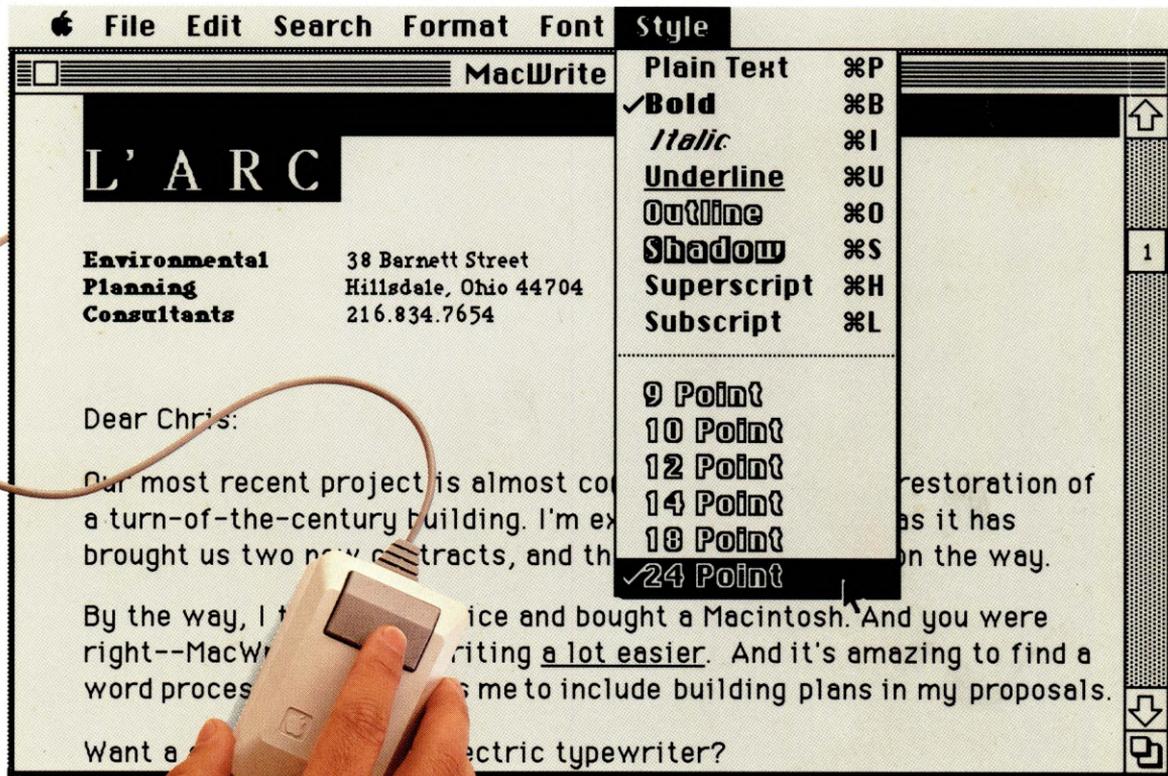# Macintosh™ MacWrite™

The MacWrite word-processing program provides powerful text-design features, enabling you to create professional-looking memos, reports, and other documents.

 File   Edit   Search   Format   Font   **Style**

MacWrite

Style	
Plain Text	⌘P
✓**Bold**	⌘B
Italic	⌘I
<u>Underline</u>	⌘U
Outline	⌘O
Shadow	⌘S
Superscript	⌘H
Subscript	⌘L
9 Point	
10 Point	
12 Point	
14 Point	
18 Point	
✓24 Point	

L'ARC

Environmental Planning Consultants

38 Barnett Street
Hillsdale, Ohio 44704
216.834.7654

Dear Chris:

Our most recent project is almost co... restoration of a turn-of-the-century building. I'm ex... as it has brought us two n.. c.. tracts, and th... on the way.

By the way, I t... ice and bought a Macintosh. And you were right--MacW... riting a lot easier. And it's amazing to find a word proces... s me to include building plans in my proposals.

Want a ... ectric typewriter?

