PostScript printer, QMS ColorScript 100, and the IBM 4029 PS printer. We are researching this problem and will post new information here as it becomes available.

Additional reference words: win31 w4wprint 2.00 2.00a 2.00a-CD corrupt 6.00 wm_word w4wtable garbage band clear gap missing incomplete skips w4wpostscript 3.10

Word: Print Merge Does Not Include Tables or Graphics
Article ID: Q89314

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

When you perform a print merge in Word for Windows, any table or linked graphic that is the result of a conditional IF field is not displayed in the resulting merged documents. To use tables or linked graphics as the result of a conditional print merge statement, use the appropriate method below.

This functionality was changed in Word version 6.0 for Windows.

Merging the Table or Graphic Directly

Use this method when you want to print only the table or graphic.

Define a glossary entry that contains the table or linked graphic, then conditionally merge one of two glossaries.

1. Select the table you want to merge and choose Glossary from the Edit menu. Type "table" (or another appropriate name, without the quotation marks) as the glossary name and choose the Define button.
2. Select the text or field that you want to merge if the condition is false. Choose Glossary from the Edit menu. Type "false" (or another appropriate name, without the quotation marks) as the glossary name and choose the Define button.
3. Insert a field with the following syntax:

```
{GLOSSARY {IF <CONDITION><OP>"<CONDITION>" "TRUE GLOSSARY NAME"  
"FALSE GLOSSARY NAME"}}
```

For example:

```
{GLOSSARY {IF {MERGEFIELD EMPLOYEES}>="100" "TABLE" "FALSE"}}
```

4. Select the field and press the F9 key before you perform the print merge the first time (it should only be necessary to update the field only once).

Note: You must have a glossary defined for the false result or the error message

Error! No glossary entry specified

will appear in place of the field when you merge. If you want no result when the condition is false, define some hidden text as your false glossary (be sure you do not include a paragraph mark in the glossary entry).

Merging a Document That Contains a Table or Graphic

Use this method when the table or graphic is part of another document you insert using an INCLUDE field.

Page 643 of the "Microsoft Word for Windows User's Guide" gives instructions for including a document during a print merge. If the included document contains tables and/or graphics, they do not display in the resulting merged documents when you follow these instructions.

If you reverse the order of the nested fields so the IF conditional field is nested within the INCLUDE field, Word for Windows displays the tables and graphics correctly.

A field with the following syntax will allow Word to evaluate a condition and include one of two documents. Either document may contain tables or graphics.

```
{INCLUDE {if <CONDITION><OP>"<CONDITION>" "TRUE FILENAME" "FALSE  
FILENAME"}}
```

Note: You must specify a file for Word to include, even when the condition is false. If no file is specified for Word to import when the condition is false, the following error message prints on the form letter:

Error! Filename Not Specified

The following are examples of the fields for versions 2.x and versions 1.x of Word for Windows.

Word for Windows versions 2.0, 2.0a, 2.0a-CD, and 2.0b

```
{INCLUDE {IF {MERGEFIELD order}>"100" "C:\\DIRNAME\\LETTER1.DOC"  
"C:\\DIRNAME\\LETTER2.DOC"}}
```

Using this field, Word for Windows includes the text in LETTER1.DOC if the amount in the data field "order" is more than 100. If the amount of the order is less than 100, Word will include LETTER2.DOC. Any table or graphic in LETTER1.DOC or LETTER2.DOC will be correctly displayed in the resulting merged documents.

Word for Windows versions 1.0, 1.1, and 1.1a

```
{INCLUDE {IF {REF order}>"100" C:\\DIRNAME\\LETTER1.DOC  
C:\\DIRNAME\\LETTER2.DOC}}
```

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 268-271,
639-645

Additional reference words: docerr 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD
w4wtable 2.00b w4wmerge w4wfield missing

Column Width in Table Changes After Moving/Cutting and Pasting
Article ID: Q89327

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

In Microsoft Word for Windows, if you change the width of a table column and move or cut that column and paste it to another position in the table, Word changes the column width to match the width of the column located to the left of the new position.

STATUS

=====

Microsoft has confirmed this to be a problem in versions 2.0, 2.0a, 2.0a-CD, 2.0b, and 2.0c of Word for Windows. This problem was corrected in version 6.0 of Word for Windows.

MORE INFORMATION

=====

Steps to Reproduce Problem

1. In a new Word for Windows document, insert a 6 column by 3 row table.
2. Position the insertion point in the third column.
3. From the Table menu, choose Select Column.
4. From the Table menu, choose Column Width. In the Width Of Column 3 box, select .5" and choose the OK button.
5. From the Edit menu, choose Cut.
6. Position the insertion point in the fifth column. From the Edit menu, choose Paste Columns. Note that the column width of the pasted column is the same as that of the fourth column.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b different loses 6.00 wm_word w4wtable

WinWord: Using NextCell() to Test for Last Cell in Table
Article ID: Q89377

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

Using the Microsoft WordBasic NextCell() command, the following macro determines if the insertion point is within the last cell of a Word for Windows table.

```
Sub MAIN
x = NextCell()
  If x = 0 Then
    MsgBox("Last cell in the table.")
  Else
    PrevCell
  End If
End Sub
```

More Information:

The function form of the NextCell() command returns 0 (zero) if there is no next cell in the table. This may be useful for avoiding the addition of a new row in a table.

The NextCell() command moves the insertion point to the next cell in the table and assigns the return value to the variable named "x". The value 0 (zero) is returned if there is not a next cell in the table. The above macro posts a message if current cell is the last cell in the table. The MsgBox command can be replaced by other WordBasic commands depending on the purpose of the macro. The PrevCell command returns the insertion point to its original location before the NextCell() command was executed.

If the NextCell() command is used when the insertion point is not within a table, a "Command is unavailable" error is posted. The following macro uses the SelInfo command to first determine if the insertion point is within a table.

```
Sub MAIN
n = SelInfo(12)      'Returns -1 if insertion point is in a table
  If n = - 1 Then
    x = NextCell()
    If x = 0 Then
      MsgBox("Last cell in the table.")
    Else
      PrevCell
    End If
  End If
End Sub
```

End Sub

Note: The SelInfo command is not available in versions 1.x of Word for Windows.

Reference(s):

"Using WordBasic," by WexTech Systems and Microsoft, page 259 and 277

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b
6.00 wm_word w4wtable w4wmacro determine final NextCell SelInfo

UAE or GP Fault Occurs When Inserting Index or TOC in Table
Article ID: Q89459

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b
2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

In Microsoft Word for Windows, a fatal application error occurs in any of the following three situations. In all cases, a cell or group of cells in a table must be selected, but no cells in the first column of the table can be selected.

- Insert a Table of Contents using heading paragraphs when no text in the document is formatted with those heading styles.
- Insert a Table of Contents based on TC fields when there are no TC fields in the document.
- Insert an Index when there are no Index Entries (XE fields) in the document.

Note: No application error occurs if no cell marker is selected in the table or if the selection includes a cell in the first column of the table.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

=====

In Microsoft Windows operating system version 3.1, the following fatal application error occurs:

General Protection Fault (GPF)

In Windows version 3.0, the following fatal application error occurs:

Unrecoverable Application Error (UAE)

Steps to Reproduce Problem

Important Note: These steps result in a fatal application error (UAE or GPF). Word for Windows closes and all unsaved information is lost. In addition, Windows does not recover resources previously allocated to Word for Windows, so you should exit and restart Windows after this error occurs.

1. Create a new document. From the Table menu, choose Insert Table and choose the OK button.
2. Press TAB to position the insertion point in the second column of the table.
3. Press SHIFT+RIGHT ARROW once to select the cell in the second column. Notice that no cells in the first column are selected.
4. From the Insert menu, choose either Table Of Contents or Index and choose the OK button. When the "No paragraphs found" error message occurs, choose the OK button. Notice that the GPF or UAE fatal application error occurs.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b crash
w4wtable crashes hangs hang stops exits shut down loses

How to Open Word for Windows Table in Microsoft Excel Q+E
Article ID: Q89789

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
 - Microsoft Q+E for Microsoft Excel for Windows, versions 3.0 and 4.0
-

Summary:

To format a Word for Windows table so that you can use it in Q+E for Microsoft Excel:

1. In Word for Windows, open the document that contains the table you want to use in Q+E. Select the entire table. From the Table menu, choose Convert Table To Text (in versions 1.0, 1.1 and 1.1a of Word for Windows, choose Text To Table from the Insert menu). Select the Commas option and choose the OK button.

Note: If your table contains commas as punctuation, select the Tabs option instead of the Commas option in the Convert Table To Text dialog box.

2. Save the file in the Text Only file format.
3. Start Q+E. From the File menu, choose Open.
4. In the Source box, select Textfile and choose the Options button.
5. In the Open Options dialog box, select the IBM PC and Character Delimited Values options. In the Delimiter Character box, type "," (without the quotation marks).

Note: If you selected tabs instead of commas in step 1 above, type "tab" (without the quotation marks) in the Delimiter Character box instead.

Select the First Line Contains Field Names option if your table contains field names in the first row. Choose the OK button.

7. Select your text file from the list of files and choose the OK button. The text records from the Word for Windows table should appear as separate records in a Q+E Query.
8. If you want to save the text file in Q+E database file format, choose Save As from the File menu. Type a filename (Q+E uses the .DBF extension by default). Select dBaseFile in the Destination box and choose the OK button.

Reference(s) :

"Q+E for Microsoft Excel User's Guide," version 4.0, pages
137-139, 141

"Microsoft Word for Windows User's Guide," version 2.0, pages 318,
675-679

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b
6.00 wm_word w4wtable

How to Determine the Position of a Cell Within a Table

Article ID: Q89807

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

To determine the position (row and column number) of a cell in a table, follow the procedure below or use the macro below it.

Procedure

-
1. Position the insertion point in a table cell.
 2. From the Table menu, choose Row Height. The row number is "X" in the Height Of Row <X> box title. Choose the Cancel button.
 3. From the Table menu, choose Column Width. The column number is "X" in the Width Of Column <X> box title. Choose the Cancel button.

Macro

```
Sub Main
MaxCol = SelInfo(18)
Row = SelInfo(13)
Col = SelInfo(16)
If(Row = - 1) Or(Col > MaxCol) Then
    Print "Selection not in Table"
Else
    Print "Row " ; Row ; ", Column " ; Col
End If
End Sub
```

To use the above macro, position the insertion point in a table cell and run the macro. The row and column number appear on the status line in the following format:

Row x, Column x

If the cursor is not in a table cell when you run the macro, the following error message appears on the status line:

Selection not in Table

NOTE: Information provided in this document is provided "as is" without warranty of any kind, either expressed or implied, including but not limited to the implied warranties of merchantability and/or fitness for a particular purpose.

Additional reference words: w4wmacro number w4wtable 3.10 win31

2.00 2.00a 2.00a-CD 2.00b 2.00c 6.00

Comma in Quoted Text Causes Conversion to Two Columns in Table
Article ID: Q89831

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

In a Word for Windows comma- or tab-delimited document, when a quoted text field contains a comma (used as punctuation), Word for Windows breaks the quoted text into two columns when you convert it to a table. The text to the left of the comma is placed in the first column and the text to the right of the comma is placed in the second column. This occurs because Word for Windows does not differentiate between commas used as delimiters and commas used as punctuation.

When you convert such text to a table, you must merge the two columns with the Merge Cells command.

MORE INFORMATION

=====

The following is a sample comma-delimited data document:

```
Andy Slagg,"Ashland, OR",97520
Walt Moore,"Santa Monica, CA",97007
Dave Fay,"Bellevue, WA",98005
```

The following table resembles the table you would get by selecting the text above and choosing Insert Table from the Table menu (in versions 1.0, 1.1 and 1.1a of Word for Windows, choose Table from the Insert menu):

| | | | | |
|------------|---------------|-----|-------|--|
| Andy Slagg | "Ashland | OR" | 97520 | |
| Walt Moore | "Santa Monica | CA" | 97007 | |
| Dave Fay | "Bellevue | WA" | 98005 | |

If Word for Windows converted the text in quotation marks correctly, the table would look like this:

| | | | |
|------------|------------------|-------|--|
| Andy Slagg | Ashland, OR | 97520 | |
| Walt Moore | Santa Monica, CA | 97007 | |
| Dave Fay | Bellevue, WA | 98005 | |

Workaround

1. In the comma-delimited data file, select all the data records.
2. From the Table menu, choose Insert Table.
3. To merge the two columns that contain the separated data, select both columns and choose Merge Cells from the Table menu. Note that Word for Windows inserts a paragraph mark in the text of the merged columns.
4. From the Edit menu, choose Replace. In the Find What box type "^p" (without the quotation marks). In the Replace With box type ", " (a comma and a space, without the quotation marks). Choose the Replace All button.
5. In the Find What box, type a quotation mark ("). Clear the contents of the Replace With box (it should be blank). Choose the Replace All button. Choose the Close button.

Reference:

"Word for Windows User's Guide," version 2.0, pages 257-258, 265, 314-318

Additional reference words: 6.00 2.00 2.00a 2.00a-CD 2.00b w4wmerge
1.00 wm_word w4wtable 1.10 1.10a split breaks broken

Spelling Checker Does Not Recognize Table Cell as Delimiter
Article ID: Q91173

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

SYMPTOMS

=====

The Microsoft Word for Windows spelling checker does not recognize table cell separators as delimiters. If adjacent table cells contain the same word or a decimal number, the Spelling command flags the second word as a repeated word.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

=====

For example, the spelling checker flags the occurrences below because there is no period or comma between the two numbers or words.

| | | |
|-------|-----|--|
| 6.0 | 6.0 | |
| ----- | | |
| red | red | |

WORKAROUND

=====

To work around this behavior, you can apply No Proofing Language formatting to your table, which causes the spelling checker to ignore the table. To do this, use the following steps:

1. From the Table menu, choose Select Table.
2. From the Format menu, choose Language.
3. In the Mark Selected Text As box, select (no proofing), then choose

the OK button.

Additional reference words: w4wproof 2.00 2.00a 2.00a-CD 2.00b Table
Speller w4wtable checking spell check repeated skip

WinWord: Can't Restore Table Deleted When Using Revision Marks
Article ID: Q91207

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In a Microsoft Word for Windows document, if you select the Mark Revisions check box in the Revision Marks dialog box and then delete a table using the Delete Rows or Delete Columns commands on the Table menu, Word for Windows deletes the table instead of marking it for deletion.

If you subsequently choose the Undo Revisions button in the Mark Revisions dialog box, Word for Windows does not restore the deleted table. In Word version 6.0 for Windows if you choose Undo from the Edit menu the Table will be restored.

More Information:

Workaround

When you select the table, select the paragraph mark above and below the table as well. Press the DEL key to mark the selection for deletion. Notice that when you select non-table text, the Delete Columns and Delete Rows commands are unavailable on the Table menu. When you use this workaround, you can use the Undo Revisions button to restore the deleted table.

Steps to Reproduce Problem

-
1. In a new Word for Windows document, choose Insert Table from the Table menu. Choose the OK button to accept the default settings.
 2. Type some text in each cell.
 3. From the Tools menu, choose Revision Marks. Select the Mark Revisions check box, then choose the OK button.
 4. From the Table menu, choose Select Table. From the Table menu, choose Delete Rows. Notice that Word for Windows completely deletes the table instead of marking it for deletion.
 5. From the Tools menu, choose Revision Marks. Choose the Undo Revisions button. Choose the Yes button when Word asks if you want to undo all revisions, then choose the Close button.

Word does not restore the table, and you cannot retrieve the table.

Reference(s) :

"Microsoft Word for Windows User's Guide," version 2.0, pages 604-607

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b disappears
w4wtable recover wm_word

WinWord: Border Splits Over Page Break

Article ID: Q91663

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, if a paragraph or table with border formatting extends over a page break, the border is split and the following formatting problems occur:

- The portion of the paragraph on the first page lacks a bottom border and the remainder of the paragraph on the next page lacks a top border.
- and-
- The portion of the table on the first page either lacks a bottom border or has the inside border applied to the bottom.
- and-
- The remainder of the table on the next page either lacks a top border or has the inside border applied to the top.

This problem was corrected in Word version 6.0 for Windows if you apply the border to the bottom cell of one page and the top cell of the following cell at the same time. If you apply the border to the bottom cell of one page and then apply the border to the top cell of the next page the above listed problem will occur.

More Information:

Workaround - Bordered Paragraph

To work around this problem with a bordered paragraph, insert a paragraph mark at the end of the first page to break the paragraph into two paragraphs. This allows each paragraph to maintain a complete border.

Workaround - Bordered Table

To work around this problem with a bordered table, do one of the following:

- Position the insertion point in the first row on the second page and press CTRL+SHIFT+ENTER to split the table. Select the last row at the bottom of the first page and reapply the bottom border, then select the first row at the top of the next page and reapply the

top border.

Note: Reapplying the borders without splitting the table does not complete the border at the top of the second page.

