

A SPECIAL ONE-TIME GUIDE TO
 THE NEW FEATURES OF MICROSOFT WORD
 FOR USERS UPGRADING TO MICROSOFT WORD 5.5
 FOR IBM AND 100% COMPATIBLE
 PERSONAL COMPUTERS

Word

Contents

Introducing the Formatting Ribbon	2
A new way to format faster.	
Moving from Word 5.0 to Word 5.5	2
Easing your transition.	
The Top 5.5 Things to Know About the New Word	3
Features that aren't to be missed.	
A Sample from the Menus	4
Familiar commands in new places.	
Tips on Key Changes	5
Key changes in Word 5.5.	
More Mouse Power	6
Things to do and places to go with your mouse.	
New Ways to Customize	6
Screen colors and other options.	
More Help, Better Help	7
The new Word 5.5 online Help.	
Macros Made Easier	8
Menu commands make macros more accessible.	
More Changes and Improvements	9
Speed formatting keys and more.	
How We Produced This Newsletter Using Word	9
Secrets revealed.	
Printer Support Expanded	10
Color PostScript and more.	
A Few Name Changes	11
A table of new and old Word terms.	
At Your Service	11
Microsoft Product Support.	
Getting to Know Word's New Desktop	12
Word expert Peter Rinearson examines the new interface.	

Microsoft

A Whole New Look

Since it was first introduced in 1983, Microsoft Word has established a reputation as one of the most versatile and powerful word processors available. Now, with the release of version 5.5, Word achieves outstanding new ease of use.

Consider Word's new pull-down menus. As you browse through them, more of Word's capabilities are spread out to choose from than ever before. Every command can be seen from the menu level, including features like macros that previously could be accessed only through function keys.

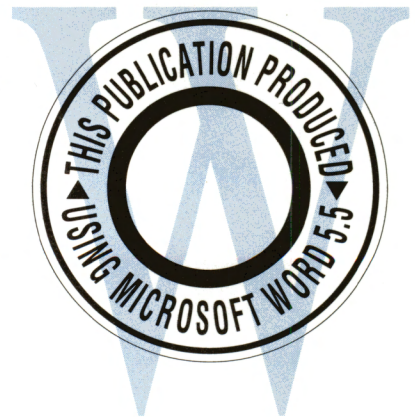
Take a look at the new dialog boxes, too. They present more information, so they're easier to understand. Some dialog boxes even contain "buttons" you can choose when you want to go directly to another dialog box, in case you chose the wrong command, or if you want to do an additional task.

The new formatting ribbon is another significant innovation. It strengthens the capability already found in Word's ruler for fast, interactive formatting. So routine character and style formatting is simpler and more intuitive.

But the new menus, dialog boxes, and ribbon are just a part of the most important new feature of Word 5.5, its *interface*—all the different ways you can give commands and communicate with the program. The new interface not only makes Word easier to learn and use, it's also part of an emerging standard, shared by Microsoft Windows and hundreds of programs that run in the Windows environment. Once you learn one program that uses the interface, learning other programs with the same interface becomes much easier.

With version 5.5, Word for DOS also draws closer to other members of the Microsoft Word family. Word for DOS now looks very similar to and works much the same as Word for the Macintosh and Word for Windows, so you can use your Word skills in all three environments.

The number-one request from Word users was to make Word easier. Word 5.5 is our response to that challenge. We think you'll like it. ❖





Introducing the Formatting Ribbon

The ruler in Word version 5.0 provided an easy way to set tabs and move indents. Now, with the Word 5.5 formatting ribbon, you can apply the most commonly used character formats and styles with the same ease. The ribbon works well with a mouse, and it's also simple to access from the keyboard. For example, CTRL+F activates the Font box, and you can then press ALT+DOWN ARROW to see the list of available fonts.

In addition to making it easy to apply formats, the ribbon provides continuous feedback on the formatting of text as you type or the formatting of any text you have selected (if you select text with mixed formats, the relevant format box is empty). In previous versions of Word, you had to choose the Format Character command to check the font or font size of your text; with

the ribbon, that information is always available on the screen.

For mouse users, the ribbon is particularly speedy. Along with the convenience of point-and-click formatting, the ribbon offers a couple of mouse "hot spots": you can double-click on "Font" or "Pts" to bring up the Format Character dialog box, and you can double-click on "Style" to bring up the Format Apply Style dialog box (use this dialog box to check style definitions or to apply character and section styles).

In addition to showing the style key code, as the style bar does, the ribbon's style box shows the style I.D. of the current paragraph style. And when you pull down the list of styles, you can also see style remarks, which help you identify the styles you want to apply. ❖

Where to find information on the ribbon and ruler: *Using Microsoft Word*, Chapter 6, "Text Formatting: Characters and Paragraphs" and Chapter 28, "Style Sheets."