MacWrite

Contents

About This Manual

This manual is about MacWrite™, a word processing application for the Apple® Macintosh™ computer. Chapter 1, "Learning MacWrite," gets you started creating, editing, and printing a document. This chapter is for someone who isn't familiar with computers or word processing. It's a self-paced series of exercises designed to help you learn the basics, so you can feel confident about working with MacWrite.

Once you begin to create your own documents, you may want to turn to "Using MacWrite," Chapter 2. It's a series of step-by-step instructions for most of the word processing tasks you'll do with MacWrite. If you're an old hand at word processing and familiar with basic Macintosh techniques, you could skip Chapter 1 and read this chapter.

Chapter 3, "MacWrite Reference," begins with a conceptual overview of the elements of the MacWrite word processor. A summary of the commands follows, and the chapter ends with tables of MacWrite's "vital statistics" and a glossary of special terms.

Before you read any farther in this manual, if terms such as **desktop**, **Finder**, or **click** are unfamiliar, you may first want to read *Macintosh,* the owner's guide. It's a conceptual and practical road map for finding your way around the Macintosh. The owner's guide introduces you to the Finder, which manages your documents, and to the basic methods for working in any Macintosh application.

Chapter 1

Learning
MacWrite

Contents

Introduction

This chapter has two parts. The first part gets you started using MacWrite. You'll learn how to use MacWrite's special typing features, how to set margins and tabs (called **setting the format**), and then how to do some basic editing and styling of text.

In the second part of the chapter, you'll learn in more detail how to edit text and change its format by changing a memo that's already stored on the MacWrite disk. Finally, if you have a printer, you'll print the corrected memo.

When you finish the chapter and begin to create your own documents, you may still need some reminders about procedures covered in the first chapter. And you'll discover you need to know about procedures that aren't covered there. Refer to Chapter 2, "Using MacWrite," for quick procedural summaries of most of the word processing tasks you can do with MacWrite.

Macintosh, the owner's guide, orients you to the Macintosh and the Finder. In addition, it teaches the basic mouse techniques that you need in order to use all Macintosh applications. Although mouse techniques will be covered briefly the first time you use them in this chapter, you should already know how to:

☐ **click** to select places and actions

☐ **drag** to select text and move things around

☐ **choose from a menu** to choose commands from the menus in the menu bar

Storing Selections in the Scrapbook

You can use the Scrapbook desk accessory to store frequently used pictures and passages of text from MacWrite (or many other applications), and later paste them into any MacWrite document.

This is a good way to keep a collection of paragraphs, tables, illustrations, symbols, or titles that you'll use in many documents. It's also a good way to carry a number of these from one document to another. While the Clipboard holds only one item at a time, the Scrapbook can hold many.

The Scrapbook can store a large number of pictures and passages of text. Text, however, loses its font, font style, and font size when you put it into the Scrapbook. Text in the Scrapbook is always Geneva, Plain Text, 12 Point.

Passages of text that include a ruler or combinations of text, pictures, and page breaks can be stored in the Scrapbook, though you see the text only until you paste them back into a MacWrite document.

1. Select any combination of text, rulers, and pictures (including page breaks) you're going to be using often.

2. Choose Copy from the Edit menu.

This copies the selection onto the Clipboard.

First, you'll open MacWrite from the Finder.

■ **Switch the Macintosh on and insert the MacWrite disk, metal end first and label side up, into the disk drive.**

The menu bar and desktop icons appear. The Write disk icon is selected.

■ **Choose Open from the File menu.**

To choose from a menu: Position the pointer on the menu title—in this case, by putting the tip of the pointer on File. Press and hold down the mouse button, drag the pointer to the command—in this case, Open—and then release the mouse button.

The Write disk icon opens, and in its window you can see the icons representing what's stored on the disk you inserted.

You'll select the MacWrite icon to open a new document.

■ **Click the MacWrite icon to select it.**

To click: Position the pointer on something—the MacWrite icon, in this case—and then press and quickly release the mouse button.