-or-

- If you cannot split the table, select the two rows that span the page break and use the Format Border command to add a border to the bottom and top of the page.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 318, 362-364

"Microsoft Word for Windows User's Reference," version 1.x, pages 20-22, 369

Additional reference words: w4wformat
box line incomplete broken 1.00 1.10 1.10a
w4wtable 2.00 2.00a 2.00a-CD 2.00b

WordBasic: Selecting Table Columns and Rows

Article ID: Q93036

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

The Microsoft Word for Windows WordBasic macro language provides commands for selecting columns or rows in Word for Windows tables.

Word Version 2.0

The WordBasic macro language in Word 2.0 includes the following commands for selecting columns or rows in a Word for Windows table:

TableSelectColumn

Selects the column containing the insertion point in a table. The CharRight and CharLeft commands with the Select parameter specified (such as CharRight 1,1) can be used to extend the selection.

TableSelectRow

Selects the row containing the insertion point in a table. The LineDown command and LineUp commands with the Select parameter specified (such as LineDown 1,1) can be used to extend the selection.

Note: Before executing a WordBasic table command, you may need to determine if the insertion point is within a table. To do this, use SelInfo(12), which returns -1 if the insertion point is within a table. For example, the following TableSelectRow command will be executed only if the insertion point is within a table:

```
If SelInfo(12) Then TableSelectRow
```

Word Versions 1.x

The WordBasic macro language in Word 1.x includes the StartofRow, EndOfRow, StartOfColumn, and EndOfColumn commands for selecting rows and columns in Word for Windows tables.

To select an entire table row in Word 1.x, use the following commands:

```
REM Selects Table Row
Sub MAIN
StartOfRow
EndOfRow 1
End Sub
```

To select an entire table column in Word 1.x, use the following commands:

```
REM Selects Table Column
Sub MAIN
StartOfColumn
EndOfColumn 1
End Sub
```

Reference(s) :

"Microsoft Word for Windows Technical Reference," page 165-166

"Using WordBasic," by WexTech Systems and Microsoft, pages 300-301

Additional reference words: w4wmacro 1.00 1.10 1.1a 2.00 2.00a w4wtable
6.00 wm_word 2.00a-CD 2.00b TableSelectRow TableSelectColumn

Cannot Replace Next Page Section Break Followed by Table
Article ID: Q94130

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

If your Word for Windows document contains a next-page or continuous section break followed by a table and there is no paragraph mark between the section break and the table, you cannot find or replace that section break using the Replace command.

WORKAROUND

=====

If you want to replace such section breaks, insert a paragraph mark between the table and section break.

STATUS

=====

Microsoft has confirmed this to be a problem in the above listed versions of Word for Windows. Microsoft is researching this problem and will post more information here as it becomes available.

MORE INFORMATION

=====

This problem frequently occurs when you create mailing labels for use in a print merge operation. After you create the mailing labels using MAILLABLE.DOT, you may unsuccessfully attempt to remove the section breaks from your mailing labels main document using the Replace command (this is sometimes done to create a mailing list). To replace these section breaks, you must first position the insertion point at the top of the main document and insert a paragraph mark above the first label.

To insert a paragraph mark between a table and preceding section break, do the following:

1. Position the insertion point at the beginning of the first cell in the table.
2. Press CTRL+SHIFT+ENTER.

-or-

From the Table menu, choose Split Table. Word inserts a page break and a paragraph mark between the section break and the table. Delete the

page break.

Note: If you are removing the section breaks in order to create one large table, this procedure does not work. Each table will be separated by a paragraph mark that you cannot remove using the Edit Replace command. You can manually delete these paragraph marks or, if your table does not contain other paragraph marks, you can use the Edit Replace command to search for the paragraph marks and replace them with paragraph marks formatted for Exactly 0.1-inch line spacing.

Microsoft has confirmed this to be a problem in versions 2.0, 2.0a, 2.0a-CD, 2.0b, and 2.0c of Word for Windows. We are researching this problem and will post new information here as it becomes available.

Reference(s) :

"Microsoft Word for Windows User's Guide," version 2.0, pages 257-258, 262-266

Additional reference words: w4wtable w4wmerge
1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c

Space Between Fields When Table Converted to Text with Commas

Article ID: Q94353

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

When you convert a Word for Windows table to text and separate the text with commas, Word adds an extra space after each comma.

More Information:

Workarounds

1. Convert the table to text.
2. Select Separate Text With Tabs.
3. Use the Replace command on the Edit menu to replace the tabs with commas.

-or-

1. Convert the table to text.
2. Select Separate Text With Commas.
3. Use the Replace command to replace the comma+space combination with just a comma.

Steps to Reproduce Problem

1. From the Table menu, choose Insert Table.
2. Set Number Of Columns to 3, Number Of Rows to 1, and choose the OK button.
3. Type a word in each cell.
4. From the Table menu, choose Select Table.
5. From the Table menu, choose Convert Table To Text.
6. Select Separate Text With Commas and choose the OK button.

Result: Word inserts extra spaces, one after each comma separating the words. This will cause problems if the converted table is a Word for Windows data document used in a print merge, since the header record

(first row in the data document) cannot contain any spaces.

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-cd 2.00b
6.00 wm_word
w4wtable 2.00c

Some Empty Excel Spreadsheet Cells Are Merged in WinWord Table

Article ID: Q94982

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

When you paste a Microsoft Excel spreadsheet in Word for Windows, sometimes Word merges two Excel cells into one table cell. This happens if both of the following are true in the Excel spreadsheet:

- The information in the left cell does not fit in the column (the text word wraps, or it is truncated).

-and-

- The right cell is blank.

Workarounds

- Type a space in the blank Excel spreadsheet cells before you copy and paste them in Word.

-or-

- In Word, choose Paste Special from the Edit menu. Select Unformatted Text from the Data Type list and choose the Paste button. This pastes delimited text in your Word document, which you can select and convert to a Word table.

Steps to Reproduce Problem

1. In an Excel spreadsheet with default column width settings, type "this is a test" (without the quotation marks) in cell A1.
2. Press TAB twice and type "123" (without the quotation marks) in cell C1. Cell B1 should be blank.
3. Select A1 through C1 (three cells). From the Edit menu, choose Copy.
4. Switch to Word for Windows. In a Word document, choose Paste from the Edit menu. Notice that only two cells appear in Word instead of three. Word has merged cells A1 and B1.

We are researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c empty 6.00
wm_word w4wtable missing together

How to Center Text Vertically in a Table Row

Article ID: Q95097

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

There is no feature in Word for Windows that centers text vertically in a table cell. However, you can use the Spacing Before paragraph format to simulate this feature.

To simulate centering text vertically in a table cell, subtract the number of lines of text in the cell from the row height. Divide the difference by 2. Use the result as the value of the Spacing Before paragraph format that you apply to the first paragraph in the cell.

Example

The row height of the table cell is five lines and the text to be centered is one line:

1. Subtract one line from the row height ($5 - 1 = 4$).
2. Divide the difference by 2 ($4 / 2 = 2$).
3. From the Format menu, choose Paragraph. Select 2 li in the Spacing Before box and choose the OK button.

Reference(s):

"Running Word for Windows, Version 2," Russell Borland, Microsoft Press, 1992, page 273

Note: This reference instructs you to press CTRL+O (where O is the letter O) to center a row vertically. This only works when the row height is three lines because it adds one line of space above the text.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wtable 6.00 wm_word

Promoting and Demoting Text in Outline View

Article ID: Q95101

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Word for Windows, it is possible to promote and demote lines in outline view, but it is not possible to promote or demote tables in outline view.

More Information:

In outline view, to promote a line of text to the next level up, select the paragraph you want to promote by pressing the extend key (F8) and do one of the following:

- Press ALT+SHIFT+LEFT ARROW

-or-

- Choose the Left Arrow button in the Outline view tool bar at the top of the screen.

To demote a line to the next level down, select the paragraph you want to demote and do one of the following:

- Press ALT+SHIFT+RIGHT ARROW

-or-

- Click the right arrow icon in the outline view icon bar.

Note: To promote and demote lines in Word for Windows, the lines must be formatted with Heading styles 1-9.

Tables Are Not Promotable/Demotable in Outline View

Tables are not promotable or demotable in Word for Windows versions 1.x, 2.0, 2.0a, 2.0b, 2.0c, 6.0. When you attempt to promote or demote a table in Word for Windows, the computer will respond with a beep.

You cannot promote or demote a table; tables are special entities in Word for Windows and cannot be manipulated as normal text.

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00b 2.00c 6.00
wm_word w4wtable table tables outline promote level next key view

Word Incompletely Sorts Table Column That Contains a Comma
Article ID: Q95960

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

A column sorts incorrectly in Word for Windows if the Separator option or Field Number setting in the Tools Sorting dialog box (Utilities Sorting dialog box in Word versions 1.x) is wrong or if the text contains more than one type of data delimiter (table, comma, or tab) recognized by Word. To obtain accurate sorting results, the Separator option and Field Number setting must be correct in the Sorting dialog box, and the column must contain only one type of delimiter.

For example, if you sort a table and the text in the key field contains numbers with commas as thousands separators (such as 1,000,000), Word ignores the text following the first comma and performs the sorting operation on the text preceding the comma. This happens because the selection contains two data-delimiter types (table and comma). In this case, you must delete the commas so the selection contains a single type of data delimiter.

This problem was corrected in Word version 6.0 for Windows.

More Information:

In Word, you can base your sort on a column of information in a table or in a comma- or tab-delimited portion of a document. Word for Windows does not sort correctly if your information contains more than one kind of data delimiter.

Workaround 1

Change the list separator character using the following steps:

1. Open the Windows Control Panel and choose the International icon.
2. In the Separator box, type a character other than one of the delimiter characters, such as a semicolon (;).

Note: Changing the list separator character may affect some functions in other applications such as Microsoft Excel. If this happens, use Workaround 2 instead.

Workaround 2

Note: This workaround produces incorrect sorting results if the

column contains more than one kind of data delimiter.

Use the following steps to correctly sort a column:

1. Open or create a document that contains a table or a comma- or tab-delimited selection. Select the column of text on which you want to base the sort. For information on selecting a column of text, see page 106 in "Microsoft Word for Windows User's Guide."
2. From the Tools menu, choose Sorting (in Word versions 1.x, choose Sort from the Utilities menu).
3. For the sorting order, select Ascending or Descending.
4. From the Key Type list, select Alphanumeric, Numeric, or Date as appropriate.
5. Although your selected text may not contain any commas or tabs, select the Comma or the Tab option button as the separator to represent how the selection is separated from the rest of the data.
6. Although your selected text may include only one column of text without commas or tabs, type the value in the Field Number box that represents the position of the column. For example, if a tab precedes the selected column, type 2 in the Field Number box.
7. Choose the OK button.

Note: If you select incorrect settings in steps 5 or 6 above, Word either does not sort the data or sorts it incorrectly.

We are researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 299-300

"Microsoft Word for Windows User's Reference," version 1.x, pages 328-330

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wtable w4wmerge

Vertical Justification Causes Space Between Table Rows

Article ID: Q98275

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

When you select the Justified Vertical Alignment option in the Format Section Layout dialog box, Word for Windows may insert extra space between table rows in Print Preview or when you print the document. This space does not appear on the screen in any view.

Word inserts extra space between each row of a table to justify the table between the top and bottom margins.

To remove the extra spaces between the table rows, change the Vertical Alignment section layout setting from Justified to Top.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wtable 6.00 wm_word expands expanded gridlines justified

How to Create Table Column Headings in a Multiple-Page Table

Article ID: Q98506

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

This article contains instructions you can use to join a Word for Windows table in a header with a table in the body of the document to make them appear as a continuous table when printed.

This functionality has been added to Word version 6.0 for Windows.

More Information:

When you use the procedures in this article, two tables result, one in the header and one in the document body. They appear as one table when you print the document. The table in the header appears at the top of each page, so you can use this technique to create column headings in a multiple-page table.

Word for Windows, Versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c

1. In the header of your document, insert the table rows you want to appear at the top of each page.
2. From the Format menu, choose Page Setup. Select the Margins option button.
3. Type a minus sign (-) before the top margin setting to make it a negative number and then choose OK. For example, if your top margin setting is 1 inch, change it to -1 inch. The minus sign sets a fixed top margin that is not pushed down by the header.
4. From the View menu, choose Header/Footer. Select Header in the Header/Footer list.
5. In the Header From Edge box, type the top margin minus .19 inch. For instance, type .81" for a 1-inch top margin. This measurement is usually correct when you add a single row table to the header that contains a single row of 12-point or smaller text. For a table with additional lines, rows or larger text, you must adjust the value that you subtract from the top margin setting. You can adjust this setting as necessary. To adjust the space between the table and the header, format the line spacing of the paragraph following the table in the header.

In header under table, format the Paragraph marker to a 4 pt.. don't leave default.

The following table lists Header From Edge settings for common margin values:

| Top Margin ----- | Change to ----- | Header From Edge Setting ----- |
|---------------------|--------------------|--------------------------------------|
| 2.0" | -2.0" | 1.81" |
| 1.5" | -1.5" | 1.31" |
| 1.0" | -1.0" | .81" |
| 0.5" | -0.5" | .31" |

Note: You can specify the Header From Edge setting to the hundredths place (for example, .73 inch).

6. If the table contains border formatting, you must remove the bottom portion of the border using the following steps:
 - a. Select the table.
 - b. From the Format menu, choose Border.
 - c. On the Border diagram, select the bottom border.
 - d. Select None in the Line box to remove the bottom border and then choose OK.
7. Switch to page layout view so you can check the relationship of the table in the header to the table in the body of the document. Adjust the Header From Edge value as necessary, using the instructions in step 5 above.

Word for Windows, Versions 1.x -----

1. In the header of your document, insert the table rows you want to appear at the top of each page.
2. From the Format menu, choose Document. Type a minus sign (-) before the top margin setting to make it a negative number and then choose OK. For example, if your top margin setting is 1 inch, change it to -1 inch. The minus sign sets a fixed top margin that is not pushed down by the header.
3. From the Edit menu, choose Header/Footer. Select Header and then choose the Options button.
4. In the Header Distance From Edge box, type the top margin minus .1 inch. For instance, type .81" for a 1-inch top margin.
5. If the table contains border formatting, you must remove the bottom portion of the border using the following steps:
 - a. From the Format menu, choose Table.
 - b. Select None from the Bottom list and then choose OK.

6. Switch to page view and check the relationship of the table in the header to the table in the body of the document. Adjust the Header Distance From Edge value as necessary, using the instructions in step 4 above and step 5 in the "Word Version 2.0" section.

Reference(s) :

"Microsoft Word for Windows User's Reference," version 1.x, pages 361-372

"Microsoft Word for Windows User's Guide," version 2.0, pages 364-376

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wtable column heading running head

IF Field Won't Display Table or Linked Graphic as Result

Article ID: Q99683

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

You cannot insert a table or a linked graphic into a Word document as the result of an IF field that contains INCLUDE, IMPORT, or GLOSSARY fields.

Workaround

To display a linked graphic or a table as the result of a conditional IF field, nest the IF field inside an INCLUDE, IMPORT, or GLOSSARY field, so that the IF field updates first. For example, you could nest the fields as follows:

```
{INCLUDE {IF conditionalTest table.doc falseResult}}
```

More Information:

The following examples illustrate the problem that occurs when you try to insert a linked graphic or table as the result of an INCLUDE, IMPORT, or GLOSSARY field nested inside an IF field.

In the following examples, a table or a linked graphic is used as results in an IF field. TABLE.DOC is a file that contains a table. "Glossary table" is a glossary entry that contains a table. PICTURE.WMF is a Windows metafile graphic. "Glossary picture" is a glossary entry containing a linked graphic.

```
{if conditionalTest {include TABLE.DOC} falseResult}  
{if conditionalTest {glossary table} falseResult}  
{if conditionalTest {import PICTURE.WMF} falseResult}  
{if conditionalTest {glossary picture} falseResult}
```

If conditionalTest is true in any of the above examples, the table or picture will not display when you update the field. Any text above or below the table in either TABLE.DOC or the table glossary will display correctly. Any text above or below the graphic in the picture glossary will display correctly. Embedded graphics and graphics that are not linked will display correctly.

For more information on importing graphics as the result of a conditional field, query on the following words in the Microsoft Knowledge Base:

importing and graphics and condition

Microsoft has confirmed this to be a problem in Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0. We are researching this problem and will post new information here in the Microsoft Knowledge Base as it becomes available.

Reference(s) :

"Microsoft Word for Windows User's Reference," version 1.0, pages 97-99

Additional reference words: w4wtable w4wfield 1.00 1.10 1.10a 2.00 6.00
wm_word 2.00a 2.00a-cd 2.00b 2.00c

Pressing Tab Does Not Advance Cursor to Next Cell in Table
Article ID: Q105440

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

SYMPTOMS

=====

If the insertion point is in a table following a section break, pressing TAB may move the insertion point to the next tab stop position within the same cell rather than moving to the next cell.

STATUS

=====

Microsoft has confirmed this to be a problem in Word version 2.x for Windows. This problem was corrected in Word 6.0 for Windows.