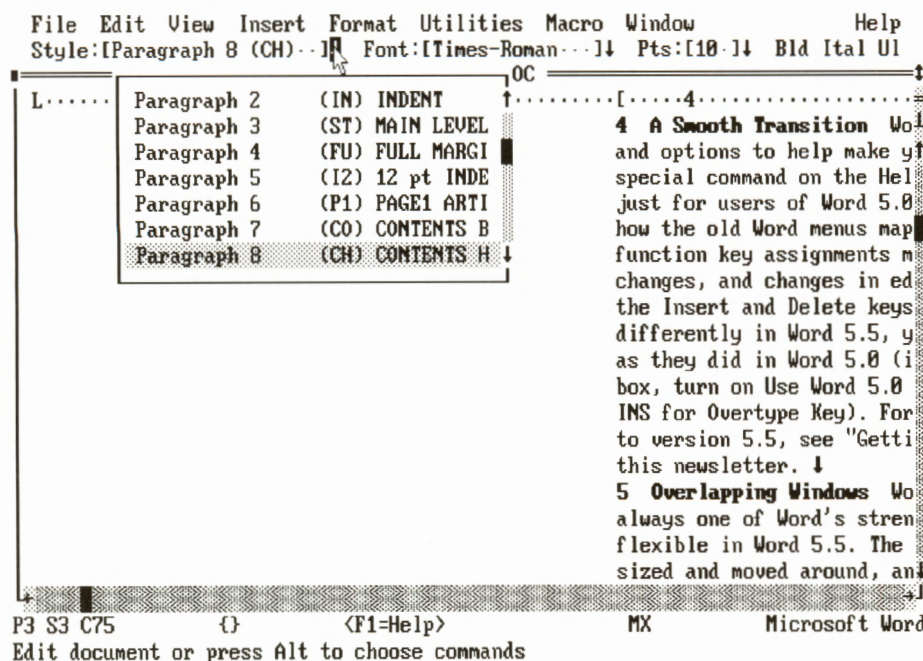
Moving from Word 5.0 to Word 5.5

Word 5.5's pull-down menus, dialog boxes, and scroll bars all contribute to give Word a friendlier personality. But if you've used earlier versions of Word, there are a few changes in the interface to watch out for. Word comes equipped with some options and special Help to ease the transition to version 5.5.

Help for Word 5.0 users The "Word 5.0 to 5.5" command on the Help menu takes you to a menu of online Help topics for users of Word version 5.0 and earlier versions. If, for example, you have trouble finding a Word 5.0 command, you can use this help to display a command map that shows the Word 5.5 equivalents of all Word 5.0 commands. You can also display topics that show how Word 5.0 function keys, speed formatting keys, and mouse actions map to their equivalents in Word 5.5. In addition, there's a terminology topic, reprinted in this newsletter on page 11, listing Word terms that have changed.

Function keys For consistency with other programs that share Word's interface, including Microsoft Windows, many of Word's function key assignments have changed. One benefit of these changes is that you'll be able to use your knowledge of Word's function keys in other programs. To make it easier to learn and remember function keys, many of them are now listed on Word's menus, next to their command equivalents.

But if the traditional Word function key assignments are engraved in your memory (or embedded in your fingers), you can opt to keep using the Word 5.0 function keys. To do so, turn on the



Using the pull-down list boxes on the ribbon, you can see the list of available fonts, font sizes, and paragraph styles, as shown in this screen.

Use Word 5.0 Function Keys check box in the Utilities Customize dialog box. Word's function keys will work just as they did in Word 5.0, except that the F1 key invokes Help.

INSERT AND DELETE keys The INSERT and DELETE keys behave differently in Word 5.5 for the same reason the function keys do—to be consistent with other programs that share the Word 5.5 interface. But if this consistency isn't important to you, and you're used to how the keys worked before, you can opt to have them work as in earlier versions of Word. To do so, turn off the Use INS as Overtyping check box in the Utilities Customize dialog box.

If, on the other hand, you're willing to take the plunge and try the Word 5.5 keys, check the *Quick Reference Card* and online Help to see how they work before using them (you can also refer to the chart included on page 5 of this newsletter). There is one important difference to note in particular: the DELETE key's editing actions have been reversed. That is, in Word 5.0, you pressed DELETE to delete text to the scrap and SHIFT+DELETE to delete text permanently. In Word 5.5, you press DELETE to delete text permanently and SHIFT+DELETE to delete (or *cut* in Word's new terminology) text to the scrap. The danger here, of course, is that you may end up deleting text permanently when you only meant to cut it temporarily. Until you're comfortable with the DELETE key's new behavior, use it carefully! If you do make a mistake, you can use the Undo command to remedy it. ❖

Where to find information on making the transition to Word 5.5: Online Help, "Word 5.0 to 5.5" command on the Help menu; *Getting Started*, Chapter 1, "Welcome to Word"

The Top 5.5 Things to Know About the New Word

1 Pull-down menus and dialog boxes Out with the old menus, in with the new. The new "pull-down" menus and dialog boxes should do more to enhance your productivity than any other feature of Word 5.5. They make Word's power more accessible, so that you'll be more likely to make use of it. All the familiar Word commands are available on the menus, although a few have taken on new, more intuitive names. The Transfer Load command has become File Open, for example. For more on Word 5.5 terms, see "A Few Name Changes" in this newsletter.

2 The formatting ribbon Located just below the menu bar, the new formatting ribbon provides fast, interactive style and character formatting (if you don't see the ribbon on your screen, use the View Ribbon command to make it visible). For more on the ribbon, see "Introducing the Formatting Ribbon" in this newsletter.

3 Better Help Online Help has been significantly upgraded. There's almost three times as much of it, to begin with, and the Help feature includes new capabilities to make Help more accessible. Now you can have your document and online Help on the screen simultaneously—so you can perform a task in your document and read instructions in Help at the same time. Many Help topics are linked to each other so that you can press a "button" for instant access to cross-references. For more on Help, see "More Help, Better Help" in this newsletter.

4 A smooth transition Word 5.5 comes with some tools and options to make the upgrade process easier. There's a special command on the Help menu—Word 5.0 to 5.5—just for users of Word 5.0. It takes you directly to Help showing terminology changes, changes in editing keystrokes, how the old Word menus relate to the new ones, and how old function key assignments relate to new ones. And although the INSERT and DELETE keys and many function keys work differently in version 5.5, you can opt to have them work just as in Word 5.0 (in the Utilities Customize dialog box, turn on Use Word 5.0 Function Keys and turn off Use INS for Overtyping Key). For more on making the transition to version 5.5, see "Moving From Word 5.0 to Word 5.5" in this newsletter.

5 Overlapping windows Working with multiple documents, always one of Word's strengths, is simpler and more flexible in Word 5.5. The new document windows can be sized and moved around, and they can overlap, so that you can quickly bring a document into view when you need it and hide it when you don't.