■ **Choose Open from the File menu.**
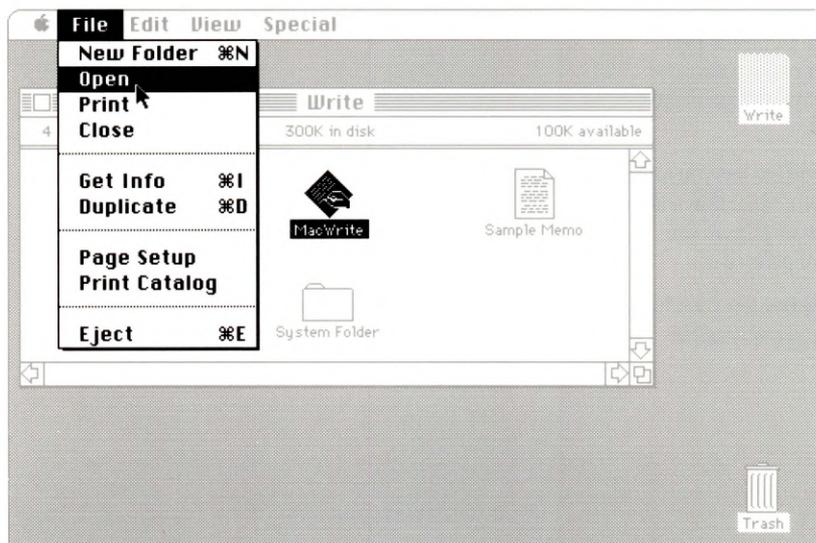
The desktop clears, and a wristwatch tells you to wait a bit while the Macintosh opens MacWrite on the desktop. Then a nearly empty document appears in a document window.

A MacWrite document window has a **title bar**, a **close box**, a **scroll bar**, and a **size box**. Inside the document window are two items that are part of the document, a **ruler** and a blinking vertical bar. (If the word *window* brings to mind buckets of water and squeegees, you really need to read *Macintosh,* the owner's guide, to learn about electronic windows.)

The **menu bar** contains the titles of menus from which you choose commands

The **close box** lets you close the window

The blinking vertical bar marks the spot where text appears as you type, and that spot is called the **insertion point**

The **title bar** shows the name of the document

The **ruler** has adjustable settings for margins, tabs, line spacing, and text alignment

The number is the **page number** of the part of the document you see in the window

The **scroll bar** lets you move a document up or down in the window so you can see different parts of it

The **size box** lets you change the size of the window

```
  ó   File   Edit   Search   Format   Font   Style

                            Untitled

      1        2        3        4        5        6

      6 lines/inch

```

Typing Text
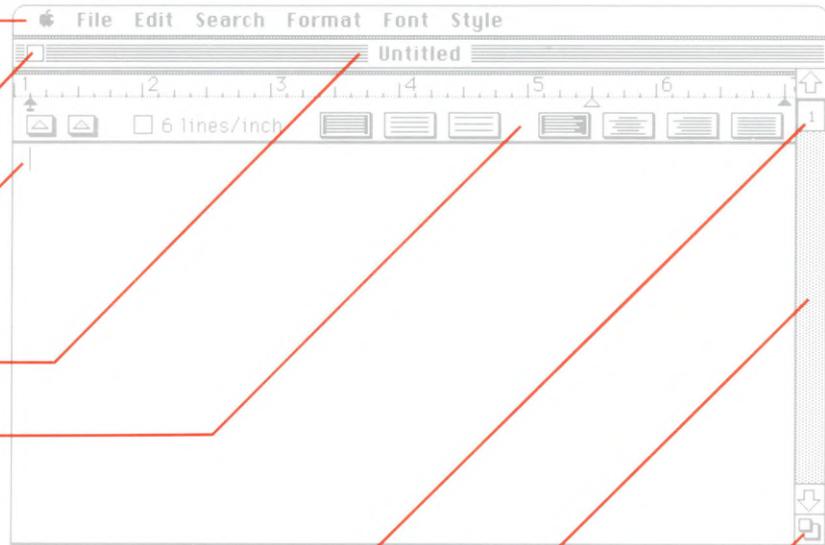
You might not use the term **document** to describe what you're about to type. But to MacWrite, a document is what you create when you put anything in a document window, whether it's one word, a grocery list, a legal brief, or a picture from MacPaint.