Steps to Reproduce Problem

1. In a new document in normal view, press ENTER.
2. From the Table menu, choose Insert Table.
3. From the Table menu, choose Select Table.
4. From the Format menu, choose Page Setup. Select "Size and Orientation" and under Orientation, select Landscape. In the Apply To list, select Selected Text. Choose OK.
5. Press TAB (the insertion point will be in the first cell).

The insertion point moves to the next tab stop position and not to the next cell as expected.

WORKAROUND

=====

Manually select the table including the paragraph mark that follows, rather than choosing Select Table from the Table menu in step 3 above.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c W4WTABLE
NEXTCELL

Vertical Cell Alignment Not Supported in Word for Windows
Article ID: Q105915

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Word for Windows does not support vertical alignment for table cells.

For example, if you copy cells from a Microsoft Excel spreadsheet that are formatted for Center or Bottom vertical alignment, and then paste them into a Word document, the height of the cell remains the same, but Word places the text at the top of the cell. In other words, the vertical alignment formatting is lost.

Additional reference words: 6.00 w4wformat w4wtable

Word for Windows: Merging Styles from Other Documents

Article ID: Q35588

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

To merge styles created in a Microsoft Word for Windows document with those in another document, open the document to which you want to copy the styles and do the following:

Word for Windows version 6.0

1. From the Format menu, choose Style.
2. Choose the Organizer button.
3. On the To: side of the dialog, choose the Close File button to close the file listed. The Close File button will change to an Open File button, choose this button.
4. Select or type in the name of the file from which you would like to copy styles. You can choose Word Document or Document Template from the List Files of Type box.
5. Choose OK.
6. Select the style or styles you would like to copy to your open document and choose the Copy button. Choose Yes or Yes to All when prompted to overwrite existing styles.
7. When all desired styles have been copied, choose Close.

Word for Windows version 2.x

1. From the Format menu, choose Styles.
2. Choose the Define button.
3. Choose the Merge button.
4. Select or type in the name of the file from which you would like to copy styles. You can choose Word Document or Document Template from the List Files Of Type box.
5. Choose OK.
6. Choose Yes to the message "Merging will replace the current styles with new styles of the same name. Do you want to replace the styles?"

7. Choose the Close button.

Word for Windows version 1.x

1. From the Format menu, choose Define Styles.
2. Choose the Options button.
3. Choose the Merge button.
4. Select the name of the file from which you would like to copy the styles.
5. Choose OK.
6. Choose Yes to the message "Merge replaces styles with the same name. Continue?"
7. Choose the Close button.

The styles from the selected document will now be included in the open document.

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-cd 2.00b
wm_word 2.00c 2.00c-cd 6.00 w4wtemplate

Changes to Template in One Document Apply to All in WinWord
Article ID: Q41315

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Changes to menus and key assignments carry over to documents based on the same template. Menu settings are stored with the template, not with each document. If you change the template while in one document, close that document, and open a previous document created with the same template, the changes are reflected in the new document.

Note: If Word cannot find the template file, Word returns the message "Unable to open template" and uses the normal menus.

Additional reference words: 1.0 1.1 1.1a 2.0 1.00 1.10 1.10a 2.00 wm_word w4wtemplate

Copying Single Style to Another Template in Word for Windows
Article ID: Q48112

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Microsoft Word for Windows versions 1.x and 2.x do not have a feature that allows a single style to be copied from a document or template to another document or template.

NOTE: Word for Windows version 6.0 has this capability built-in.

To copy a single defined style from a template that you are not using in your current document in Word versions 1.x and 2.x, do the following:

1. From the File menu, choose Open to open a file based on the template that has the desired style.
2. Locate a paragraph of text that has the desired style applied to it. From the Edit menu, choose Copy to copy the text to the Clipboard, and close the document.
3. Return to your current document. From the Edit menu, choose Paste to paste the copied text.
4. After pasting the desired style into the current document, choose Define from the Format menu and choose Style. Highlight the style that was pasted into the document.
5. Do one of the following:

Word for Windows Version 2.0

Choose Define, select the Add to Template check box, and choose OK.

-or-

Word for Windows Version 1.0 and 1.1

Choose Options, select the Add to Template check box, and choose OK.

The pasted style becomes part of the current document's template.

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-cd 2.00b 2.00c 2.00c-cd w4wtemplate

Finding Links to Document Templates in Word for Windows

Article ID: Q58472

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

The following information details how to determine what template is attached to a Microsoft Word for Windows document.

To find the name and location of the template attached to a document, follow a procedure below:

Procedure for Word for Windows version 6.0

- From the File menu choose Templates. The attached template is listed below Document Template. To attach another template, choose Attach and select another template from the list box of files.

Procedure for Word for Windows version 2.x

- From the File menu, choose Template. The attached template is listed below "Attach Document To:". To attach another template, choose a template name from the list box of templates.

Procedure for Word for Windows version 1.x

1. From the Format menu, choose Document.
2. If the Template box is blank, a global or normal template is being used. If another template is being used, it displays in the Template box.
3. The first template listed is the linked template to the active document.

Alternative Procedure for Word for Windows versions 1.x, 2.x and 6.0

1. From the File menu (Edit menu in version 1.x), choose Summary Info.
2. Choose the Statistics button in the Summary Info dialog box.
3. The third line of the Statistics dialog box is labeled Template. The template name displays on this line. It contains the full path of the drive and directory in which it resides.

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-cd 2.00b
wm_word 2.00c 2.00c-cd 6.00 w4wtemplate

Word Cannot Open the Existing NORMAL.DOT

Article ID: Q58891

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

In Microsoft Word for Windows you may receive the error message:

Word cannot open the existing NORMAL.DOT.

-or-

Cannot open existing NORMAL.DOT.

MORE INFORMATION

=====

The following are possible causes for this problem:

- There is not enough available memory to open the NORMAL.DOT file. Close all applications you are not currently using. Remove any memory-resident programs loaded.
- The file NORMAL.DOT may be corrupted. Try renaming NORMAL.DOT and reloading Word for Windows.
- NORMAL.DOT has been saved as a document file and is no longer a template.

Additional reference words: w4wtemplate 1.00 1.10 1.10a 2.0 2.00 wm_word 6.00

Glossary Point Size Not Retained in Word for Windows

Article ID: Q65220

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, and 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

SYMPTOMS

=====

The character point size in a Microsoft Word for Windows file may be lost when you retrieve a glossary entry. This problem occurs if the default font size for the template is set to a point size other than 10-point.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

=====

Glossary entries formatted with a 10-point font, return with the same point size as defined by the Normal style of the NORMAL.DOT template. For example, if the Normal style for NORMAL.DOT is Helv 12, a glossary that was formatted as Tms Rmn 10 is retrieved as Tms Rmn 12.

Note: A 10-point glossary item returns with the correct point size during the session in which it was created; however, after exiting and restarting Word for Windows or, by selecting the File menu and choosing Save All, the 10-point glossary entry returns in the point size specified by the Normal style.

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wtemplate

Merged Styles Not Retained with Some WinWord Documents

Article ID: Q68317

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, and 2.0a
 - Microsoft Windows operating system, versions 3.0 and 3.1
-

SUMMARY

=====

In Microsoft Word for Windows, styles do not remain in some documents after being merged from a template. For example, if you merge styles into a document using the steps below, the new style formatting is applied to your document during the session; however, it may be lost after the document is closed and then reopened.

Note: This problem is most common with documents converted from the Microsoft Word for MS-DOS file format to Word for Windows.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

=====

Steps to Reproduce Problem

Versions 1.x of Word for Windows

1. From the Format menu, choose Define Styles.
2. Choose the Options button, then choose the Merge button.
3. Choose the From Template button.

Versions 2.0 and 2.0a of Word for Windows

1. From the Format menu, choose Styles.
2. Choose the Define button, then choose the Merge button.

3. Choose the From Template button.

WORKAROUND

=====

As an alternative to merging styles from a template, you can manually change the existing styles by choosing Define Styles from the Format menu.

Another way to work around this problem is to add an AutoOpen macro that merges the styles from the template whenever you open the document.

Another possible workaround to this problem is to save the document in rich-text format (RTF) after merging the styles from the template. To save a document in RTF, do the following:

Version 2.0 of Word for Windows

1. From the File menu, choose Save As.
2. In the Save File As Type box, select Rich Text Format (*.rtf).
3. Change the name of the file in the File Name box, and choose the OK button.
4. Close the current document and open the file that was just saved in rich-text format.

Versions 1.x of Word for Windows

1. From the File menu, choose Save As.
2. Choose the Options button.
3. In the File Format box, select RTF.
4. Change the name of the file in the Save File Name box, and choose the OK button.
5. Close the current document and open the file that was just saved in rich-text format.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 205-208

"Microsoft Word for Windows User's Reference," version 1.x (Document Number OB 14328-0990), pages 340 and 347

Additional reference words: w4wformat 1.00 1.10 1.10a 2.00 2.00a
w4wtemplate disappear missing

File Find Print Option Uses Built-In Print Macro Only
Article ID: Q69761

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

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If you choose Print from the File Find dialog box, Word for Windows uses its built-in Print macro instead of the Global or Template FilePrint macro. For example, if you modify the FilePrint macro to always check Update Fields and choose Print from File Find, the FilePrint macro you modified is not used. Word for Windows uses the built-in Super FilePrint instead.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. We are researching this problem, and will post more information here in the Microsoft Knowledge Base as it becomes available.

Additional reference words: w4wmacro filefind w4wtemplate 1.00 1.10 1.10a wm_word 2.00 2.00a 2.00a-CD 2.00b 2.00c

WinWord Err Msg: 'Word cannot open document template'

Article ID: Q69870

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

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Word for Windows returns the error:

Word cannot open this template

when you try to open a document if the template (.DOT file) the document was based on has been moved, renamed, or deleted.

Note: The name of the original template can be found from the File menu by selecting Summary Info and choosing the Statistics button.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

=====

Word for Windows looks to the WINWORD directory for the .DOT file a document is based on unless a line has been added to the WIN.INI showing its new location.

If you want to move your .DOT files to another directory, and you have Word for Windows versions 1.00, 1.10 and 1.10a, add the following line to the [Microsoft Word] section of the WIN.INI:

```
[MICROSOFT WORD]
DOT-PATH=PATHNAME    (i.e. DOT-PATH=C:\USERNAME)
```

If you want to move your .DOT files to another directory, and you have Word for Windows versions 2.0, choose Options from the Tools menu and select WIN.INI for the Category. Make sure the application selected is Microsoft Word 2.0. In the Option box, type DOT-PATH and in the Setting box, type the path (i.e. C:\USERNAME) and choose the Set

button. Choose the Close button.

Additional reference words: 2.0 2.00 w4wtemplate

Resetting Default Menus for Individual Templates in WinWord
Article ID: Q69873

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

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It is possible to reset default menus in a specific template after you have redefined the menus.

MORE INFORMATION

=====

To reset the menus to their original format for a template after you have redefined the menus:

Word for Windows version 6.0

1. Open the template.
2. Choose Customize from the Tools menu.
3. Choose the Menus tab and verify that the open template is selected in the Save Changes In: option.
4. Choose the Reset All button.
5. Choose Close

Word for Windows version 2.0

1. Open the template.
2. Choose Options from the Tools menu.
3. Choose Template for the Context.
4. Choose the Reset All button.
5. Choose Close

Word for Windows versions 1.0, 1.10 and 1.10a

1. Open that template.
2. From the Macro menu, choose Run.

3. Select MacroAssignToMenu and choose OK.
4. Select Template in the Context box.
5. Select Reset All.

This restores the template back to the original menu options. At this point, you can save the document template. Remember to save global glossary changes when you exit Word for Windows versions 1.0 and 2.0 and if prompted in version 6.0.

REFERENCES

=====

"Microsoft Word for Windows User's Reference," page 196

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-cd 2.00b
wm_word 2.00c 2.00c-cd w4wtemplate

Auto Macros in Word for Windows

Article ID: Q70991

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

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Word for Windows reserves special names for macros that you can create to alter aspects of Word's behavior. These are called auto macros. AutoExec, AutoNew, AutoOpen, AutoClose, and AutoExit are the auto macros in Word for Windows.

MORE INFORMATION

=====

Word recognizes a macro whose name begins with "Auto" as a macro that runs automatically when the situation to which it applies arises. You supply the actual steps for the auto macro by either writing or recording the macro.

You can prevent an auto macro from running by holding down the Shift key when you perform the action that triggers the macro.

Description of Auto Macros

AutoExec The AutoExec macro runs when you start Word. This macro makes it easy to instruct Word to automatically make adjustments when you start Word. For example, you can create an AutoExec macro that will automatically change the default directory when Word for Windows is opened. For more information on how to change the default directory, query on the words:

 changing and default and directory and word and windows

You can prevent AutoExec from running by typing

 winword /m

when you start Word.

AutoNew The AutoNew macro runs after you create a new document based on a current template. For example, an AutoNew macro could be created to update all the fields in a document, attached to a template of choice, and then executed when

a new document is opened based on that template of choice. To base a new document on a template, first select File from the menu bar then New from the File menu. Now select New document and specify which template the document will be based on under Use Template. You now have a new document based on a selected template.

AutoOpen The AutoOpen macro runs after you open a file with the File Open or File Find command, or from the list of the last four documents that were opened found at the bottom of the File menu.

AutoClose The AutoClose macro runs when you close a document.

AutoExit The AutoExit macro runs when you quit Word.

REFERENCES

=====

"Microsoft Word for Windows Technical Reference," pages 7-8

"Microsoft Word for Windows and OS/2 Technical Reference," pages 97-99

"Using WordBasic," by WexTech Systems and Microsoft, pages 84-87.

Additional reference words: 1.0 1.1 1.1a 1.00 1.10 1.10a w4wmacro wm_word
w4wtemplate filefind 2.0 2.00 6.00

Word for Windows: Storing Formatted Text as a Glossary Item
Article ID: Q72547

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

SUMMARY

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If you select and define text as an AutoText entry (version 6.0) or glossary entry (versions 1.0 and 2.0) in Microsoft Word for Windows, the formatting of the resulting glossary entry depends on two factors:

1. A text selection that contains a paragraph mark is treated differently than a text selection without a paragraph mark.
2. Word distinguishes manual formatting from formatting that is applied as part of a style.

MORE INFORMATION

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Defining a Glossary from a Selection
That Does Not Contain a Paragraph Mark

If the text you select to store in the glossary is less than a full paragraph, Word stores both the text and all the character formatting that you've applied manually to that text. Word does not store any character formatting that is the result of a style nor does it store any paragraph formatting.

Defining a Glossary from a
Selection That Does Contain a Paragraph Mark

If the text you select to store in the glossary includes a paragraph mark, Word stores both the text and the style that's associated with it. Any manual character and/or paragraph formatting you apply is also stored in the glossary in addition to the style formatting.

When you insert the glossary text into a document, Word includes the entry's style. If the document into which the glossary is inserted does not have a style of the same name stored in the template, Word adds that style to the document.

REFERENCES

=====

"Microsoft Word for Windows User's Reference," pages 141-142

Additional reference words: 1.0 1.1 1.1a 1.00 1.10 1.10a 2.0 2.00 wm_word
w4wtemplate 6.00

New Template Based on Normal Does Not Copy Styles

Article ID: Q74722

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

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In Microsoft Word for Windows, new templates that are based on the Normal template do not copy the user-defined style definitions or modified automatic styles from that template. Only the default styles that appear when the Normal template has not been modified will be copied into the new template. When creating a new template based on a template other than Normal, all style definitions will be copied from that template.

MORE INFORMATION

=====

To include all style definitions when creating a new template based on Normal, one of the following options must be taken.

Option 1

Create a new document based on Normal and save it as a template as follows:

1. From the File menu, choose New Document based on Normal.
2. From the File menu, choose Save As, choose the Options button, and select Document Template as the file format.

When the file is created as a Document based on Normal, it will copy all the styles from the Normal template.

Option 2

Word for Windows version 6.0

Copy the desired styles from the Normal template into the new template using the Organizer dialog available by choosing Style from the Format menu.

Word for Windows versions 1.x and 2.x

Merge the styles from the Normal template into the new template based

on Normal.

REFERENCES

=====

"Microsoft Word for Windows User's Reference," page 345

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-cd 2.00b
wm_word 2.00c 2.00c-cd w4wtemplate 6.00

Style Shortcut Keys Not Reflected in Template

Article ID: Q77547

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

In Microsoft Word for Windows, any shortcut keys that you assign to styles in a document are not reflected in the document template unless you add the styles to the template file.

This problem was corrected in Word version 6.0 for Windows.

MORE INFORMATION

=====

If you assign a shortcut key to a style within a document, the key assignments are not added to the document template file unless you select the Add to Template option. The key assignments are valid in the current document, but new documents that are based on the template file do not include the key assignments.