5.5 Required Setup The files on your Word 5.5 disks are compressed, and you need to use the Word 5.5 Setup program to decompress them. As with earlier versions of Word, Setup remains the fastest and easiest way to get Word running on your computer. ❖



A Sample from the Menu

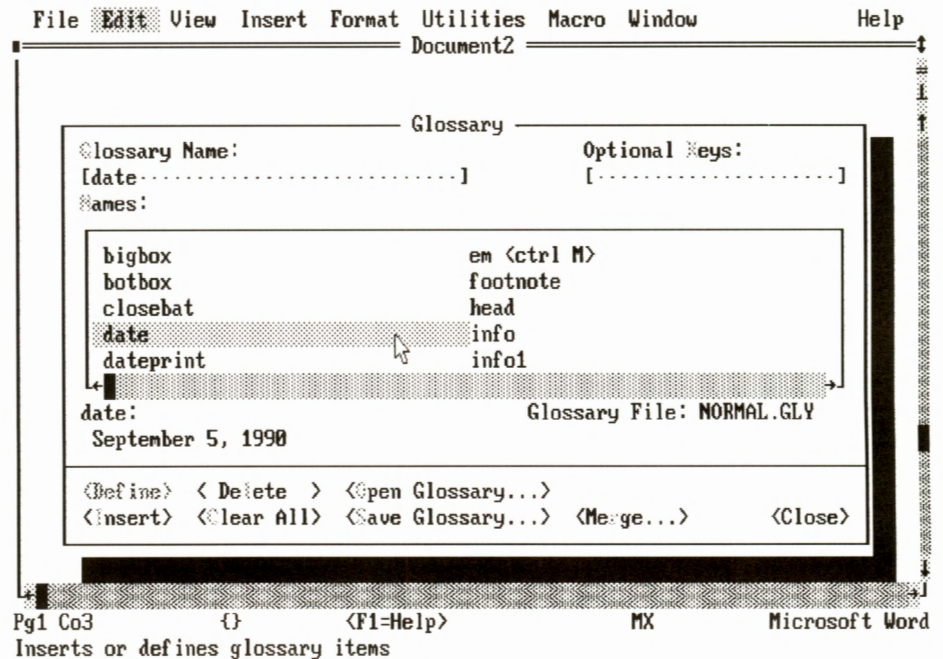
Word's new pull-down menus and dialog boxes have simplified access to many of Word's most advanced features. Let's take a quick look at some of these features to get a sense of Word 5.5 as a whole.

Glossary Word glossaries provide a convenient way to store text you use frequently. In Word 5.5, they're much easier to use, because you can do all the important glossary tasks—creating and inserting glossary entries and handling glossary files—from one place, the Edit Glossary dialog box.

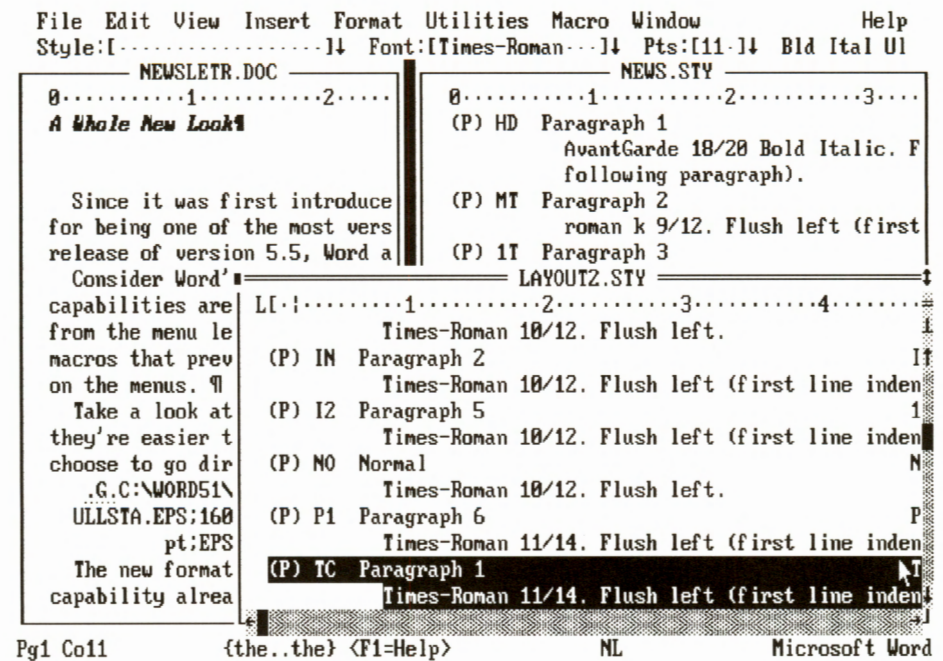
In earlier versions of Word, you used a variety of different commands to handle glossary entries and files. Now it's all right there in one dialog box. The glossary feature is a great example of how Word's redesigned menus and dialog boxes allow functions to be organized more intuitively than was possible before.

Importing graphics, spreadsheets, or documents Whether you're importing a graphic, spreadsheet information, or a document, the procedure is very similar in Word. So it makes sense to put the relevant commands on the same menu. Two new commands, Insert File and Insert Picture, replace four Word 5.0 commands: Transfer Merge, Library Link Spreadsheet, Library Link Graphics, and Library Link Document.

You use Insert File to insert information from a spreadsheet or text from another document. You can also choose to create a link to the spreadsheet or the document that can be updated if the information in the original spreadsheet or document changes. A nice feature of the Insert Picture dialog box is that you can press a "button" to go directly into Print Preview so you can see what you've imported.



All of the commands needed to work with glossary entries and files are available now in a single location—the Edit Glossary dialog box. The dialog box also displays the contents of the selected glossary entry. In this screen, "date" is selected, and the current date is displayed.



As shown in this screen, you can have more than one style sheet window and document window open at once. So you can cut and paste styles between style sheets, or format a style and see the effect on your document immediately.

Styles Styles provide a powerful way to apply the same formatting many times. If you never mastered styles, you'll find it much easier to do so now. If you did master them, you'll appreciate how much simpler they are to use.

Styles have benefitted from two significant innovations in Word 5.5: the formatting ribbon and style sheet windows.

Through the Styles box on the ribbon, you can, with a keystroke or a click of the mouse, see the list of styles on the attached style sheet. And you can just as easily record, apply, and change the formatting of a style.

