

## Macintosh™ MacWrite®

**Important:** Your MacWrite 4.6 disks include System 3.2 and Finder 5.3, which support the Macintosh 512 and Macintosh 512K/enhanced computers. System 3.2 and Finder 5.3 are not recommended for use with Macintosh Plus, Macintosh SE, or Macintosh II computers. If you are using a Macintosh Plus, Macintosh SE, or Macintosh II, you should copy MacWrite 4.6 onto a disk that contains the System and Finder recommended for these machines.

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## About the 4.6 update

If you're new to the MacWrite™ word processing application, first read *MacWrite*, your user's guide, to learn about word processing on your Apple® Macintosh™ computer. If you have a large-screen video monitor, use your Macintosh's built-in screen (if it has one) while going through Chapter 1, "Learning MacWrite." To use a large-screen monitor, resize your document window to make it smaller after you open MacWrite at the beginning of the chapter. That way, what you see on the screen can match what you see in the tutorial.

After you know the basics of MacWrite, read this update. It tells you about new features in version 4.6 of MacWrite. With these new features, you can:

- Use the arrow keys (sometimes called direction keys or cursor keys) if your keyboard has them. You can use these keys to move the insertion point in text and, with the Shift key, to select text.
- Use MacWrite with large-screen video monitors to see and work with more of your document.
- Store and use MacWrite documents and MacWrite itself on the AppleShare™ file server.
- Use MacWrite with the Switcher™ application.

This update also includes a revised list of MacWrite specifications.

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**Important** MacWrite 4.6 works with any Macintosh except the Macintosh 128K.

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You can check which version of MacWrite you're using by opening MacWrite and choosing About MacWrite from the Apple menu.

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## Using the arrow keys

If you're using MacWrite 4.6 with a Macintosh keyboard that has arrow keys, you can use them to move the insertion point in your document as well as in header or footer windows. You can also use them to select text.

See "MacWrite Reference" in *MacWrite*, your user's guide, for the definition of a MacWrite paragraph.

## Moving the insertion point

The arrow keys move the insertion point character by character or line by line. When you use them with the Option key, you can move the insertion point word by word or paragraph by paragraph. With the Command key (the Apple key on some Macintosh keyboards), the arrow keys move the insertion point to the beginning or end of a line or to the top or bottom of a window.

If you move the insertion point up or down to a line or paragraph that's not in view, MacWrite automatically scrolls the text in the window to bring the next part of the document into view.

This chart shows you how the arrow keys work.

Hold down	Press	The insertion point moves
No key		One character to the left
		One character to the right
		One line up
		One line down
		One word to the left
		One word to the right
		To the beginning of the paragraph
		To the end of the paragraph
		To the beginning of the line
		To the end of the line
		To the top of the window
		To the bottom of the window

With the Shift key, you can use the arrow keys alone or while holding down the Command or Option key.

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## Selecting text

If you hold down the Shift key while you use the arrow keys to move the insertion point, you select all the text from the starting position of the insertion point to the place where you move it. Any rulers and pictures within the text are also selected.

To shorten or extend any selection, hold down the Shift key and use the arrow keys—or hold down the Shift key, position the I-beam pointer, and click anywhere before or after the end of your selection.

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## Using large-screen video monitors

When you use MacWrite 4.6 with a screen that is larger than the standard Macintosh screen, a document opens in a window as big as will fit in the screen—up to the size of the **print area** on one page—if the Orientation option in the Page Setup dialog box is set for regular (upright) printing.

The **print area** of a page is the portion of a page on which you can actually print.

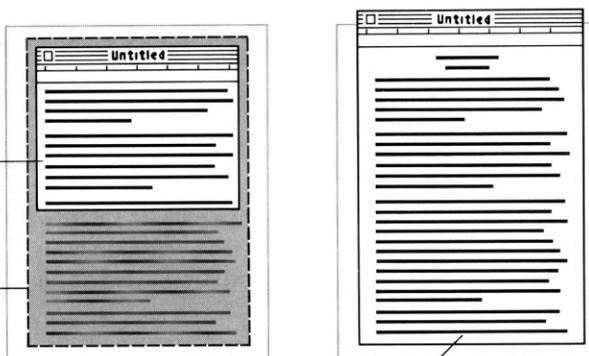
Printing orientation



What you see on a standard Macintosh screen

Print area of a page

What you see on a full-page display



However, if you set your document's Orientation option to sideways printing, the document window has the same width as you'd see for regular printing, but its length matches the shorter page length. To see more of the page width, resize the window.