To record the shortcut key assignments in the template file, follow these steps:

1. From the Format menu, select Style.
2. Choose the Define button. Assign a shortcut key to a style if a key assignment has not already been made by selecting the style name from the drop-down list box, choosing a shortcut key, and clicking on the Assign button.
3. Select the check box labeled Add to Template (ALT+E).
4. Choose the Apply button.

Any changes made to the selected style, including the shortcut key assignment are now reflected in the template file.

STATUS

=====

Microsoft has confirmed this to be a problem in Word for Windows versions 2.x. This problem was corrected in Word version 6.0 for Windows.

Additional reference words: 2.00 2.00a w4wmacro 2.00a-CD 2.00b w4wtemplate

Custom Table Insertion with Text to Table in WinWord 2.0
Article ID: Q78763

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

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In Microsoft Word for Windows, converting text to a table is an automatic process that does not allow you to specify the desired number of rows or columns. However, you can install the ManualInsertTable macro from the NEWMACRO.DOC file, included with Word for Windows version 2.0 and usually found in the program directory, to provide this functionality.

This functionality was changed in Word version 6.0 for Windows.

MORE INFORMATION

=====

NEWMACRO.DOC contains a macro called ManualInsertTable that allows you to specify the number of rows and columns desired when converting text to a table in Word for Windows version 2.0. This macro emulates the functionality of the Insert Table command in Word for Windows version 1.x. NEWMACRO.DOC allows you to install this macro by using the following steps:

1. Open the file NEWMACRO.DOC.
2. This file contains a list box of optional macros, descriptions of the macros, and the ability to demonstrate and/or install each macro.
3. From the list of macros, select ManualInsertTable.
4. Choose the Install button.
5. An "Install ManualInsertTable to" dialog box appears. Select the desired template and menu to contain the macro, and choose the OK button.

Word installs the macro on the template and menu you selected and automatically saves the macro. Word returns you to the list box of available macros to choose another macro or to exit.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 316-318

Additional reference words: w4wmacro w4wtemplate 2.00 2.00a 2.00a-CD 2.00b

2.00c

AutoNew Macro Does Not Run When You Start Word for Windows
Article ID: Q79054

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

If you have an AutoNew macro in the NORMAL.DOT template and you start Microsoft Word for Windows, a new document is created, but the AutoNew macro does not run.

MORE INFORMATION

=====

The AutoNew macro only runs if you open a new document after starting Word for Windows. The AutoExec macro will run when starting Word for Windows.

For more information on AutoNew, search for "auto macros" and "Creating macros that run automatically" using the Help menu.

REFERENCES

=====

"Microsoft Word Technical Reference," pages 97-98

TECHREF.DOC, Microsoft Word for Windows version 1.x

Additional reference words: 6.00 execute 2.00 w4wmacro w4wtemplate wm_word

Can't Exit Second Instance of WinWord Without a Global Save
Article ID: Q79135

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

SYMPTOMS

=====

When editing a global macro in a second instance of Microsoft Word for Windows, this second instance does not close as expected if you choose No when prompted to overwrite the NORMAL.DOT template that is open in the first instance of Word for Windows. Choosing No cancels the File Exit command and returns you to the second instance of Word for Windows.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

=====

Steps to Reproduce Problem

1. Start Word for Windows version 2.0, and minimize it to an icon. Start a second instance of Word for Windows.
2. From the Tools menu, choose Macro (in the second instance of Word). In the Show box, select Commands. Select AllCaps from the Macro Name box, and choose the Edit button. At the beginning of the "Super AllCaps" line in the macro, type "REM " (without the quotation marks). Make sure you include a space after REM.
3. From the File menu, choose Exit.
4. Choose the Yes button when Word prompts you to save changes to Global:AllCaps.
5. Choose the Yes button again when Word prompts you to save the global glossary and command changes. The following message appears in a dialog box:

This document is a copy of a file that was being edited by another Word session. Changes may have been saved to the original file.

Do you want to save the document using the original name and overwrite other possible changes?

6. Choose the No button. The File Save dialog box appears with NORMAL.DOT in the File Name box. Change this name to NORMAL2.DOT.
7. Word saves the new template; however, Word returns to the second instance of Word instead of exiting the program.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 267-268, 273, 765

Additional reference words: 2.00 2.00a 2.00a-cd 2.00b 2.00c 2.00c-cd
w4wmacro w4wtemplate

Template Directory Changes After Aborted CBT Start

Article ID: Q79510

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

SYMPTOMS

=====

In Microsoft Word for Windows version 2.x, opening a document after receiving an error message in the Learning Word tutorial may result in the following error message:

This document template does not exist.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

WORKAROUND

=====

To work around this problem and open a new document, exit Word for Windows, and restart the program.

Additional reference words: w4wtutorial 2.00 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wtemplate

WinWord: Assigning Passwords to Template Files

Article ID: Q79644

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

SUMMARY

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In Microsoft Word for Windows, you can assign a password to protect custom templates. You cannot assign a password to templates that come with Word for Windows; however, if you create your own templates based on the program templates, the option to assign a password becomes available.

This is not a problem in Word for Windows version 6.0. It is possible to assign a password to templates that come with Word for Windows version 6.0.

MORE INFORMATION

=====

Any document based on a password-protected template requires the password to access the template. If the document is used on another computer without the password-protected template available, the file generates an error message stating XXXX.DOT is not found, where XXXX is the name of the template the document is based on.

When this error displays, choosing the OK button causes the document to use the normal template, and the document is not protected with the template password.

To display the contents of the document that is based on the password-protected template, use the following steps:

1. From the File menu, choose File Find. Select the document in the list.
2. Choose the OK button when Word prompts you for the password.
3. Choose the OK button when prompted for the password a second time.
4. Choose the Options button. Under List File Names With, select Content, and then choose the OK button.

The contents of the document display on the screen.

For information on password protecting documents see Protecting Documents from Changes in the "Microsoft Word for Windows User's Guide."

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 78-79

Additional reference words: 2.00 protection 6.00 w4wtemplate wm_word

Unspiking Does Not Clear Template of Spiked Glossary Items
Article ID: Q79928

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

SYMPTOMS

=====

In Microsoft Word for Windows, deleting the glossary entry called Spike does not clear the NORMAL.DOT template of Spike glossary item(s). Spike is a special glossary entry in which you can collect text and graphics from various locations in a document, and insert them as a group in another location.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

=====

In Word for Windows, there are two ways to delete Spike glossary items. Choose one of the following methods:

- From the Edit menu, choose Glossary. Select Spike, and choose the Delete button.
- or-
- Use the Unspike key combination (CTRL+SHIFT+F3) to remove text or graphics that you no longer want to include in the Spike. Select the words you want to include, and press CTRL+F3 to create the new Spike.

Steps to Reproduce Problem

1. In a new document, type in the word "ONE" (without the quotation marks).
2. Select the text, and press CTRL+F3.

3. From the File menu, choose Exit.
4. Choose the Yes button when prompted to save global glossary and command changes.
5. Start Word for Windows again.
6. Press CTRL+SHIFT+F3. Word removes "ONE" from the Spike and inserts it in the document.
7. Exit Word for Windows again.
8. Choose the No button when prompted to save changes.
9. Start Word for Windows again.
10. Press CTRL+SHIFT+F3.

Word inserts the Spike glossary item "ONE." The Unspike function does not delete Spike glossary entries. This is also a problem in Word for Windows version 1.x.

For more information on using the Spike, search for "Spike" using the Help menu.

ref

"Microsoft Word for Windows User's Guide," version 2.0, pages 271-272

Additional reference words: 2.00 w4wtemplate

Cannot Copy Over NORMAL.DOT When Running Word for Windows
Article ID: Q79931

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

SUMMARY

=====

In Microsoft Word for Windows, you cannot save a document or template (other than the NORMAL.DOT being used) with the filename NORMAL.DOT to the directory the templates are stored in.

MORE INFORMATION

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For example, you cannot open the file NORMAL.DOT from one version of Word for Windows and save it as NORMAL.DOT in a running version of Word for Windows in order to convert and use the default template in the newer version.

NORMAL.DOT is the default template in Word for Windows. If you run Word for Windows and NORMAL.DOT is not found, Word for Windows creates the file. In Word for Windows version 6.0, this file is saved upon exit even if no changes have been made to it. In Word for Windows version 2.0, if there is nothing in this file (such as a macro, glossary change, or global style change) when the session ends, the file is not saved.

This file is considered open while you run Word for Windows; therefore, you cannot replace this file with another while Word for Windows is running.

Steps to Reproduce Problem

The following steps assume that your system contains two versions of Word for Windows, one stored in C:\WINWORD and one stored in C:\WW2:

1. From the WW2 directory, start Word for Windows.
2. From the File menu, choose Open.
3. Open the file C:\WINWORD\NORMAL.DOT.
4. From the File menu, choose Save As.
5. In the File Name box, type "C:\WW2\NORMAL.DOT" (without the quotation marks), and choose the OK button.

The error message "Word cannot give a document the same name as an open document." appears on the screen.

If conversion is necessary to use another template as the NORMAL.DOT in the running version of Word for Windows, use the following procedure:

1. Verify that Word for Windows is not running.
2. In MS-DOS or File Manager, copy C:\WINWORD\NORMAL.DOT to C:\WW2\NORMAL.DOT.
3. From the WW2 directory, start Word for Windows.

This causes the version of Word for Windows started from the WW2 directory to convert and use the NORMAL.DOT file that you copied into the WW2 directory in step 2 (assuming there is no User-Dot-Path in the WINWORD6.INI file (Dot-Path in the WIN.INI file for Word for Windows version 2.0) redirecting the template directory).

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 698-699, 718

Additional reference words: 1.00 1.10 1.10a 2.00 w4wtemplate 2.00a 2.00b wm_word 2.00a-CD 6.00

WinWord: Cannot Assign a Shortcut Key with the Numeric Keypad
Article ID: Q79984

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b
2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

SYMPTOMS

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In Microsoft Word for Windows, you cannot assign a shortcut key to a macro using a number from the numeric keypad.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

Steps to Reproduce Problem

1. From the File menu, choose New, and choose the OK button.
2. From the Tools menu, choose Record Macro.
3. Type a name for the macro.
4. In the Shortcut Key box, select the Ctrl check box, and verify the Shift check box is NOT selected. Position the insertion point in the Key box, and type the number 1 on the numeric keypad.
5. Type a few lines of text in your document.
6. From the Tools menu, choose Stop Recorder.
7. Activate the macro by pressing CTRL+Keypad 1.

The system just beeps. If you activate the macro by pressing CTRL+1 using the number 1 on the top of the keyboard, rather than the numeric keypad, the macro runs correctly.

This feature works correctly in Word for Windows version 1.x. If you convert a template from version 1.x that contains a macro shortcut key assigned to the numeric keypad, the macro works correctly in version

2.0 using the numeric keypad assignment.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b w4wmacro
w4wtemplate

WinWord: Avoiding Password Prompt Using FileNew Command
Article ID: Q80090

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

SUMMARY

=====

In a Microsoft Word for Windows macro, if you use the FileNew command to create a new document or template based on a password-protected template, you receive a prompt for the template's password. The only way to avoid receiving this prompt is to have the specified template already open.

MORE INFORMATION

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In Word for Windows macros, the FileOpen command may use a PASSWORDDOC and/or a PASSWORDDOT field to provide the password for the given document and/or the template that it is based on. The FileNew command does not have either of these fields; therefore, when you create a new document or template based on a specific template, you cannot specify a password inside the macro to avoid the password prompt.

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c wm_word
w4wmacro wordbasic statement protection
w4wtemplate

Automating Form Templates Without Using ASK or FILLIN Fields
Article ID: Q80551

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

SYMPTOMS

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In Microsoft Word for Windows, the normal procedure for automating form templates is to use a series of ASK or FILLIN fields in conjunction with an AutoNew macro. (For more information on this procedure refer to the "Microsoft Word for Windows User's Guide," version 2.0, pages 480-484, or the "Microsoft Word for Windows User's Reference," page 188.) With this procedure, responses are restricted to a total character value of 255 per dialog box. If your automated form requires greater response flexibility and/or the response dialog boxes are not desired, the method below may prove effective.

Note: Word for Windows version 6.0 uses Form fields to get around the character restriction in Ask and Fillin fields.

To use blank fields to automate form templates, use the following steps:

1. From the File menu, choose New, and choose the OK button.
2. Type the following information, pressing ENTER several times after each entry:

Name:

Address:

Phone Number:

3. Press CTRL+F9 to create a set of field code braces for each entry. Your form should appear as follows:

Name: {}

Address: {}

Phone Number: {}

Note: These braces are hidden unless you choose Field Codes from the View menu. As long as the braces do not contain any spaces or characters, they do not generate any error messages.

4. With the field code braces positioned after each question, you can use the F11 key to move quickly to each question. The SHIFT+F11 key

combination moves your insertion point to the previous question.

5. From the File menu, choose Save As. Assign the new form template a name. In Word for Windows version 2.0, select Document Template (*.DOT) from the Save File as Type list, and choose the OK button. In Word for Windows version 1.x, choose the Options button, choose Document Template from the File Format list, and choose the OK button.

MORE INFORMATION

=====

You can further automate the above process by adding an AutoNew macro that alerts the user (with a message box) that the F11 and the SHIFT+F11 keys are available for navigation within the form. Additionally, you can use the insertion of bookmark names corresponding to the empty field code braces to customize navigation to individual questions. For example, in the above procedure, choose Field Codes from the View menu to display the hidden braces. Select the braces beside the Address field. From the Insert menu select Bookmark. In the Bookmark Name field, type "Address" (without the quotation marks) and choose the OK button. You can use the GoTo key (F5) to position the insertion point at any specified question.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 480-84, 730, 742, 753-54

"Microsoft Word for Windows User's Reference," version 1.x, pages 19-20, 84-89, 188, 215

Additional reference words: w4wmacro w4wfield w4wtemplate
1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c 2.00c-cd

Incorrect Filename Appears When Saving UNC-Opened Template

Article ID: Q80762

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, if you choose Save As from the File menu to save a template opened through Universal Naming Convention (UNC), an incorrect filename appears in the File Name box.

This problem was corrected in Word version 6.0 for Windows.

Note: This problem occurs only on networks that support UNC.

More Information:

Steps to Reproduce Problem

1. From the File menu, choose Open.
2. In the File Name box, type the UNC filename, then choose the OK button. The following is an example:

```
\\SERVER\SHARE\DIRECTORY\TEMPLATE.DOT
```

3. From the File menu, choose Save As.

Word for Windows inserts a drive letter BEFORE the UNC path, as in the following example:

```
C:\\SERVER\SHARE\DIRECTORY\TEMPLATE.DOT
```

Additional reference words: 2.00 2.00a 2.00a-cd 2.00b 2.00c 2.00c-cd
w4wnetwork w4wtemplate

Macro Editing Commands Available When Template Is Read-Only
Article ID: Q80785

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

If you open a read-only template in Microsoft Word for Windows, the Edit, Rename, Delete, and Set (Set is in Word for Windows version 1.x only) macro options do not appear unavailable (dimmed). If you make changes to any template macros, Word doesn't display an error message to warn that changes cannot be made to the template until you try to save the template.

MORE INFORMATION

=====

When using a read-only template, such as one on a network, the options to Rename, Delete, Edit or Set are available. In Word for Windows version 2.0, the Rename, Delete, and Edit buttons are available in the Tools Macro dialog box when the Show Template Macros option is selected. In Word for Windows version 1.x, the Delete, Rename, and Set buttons are available in the Macro Edit dialog box when the Global Context is selected. However, if you use any of the above buttons to make changes to macros in a read-only template and choose the File Save command, you receive the error following message:

File is read-only. (version 1.x)

This file is read-only. (version 2.0)

The Save As dialog box displays, and you can save the changes to a new filename.

Additional reference words: 2.00 1.00 1.10 1.10a 1.0 1.1 1.1a wm_word
w4wtemplate w4wnetwork w4wmacro greyed ghost unavailable 6.00

Word for Windows: Print Merge to Xerox Self-Adhesive Labels
Article ID: Q80808

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Microsoft Word for Windows version 2.x does not ship with a template to print labels on Xerox self-adhesive labels. Word for Windows does not have an option for printing to 33 labels (3x11) on a single page; however, the following steps create a print merge document that does print 33 labels on an individual page:

1. From the File menu, choose New, select NORMAL, and choose the OK button.
2. From the Table menu, choose Insert Table, set up create 3-column, 11-row table, and choose the OK button.
3. From the Table menu, choose Select Table.
4. From the Table menu, choose Row Height, select Exactly in the Height of Rows 1-11 box, and type 5.91 li in the At box. From the Table menu, choose Column Width, type 2.80" in the Width of Columns 1-3 box, and type 0" in the Space Between Cols box.
5. From the Format menu, choose Page Setup, and select the Margins option button. Type 0" in the Top and Bottom boxes, then type .25" in the Left box, and .01" in the Right box.
6. From the File menu, choose Print Merge, then choose the Attach Data File button, select the desired file, and choose the OK button.
7. Starting on the first line inside each column, insert your merge fields.
8. From the File menu, choose Print Merge, and press the Merge button. Select the desired options, and choose the OK button.
9. Word displays a message stating that your margins are outside the printable area. Choose the Yes button to continue printing.