Style sheet windows are the Word 5.5 equivalent of Gallery mode in earlier versions of Word. When you choose Define Styles from the Format menu, the style sheet attached to your document opens in a style sheet window. When a style sheet window is active, a special set of commands for style sheets appears on the menus (just as Gallery mode had its own set of commands). But you can do several things with style sheet windows that couldn't be done in Gallery mode. For example, you can have a document window and a style sheet window visible on the screen at the same time. This allows you to change a style's formatting and see the effect of that change in your document—as you change the formatting of a style, text in your document will change also.

Macros You can use Word's macro feature to record and store actions that can then be played back at high speed. In Word 5.5, macros have become much more accessible because they now have their own menu, with commands for recording, running, and editing macros. The new Macro Run dialog box lists all the macros stored in the current glossary file (the list of macros is no longer mixed in with regular glossary entries). ❖

Tips on Key Changes

Word's menus have changed, and the actions assigned to many keys have changed also. This overview of the changes should help to make sense of the changes. When you need a reference, choose the Keyboard command from the Help menu or refer to the *Quick Reference Card*. You can also check Help for special Help on the differences between Word 5.0 and Word 5.5 keys (choose the "Word 5.0 to 5.5" command on the Help menu).

► **Speed formatting keys** In earlier versions of Word, speed formatting keys began with the ALT key (ALT+B for bold, for example). In Word 5.5, they begin with the CTRL key (CTRL+B for bold, for example). In addition, you no longer need to include an "x" in speed keys when a style sheet is attached.

► **Style key codes** Style key codes began with the ALT key in earlier versions of Word. In Word 5.5, they begin with CTRL+SHIFT.

► **Function keys** As part of the new interface, many function key actions have changed in Word 5.5. You can choose the "Word 5.0 to 5.5" command on the Help menu for a comprehensive chart on the differences between version 5.0 and version 5.5 function keys. If you want to continue using the function keys with their Word 5.0 assignments, turn on the "Use Word 5.0 Function Keys" check box in the Utilities Customize dialog box (the F1 key is permanently assigned to Help, however).

► **Scrolling keys** Scrolling keys are the same in Word 5.5, with the following exceptions:

To move cursor to	Word 5.0	Word 5.5
Start of document	Ctrl+PgUp	Ctrl+Home
End of document	Ctrl+PgDn	Ctrl+End
Top of window	Ctrl+Home	Ctrl+PgUp
Bottom of window	Ctrl+End	Ctrl+PgDn

► **Copying, Inserting, and Deleting Keys** The actions of these keys have changed significantly, as shown in the table below:

To	Word 5.0	Word 5.5
Copy to scrap.	Alt+F3	Ctrl+Ins
Delete to scrapDel.	Shift+Del
Delete permanently	Shift+DelDel
Insert from scrapIns.	Shift+Ins
Insert, replace selected text.	Shift+Ins	Del, Shift+Ins

If you want the INSERT and DELETE keys to work as in Word 5.0, you can turn off the Use INS for Overtyping Key check box in Utilities Customize. ❖



More Mouse Power

Microsoft Word has long been famous for having the best mouse support of any word processor. But with version 5.5, the mouse really comes into its own. That's because virtually everything in the new Word interface was designed with the mouse in mind. For browsing through menus, selecting items in a dialog box, switching windows, and many other actions, the mouse is convenient and fast.

Word 5.5 also has new "icons" just for the mouse. Icons are special images on the screen that perform specific actions when you click on them. The icons in Word 5.5 are the equivalent of the different mouse cursor shapes in earlier versions of Word, but they're better because they're always on the screen (unless you choose to hide them), and they're available in both graphics and text modes.

For example, at the top of the vertical scroll bar, you can click on the ruler/ribbon icon to turn the ruler and ribbon on and off. That icon is visible as long as you have the scroll bar or window borders turned on, and it serves as a useful visual reminder. Or consider the scroll bar itself. With the scroll bar, it's much easier to scroll your document, and you have better control as well: using the scroll arrows, you can scroll line by line, which wasn't possible in Word 5.0.

Although the right mouse button is still useful—and necessary for some actions, such as turning on the ribbon—you can rely on the left button to do most of what you need. Most of the time, you don't need to think about which mouse button to use—just point and click.

As with earlier versions of Word, you can still use the mouse in combination with the keyboard for many

useful functions. One of the quickest ways to copy a format, for example, is to select the text you want to format, then hold down the CTRL+SHIFT keys and click next to the text whose format you want to copy. Some of the keystroke and mouse combinations have changed in Word 5.5 (including copy format). Check the *Quick Reference Card* or online Help for the new keystrokes and a complete list of mouse functions.

Finally, don't overlook the new mouse "hot spots," which are really shortcuts to quickly call up a dialog box. They can be quite useful. For example, you can double-click anywhere on the status bar (except on the Help button) to bring up the Edit Go To dialog box. ❖

Where to find information about using the mouse: Online Help, "Mouse" in the main index; *Quick Reference Card*.

New Ways to Customize

Word version 5.5 provides even more opportunities to adapt Word to your needs.

Changing screen colors You can change the colors of more screen elements in Word 5.5—15 more than you could in Word 5.0, to be exact. To help manage all these color settings, Word 5.5 comes with predefined color sets, including sets designed to work well with monochrome and LCD displays. You can also choose to have black text on a white background, a much-requested option (just choose white as the Window Background color).

Showing or hiding screen elements

Screen elements consist of all the things on the screen that aren't part of your document. Scroll bars, the ruler, and the menu, for example, are useful screen elements. But sometimes you don't need them, and it can be nice to have the extra room to see more of your document. You can hide every screen element, and the ones you'll want to hide or display most often—the ruler, ribbon, and status bar—are on the View menu for easy access. If you want a totally "clean screen" so you can

You can hide every screen element individually—or all of them for a "clean screen."

concentrate exclusively on what you're writing, you can hide all the screen elements (in Word 5.0, you could hide everything except the status bar).