If your document window needs to be wider than the screen, see "Working With Documents Wider Than the Screen" in this update.

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**Important** The type of printer and the Paper and Orientation options in the Page Setup dialog box determine the size of the print area.

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## Setting margins

For a new MacWrite document, the Page Setup options are preset for printing on 8 1/2 by 11-inch (US Letter) paper, across the 8 1/2-inch page width. The left margin is preset at 1 1/8 inches. The right margin is preset at 7 inches for ImageWriter® printers and at 7 5/8 inches for LaserWriter® printers. These margins do not use the full print area.

If your monitor has a full-page display, the new document window shows you the print area for an entire 8 1/2 by 11-inch page. This makes it easy for you to set narrower margins so your paragraphs will be as wide as possible across the page. For example, when you're printing with an ImageWriter, move the left margin marker to the 1-inch mark on the ruler and the right margin marker to the 8 1/4-inch mark.

For all documents, the narrowest left margin is 1 inch. The narrowest right margin varies, depending on the printer, paper size, and printing orientation.

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## Working with documents wider than the screen

To see more of a document's print area, you can move and resize a window on a standard Macintosh screen as well as on a larger screen.

When you choose some Page Setup options, such as sideways printing, the print area of the document may be wider than the screen. To view any part of the print area that extends to the right beyond the window, move the window to the left by dragging its title bar. Then resize the window by dragging its size box to the right. You can move and resize the window in this way until you reach the right edge of the print area. As you move the window, you can also reset the margins so you can create and print a page with longer lines.

### Printing orientation



Document page width larger than window

Full-page display

1. Drag the window to the left.



2. Drag the size box to the right.



3. The right side of the document appears on the screen.



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## Changing a wide document to a narrow one

The print area across a page of a document is wider for some Page Setup options than for others. If you choose one of the narrower options after you have created a wide document, a dialog box appears and tells you that MacWrite needs to adjust any ruler whose settings for the right margin and tabs will be outside the new print area. If you click OK, MacWrite sets the right margin at the edge of the new print area and moves the tabs, as necessary, to the left.

To keep the right margin and tabs from shifting your text automatically, change their settings so they will be within the smaller print area before you change the Page Setup options.

- ❖ *Note:* You see this dialog box any time you do something that causes a ruler's settings to be outside the print area. The dialog box may appear if you change Page Setup options or select a different printer in the Chooser. For example, if you open a document whose right margin was set for printing with the ImageWriter, but the LaserWriter is selected in the Chooser and the right margin of that document is beyond the LaserWriter's print area, this dialog box appears.

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**Important** For more information about using MacWrite with a particular large-screen monitor, see the manual that came with your monitor.

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## Using MacWrite on the AppleShare file server

The AppleShare file server lets you store and share information over the AppleTalk® Personal Network. MacWrite 4.6 is compatible with AppleShare and is a “network-ready” application.

You can store MacWrite documents and MacWrite 4.6 on the AppleShare file server and open them from your AppleShare workstation. Only one workstation user at a time can open the same document or copy of MacWrite. If another user tries to open it, a message tells the user that the document or MacWrite is being used.

One recommended way to use MacWrite with the file server is for each user to have MacWrite on a workstation disk to work with MacWrite documents stored on the file server.

See the *AppleShare User's Guide* for information about using “network-ready” applications on the AppleShare file server.

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**Warning** Remember, it is a violation of copyright laws to make extra copies of MacWrite for use on more than one computer or workstation at a time.

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## Using MacWrite with the Switcher

The Switcher application lets you work with several applications in memory at the same time and switch quickly among them. You can use MacWrite 4.6 with the Switcher on any Macintosh except the Macintosh 128K.

While using the Switcher, you can open more than one copy of MacWrite. Then you can use each copy of MacWrite to open a different document so you can switch quickly among documents.

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**Important** Give each copy of MacWrite a different name. (You can rename a copy by renaming its application icon in the Finder.) If you use two or more copies with the same name, you may lose information.

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## MacWrite 4.6 specifications

Maximum text pages:	255
Maximum Return characters (paragraphs):	2000
Maximum characters in a paragraph:	3000
Maximum tabs per ruler:	10
Narrowest left margin:	1 inch
Narrowest right margin:	Varies (depends on your printer and Page Setup options)