Note: Because Xerox labels require that printing begins three-sixteenths of an inch from the top and left edges, the margins must be set outside the printable area of the page.

Note: Word for Windows version 6.0 allows for creation of custom size labels.

ref

"Microsoft Word for Windows User's Guide," version 2.0, pages 313-330

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c
3 x 11 w4wtemplate

Word for Windows: Glossary Management Macros

Article ID: Q80838

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

This article contains four macros to automate the management and movement of glossary entries in Microsoft Word for Windows version 2.0.

Note: This is a built-in feature in Word for Windows version 6.0.

MORE INFORMATION

=====

Macro 1 copies all glossary entries (with formatting) from the global template (NORMAL.DOT) to the document template. This macro assumes the following conditions:

- The active document is blank (if Show All is active, one paragraph mark displays).
- The active document is based on a template other than NORMAL.DOT. Check the Template dialog box for this information.

Note: This article refers to "document template" as the template attached to the active document.

For more information about templates and glossaries:

- Refer to pages 273 and 705-706 in the "Microsoft Word for Windows User's Guide."
- or-
- Search for "Chapter Listing" and "Customizing Word" using the Help menu.

Macro 1

```
Sub MAIN
For N = 1 To CountGlossaries(0)
  EditGlossary .Name = GlossaryName$(N, 0), .Context = 0,\
  .Insert
  EditSelectAll
  CharLeft 1, 1
  EditGlossary .Name = GlossaryName$(N, 0), .Context = 1,\
  .Define
  EditClear
Next
```

End Sub

For more information about EditGlossary, GlossaryName\$(), and CountGlossary(), search for "WordBasic Programming Language" using the Help menu.

Macro 2 contains a reversal of the .Context = X information in Macro 1. In all other respects, Macros 1 and 2 are the same. All assumptions for Macro 1 also apply to Macro 2.

Macro 2

```
Sub MAIN
For N = 1 To CountGlossaries(1)
    EditGlossary .Name = GlossaryName$(N, 1), .Context = 1, \
        .Insert
    EditSelectAll
    CharLeft 1, 1
    EditGlossary .Name = GlossaryName$(N, 1), .Context = 0, \
        .Define
    EditClear
Next
End Sub
```

Macro 3 copies all glossary entries from the global template to the document template. This macro is much faster than the previous macros; however, formatting IS lost.

Note: SetGlossary statement is limited to 255 characters. A dialog box will appear, informing of what glossary items not copied. Use macros 1 or 2 for large glossaries.

Macro 3

```
Sub MAIN
For N = 1 To CountGlossaries(0)
    A$ = GetGlossary$(GlossaryName$(N, 0), 0)
    If Len(A$) < 256 Then
        SetGlossary GlossaryName$(N, 0), A$, 1
    Else
        MsgBox "The glossary named " + GlossaryName$(N, 0) + \
            " is to large to copy"
    End If
Next
End Sub
```

To go from document template to global template, replace each of the zeros with the number one (1), and replace the number one (1) on the SetGlossary line with a zero (0).

Macro 4 deletes all glossary entries from a template. Use a zero (0) for the global template and the number one (1) for a document template. The following macro deletes all global glossaries:

Macro 4

Sub MAIN

For N = 1 to CountGlossaries(0)

 EditGlossary .Name = GlossaryName\$(N, 0), .Context = 0,\
 .Delete

Next

End Sub

Additional reference words: 2.00 2.00a 2.00a-cd 2.00b 2.00c 2.00c-cd
w4wmacro copy move w4wtemplate

WinWord: Canceling Template Dialog Box Doesn't Cancel Change
Article ID: Q80881

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

In the Template dialog box of Microsoft Word for Windows, if you select a different option button under Store New Macros and Glossaries As and choose the Cancel button, Word does NOT cancel the change.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

=====

Steps to Reproduce Problem

1. From the File menu, choose Template.
2. Select a different option button under Store New Macros and Glossaries As. Do NOT choose the OK button.
3. Choose the Cancel button.
4. From the File menu, choose Template again.

Note that the option selected in step 2 is active.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 489, 700-701

Additional reference words: 2.00 2.00a 2.0 2.0a 2.00a-CD 2.00b w4wtemplate

WordBASIC Err=514 Using the MacroCopy Statement
Article ID: Q80983

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

=====

In Microsoft Word for Windows version 2.x, if you use the MacroCopy WordBasic command to reference templates that have not been saved, Word generates the following error message:

```
WordBASIC Err=514
Document not open
```

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

MORE INFORMATION

=====

When you create a new template, Word for Windows assigns it a default name (for example, Templat1 or Template2). If you use an unsaved template's default name as an argument for the MacroCopy statement, you receive the above WordBasic error message.

To work around this problem, save templates with appropriate filenames before using them with the MacroCopy command.

Additional reference words: 2.00 2.00a 2.00a-cd 2.00b 2.00c 2.00c-cd w4wmacro errmsg msg w4wtemplate

WinWord: ToolsMacro .Run Does Not Follow Context Hierarchy
Article ID: Q81027

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

In the Microsoft Word for Windows version 2.x WordBasic macro language, the ToolsMacro .Run command is not designed to follow the context hierarchy prescribed for the execution of Word for Windows macros. This is because the command corresponds to the Macro dialog box where the context is selected with an option button in the Show box.

In Word for Windows version 6.0, the ToolsMacro .Run command has an argument that is designed to follow the context hierarchy.

MORE INFORMATION

=====

When you run a Word for Windows macro from the command line (ie. if you start Word by typing "WIN WINWORD /mMyMacro" at the MS-DOS prompt), Word looks for the macro first in the document template, then in NORMAL.DOT, and finally in the built-in commands. This hierarchy holds even if the macro has the same name as a built-in command (such as FilePrint).

When you run a Word for Windows macro that has the same name as a built in command by calling its name in another macro, Word runs the built-in command.

If you run a macro using the ToolsMacro .Run WordBasic command and do not specify the .Show argument, the macro runs in the context specified the last time the you chose Macro from the Tools menu.

Word for Windows version 6.0

If you run a macro using the ToolsMacro .Run command with the .Show argument 0, the macro will run according to Word's macro searching hierarchy. In the following example, Word looks for the macro first in the document template, then in NORMAL.DOT, and finally in the built-in commands.

```
ToolsMacro .Name = "mymacro", .Show = 0, .Run
```

Word for Windows version 2.0

If you run a macro using the ToolsMacro .Run command without the .Show argument AND have not previously chosen Macro from the Tools menu, the .Show argument defaults according to the .Store argument in the Template dialog box (accessed by choosing Template from the File menu). The .Store argument corresponds to the options in the Store New Macros And Glossaries As box. The .Store argument corresponds as follows to the .Show argument:

| File Template | Tools Macro |
|--|------------------|
| ----- | ----- |
| Store New Macros and Glossaries as: | Show: |
| Global | Global |
| Template | Template |
| Prompt for Each New | Previous Setting |

If you want Word for Windows to follow the Template, Global, Built-in Command context hierarchy for macro execution in Word for Windows version 2.0 (assuming the name is not the same as a built-in command), run your macro by calling its name rather than using the ToolsMacro statement.

REFERENCES

=====

"Using WordBasic," by WexTech Systems and Microsoft, pages 210, 308

"Microsoft Word for Windows User's Guide," version 2.0, pages 705-706

Additional reference words: 2.00 2.00a 2.00a-cd 2.00b 2.00c 2.00c-cd
wm_word 6.00 w4wmacro wrong w4wtemplate

NORMAL.DOT Template File Not Found in WinWord Directory
Article ID: Q81693

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

In Microsoft Word for Windows version 2.0, a physical NORMAL.DOT template file does not appear in the Word for Windows directory until you have made a change to the Normal template and saved it.

In Word for Windows version 6.0, a physical NORMAL.DOT template file is created after exiting the program the first time.

MORE INFORMATION

=====

To force Word for Windows version 2.0 to create a NORMAL.DOT file, follow the steps below:

1. From the File menu, choose New, then choose the OK button.
2. Type "one" (without the quotation marks), and select it.
3. From the Edit menu, select Glossary. In the Glossary Name box, type "one" (without the quotation marks).
4. From the File menu, choose Save All. Choose No when prompted to save document changes. Choose Yes when prompted to save the global glossary and command changes.

At this point, a physical NORMAL.DOT file is created in the Word for Windows version 2.0 directory.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, page 698

Additional reference words: 2.00 2.00a 2.00a-cd 2.00b 2.00c 2.00c-cd 6.00 wm_word w4wtemplate

Macro to Choose Local or Network Templates at File New Command
Article ID: Q81695

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

The NEWMACRO.DOC file included with Microsoft Word for Windows version 2.0 contains a macro called NetworkTemplateStorage; this macro prompts you to select network or local templates when you use the File New command.

NOTE: This is a built in feature in Word for Windows version 6.0. By choosing Options from the Tools menu and selecting the File Locations tab, you can select different directories for User Templates and Workgroup templates.

MORE INFORMATION

=====

Note: Before installing this macro, make a backup copy of your NORMAL.DOT file in case the results of this procedure are not satisfactory.

To install the NetworkTemplateStorage macro, use the following steps:

1. From the File menu, choose Open. Select the Word for Windows directory in the Directories box, select the file NEWMACRO.DOC from the File Name box, then choose the OK button.
2. From the list of macros under Macro Name, select NetworkTemplateStorage, and choose the Install button.
3. When prompted, select the template and menu that you want to add the macro to, then choose the OK button.
4. The Save dialog box appears and allows you to save changes to any open documents. Choose the OK button or the Cancel button.
5. When you exit Word for Windows, be sure to choose the Yes button in response to the prompt "Do you want to save the global glossary and command changes?"

Note: In step 3 above, if you choose to add this macro to the File menu, the File New command is renamed FileNew. Note that FileNew has no key combination (accelerator key) assigned to it. If no top-level menu was chosen in step 3 above, the menus appear to be unchanged.

The first time you run the NetworkTemplateStorage macro or choose the

File New (FileNew) command, Word prompts you for the network and local template directories. Thereafter, FileNew opens a dialog box where you can select either network or local templates before the usual New dialog box appears and you choose a template.

Be sure to consider the following facts before installing the NetworkTemplateStorage macro:

- NEWMACRO.DOC writes DOT-PATH1= and DOT-PATH2= (corresponding to the local and network template directories) in the [Microsoft Word 2.0] section of your WIN.INI even if you only choose the Demo button and do not actually install the macro.
- The FileNew routine, installed with the NetworkTemplateStorage macro, replaces the default File New command even if you choose another top-level menu (such as Edit). This occurs even if you chose to add the macro to no menus at all.
- The procedures outlined on page 720 of the "Microsoft Word for Windows User's Guide" to reset the menus or to remove the FileNew command from a menu do not work correctly. If you choose the Reset All button in the Options dialog box (accessed by choosing Options from the Tools menu and selecting the Menus category), the menu(s) is restored, but the default File New command is not restored. Similarly, if you use the use the Options dialog box to reassign the default File New command to the menu, the FileNew macro, installed by the NetworkTemplateStorage macro, is not replaced.

The only way to delete the FileNew functionality installed with the NetworkTemplateStorage macro is to delete the FileNew macro from the Global Macros list in the Macro dialog box and delete the DOT-PATH1= and DOT-PATH2= lines from the [Microsoft Word 2.0] section of your WIN.INI file.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 720, 810

Additional reference words: w4wmacro w4wnetwork w4wtemplate
2.00 2.00a 2.00a-CD 2.00b 2.00c
context entry line

Glossary Entry with Normal Style Doesn't Maintain Alignment

Article ID: Q81742

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

In Microsoft Word for Windows, if you format an autotext (known as glossary entry in Word 2.0) entry with Normal style and then directly format it with an alignment that differs from the Normal style, the autotext entry loses the direct alignment formatting if you save the template. After saving the template, text inserted from the autotext entry is formatted with the Normal style alignment rather than the alignment you originally assigned to the autotext entry.

Microsoft has confirmed this to be a problem in Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0b, 2.0c, and 6.0. We are researching this problem and will post new information here as it becomes available.

More Information:

Workaround

Format the text with a unique style prior to defining as autotext. When the autotext is expanded, the style is included with the expanded text.

1. Type the desired autotext text on a blank paragraph line.
2. Apply the desired alignment formatting to the text.
3. Press CTRL+Shift+S (CTRL+S in Word 2.0) to activate the Style box on the ribbon.
4. Type a unique style name (preferably the same name that you want to use for the autotext name), and press ENTER.
5. Select the paragraph.
6. From the Edit menu, choose AutoText (Glossary in Word 2.0). In the Name box, type a unique name (preferably the same name entered in step 4), and choose the Add (Define in Word 2.0) button.
7. From the File menu, choose Save All. Choose the Cancel or No button when prompted to save the current document. Choose the Yes button in response to the prompted to save changes to global template.

The next time the autotext is expanded, the text is formatted

according to the uniquely-defined style.

Steps to Reproduce Problem

1. From the File menu, choose New, then choose the OK button.
2. Change the Normal style alignment to Justified with the following steps:
 - a. From the Format menu, choose Style, and select Normal in the Style box.
 - b. In Word 6.0, choose the Modify button and from the Format drop-down box choose Paragraph. In Word 2.0, choose the Define button, then choose the Paragraph button.
 - c. In the Alignment box, select Justified, then choose the OK button.
 - d. Check the Add To Template.
 - e. Choose the Change button (Word 2.0 only). Choose the Yes button in response to the prompt "Do you want to change the properties of the standard style?"
 - f. Choose the Apply button.
 - g. From the File menu, choose Save All. Choose the Cancel or No button when prompted to save the current document. Choose the Yes button in response to the prompted to save changes to global template.
3. Type the desired AutoText text on a blank paragraph line.
4. Press CTRL+L to left-align the text.
5. Select the current paragraph.
6. From the Edit menu, choose AutoText, type "test" (without the quotation marks) in the Name box, and choose the Add button.
7. Test the AutoText in the current document. On a blank line formatted with the Normal style (paragraph alignment is justified), type "test" (without the quotation marks), and press F3 to expand the AutoText entry.
8. Position the insertion point in the inserted text. Note that it is left-aligned, as expected.
9. From the File menu, choose Save All. Choose the Cancel or No button when prompted to save the current document. Choose the Yes button in response to the prompted to save changes to global template.
10. Repeat step 7.

Position the insertion point in the text inserted in step 10. Note that the alignment is now justified.

Reference(s):

"Microsoft Word for Windows User's Guide," version 2.0, pages 267-269, 700-704

"Microsoft Word for Windows User's Reference," version 1.x, pages 141-142, 69-70

Additional reference words: w4wformat w4wtemplate 6.00 wm_word
1.00 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c wrong stored expand

WinWord 2.0: Avery Laser Label Information
Article ID: Q81937

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

The following is a reproduction of the information found on the back of the retail package of Avery Laser Labels. The MAILLABL.DOT file, which is a mailing label template that ships with Microsoft Word for Windows versions 2.x, only gives the Avery Product Code and a brief description of each label. The template does not list the dimensions for each label, which makes the template difficult to use if you do not have Avery brand labels.

NOTE: In Word for Windows version 6.0, Avery label dimensions are included as part of the label feature.

MORE INFORMATION

=====

Some of the product codes listed below do not appear in the MAILLABL template listing. They are included here (designated with an asterisk [*]) with a reference for the label numbers that duplicate their layout.