Where to set options In Word 5.5, options have been sorted into two dialog boxes. The View Preferences dialog box handles all the options that affect what you see on the screen. The Utilities Customize dialog box contains the options that change Word's operation in some way—whether or not background pagination is turned on, for example. Both dialog boxes have buttons that link them to each other, so if you choose the wrong command, you can select a button and go directly to the dialog box you need. Three other options, to show or hide the ruler, ribbon, and status bar, are on the View menu for easy access. ❖

Where to find information on these features: *Using Microsoft Word*, Chapter 3, "The Word Screen."

More Help, Better Help

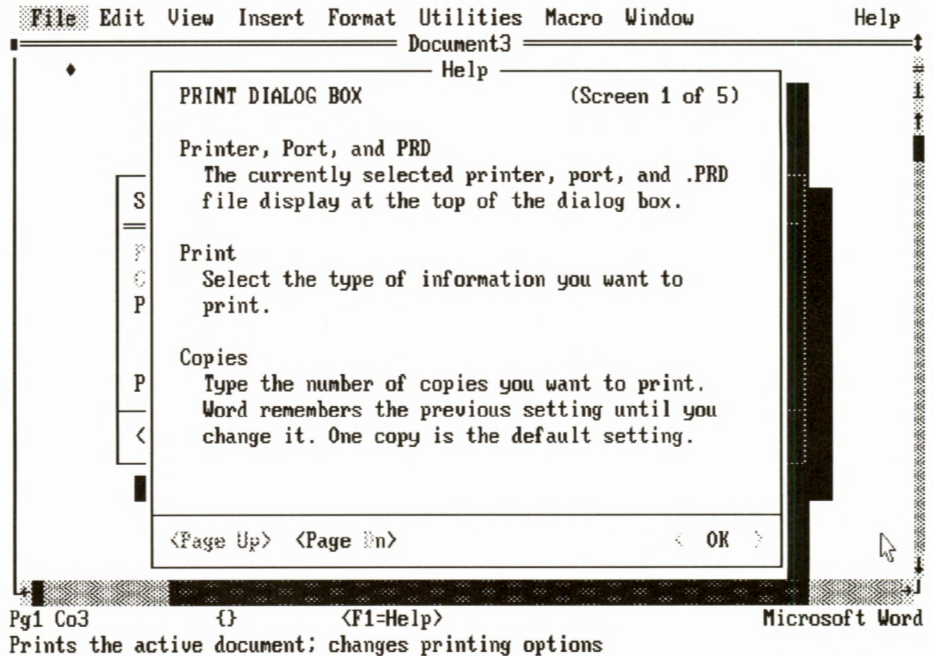
The Word 5.5 online Help system contains nearly three times as much information as was in version 5.0 and, more important, offers some powerful new capabilities to make Help more accessible.

For the first time, you can display Help and work on your document at the same time. For example, you could display and read the procedure for creating a glossary entry at the same time you create one in your document. Help appears in its own window now, just like a document. So you can display it, size it, or hide it with the same ease you can a window.

Many Help topics include built-in links to other topics with related information. If you're looking at a topic and decide you want to learn more about a subject, you can quickly jump to related topics. You can also choose to print any Help topic just by choosing File Print.

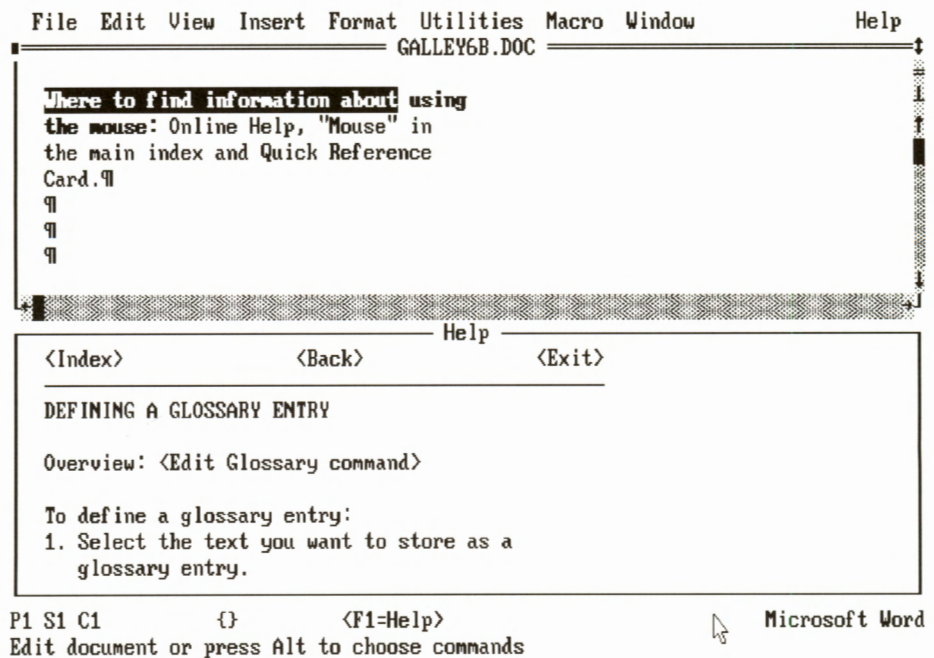
Help can be accessed either through the Help menu, which offers several choices to guide you directly to what you want, or by pressing F1. The F1 key is most useful if you're in a dialog box or have received an error message and want to get instant Help. Pressing F1 in a dialog box calls up reference information for the specific dialog box you're in. When you find out what you need, you can press ENTER to return to the dialog box and continue your work. The same is true for error messages. If you don't know what an error message means, simply press F1 while the message is still on the screen to get an explanation and suggestions on what to do. ❖

Where to find information on Help: Online Help, "Using Help" on the Help menu; *Using Microsoft Word*, Chapter 4, "Getting Help."



Pg1 Co3 { } <F1=Help> Microsoft Word
Prints the active document; changes printing options

When a dialog box is on the screen, you can press F1 to get instant reference information on options in the dialog box. This screen shows Help for the File Print dialog box. When you're done with Help, press ENTER to return to the dialog box.