1 **Typing Text at the Insertion Point**

Notice the blinking bar, marking the **insertion point**, at the top left under the ruler.

■ **Type this sentence:**

> A penny earned isn't much.

■ **Press and hold the Backspace key until the insertion point is back at the beginning of the line.**

The text disappears.

Typing with MacWrite is similar to typing on a typewriter, except everything takes place at the insertion point:

☐ Every character you type is added to your document at the insertion point.

☐ The **Backspace key** moves the insertion point backward, removing what it backs over.

☐ The **Return key** moves the insertion point down to the beginning of the next line.

On the Macintosh keyboard, the **character keys**—letters, numbers, symbols, punctuation, Return, Tab, and the space bar—repeat when you press and hold them. In this manual, unless the instructions say "press and hold," "press" means to strike a key lightly as you do when you type.

2 **Word Wraparound**

Word wraparound is a MacWrite feature that automatically moves the insertion point and the word you're typing at the right margin to the beginning of the next line. You won't press Return to move to the next line when your typing reaches the right margin.

■ **Type the following text without pressing the Return key at the right margin. Backspace and retype if you make a mistake.**

> I love pizza smothered in tomato sauce, onions, olives, chilies, mushrooms, and bell peppers, topped with cheese and anchovies, then followed by something light for dessert--chocolate cake, perhaps.

```
  🍎  File  Edit  Search  Format  Font  Style
═════════════════════════════ Untitled ═══════════════════════════
  I·······|2·······|3·······|4·······|5·······|6·······
  △  △     □ 6 lines/inch    ▭▭▭  ▭▭▭  ▭▭▭   ▭▭▭  ▭▭▭  ▭▭▭  ▭▭▭

  I love pizza smothered in tomato sauce, onions, olives, chilies,
  mushrooms, and bell peppers, topped with cheese and anchovies, then
  followed by something light for dessert--chocolate cake, perhaps.|
```
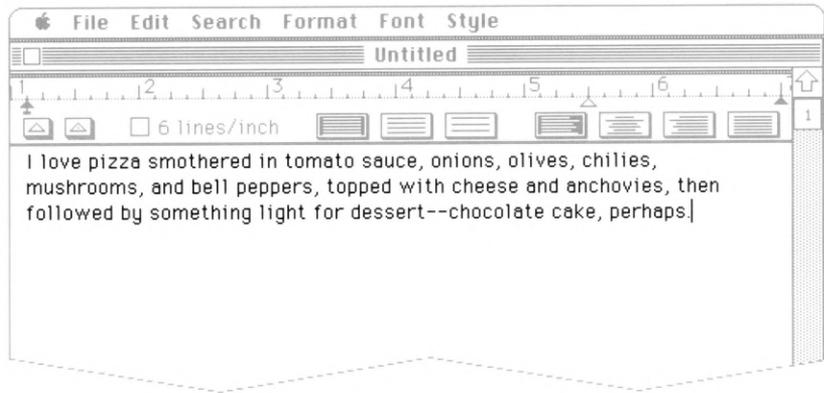
Always let MacWrite wrap words at the right margin. Press Return when you're ending paragraphs or skipping a line.

Word wraparound is more than just a convenient feature to speed typing. MacWrite uses it to readjust spacing in paragraphs when you make a change—for instance, when you delete a sentence or reset the margins—or when you add a phrase, as you'll do now.

You can add text only at the insertion point, so you'll select the insertion point first and then add something to what you just typed.

■ **Select the insertion point at the beginning of the paragraph by positioning the pointer in front of "I" and clicking the mouse button.**

Notice that the pointer changes its shape to an I-beam when you move it into the document. The blinking bar marks the insertion point at the beginning of the paragraph. You can select the insertion point anywhere within text you've typed and then type there.