Avery Laser Labels

| Product Code Sheet | Label Size (HxW) | Number of Columns | Labels Per Sheet |
|-----------------------|------------------|-------------------|---------------------|
| ----- | ----- | ----- | ----- |
| 5066 | 2/3" x 3 7/16" | 3 | 30 |
| 5095* (use 5395) | | | |
| 5096 | 2 3/4" x 2 3/4" | 3 | 9 |
| 5097 | 1 1/2" x 4" | 2 | 12 |
| 5160 | 1" x 2 5/8" | 3 | 30 |
| 5161 | 1" x 4" | 2 | 20 |
| 5162 | 1 1/3" x 4" | 2 | 14 |
| 5163 | 2" x 4" | 2 | 10 |
| 5164 | 3 1/3" x 4" | 2 | 6 |
| 5165 | 8 1/2" x 11" | 1 | 1 |
| 5182* (use 5165) | | | |
| 5196 | 2 3/4" x 2 3/4" | 3 | 9 |
| 5197 | 1 1/2" x 4" | 2 | 12 |
| 5198 | 1 2/3" x 3 1/2" | 2 | 12 |
| 5199 (Face) | 1 5/6" x 3 1/16" | 2 | 10 |
| 5199 (Spine) | 2/3" x 5 13/16" | 1 | 15 |

| | | | |
|---------------------------|-----------------|---|----|
| 5260 | 1" x 2 5/8" | 3 | 30 |
| 5261 | 1" x 4" | 2 | 20 |
| 5262 | 1 1/3" x 4" | 2 | 14 |
| 5266 | 2/3" x 3 7/16" | 2 | 30 |
| 5267 same as: LSK-5 11436 | 1/2" x 1 3/4" | 4 | 80 |
| 5282* (use 5165) | | | |
| 5345 | 2" x 4" | 2 | 10 |
| 5352* (use 5663) | | | |
| 5366* (use 5266) | | | |
| 5383 | 2 1/6" x 3 1/2" | 2 | 8 |
| 5384 | 3" x 4" | 2 | 6 |
| 5385 | 2 1/6" x 4" | 2 | 8 |
| 5386 | 3" x 5" | 1 | 3 |
| 5388 | 3" x 5" | 1 | 3 |
| 5389 | 4" x 6" | 1 | 2 |
| 5395 | 2 1/3" x 3 3/8" | 2 | 8 |
| 5660 | 1" x 2 5/8" | 3 | 30 |
| 5662 | 1 1/3" x 4 1/4" | 2 | 14 |
| 5663 | 2" x 4 1/4" | 2 | 10 |
| 5766* (use 5266) | | | |
| 5883 | 2 1/6" x 3 1/2" | 2 | 8 |
| 5895 | 2 1/3" x 3 3/8" | 2 | 8 |
| 5896 | 2 3/4" x 2 3/4" | 3 | 9 |
| 5897 | 1 1/2" x 4" | 2 | 12 |

International Labels in Millimeters and Inches

| Product Code | Label Size | Number of Columns | Labels Per Sheet |
|--------------|--|-------------------|------------------|
| 7160 | 38.1mm x 63.5mm (1 1/2") x (2 1/2") | 3 | 21 |
| 7161 | 46.56mm x 63.5mm (1.83") x (2 1/2") | 3 | 18 |
| 7162 | 33.87mm x 99.06mm (1 1/3") x (3.90") | 2 | 16 |
| 7163 | 38.10mm x 99.06mm (1 1/2") x (3.90") | 2 | 14 |
| 7164 | 71.97mm x 63.5mm (2.83") x (2 1/2") | 3 | 12 |
| 7165 | 67.73mm x 99.06mm (2 2/3") x (3.90") | 2 | 8 |
| 7166 | 93.13mm x 99.06mm (3 2/3") x (3.90") | 2 | 6 |
| 7167 | 289.05mm x 199.60mm (11 1/3") x (7.85") | 1 | 1 |
| 7562 | 33.87mm x 99.06mm (1 1/3") x (3.90") | 2 | 16 |
| 7563 | 38.10mm x 99.06mm (1 1/2") x (3.90") | 2 | 14 |
| 7565 | 67.73mm x 99.06mm (2 2/3") x (3.90") | 2 | 8 |
| 7651 | 21.17mm x 38.1mm (0.83") x (1 1/2") | 5 | 65 |
| 7654-F | 46.58mm x 76.2mm | 2 | 12 |

| | | | |
|--------|---|---|----|
| 7654-S | (1.83") x (3") 16.93mm x 144.78mm (0.67") x (5.69") | 1 | 16 |
|--------|---|---|----|

Notes

There are several Avery numbers whose specifications match other numbers in the list. The different numbers are caused by packaging quantities, label colors, or similar factors that do not affect the layout of the labels.

Label sheets 5096, 5196, and 5896 contain 12 small labels at the bottom in addition to the nine referenced in the list above. These labels are not included in the automatic setup of the label sheet.

If the labels you use contain printed borders, you may need to adjust the paragraph formatting of the information contained in the table cells with the following steps:

1. Use the MAILLABL template to set up your labels as desired.
2. From the Table menu, choose Select Table.
3. From the Format menu, choose Paragraph. Use the Indentation From Left setting to position the text away from the left side of the labels.

If you need to move the text down in each cell, you must do this individually for each cell. You can either add blank lines above the first line in each cell, or use paragraph formatting to set spacing above the first line in each cell.

REFERENCES

=====

Avery, Commercial Product Division: back of Avery Laser Label retail box

Additional reference words: w4wlaserjet w4wmerge 2.00 2.00a 2.00a-cd 2.00b 2.00c 2.00c-cd third party 3rdparty cross w4wtemplate

WinWord 2.0: Avery Dot-Matrix Label Information
Article ID: Q81938

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

=====

The following is a reproduction of the information found on the back of the retail package of Avery Dot Matrix Labels. The MAILLABL.DOT file, which is a mailing label template that ships with Microsoft Word for Windows versions 2.0 and 2.0a, gives only the option to choose Laser Labels when running Microsoft Windows version 3.0. The template provides the Avery Product Code and a brief description of each label. The template does not list the dimensions for each label, which makes the template difficult to use if you do not have Avery brand labels.

NOTE: In Word for Windows version 6.0, the dimensions of the Avery labels are included as part of the label feature.

MORE INFORMATION

=====

Avery Dot Matrix Labels

| Product Code | Label Size (HxW) | Number of Columns |
|--------------------|------------------|-------------------|
| ----- | ----- | ----- |
| 4010 | 15/16" x 3 1/2" | 1 |
| 4011 | 1 7/16" x 4" | 1 |
| 4013 (use 4145) | | |
| 4065 (use OML 101) | | |
| 4143 | 15/16" x 4" | 2 |
| 4144 | 15/16" x 2 1/2" | 3 |
| 4145 | 15/16" x 3 1/2" | 1 |
| 4146 | 1 7/16" x 4" | 1 |
| 4160 | 2 7/16" x 3 1/2" | 1 |
| 4161 | 2 15/16" x 4" | 1 |
| 4162 | 15/16" x 3 1/2" | 1 |
| 4163 | 15/16" x 3 1/2" | 1 |
| 4166 | 5" x 3" | 1 |
| 4167 | 6" x 3 1/2" | 1 |
| 4168 | 4" x 2 1/6" | 1 |
| 4169 | 5" x 3" | 1 |
| 4240 | 1 1/4" x 4 3/4" | 1 |
| 4241 | 2 3/4" x 2 3/4" | 1 |
| 4249 | 15/16" x 3 1/2" | 1 |
| 4250 | 15/16" x 3 1/2" | 1 |

| | | |
|------|-----------------|---|
| 4251 | 15/16" x 3 1/2" | 1 |
| 4253 | 15/16" x 3 1/2" | 1 |
| 4254 | 15/16" x 3 1/2" | 1 |
| 4255 | 7/16" x 3 1/2" | 1 |
| 4256 | 7/16" x 3 1/2" | 1 |
| 4257 | 7/16" x 3 1/2" | 1 |
| 4258 | 7/16" x 3 1/2" | 1 |
| 4259 | 7/16" x 3 1/2" | 1 |
| 4266 | 7/16" x 3 1/2" | 1 |
| 4301 | (use 4603) | |
| 4400 | (use 4010) | |
| 4600 | 15/16" x 3 1/2" | 1 |
| 4601 | 15/16" x 3 1/2" | 1 |
| 4602 | 15/16" x 3 1/2" | 2 |
| 4603 | 15/16" x 3 1/2" | 3 |
| 4604 | 1 7/16" x 4" | 1 |
| 4605 | 1 7/16" x 4" | 2 |
| 4606 | 1 1/4" x 4 3/4" | 1 |
| 4607 | 2 3/4" x 2 3/4" | 1 |
| 4609 | 3/8" x 1 1/2" | 5 |
| 4610 | 15/16" x 2 1/2" | 3 |
| 4611 | 15/16" x 4" | 2 |
| 4612 | 2 15/16" x 4" | 2 |

International (UK) Labels in Millimeters & Inches

| Product Code | Label Size (HxW) | Number of Columns |
|--------------|---------------------------------------|-------------------|
| OML 099 | 49mm x 70mm (1 15/16)" x (2 3/4") | 1 |
| OML 101 | 24mm x 102mm (15/16") x (4") | 1 |
| OML 102 | 37mm x 102mm (1 7/16") x (4") | 1 |
| OML 103 | 49mm x 102mm (1 15/16") x (4") | 1 |
| OML 104 | 37mm x 127mm (1 7/16") x (5") | 1 |
| OML 105 | 49mm x 127mm (1 15/16") x (5") | 1 |
| OML 202 | 37mm x 102mm (1 7/16") x (4") | 2 |
| OML 203 | 49mm x 102mm (1 15/16") x (4") | 2 |
| EAL 04 | 37mm x 89mm (1 7/16") x (3 1/2") | 2 |
| FAB 03 | 36.1mm x 69mm (1 7/16") x (2 3/4") | 2 |

International (French) Labels in Millimeters & Inches

| Product Code | Label Size (HxW) | Number of Columns |
|--------------|------------------|-------------------|
|--------------|------------------|-------------------|

| | | |
|-------------|--|---|
| Tab1 89.23 | 23.40mm x 89.0mm (0.92") x (3 1/2") | 1 |
| Tab1 89.36 | 36.1mm x 89mm (1.42") x (3.5") | 1 |
| Tab1 102.36 | 36.1mm x 102mm (1.42") x (4.01") | 1 |
| Tab1 107.23 | 23.4mm x 107mm (0.92") x (4.21") | 1 |
| Tab1 107.36 | 36.1mm x 107mm (1.42") x (4.21") | 1 |
| Tab1 107.49 | 48.8mm x 107mm (1.92") x (4.21") | 1 |
| EXPE 120.74 | 74.0mm x 120 (2.91") x (4.72") | 1 |
| Tab1 125.74 | 74.0mm x 125mm (2.91") x (4.92") | 1 |
| Tab2 89.23 | 23.4mm x 89mm (0.92") x (3.50") | 2 |
| Tab2 89.36 | 36.1mm x 89mm (1.42") x (3.50") | 2 |
| Tab2 107.23 | 23.4mm x 107mm (0.92") x (4.21") | 2 |
| Tab2 107.36 | 36.1mm x 107mm (1.42") x (4.21") | 2 |
| Tab1 85.108 | 108mm x 85mm (4.25") x (3.34") | 1 |

Note: If the labels you use contain printed borders, you may need to adjust the paragraph formatting of the information contained in the table cells as follows:

1. Use the MAILLABL template to set up your labels as desired.
2. From the Table menu, choose Select Table.
3. From the Format menu, choose Paragraph. Use the Indentation From Left setting to move the text away from the left side of the labels.

If you need to move the text down in each cell, you must do this individually for each cell. You can either simply add blank lines above the first line in each cell, or use paragraph formatting to set spacing above the first line in each cell.

REFERENCES

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Avery, Commercial Product Division: back of Avery Laser Label retail box

Additional reference words: w4wlasernet w4wmerge 2.00 2.00a 2.00a-cd 2.00b 2.00c 2.00c-cd third party 3rdparty cross w4wtemplate

Description of SaveSmall and LoadSmall Macros in WinWord 2.0a
Article ID: Q82954

The information in this article applies to:

- Microsoft Word for Windows version 2.0a
 - Microsoft Windows operating system version 3.0 and 3.1
-

SUMMARY

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Microsoft Word for Windows version 2.0a includes a template called PSS.DOC that contains several macros. This document contains sample macros. The SaveSmall and LoadSmall macros are designed to work around the problem of creating large file sizes when you insert graphics into documents.

STATUS

=====

This problem of large file sizes when inserting graphics into a document has been corrected in Word for Windows version 6.0.

MORE INFORMATION

=====

To use these macros, you need to insert your graphics using the Link to File option. Before saving your file, run the SaveSmall macro. When you want to see your graphics again, run the LoadSmall macro.

To run the LoadSmall macro, you must display hidden text. To do this, select Options from the Tools menu, select the View category, and choose either the Hidden Text option or the All option in the NonPrinting Characters box.

There is a problem with the SaveSmall macro. If you have a word beginning with "import" (such as "important"), the macro finds these words and generates an error. To work around this problem, use the following steps:

1. From the View menu, clear the Field Codes command if it is chosen.
2. From the Edit menu, choose Replace. Replace words beginning with "import" with other text, such as "***."
3. Run the SaveSmall macro.
4. From the Edit menu, choose Replace. Replace the words again.

Additional reference words: 2.00a w4wmacro w4wtemplate

WinWord: Macro to Enable Smart Paragraph Numbering

Article ID: Q83243

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

Summary:

The NEWMACRO.DOC file included with Microsoft Word for Windows version 2.0 contains a macro called SmartNumbering; this macro automatically numbers paragraphs in sequence when you press ENTER.

NOTE: This is a built in feature in Word for Windows version 6.0

MORE INFORMATION

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To install the SmartNumbering macro, use the following steps:

1. From the File menu, choose Open. Select the Word for Windows directory in the Directories box, select the file NEWMACRO.DOC in the File Name box, and choose the OK button.
2. From the list of macros under Macro Name, select SmartNumbering, and choose the Install button.
3. When prompted, select the template and menu to which you want to add the macro, and choose the OK button.
4. The Save dialog box appears and allows you to save changes to any open documents. Choose the OK button or the Cancel button. When you exit Word for Windows, be sure to choose the Yes button in response to the prompt "Do you want to save the global glossary and command changes?".
5. After you install the macro, the Macro Name box appears again. Choose the Cancel button. From the File menu, choose Close.

Using the SmartNumbering Macro

If you did not assign the SmartNumbering macro to a menu when you installed it, choose Macro from the Tools menu, and select AutoEnableSmartNumber to turn on SmartNumbering. Select AutoDisableSmartNumber to turn the feature off. If you did assign the SmartNumbering macro to a menu, the following menu items appear:

EnableSmartNumbering
DisableSmartNumbering

When you choose EnableSmartNumbering, Word adds a number and a tab character to the beginning of each paragraph and formats the paragraph for a hanging indent. Each time you press ENTER to begin a new paragraph, Word adds a sequential number and a tab character to the beginning of the paragraph. To turn off SmartNumbering, choose DisableSmartNumbering.

When you install the SmartNumbering macro, the Numbered List button on the tool bar becomes a toggle between EnableSmartNumbering and DisableSmartNumbering. When SmartNumbering is enabled, the graphic on the Numbered List button changes to a large letter N. When SmartNumbering is disabled, the graphic on the button changes back to its normal appearance. When you choose the Numbered List button, the SmartNumbering macro numbers the selected paragraphs.

The SmartNumbering macro can also use alphabetic or Roman numbering. To switch to alphabetic or Roman numbering, disable SmartNumbering, position the insertion point at the beginning of the first paragraph to be numbered, and type "a." or "I." (without the quotation marks), and press the TAB key, as in the following example:

a.<TAB>

Enable SmartNumbering. When you press ENTER to create subsequent paragraphs, alphabetic numbering appears, as in the following example:

b.<TAB>

c.<TAB>

To restore numeric sequencing, disable SmartNumbering, type a number, and press TAB, then re-enable SmartNumbering.

You can start your numbering sequence at any number by disabling SmartNumbering, typing the desired starting number followed by a TAB (for example, "12.<TAB>"), then re-enabling SmartNumbering. In this example, the next paragraph would be numbered "13.<TAB>."

Note: If you select paragraphs with inconsistent sequencing (for example, some have alphabetic sequences and some have numeric sequences) and enable SmartNumbering, the series of paragraphs is reformatted to the style of the first paragraph in the selection.

Notes About the SmartNumbering Macro

- The Undo command does not undo SmartNumbering macro actions.
- As noted above, enabling the feature applies formatting to the selected paragraph immediately.
- If you number some paragraphs with SmartNumbering enabled, then disable it, move the insertion point to another location in the document, and re-enable SmartNumbering, the previous numbering sequence is continued. (For example, if you disabled SmartNumbering at paragraph 6, the first number after you re-enable SmartNumbering is 7.) This happens regardless of where the insertion point is positioned in the document in relation to the first set of numbers. If you select

a paragraph above the initial sequence and re-enable SmartNumbering, the numbering is out of order. If this happens, you can correct it by doing one of the following:

a. Select the affected paragraphs. Choose the Numbered List button.

-or-

b. Select the affected paragraphs. From the Tools menu, choose Bullets and Numbering, select the Numbered List option and the Replace Only Numbers check box, then choose the OK button.

- Disable SmartNumbering before switching document windows or opening a new document window. If you do not, your numbering may be out of order.
- If you press ENTER to create blank lines between paragraphs, SmartNumbering numbers the lines. Newline characters are not numbered by SmartNumbering.
- If you delete the number and tab character to remove SmartNumbering from a paragraph, the hanging indent paragraph formatting is not removed. If you want to completely delete SmartNumbering formatting, use one of the following methods:
 - a. From the Tools menu, choose Bullets and Numbering. Select the Numbered List option, and choose the Remove button.

-or-

b. Delete the number and tab character, and press CTRL+Q to restore the style's formatting.

REFERENCES

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"Microsoft Word for Windows User's Guide," version 2.0, pages 524-528

Additional reference words: 2.00a 2.0a 2.00 w4wmacro toolbar w4wtemplate

Word for Windows: Adding Line Spacing Button to the Tool Bar
Article ID: Q83843

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows versions 3.0 and 3.1
-

SUMMARY

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In Microsoft Word for Windows versions 2.0 and 6.0, line-spacing buttons are not part of the default display. In Word for Windows 1.x, line-spacing buttons are located on the ribbon. This modification is by design. In Word version 6.0, you can add those buttons (and others) to the formatting toolbar (or any other toolbar). In Word 2.0, you can add those buttons (and others) to the tool bar.