P1 S1 C1 { } <F1=Help> Microsoft Word
Edit document or press Alt to choose commands

You can work on your document and display a Help procedure at the same time. In this screen, the procedure for defining a glossary entry is visible; the first step, selecting the text to be stored as a glossary entry, has been taken.



Macros Made Easier

In Word 5.5, macros come out into the open and gain a new ease of use. You no longer have to be a Word wizard in order to record, run, or edit a macro. You can do it right from the new Macro menu, where each of these basic functions has its own command. Since it takes less effort to take advantage of the macro capability, you'll find yourself using it and benefitting from it more often.

Now that macros have their own menu and commands, you don't access them through the Glossary command anymore. Macros are still stored in glossary files, but they're listed in the Macro Run and Macro Edit dialog boxes. When you want to see the list of available macros, you see macros only, not macros and glossary entries mixed together.

The Macro Edit dialog box is the new central command post for macros. All of the tools you need to work with

macros and the glossary files that contain them are there. If a macro you want to run isn't in the current glossary, you can open the one you need. You can edit a macro by selecting it and choosing the Edit button; after editing, you can redefine it by selecting the macro text and choosing the Define button.

Macro changes and improvements

Here's a summary of the improvements and changes you'll find in the macro capability and language.

- ▶ You can start a macro from the system prompt line by typing *word /m Macroname*.
- ▶ The macro language includes some new reserved variables to accommodate the new interface.
- ▶ The SET and ASK commands produce dialog boxes, which are friendlier and more visible than message line queries.
- ▶ When you interrupt a macro, Word gives you the option of turning on step mode (useful for testing). You can also turn on step mode when you start a macro in the Macro Run dialog box.

▶ You can now assign macros to SHIFT+CTRL key combinations as well as to CTRL and function key combinations. Be careful to avoid conflicts with style key codes, which use CTRL+SHIFT, and formatting speed keys, which use CTRL.

▶ You can override macro key assignments using CTRL+A (in Word 5.0, this key was CTRL+X).

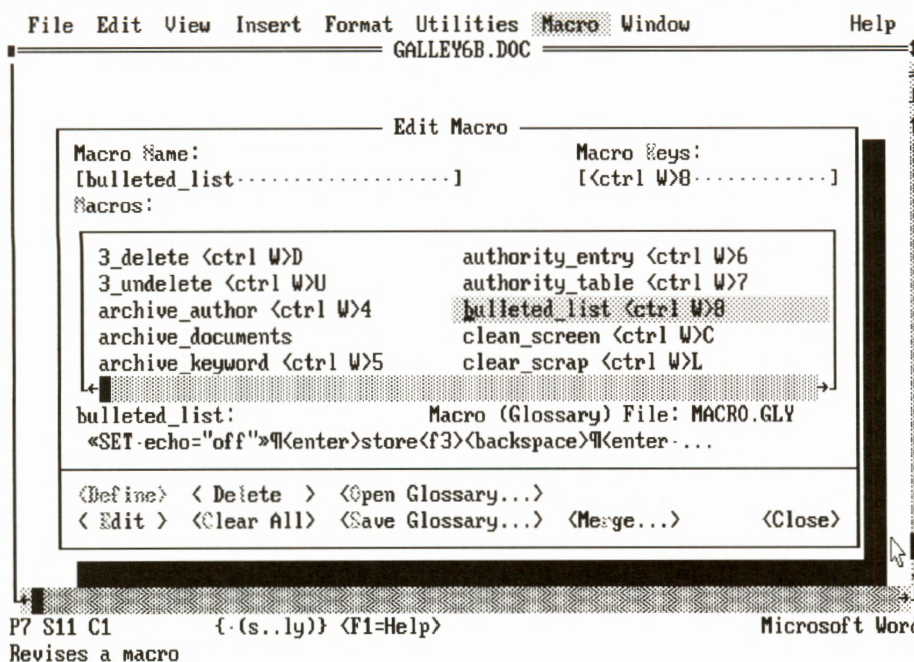
Converting your Word 5.0 macros

Since a Word macro is primarily a record of keystrokes, and the keystrokes used to access commands have changed, you must convert your Word 5.0 macros to use them in Word 5.5. Word comes with a useful tool for this purpose, the macro conversion program, MACROCNV.EXE. This utility converts many macros correctly, but is unable to convert some Word 5.0 commands. For a fuller explanation of the capabilities and limitations of the macro converter, see *Using Microsoft Word*, Chapter 22, "Macros."

Additional Supplied Macros The supplied macros included with Word 5.0 are still available, and a few new ones have been added as well. Among the new macros included:

- ▶ The **copy_file** macro to copy a document and any graphics linked to it to a directory you specify.
- ▶ The **filename** macro, to insert your document name at the cursor position.
- ▶ The **print_letter** macro, to print the first page of a document with different margins—useful for stationary whose first page requires special margins. ❖

Where to find information on macros: *Using Microsoft Word*, Chapter 22, "Macros"



The Edit Macro dialog box is the new central command post for macros.

More Changes and Improvements

In addition to, and in some cases as part of, the new interface, Word 5.5 includes a number of small but useful refinements.

Character formatting speed keys

Speed keys have been simplified. In Word 5.5, character formatting speed keys work as toggles, which means that you use the same key combination to turn formatting off as to turn it on. For example, you type CTRL+B to turn bold on and off. Also, you always use the

same key combinations regardless of whether a style sheet is attached to the document (in earlier versions of Word, you had to include an *x* in speed key combinations when a style sheet was attached to your document). Finally, if you just want to format a single character, you just select the character and format it; you no longer have to use the speed keys twice, as in previous versions of Word.

The new cursor The new cursor provides better control over selecting. You can always tell whether text is selected, since the cursor, a blinking underscore, is easily distinguished from a selection. And the cursor does not select text for

you unless you want it to (unlike the traditional Word highlight, which was equivalent to a one-character selection).