■ **Type the following text and put a space after it:**

Any time of the day or night,

Look at the paragraph. MacWrite has readjusted it to make room for the added text. That's how MacWrite uses word wraparound.

If you add or remove text, MacWrite readjusts the text up to where you pressed Return or, as in this case, to the end of the document. So if you type a paragraph and end each line with Return, MacWrite won't readjust the whole paragraph if you change it—only the line where you make a change. But it's not fatal if you press Return at the right margin when you don't have to. You'll learn how to remove an unwanted Return later in this chapter.

3   **The Return Key**

Next, you'll use the Return key to skip lines and type a list. Since you'll add text at the end of your document, the insertion point must be there before you can type.

■ **Select the insertion point at the end of the sentence by positioning the pointer after the period and clicking the mouse button.**

■ **Press Return twice to skip a line.**

Remember, the Return key repeats if you hold it down. If you have too many lines after pressing Return, just backspace to remove them and try a lighter touch next time.

■ **Now type the following list (or any other four-item list currently on your mind). Press the Return key to start each new line. Backspace and retype if you make a mistake.**

Pizza
Anchovies
More pizza
Dessert

Pressing Return actually inserts an invisible character into the text. Press Return once to move the insertion point to the beginning of the next line; press it twice to skip a line. Backspace to remove the effects of Return by removing the invisible Return character.

4   **The Undo Command**

If you don't like what you just typed (you're beginning to loathe pizza, perhaps), you can undo it by using the Undo command. Here's how it works.

■ **Choose Undo Typing from the Edit menu.**

Remember how to choose from a menu? Position the pointer on the menu title, drag to the command, and release the mouse button.

```
 ⌘   File   Edit   Search   Format   Font   Style
                   Undo Typing   ⌘Z  ═══ Untitled ═══════════
   ┌──────────────────────────────────────────
   │  │    Cut        ⌘H  |    |4|    |    |5|    |    |6|    ⇧
   ▽  ▽   Copy       ⌘C  ═══  ═══      ═══ ▷ ═══  ═══  ═══   1
       Paste      ⌘U  love pizza smothered in tomato sauce,
  Any time
  onions, o                  oms, and bell peppers, topped with cheese
  and anch  Show Clipboard   something light for dessert--chocolate
  cake, perhaps.

  Pizza
  Anchovies
  More pizza
```
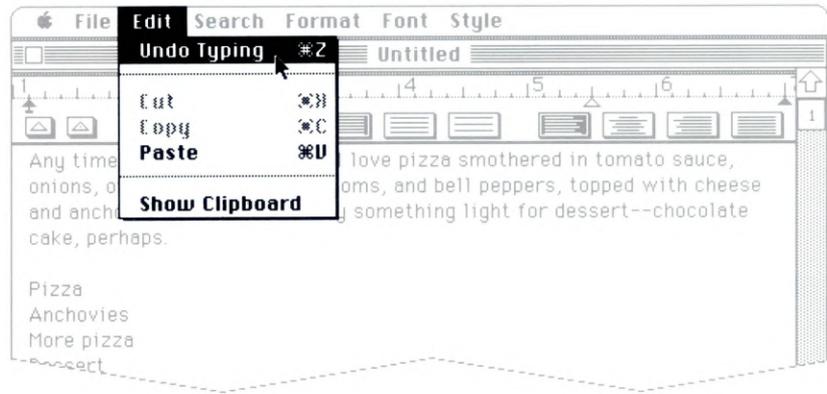
The list is gone. Undo undoes typing you've just done (including backspacing) back to the last click of the mouse.

If you change your mind, you can get your typing back by undoing the Undo command, now named Redo.

■ **Choose Redo Typing from the Edit menu.**

The text is back in your document. You'll learn to know and love the Undo command (and its alternate, Redo) as you work with MacWrite.

5 **Other Keys on the Keyboard**

There are keys on the keyboard that aren't character keys; they perform other functions. Here's a brief explanation of what they do.

The **Shift key** capitalizes letters and lets you type the upper symbols on the number and symbol keys.