MORE INFORMATION

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To add a line-spacing button to the tool bar, follow the steps below:

Word for Windows version 6.0

1. From the View menu choose Toolbars.
2. Choose the desired toolbar on which to add the line-spacing button if it is not currently displayed.
3. Choose Customize.
4. From the list of Categories, choose All Commands.
5. From the Commands list, select the appropriate line-spacing command to attach to the button. (Use the table below to locate the appropriate command).
6. Drag the appropriate command to the desired location on the toolbar and release the button.
7. Choose Close when all desired buttons have been added.

Word for Windows version 2.0

1. From the Tools menu, choose Options, and select the Toolbar category.
2. In the Tool to Change box, select a space or an existing button that you want to change. A space on the tool bar appears as "[space]" (without the quotation marks) in the Tool to Change box. Scan the

current tool bar to locate an appropriate location.

3. From the Button list, select the appropriate line-spacing button. (The list is extensive; it may take a moment to locate the appropriate line-spacing button.)
4. In the Show box, select the Commands option button.
5. From the Commands list, select the appropriate line-spacing command to attach to the button. (Use the table below to locate the appropriate command).
6. Choose the Change button to record the tool bar modification.
7. When you exit Word, the message "Do you want to save the global glossary and command changes?" appears. Choose the Yes button to save your changes.

Note: If you are using a template other than NORMAL.DOT template, select either Global or Template in the Context box to indicate where the tool bar button modification(s) should be saved. If the Template option button is unavailable, modifications are saved to the Global template (NORMAL.DOT).

The following table describes line spacing and the various WordBasic macro commands that control line spacing:

| Spacing Type | Macro Command | Keyboard Shortcut |
|-------------------------------|---------------|-------------------|
| ----- | ----- | ----- |
| Single-spaced lines | SpacePara1 | CTRL+1 |
| One-and-one-half-spaced lines | SpacePara15 | CTRL+5 |
| Double-spaced lines | SpacePara2 | CTRL+2 |

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 723-725, back cover

"Using WordBasic," by WexTech Systems and Microsoft, page 289

Additional reference words: tool bar line spacing 2.00 2.00a 2.00a-cd
wm_word 2.00b 2.00c 2.00c-cd 6.00 w4wtemplate

Location of Macros Created in Word for Windows

Article ID: Q86078

The information in this article applies to:

- Microsoft Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 2.0c-cd, 6.0
 - Microsoft Windows operating system version 3.0 and 3.1
-

SUMMARY

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Microsoft Word for Windows macros can be defined with either global or template context. Global macros are stored in a global template (only the NORMAL.DOT file in versions 1.0 and 2.0) and are available from any document window. Template macros are saved with the active template and are available only when the active document is based on that particular template. When you create a macro in a document based on a template other than NORMAL.DOT, you can select either the NORMAL.DOT global template or the template attached to the active document (As Global option button or the In Template option button in versions 1.0 and 2.0) to set the context of your macro. When you create a macro in a document based on NORMAL.DOT, the macro is automatically assigned global context.

If you have created a macro but cannot find it, open the document that was open when you created the macro, and use the appropriate procedure below.

Word for Windows version 6.0

1. From the Tools menu, choose Macro. Under Macros Available In: select the Normal.dot (Global Template) option.
2. Look for the macro name in the list of macros. If the macro appears in the list, the macro is a global macro stored in the NORMAL.DOT template.
3. If the desired macro does not appear in the list, select the template that is attached to the current document under the Macros Available In: list. (A non-global template will only be listed when the current document is based on a template other than NORMAL.DOT). If the macro appears in the list, the macro is a template macro stored in the template that the current document is attached to.
4. If the desired macro is not listed, select any global templates that may be available under the Macros Available In: list. If the desired macro is not listed, it may reside in a different template file.

Word for Windows version 2.x

1. From the Tools menu, choose Macro. Under Show, select the Global Macros option button.

2. Look for the macro name in the list of macros. If the macro appears in the list, the macro is a global macro stored in the NORMAL.DOT template.
3. If the desired macro does not appear in the list, select the Template Macros option button under Show. (This option button is available only when the current document is based on a template other than NORMAL.DOT). If the desired macro is not listed, it may reside in a different template file.

Word for Windows version 1.x

1. From the Macro menu, choose Edit. Under Context, select the Global option button. Select the Show All check box.
2. Look for the macro name in the list of macros. If the macro appears in the list, the macro is a global macro stored in the NORMAL.DOT template.
3. If the desired macro does not appear in the list, choose the Template option button under Context. (This option button is available only when the current document is based on a template other than NORMAL.DOT). If the desired macro is not listed, it may reside in another template file.

MORE INFORMATION

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If the macro was created using the Word for Windows Macro Recorder, it may be identified only by a number (Macro1, Macro2, Macro3, and so forth) unless a specific name was typed in the Record Macro dialog box. Macros created with the Macro Recorder are set to the context selected in the Macro dialog box of Word 6.0, the context selected in the Template dialog box of Word 2.x or to the context selected in the Record Macro dialog box of Word 1.x.

In Word 2.x, you can set the default context for new macros and glossary items by choosing Template from the File menu and selecting one of the following option buttons:

- Global (Available To All Documents)
- With Document Template
- Prompt For Each New

By selecting the appropriate option button, you can save new macros and glossary items with a global or template context, or choose to have Word prompt you for a location whenever a new macro is recorded.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 764-766

Additional reference words: w4wmacro w4wtemplate global template 1.00
wm_word 1.10 1.10a 2.00 2.00a 2.00a-CD 2.00b 2.00c 2.00c-cd 6.00

WinWord: Installing and Using the SmartQuotes Macro
Article ID: Q86621

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
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SUMMARY

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This article describes how to install and use the SmartQuotes macro that is provided in version 2.x of Microsoft Word for Windows.

MORE INFORMATION

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SmartQuotes is a macro that substitutes a decorative "curly" quotation mark when you type a single or double quotation mark. A total of four types of smart quotes are made available by enabling the SmartQuotes macro: Open Double Quote, Close Double Quote, Open Single Quote, and Close Single Quote.

Note: This is a built-in feature in Word for Windows version 6.0.

Installing SmartQuotes

To install the SmartQuotes macro for use in a Word for Windows template, use the following steps:

1. From the File menu, choose Open.
2. In the Word for Windows program directory, select NEWMACRO.DOC.
3. From the list of macros, select SmartQuotes, then choose the Install button.
4. Select the template (for example, NORMAL) where you want smart quotes to be available.
5. Choose the Cancel button to close the list. From the File menu, choose Close to close NEWMACRO.DOC.

Using Smart Quotes

To use smart quotes in the template where you have installed the SmartQuotes macro, use the following steps:

1. From the File menu, choose New. Select the template where you installed SmartQuotes, then choose the OK button.

2. From the Tools menu, choose Macro.
3. Under Show, select the Global Macros option button.
4. From the Macro Name list, select AutoEnableSmartQuotes, then choose the Run button.

To disable smart quotes, select AutoDisableSmartQuotes, then choose the Run button again.

When the SmartQuotes macro is active, the message "Smart quotes enabled" appears briefly at the lower left corner of your screen. After enabling smart quotes, single and double quotation marks that you type are displayed and printed as curly quotation marks.

Note: The macros AutoInsertDoubleQuote and AutoInsertSingleQuote selectively insert an open or close, double or single quotation mark. When you run these macros, they insert the appropriate open or close, double or single curly quotation mark.

Limitations

The decorative "curly" quotation marks may not be available with every printer-resident font. They are available from the extended ANSI character set, but some printers' resident fonts may not support all these extended characters.

REFERENCES

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"Microsoft Windows User's Guide," version 3.0, pages 567-568, 570-571

"Word for Windows Companion," version 1.1, pages 835-841

Additional reference words: 2.00 2.00a 2.00a-cd 2.00b 2.00c 2.00c-cd
3.00 3.00a 3.10 w4wfont w4wtemplate

Line Number Font and Size Different From Document Font or Size
Article ID: Q88750

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

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In Microsoft Word for Windows, sometimes the font and size character formatting of text in the standard style Line Number is different from the text in the rest of your document. This behavior occurs if you change the character formatting in the document to a font or size that is different from that of the Normal style. The Line Number style is based on the Normal style; therefore, it formats the line number text for the Normal font and size. The same behavior occurs with other Word for Windows styles whose descriptions begin "Normal +" (such as Header or Footer).

WORKAROUND

=====

- To change the font or size character formatting in a document that uses styles whose definition begins with "Normal +", change the Normal style definition for that document.

-or-

- Change the style definition for the styles, such as Line Number or Header, whose definition begins with "Normal +" so the character formatting is the same as that of the rest of your document.

Note: In Word for Windows version 6.0, the Line Number style is still based on the Normal style, though the definition begins with "Default Paragraph Font +". The above information still applies.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 198-199, 213-214

"Microsoft Word for Windows User's Reference," version 1.x, pages 344-347

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-CD wrong wm_word 2.00b 2.00c 6.00 stylesheet sheet w4wtemplate

WinWord: Changing Templates Does Not Copy Styles or Margins
Article ID: Q89486

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b
2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

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There is a documentation error in the Microsoft Word for Windows version 2.0 Help topic titled "Attaching a template to a document." This topic incorrectly states that if you use the File Template command to attach a different template to your document, margin settings and styles change to those of the new template.

This topic should state that when you attach a different template to your document, the styles and margin settings remain the same as those of the original template. The template working environment (including the menu commands, keyboard assignments, and glossaries) changes when you change the template attached, but the document itself does not change.

The Word for Windows version 6.0 Help topic titled "Attaching a different template to a document" correctly does not indicate that margin settings change when a different template is attached, but does not completely explain how styles can be automatically updated from the template.

MORE INFORMATION

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For correct information about changing the template attached to a document in version 2.0 of Word for Windows, refer to pages 700-701 of the "Microsoft Word for Windows User's Guide."

Workaround

To change elements of the document such as margins, page size, headers or footers to those of another template, create a new document based on the desired template. From the Insert menu, choose File. Select the original filename and choose the OK button. Using this method, your new document contains these elements of the new template.

To change only the styles in a document to those of another template in Word for Windows version 6.0, choose Templates from the File menu, attach the desired template and select the "Automatically Update Document Styles" option.

To change only the styles in your document in Word for Windows version 2.0 to those of another document or template, you must merge the new styles from a different template or document. For information on merging

styles from a template into a document, refer to pages 205-208 of the "Microsoft Word for Windows User's Guide."

Use the following steps to view this documentation error:

1. From the Help menu, choose Help Index.
2. Choose the Search button.
3. Type "templates" (without the quotation marks), then select "templates: attaching to documents." Choose the Show Topics button.
4. Select the "Attaching a template to a document" topic and choose the Go To button. The documentation errors occur in the first two paragraphs of this topic.

REFERENCES

=====

"Microsoft Word for Windows User's Guide," version 2.0, pages 205-208, 700-701

Additional reference words: w4whelp w4wtemplate switch unavailable wm_word docerr doc err 2.00 2.00a 2.00a-CD 2.00b 2.00c 6.

00

WinWord 2.0: Cannot Delete Shortcut Key Assigned to Style
Article ID: Q89706

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, and 2.0b
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

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In Microsoft Word for Windows, if you assign a shortcut key to a style, save the key assignment as part of a template, then delete the key assignment, the deletion is saved with the open document, but it is not saved with the template, even if you select the Add To Template option in the Style dialog box. As a result, when you create a new document based on that template, the key assignment is restored.

STATUS

=====

Microsoft has confirmed this to be a problem in the versions of Microsoft Word for Windows listed above. This problem was corrected in Word version 6.0 for Windows.

To obtain new or updated Microsoft products, call the Microsoft Sales Information Center at (800) 426-9400. If you are outside the United States, contact the Microsoft subsidiary for your area. To locate your subsidiary, call Microsoft International Customer Service at (206) 936-8661.

WORKAROUND

=====

Rename the style. When you rename the style, Word for Windows deletes the shortcut key assignment.

1. From the Format menu, choose Style. Choose the Define button.
2. Select the style in the Style Name box and check the Add to Template option.
3. Choose the Rename button. Type a new name and choose the OK button. Choose the Close button.

-or-

Open the template, delete the shortcut key assignment, then save the template and close it.

1. Repeat steps 1 and 2 above.
2. Clear the Key box and choose the Change button. Choose the Close button.

REFERENCES

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"Microsoft Word for Windows User's Guide," version 2.0, pages 202-203

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b w4wtemplate

WinWord: How to Create a Legal 'Pleading Document'
Article ID: Q90707

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
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SUMMARY

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Some legal documents require "pleading format" (double-spaced text with line numbers and vertical lines on each side of the text).

Word for Windows version 6.0 uses the Pleading Wizard to accomplish the following task.

Note: If you are using Word version 2.0 or 2.0a the following procedure produces reversed borders under some circumstances. For more information query:

left and right and borders and reversed

To create an 8.5-by-11-inch legal pleading document:

1. Create a new document in Word for Windows.
2. From the View menu, choose Normal.
3. From the Format menu, choose Page Setup.
4. Select the Margins option, type a minus sign in front of the measurement in the Top box and choose the OK button.
5. From the View menu, choose Header/Footer (make sure the Different First Page check box is clear), select Header, and choose the OK button.
6. Select the blank line in the header and choose Frame from the Insert menu.
7. With the frame selected, choose Frame from the Format menu.
8. Set Width to Exactly .5". Set Height to Exactly 10" (the height of the pleading border). Set Horizontal Position to 0.5" Relative To Page. Choose the OK button.
9. From the Format menu choose Border. To remove the box border, choose None for the Line option. Select the right edge of the border sample box, and choose the Line option desired. Choose the OK button.
10. If you want double-spaced lines, choose Paragraph from the Format menu.

11. Under Line Spacing, select Double and choose the OK button. Type the line numbers and press ENTER after each number.

To see the results of this procedure, change to page layout view or print preview.

This document can be saved as a template in order to use the pleading format in new documents. To save the new document as a template to base new documents on, do the following:

1. From the File menu choose Save.
2. In the Save File as Type: box, choose Document Template (*.dot).
3. In the File Name: box type in a filename and choose OK.

MORE INFORMATION

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The Microsoft Legal Resource Kit (LRK) was created for people in the legal profession who use version 2.0 of Microsoft Word for Windows. The LRK includes BRIEF.DOT, a legal template with the pleading format. This template shipped with Word for Windows versions 1.0, 1.1, and 1.1a for Windows, but not with versions 2.0 and 2.0a. BRIEF.DOT has been converted and improved for use with Word versions 2.0, 2.0a, 2.0a-CD, and 2.0b.

For more information on using BRIEF.DOT, query on the following words in the Microsoft Knowledge Base:

legal and brief.dot

For more information on the Legal Resource Kit, query on the following words in the Microsoft Knowledge Base:

legal and resource and kit

Additional reference words: 2.00 2.00a 2.00a-cd 2.00b 2.00c 2.00c-cd brief dot 3.00 w4wtemplate 3.10 paper

WinWord: Illegal Macro Name Cannot Be Deleted

Article ID: Q91145

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

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You can use the WordBasic MacroCopy statement to assign an illegal name to a Word for Windows macro. The Run, Edit, Rename, and Delete buttons in the Macro dialog box are unavailable when you select a macro with an illegal name. As a result, you cannot remove an incorrectly named macro from your Word for Windows template.

STATUS

=====

This has been corrected in Word for Windows version 6.0. It is not possible to add an incorrectly named macro to a template.

Note: A macro name cannot contain any spaces, punctuation, or text characters below decimal code 33 or above decimal code 124.

MORE INFORMATION

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Steps to Reproduce Problem

Below is a macro that copies the macro "macroname" from TEMPL_1.DOT to TEMPL_2.DOT as " macro name" (notice the two spaces). The name " macro name" is illegal because of these two space characters.

```
Sub MAIN
MacroCopy "TEMPL_1":"macroname","TEMPL_2":" macro name"
End Sub
```

When you run this macro, no error message is displayed and the new macro name appears in the Macro dialog box. If you attempt to rename or delete this macro using a WordBasic command such as the one shown below, an "Illegal function call" WordBasic error message is displayed.

```
ToolsMacro .Name=" macro name", .Rename, .NewName="macroname"
```

Note: The macrocopy command listed above will produce an error when run in Word for Windows version 6.0 and will not allow the incorrect macroname to be copied to the template.

REFERENCES

=====

"Using WordBasic," by WexTech Systems and Microsoft, pages 97,
253-254, 308

Additional reference words:greyed w4wmacro w4wtemplate grayed gray
grey ghosted not available 2.00 2.00a 2.00a-CD 2.00b 2.00c

Word: Style List on Ribbon Shows Too Many Styles

Article ID: Q91654

The information in this article applies to:

- Microsoft Word for Windows versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system version 3.0 and 3.1
-

Summary:

Microsoft Word for Windows adds unused standard styles to the styles box on the ribbon when you copy information from one document and paste it in another. Word should add styles to the styles box only if they are used in your document; instead, Word sometimes displays styles that you have never used in any document. When this happens, Word requires more time to display the list of styles when you select the drop-down arrow. You cannot delete these extraneous styles from the styles box once Word for Windows has added them to a document.