Selecting text works a little differently with the new cursor, depending on whether you are selecting to the left of the cursor or to the right. If you select to the left, the selection begins with the character just behind the cursor. If you select to the right, the selection includes the character the cursor is on. For example, if the cursor is on the *r* in Paris, and you select left, the selection begins with the *a*; if you select right, the selection begins with the *r*.

Most people prefer a blinking cursor for the visibility that blinking provides, but you can turn off the blinking by

How We Produced This Newsletter Using Word

A newsletter provides a great opportunity to give Word a real workout. Virtually all of Word's more powerful features can come into play, from styles and glossaries to graphics linking and positioning.

The first step toward producing this newsletter was to create two simple style sheets, DRAFT.STY and LAYOUT.STY. Both style sheets used the same style I.D.s and key codes; only the formatting of the styles was different. We used LAYOUT.STY to format the articles into the basic column size and type style of the newsletter, so that we could work up a rough layout. The second style sheet, DRAFT.STY, formatted the articles in double-spaced paragraphs for the editor and reviewers to mark up.

Once the styles had been applied to the articles, changing their formatting for an editing draft or layout was as simple as attaching the appropriate style sheet.

Each newsletter article had its own file to keep the files small and manageable. But when the articles were ready to be edited and laid out, it was more convenient to have them in a single file. So we used Insert File to link the articles into a master document. Later, after making changes to the individual article files, we selected Update Link (in the Insert File dialog box) to update the master document.

When we were ready to begin production, we added more styles to LAYOUT.STY. In fact, we created a style for each different character and paragraph format used in

the newsletter (the complete style sheet has 20 styles). Applying the styles didn't take long, though, since the bulk of the text had been formatted earlier, as the articles were being written.

Our next step was to bring the different graphics we needed into the document, including the headers and masthead (created with Aldus Freehand) and screen images captured using the Word screen capture program, CAPTURE.COM. We sized the screen images using Insert Picture and then positioned them using Format Position. To check the positioning, we used View Layout to switch to layout view and Print Preview to get the big picture.

With the graphics in position and the styles applied we were ready to typeset. We printed to a file using Word's PostScript printer driver, and then fed that file to a Linotype Linotronic L300 typesetter. After typesetting, we were ready to go to the printer. No paste-up or additional layout was required (the printer added screens for color like the shading in this box).

This newsletter doesn't appear regularly, as most newsletters do. If you're going to be putting out a newsletter frequently with Microsoft Word, keep an eye out for ways you can use Word to make the process more efficient. After you've produced a couple of issues, you should be able to spot a few things that can be automated with macros or streamlined with styles. There are many possibilities! ❖



typing *word /i* at the DOS prompt (the non-blinking cursor is available in graphics mode only).

Windows and panes You can split a document window into two “panes” for more than one view of your document. You can use panes to compare different parts of a document or to see your document in outline view in one pane, for example, while you work on the text of your document in the other.

There may be times when you want larger views of a document than a pane can provide. In that case, you can open a new window on the document (choose the New Window command from the Window menu). When you’re through with the second window, you can close it and your document will remain open in the first window.

Search within a selection To give you the ability to limit a search to part of a document, Search now searches just within a selection. This is more consistent with the way Replace works. For example, you could use Search to check the first five pages of a report to see if you’ve mentioned “net profit.”

Word Count The Word Count feature now has a place on the Utilities menu, and you can choose it at any time for a very fast count. Word automatically inserts the count into the scrap, Word’s temporary storage area, so that you can easily paste it into your document. Best of all, you can select part of your document, and Word Count will count just within the selection. For the many publishing situations where the number of words is critical, this is a wonderful enhancement.

Faster spelling If you’re an imperfect typist but a good speller, you can make spell checking go faster by turning off Always Suggest in Spelling Options, so that Word doesn’t search for suggested corrections. Then, when Word finds a misspelling, you don’t have to wait for

it to suggest a correction; you can simply type the correction. Spell checking is quicker this way, particularly if most of the errors you correct are typos.

Conversion improvements The Word RTF conversion program can now read styles in RTF files created by Word for the Macintosh or Word for Windows. The improved conversion capability makes it easier to work with Word on more than one platform. Thanks to the improved styles support, you can now move a file to Word for the Macintosh and back to Word 5.5 without losing style formatting. ❖

Where to find information on these features: *Using Microsoft Word*, Chapter 2, “Scrolling, Selecting Text, and Choosing Commands”; Chapter 6, “Text Formatting: Characters and Paragraphs”; Chapter 8, “Searching and Replacing”; Chapter 26, “Spelling and Hyphenation”; and Appendix C, “Changing File Formats.”

Printer Support Expanded

Microsoft Word was the first word processor to exploit the capabilities of laser printers and continues to support new developments in printing technology. Word 5.5 includes support for color PostScript, the new LaserJet III family of printers, and more than 50 other new printers.

Here are summaries of the printer-related changes you’ll find in Word 5.5.

► You can add support for new LaserJet fonts by using the Word MergePRD utility and the Tagged Font

Matrix (TFM) files included with new LaserJet fonts. (Support for virtually all the existing LaserJet downloadable and cartridge fonts is included with Word 5.5, but new fonts appear on the market all the time.)

► Word now supports true gray-scale background shading on printers with that capability, including PostScript printers, LaserJet printers and compatibles, and the Canon LBP III and IV.

► If you run Word under OS/2, you no longer have to issue a separate command to connect to a network printer—you can type the name of your network printer destination in the Connect To box of the File Printer Setup dialog box.

► Using the File Printer Setup dialog box, you can tell Word not to prompt you to download fonts whenever you print a document formatted with downloadable fonts. This is helpful if you often use downloadable fonts but seldom need to download them.

► To make room for the new printers Word supports, some printer drivers have been moved from the printer disks included with Word to the Supplemental Printer Disks that can be ordered separately. But for most of the printer drivers included on the Supplemental Printer Disks there is no need to update. Your Word 5.0 printer drivers will still work for Word 5.5. If you’re happy with your Word 5.0 printer driver, you don’t need to order the Supplemental Printer Disks. ❖

Where to find information on printing and printers: *Using Microsoft Word*, Chapter 10, “Printing”; *Printer Information for Microsoft Word*.