The **Caps Lock key** works only with letters and is convenient when you want to capitalize a word or more.

The **Command key**, next to the left Option key, works with character keys to issue commands. Many menu commands have Command-key equivalents (shown in the menus to the right of the commands). For now, you'll choose commands from menus to work with your document. Later, you can read more about using the Command key in Chapter 2, "Using MacWrite."

The **Option key** works with many character keys to give a different character set—foreign-language character sets, for instance. See "Apple Menu" in Chapter 3.

The **Enter key** can be used instead of the mouse to confirm certain commands. You'll have a chance to use it later in this chapter.

You've just created a document, not a particularly important one, but a document nevertheless. And you've been introduced to almost all of MacWrite's typing features except tabs. You'll work with tabs later in this chapter.

Next, you'll be introduced to the ruler and how to use it to set the overall format of text.

Setting the Format

Setting the overall format of text includes setting the margins, tabs, line spacing, and text alignment.

With MacWrite, you'll use the following elements of a ruler to set the format for the text that follows it:

Right margin marker

Tab marker

Left margin marker

Indentation marker

Tab wells

Standard-spacing option

Line-spacing boxes

Alignment boxes

♣ File Edit Search Format Font Style

Ruler

6 lines/inch
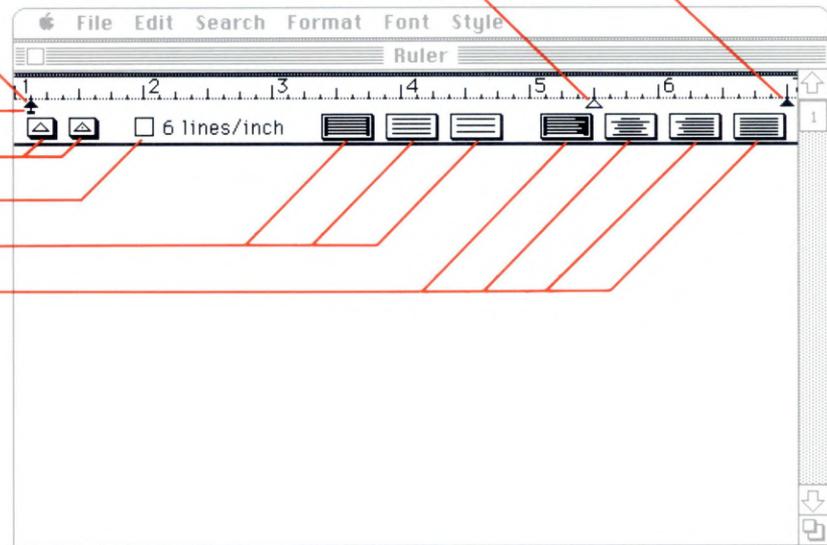
At the top of a new document, MacWrite provides a ruler with a preset format that you can keep or change. The preset format is as follows:

☐ a 1⅛-inch left margin with no paragraph indentation

☐ a 1½-inch right margin

☐ a tab marker at the 5½-inch mark

☐ single-spaced

☐ aligned left

Notice that the text you typed is aligned at the left margin. However, you see only about ⅛ inch of the left and the right margin. That's because you're working within a shortened version of an 8½-inch ruler (the width of a standard page). The full margins will appear in the printed document.
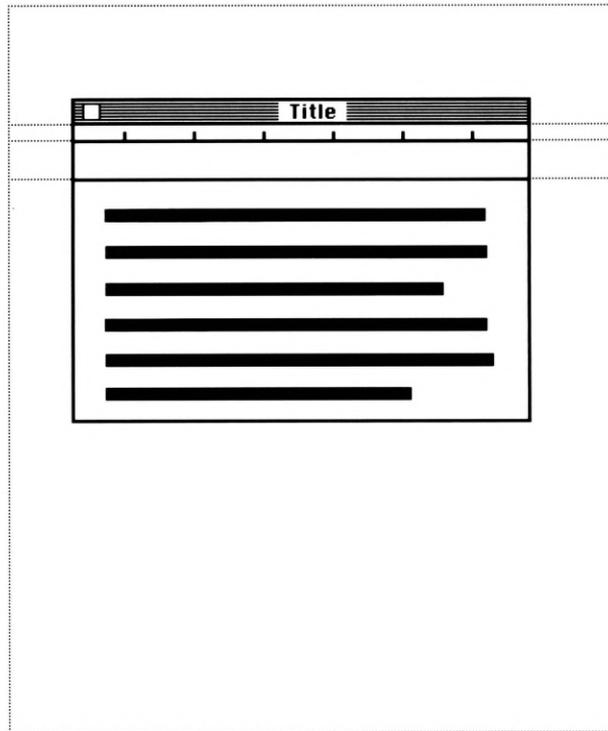
Now you'll change the settings on the ruler. You'll see that these changes affect the text to the end of the document (where you typed the last character, including Return). Later, you'll learn how to insert rulers or use commands to vary the format in different parts of your document—for instance, to create tables, indented text, or centered titles.

■ **Drag the right margin marker to the 6½-inch mark on the ruler.**

To drag a marker: Position the pointer on the marker. Press and hold the mouse button, drag the marker—in this case, to the 6½-inch mark—and then release the mouse button.

Remember, make sure the tip of the pointer is on the marker before you press the mouse button.
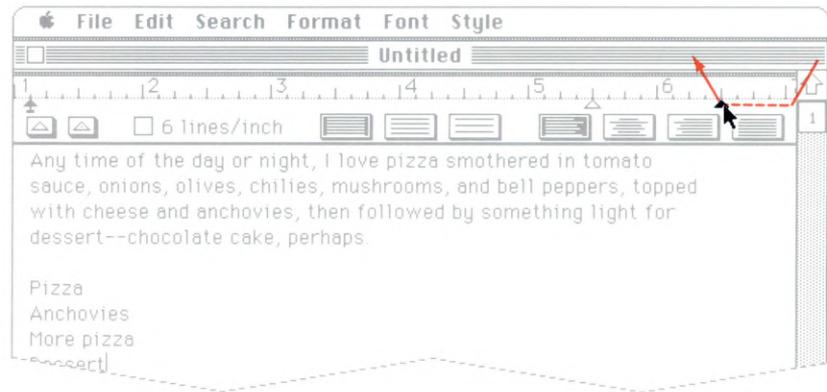
If the ruler becomes highlighted when you make any ruler changes, you've selected it accidentally. Just position the pointer in the margin of your document and click. Selecting is covered later in this chapter.

■ **Try to drag the right margin marker past the tab that's at the 5½-inch mark.**

Foiled! You can't move a margin marker past a tab marker, because you can't have a tab outside a margin.

■ **Drag the right margin marker back to the 6½-inch mark.**

Notice that the left margin marker looks different from the right one. It's actually two markers stacked together—the left margin marker and the indentation marker. When you want to change the left margin of a document, you'll move both of these markers, one at a time.

By the way, you don't have to be too careful while dragging margin markers. Once you position the pointer and press the mouse button, MacWrite's interested in where the pointer is when you release the mouse button, but not the route you take to get there.

```
  File   Edit   Search   Format   Font   Style
┌─────────────────────────────────────────────────────┐
│ □ ═══════════════ Indentation Marker ═══════════════ │
│ 1     |2       |3       |4       |5       |6         │
│ ⬆      □ 6 lines/inch   ▭  ▭  ▭    ▭  ▭  ▭  ▭         │
│ △ △                                                  │
│           ⬆                                          │
│           ⬆                                          │
└───────────────────┘
```
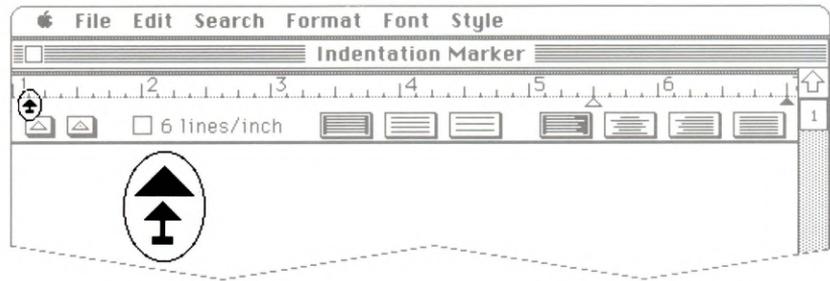
■ **Drag both left markers, one at a time, to the 2½-inch mark.**