Microsoft has confirmed this to be a problem in Word versions 2.0, 2.0a, 2.0a-CD, 2.0b, and 2.0c. This problem was corrected in Word version 6.0 for Windows.

More Information:

This problem occurs after you modify a standard style and save the changes in your NORMAL.DOT template file. If you later copy text from a document based on the revised NORMAL.DOT file and paste it in a new document, Word sometimes adds a large number of never-used standard styles to the styles box on the ribbon.

Workaround

From the Format menu, choose Style. In the Style dialog box, select the style you want to delete and choose the Delete button.

Note: This workaround works only for custom styles. It does not work for standard styles because you cannot delete standard styles.

Steps to Reproduce Problem

-
1. Create a new document based on the default NORMAL.DOT template.
 2. From the Format menu, choose Styles. Press CTRL+Y to display the complete list of Word standard styles in the Style Name list. Choose the Define button and select the Add To Template check box.
 3. Select Annotation Reference in the Style Name box. Choose the Character button, then choose the OK button. (You do not need to modify any settings in the Character dialog box.) In the Styles dialog box, choose the Change button. Choose the Yes button when Word

asks if you want to change the properties of the standard style, then choose the Close button.

4. From the File menu, choose Exit. Choose the Yes button when you are prompted to save the global command and glossary changes, then restart Word for Windows.
5. In a new document based on the default NORMAL.DOT template, type six single-line paragraphs. Be sure to press ENTER at the end of each line.
6. Position the insertion point on the first line and apply the Heading 1 style.
7. From the Edit menu, choose Select All. From the Edit menu, choose Copy. Press CTRL+END to position the insertion point at the end of the document.
8. Press SHIFT+INS ten times to paste ten copies of the text.
9. From the Edit menu, choose Select All. From the Edit menu, choose Copy. From the File menu, choose New and choose the OK button to create a new document based on the NORMAL.DOT template.
10. From the Edit menu, choose Paste.
11. Open the styles box on the ribbon. Note that many standard styles are displayed, even though you have not used them in either document. The only styles that Word for Windows should display are Normal, Heading 1, Heading 2, Heading 3, and Annotation Reference (the latter style displays because you modified it in step 3 above).

Reference(s) :

"Microsoft Word for Windows User's Guide," version 2.0, pages 198-199

"Microsoft Word User's Guide," Word for the Macintosh version 5.0, page 184

Additional reference words: w4wformat
2.00 2.00a 2.00a-CD 2.00b 2.00c w4wtemplate

How to Add a Vertical Line to the Right Edge of a Pleading
Article ID: Q96208

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c 2.00c-cd
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

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The BRIEF.DOT template supplied with the Microsoft Legal Resource Kit for Word for Windows is formatted with a vertical line and line numbers at the left edge of the document to create pleading paper. Below are steps to modify the BRIEF template to add a vertical line to the right edge of the page.

NOTE: This functionality is included in the Word for Windows version 6.0 Pleading Wizard.

MORE INFORMATION

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NOTE: Microsoft does not support modification of templates that ship with Word for Windows.

To add a vertical line to the right edge of a pleading

1. From the File menu, choose Open. In the List Files Of Type box, choose Document Templates and, if necessary, change the Drives and Directories boxes to the location where your templates are stored. Select BRIEF.DOT from the File Name list, then choose the OK button.
2. In normal view, choose Header/Footer from the View menu and choose the OK button to view the header. Scroll to the bottom of the header and, with paragraph marks showing, position the insertion point at the end of the header and press ENTER to insert a new blank paragraph.
3. From the Table menu, choose Insert Table. Set the number of columns to 1 and the number of rows to 1, then choose the OK button.
4. From the Table menu, choose Row Height and set the row height to Exactly 10.5" (or whatever length you want the line to be). Choose the OK button.
5. From the Table menu, choose Column Width and set the width to .2". Choose the OK button.
6. Select the table and choose Frame from the Insert menu.

7. From the Format menu, choose Frame and specify the following settings to move the table over within .5 inch of the right edge of the page:

| | |
|---------------------|------|
| Horizontal Position | 8.0" |
| Relative To | Page |
| Vertical Position | 0" |
| Relative To | Page |

Choose the OK button.

8. From the Format menu, choose Border. Choose the left border in the Border box, select a line style, and choose the OK button.
9. Choose the Close button at the top of the Header pane, then choose Page Layout from the View menu, or Print Preview from the File menu to see if you need to make any adjustments.

REFERENCES

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"Microsoft Word for Windows User's Guide," version 2.0, pages 315-316, 334, 336, 363, 393, 395-396

Additional reference words: lrk law court w4wtemplate 2.00 2.00a
2.00a-CD 2.00b 2.00c 2.00c-CD

How to Disable a Word 'Auto' Macro

Article ID: Q96565

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 2.0c-CD, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

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To prevent a Microsoft Word for Windows auto macro from running, hold down the SHIFT key when you perform the action that triggers the macro. AutoExec, AutoNew, AutoOpen, AutoClose, and AutoExit are the auto macros in Word for Windows.

MORE INFORMATION

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When opening a Word for Windows document that is associated with a template that contains an AutoOpen macro, hold down the SHIFT key until the document is completely opened. Depressing the SHIFT key prevents the action that triggers the macro.

When opening a new Word for Windows document based on a template that contains an AutoNew macro, hold down the SHIFT key until the new document is opened.

To prevent a Word for Windows AutoExec macro from executing, do one of the following:

- At the command prompt, type "win winword /m" (without the quotations marks) and press ENTER.

-or-

- Select the Word for Windows program icon in Program Manager. From the File menu, choose Properties. Add the /m switch to the current command line parameter (for example, "C:\WINWORD\WINWORD.EXE /m").

-or-

- Press and hold down the SHIFT key while double-clicking the Word for Windows program icon.

In Word for Windows version 6.0, you can use the following command line to disable all auto macros, including AutoExec:

```
C:\WINWORD\WINWORD.EXE /mDisableAutoMacros
```

REFERENCES

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"Microsoft Word for Windows User's Guide," version 2.0, page 786

"Microsoft Word for Windows User's Reference," page 189

Additional reference words: w4wmacro w4wtemplate 1.00 1.10 1.10a 2.00
wm_word 2.00a 2.00a-CD 2.00b 2.00c 2.00c-CD 6.00 AutoExec, AutoNew,
AutoOpen, AutoClose, AutoExit

Wrong Error Message Saving Template Using FileSaveAs Macro
Article ID: Q97115

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

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If you save a template using the FileSaveAs macro command in a format other than Document Template (*.dot), Word for Windows returns the following error message in Word versions 2.0, 2.0a, 2.0a-cd, 2.0b, and 2.0c:

You cannot save an open document in another format to the same location.

and the following error message in Word versions 1.x:

Cannot write foreign format over open document.

These are not the messages that should appear. The message that should display instead is:

Command not available.

After this message appears, the FileSaveAs macro should stop.

STATUS

=====

Microsoft has confirmed this to be a problem in Word for Windows versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-cd, 2.0b, and 2.0c. This problem was corrected in Word for Windows version 6.0.

In Word for Windows version 6.0, the following error message appears:

Microsoft Word Err=1058

You cannot save a template file to non-template format.
(filename)

REFERENCES

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"Microsoft Word for Windows User's Guide," version 2.0, pages 702-703

"Microsoft Word for Windows User's Reference," version 1.x, page 410

Additional reference words: w4wmacro docerr 1.00 1.10 1.10a 2.00 2.00a 2.00a-cd 2.00b 2.00c w4wtemplate

File Save As Type List Box Unavailable for Template Files
Article ID: Q97134

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

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If you create a new Word for Windows template or open an existing template file and then try to save it by choosing the Save As command from the File menu, the Save File As Type list box (the File Format list box in Word version 1.x) is unavailable (dimmed).

This occurs because you cannot change the file format of a Word template. Once you save a file as a template, you cannot save it as a document.

Workaround 1

1. From the File menu, choose New.
2. Under New, select the Document option button.
3. From the Use Template list box, select the name of the template corresponding with the format in which you want to save your document.
4. Choose the OK button.
5. From the File menu, choose Save. The Save File As Type list box is now available, so you can select a different file format.

Workaround 2

1. Open your template file and highlight the entire text to select it.
2. Press CTRL+C to copy the contents of the template to the Clipboard.
3. From the File menu, choose New.
4. Press CTRL+V to create a new document. You can save the new document in a different file format.

Additional reference words: 6.00 1.00 1.10 1.10a 2.00 2.00a 2.00a-cd 2.00b wm_word 2.00c w4wtemplate unavailable greyed dimmed gray grayed

Prompt to Save Changes to Document Template

Article ID: Q97906

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

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In Microsoft Word for Windows, when you close or save a document after you have made style, autotext (version 6.0), glossary, macro, menu, toolbar, or keyboard assignment changes to the template attached to the document, Word asks you if you want to save the changes to the template file itself.

When you close a document or choose Save All from the File menu in Word, the following message may appear:

| Word Versions | Message |
|---------------|--|
| ----- | |
| 2.0 and later | Do you want to save changes to <templatename>? |
| 1.x | Save changes to <templatename>? |

If you choose Yes, the changes you made will be saved to the template file itself.

When you save a document in Word, the following message may appear:

| Word Versions | Message |
|---------------|---|
| ----- | |
| 2.0 and later | Do you want to save changes to the document template? |
| 1.x | Save changes to document template too? |

If you choose Yes, the changes you made will be saved to the template file itself.

MORE INFORMATION

=====

The results of choosing Yes to these prompts differ depending on what kind of changes you made.

Autotext (version 6.0), glossary, macro, menu, toolbar, and keyboard assignment changes are reflected in every document based on the template, even those documents that you have already created and saved.

Style changes saved to the template are reflected only in new documents

you create based on the template. Documents you created previously based on the template do not reflect the style changes in the template.

Additional reference words: 1.00 1.10 1.10a 2.00 2.00a 2.00a-cd 2.00b wm_word
2.00c w4wtemplate

Accessing Menu Commands Not Visible on a Menu

Article ID: Q99682

The information in this article applies to:

- Microsoft Word for Windows, versions 1.0, 1.1, 1.1a, 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, 6.0
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SUMMARY

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Some of the templates that are used in Microsoft Word for Windows may have customized or modified menus. You can add or remove menu items with the Macro Assign To Menu command.

Also, when you use Word 1.x templates such as BASIC.DOT or REPORT.DOT in Word 2.0, 2.0a, 2.0a-Cd, 2.0b, or 2.0c, some of the menu options (such as Style on the Format menu) may not be available.

MORE INFORMATION

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Available menu options vary depending on which template is open. You can use the following methods to access unavailable menu commands or restore desired menu commands to the menus.

Running Macros in Word 6.0

To run a macro that is not on a menu in Word 6.0, follow these steps:

1. From the Tools menu, choose Macro.
2. Under Macros available in: select the template that contains the macro you want to run.
3. Select the macro you want to run, and choose Run.

Adding Macros to Menus in Word 6.0

To assign a macro command to a menu, do the following:

1. From the Tools menu, choose Customize.
2. Select the Menus tab.
3. In the Categories box, choose macros.
4. Under Save Changes In: select the template you want the menu item added to.
5. Select the macro name to be added to the menu.

6. Choose the desired menu to add the macro to, the desired position on that menu and the desired name to appear on the menu.

7. Choose Add, and Close.

Running Macros in Word 2.0, 2.0a, 2.0a-CD, 2.0b, and 2.0c

To run a macro that is not on a menu in Word 2.x, follow these steps:

1. From the Tools menu, choose Macro.
2. Under Show, select Global Macros if you want to access macros stored in the NORMAL template, or Template Macros if you want to access macros stored in a different template.
3. Select the macro you want to run, and choose Run.

Adding Macros to Menus in Word 2.0, 2.0a, 2.0a-Cd, 2.0b, and 2.0c

To assign a macro command to a menu, do the following:

1. From the Tools menu, choose Options.
2. Under Category, select Menus.
3. In the Menu box, select the menu to which you want to add the macro command.
4. Under Show, select Macros.
5. Under Context, select either Global or Template.
6. Select the macro name to be added to the menu.
7. Choose Add, then choose Close.
8. When you exit Word, choose Yes to the prompt "Save global glossary and command changes?"

Using Word 1.x templates in Word 2.0, 2.0a, 2.0a-CD, 2.0b, and 2.0c

When you use Word 1.x templates (such as BASIC.DOT or REPORT.DOT) in Word 2.x, some of the menu options (such as Style under the Format menu) will not be available. Available menu options may vary depending on which template is currently open. If you need to access other menu options, use the following procedure to reset the menus:

1. Open the template.
2. From the Tools menu, choose Options.
3. Under Category, select Menus.

4. Choose Reset All.

This will allow you to access all the Word 2.x menu options when you are using the Word 1.x template.

However, the drawback to this method is that it resets all menu items. Therefore, any specially added menu items will also be reset.

Running Macros in Word 1.x

To run a macro command not available on a menu in Word 1.x, follow these steps:

1. From the Macro menu, choose Run.
2. Select the macro name.
3. Choose OK.

Note: If the macro command does not appear, select Show All.

Adding Macros to Menus in Word 1.x

To assign a macro command to a menu, do the following:

1. From the Macro menu, choose Assign To Menu.
2. Select the macro or command you want to add to the menu.
3. Select the menu to which you want to add the command or macro.
4. Edit the menu text if necessary.
5. Choose the Assign button to add the command to the designated menu.

Note: The short menu structure of Word 1.x is a shorter version of the full Word menus. Check the View menu to verify that you are using Full Menus. (Because this is a toggle command, you will know that the Full Menus command is selected if the Short Menus option is listed in the menu.)

Additional reference words: w4wtemplate 1.00 1.10 1.10a 2.00 2.00a wm_word 2.00a-cd 2.00b 2.00c 6.00

How to Modify or Add a Template Description

Article ID: Q102500

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

The text that appears in the Description box of the File New dialog box comes from the Title setting in the Summary Info dialog box.

Therefore, to modify or add a description to your template:

1. Open the template.
2. From the File menu, choose Summary Info.
3. Type the new description in the Title box.
4. Choose OK.

REFERENCES

=====

Word for Windows "User's Guide," version 2.0, pages 488, 492

Additional reference words: 2.00 2.00a 2.00a-CD 2.00b 2.00c w4wtemplate

File Find Content Displays Incorrectly Formatted Text
Article ID: Q105642

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c
 - Microsoft Windows operating system versions 3.0 and 3.1
-

SYMPTOMS

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In Word versions 2.x for Windows, when you view the content of a document with the Find File feature, the formatting of the text may display differently than the actual formatting of the document.

STATUS

=====

Microsoft has confirmed this to be a problem in Word for Windows, versions 2.0, 2.0a, 2.0a-cd, 2.0b, and 2.0c. This problem was corrected in Word 6.0 for Windows.

MORE INFORMATION

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When you view the content of a document in the File Find dialog box, the formatting displays as if the document is attached to the Normal template. Any styles used in the document will display as defined in the Normal template. Styles not defined in the Normal template will display correctly.

Steps to Reproduce Problem

1. Start with a new document based on the Normal template in Word for Windows. From the Format menu, choose Character.
2. Change the font, points, and color options, and choose the Use As Default button. Answer Yes to change the format of the Normal style.
3. From the File menu, choose Find File.
4. Locate and select a file attached to a template other than the Normal template. Choose the Options button, choose Contents from the List File Names With option, and choose OK.

Result: The file based on a template other than Normal.dot displays with the formatting of the styles in the Normal template.

Additional reference words: w4wtemplate 2.00 2.00a 2.00a-cd 2.00b 2.00c

Template Not Listed in File Find Summary View

Article ID: Q105859

The information in this article applies to:

- Microsoft Word for Windows, versions 2.0, 2.0a, 2.0a-CD, 2.0b, 2.0c, and 6.0
-

SYMPTOMS

=====

In Word versions 2.0 and later, when you use the File Find command to view a document's Summary (Statistics in version 2.0), the Template field will be blank if that document is attached to NORMAL.DOT.

CAUSE

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This behavior is by design.

MORE INFORMATION

=====

Document summary information includes the name and location of the template attached to the active document. You can view this information by choosing Summary Info from the File menu and choosing the Statistics button, or by choosing Find File from the File menu, choosing Summary from the Commands button, (the Summary button in versions 2.x), and choosing the Statistics button.

In each case above, the template will be listed. However, when you choose to display the document with its Summary Information using the Find File command, the Template field will be blank if the document is attached to the Normal template.

Additional reference words: w4wtemplate findfile 2.00 2.00a 2.00a-CD 2.00b 2.00c 6.00 wm_word