A Few Name Changes

The names for some Word commands and functions have changed. Here's a chart adopted from an online Help topic for users upgrading from Word 5.0 (choose the "Word 5.0 to 5.5" command on the Help menu, then choose Terminology to see this Help topic).

Word 5.0	Word 5.5
Autosort	Sort
Clear	Close
Division	Section
Gallery	Style sheet window
Highlight	Cursor
Jump	Go To
Document retrieval	File Management
Running head	Header or footer
Summary sheet	Summary information
Transfer Load	File Open or File New
Transfer Save	File Save
Style Usage	Style type
Style Variant	Style I.D.
Zoom window	Maximize window

At Your Service

Microsoft Product Support

(206) 462-WORD
(Microsoft Word only)
6:00 A.M.—6:00 P.M. Pacific time

Call this number for:

- assistance with technical questions

Microsoft End-User Sales and Service

(800) 426-9400
6:30 A.M.—5:30 P.M. Pacific time

Call this number for:

- information about updating Word
- Authorized Training Centers
- product literature
- information about the handling or status of your order
- help with replacing or repairing your product
- registration questions
- address changes

CompuServe and GENie

On CompuServe use the Microsoft Applications Forum; on GENie use the Microsoft Roundtable for:

- posting messages requesting assistance with technical questions
- sharing information with other users
- downloading public domain files

Use the Microsoft Knowledge Base for:

- researching common questions
- looking up official Microsoft Application Notes

Use the Microsoft Software Library for:

- downloading official Microsoft printer drivers
- downloading Microsoft macros, templates, utilities, etc.

C R E D I T S

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WRITING AND PRODUCTION	<i>Alex Price</i>
DESIGN	<i>Susan Sempere</i>
EDITING	<i>Sara Levant</i>
PRODUCTION ASSISTANCE	<i>Scott Larson</i>
	<i>David Post</i>
	<i>Jim Ragan</i>
TECHNICAL ASSISTANCE	<i>Jason Barnett</i>
	<i>Darrin Smith</i>
MARKETING LIAISON	<i>Michael Maciag</i>

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Microsoft



Getting to Know Word's New Desktop

By Peter Rinearson

This article is adapted from Peter Rinearson's Running Word 5.5 (Microsoft Press), the revised edition of his Word Processing Power with Microsoft Word, which since 1985 has been the best-selling book on Word.

When it comes to your computer screen, the difference between Word 5.0 and Word 5.5 is the difference between two dimensions and three.

Imagine that you are leaning over a desktop, pondering the items on it. You see tools: a ruler, various pens, scissors, and a pot of paste. Perhaps there is a thesaurus, dictionary, or helpful instruction book to one side. Handy reminders are posted in an eye-catching place. A top drawer holds paper clips and other useful aids. Near at hand is a file drawer storing documents.

On top of the desk, dead center and commanding attention, is a document. You see only one page of it, but you could thumb through to other pages. Perhaps there are other documents, under the uppermost one or resting to one side.

Your Word 5.5 screen is a tangible expression of this imaginary, three-dimensional desktop. On it are tools such as the image of a ruler and a menu of commands that let you perform tasks.

Commanding the center of the screen, displayed in its own window, is a document. Perhaps there are additional documents, under the uppermost document or to the sides.

By "uppermost," we mean that the document appears to be closest to you, unobstructed by other documents or windows. Implicit in the term is the

idea that your screen represents a three-dimensional desktop, on which things can be piled.

Unlike the two-dimensional Word 5.0 screen, in which document windows abut each other like tiles, in Word 5.5 you generally work on whichever document is on top of the "pile." You could say that Word 5.5 "piles, not tiles" its windows.

This is only one of Word 5.5's many departures from earlier norms. Understanding a few of these conceptual differences makes it easier to translate your knowledge of Word 4.0 or 5.0 into productive use of version 5.5.

For example, version 5.5 has an *insertion-point* cursor as well as Word's traditional *selection* cursor.

After you've used Word 5.5 for a few days, the two-dimensional Word 5.0 screen may seem a bit flat by comparison.

While the selection can expand to highlight any amount of text, from a single character to a whole document, the insertion-point cursor doesn't highlight anything at all. Rather, it uses a blinking underline to represent the location in your document at which newly typed text will be inserted.

The blinking underline is to the immediate right of the actual insertion point. Put another way, the insertion point is at the left end of the blinking underline. You can think of it as a slit in the fabric of your document, into which text can be inserted.

Once character formatting is applied to the insertion-point cursor, any new text you type will be formatted to match that formatting.

In the past, Word has treated a document window and its document as distinct entities. You could open a document window that did not contain a document. You could clear a document from a window, leaving it empty. Or you could replace the contents of a window by loading a different document from disk.

In contrast, Word 5.5 blurs the distinction between a document and the window that displays it. Every Word 5.5 document window contains a document, even if the document doesn't yet have text. A window and its document are inseparable: you cannot clear the document from the window or load a different document into the window.

If one document is displayed and you open another document from disk, the newcomer will appear in its own window on top of the first document. To replace one document with another, you must close the window containing the first document, then open the other document.

It's just as likely, though, that you won't replace one document with another, as you would with Word 5.0. Instead, you'll merely open the new document "on top" of the old one. In fact, you can pile up to nine documents on top of each other, bringing any one document to the top of the pile whenever you want to.

After you've used Word 5.5 for a few days, the two-dimensional Word 5.0 screen may leave you feeling a bit flat. ❖

Peter Rinearson, a Pulitzer Prize winning journalist, is creator of MasterWord: The Microsoft Word Companion Disks, a collection of help screens, utilities, and macros for Word 5.5. For information on the software or the book from which this article is adapted, contact Alki Software Corporation, 219 First Ave. N., Suite 410, Seattle, WA 98109. Phone: 1-800-669-WORD.