Usually, you'll drag the indentation marker first. But if you carefully put the tip of the pointer on either of the bottom corners of the triangle, you can drag the left margin marker first. It takes a little practice.

If you begin to drag and see an outline of an empty triangle, you've inadvertently picked up a tab. Just drag down until the tab becomes bold, release the mouse button, and try dragging the margin markers again.

```
  File   Edit   Search   Format   Font   Style
┌─────────────────────────────────────────────────────┐
│ □ ══════════════════ Untitled ═════════════════════ │
│ 1     |2       |3       |4       |5       |6         │
│ ◄--▲  □ 6 lines/inch   ▭  ▭  ▭    ▭  ▭  ▭  ▭         │
│ △ ◄-△                                                │
│           Any time of the day or night, I love pizza │
│           smothered in tomato sauce, onions, olives, chilies, │
│           mushrooms, and bell peppers, topped with cheese │
│           and anchovies, then followed by something light │
│           for dessert--chocolate cake, perhaps.      │
│                                                      │
│           Pizza                                      │
│           Anchovies                                  │
│           More pizza                                 │
│           Dessert|                                   │
│                                                      │
└─────────────────────────────────────────────────────┘
```

About the two stacked markers: The margin marker affects any word-wrapped text and aligns it at the left margin. The indentation marker affects the first lines of paragraphs, or each line of a list. You'll use the indentation marker later in this chapter.

2   Changing Line Spacing

Standard-spacing option

Single-space box

1½-space box
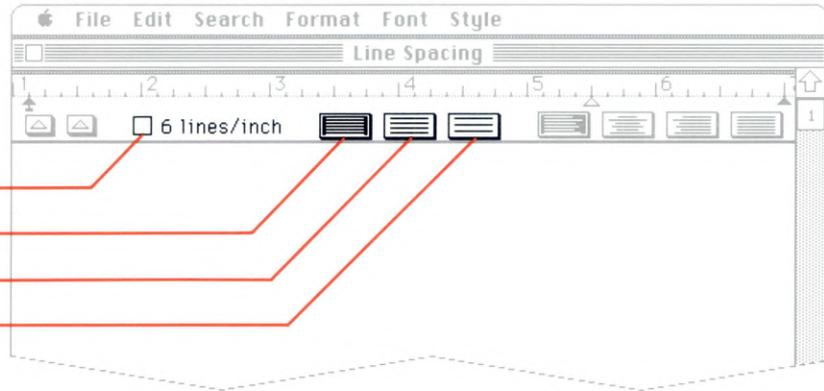
Double-space box

■ **Change to 1½-spacing by pointing to that box and clicking the mouse button.**

Everything you typed now appears in 1½-spacing.

■ **Click the single-space box, and then click the 6 lines/inch check box.**

The check box is checked, and everything is again single-spaced—but with exactly 6 lines per inch (including the blank line you created with Return).

Using the 6 lines/inch option readjusts the text to fit the standard typewriter format of 6 lines per inch. You can use it to print on standard printed forms, for example, which are designed for standard typewriter spacing. See "Changing the Settings on a Ruler" in Chapter 2.

■ **Click the 6 lines/inch check box to uncheck it, and then click the double-space box.**

The option is unchecked, and everything is double-spaced.

3   Using the Scroll Bar

When you double-spaced your document, the bottom of the document moved out of view. To move it back into view, you **scroll** the document by using the **scroll bar**.

Click the arrows to scroll line by line
Press the arrows to scroll continuously

Drag the scroll box to go to another part of the document

Click the gray area to scroll by the windowful
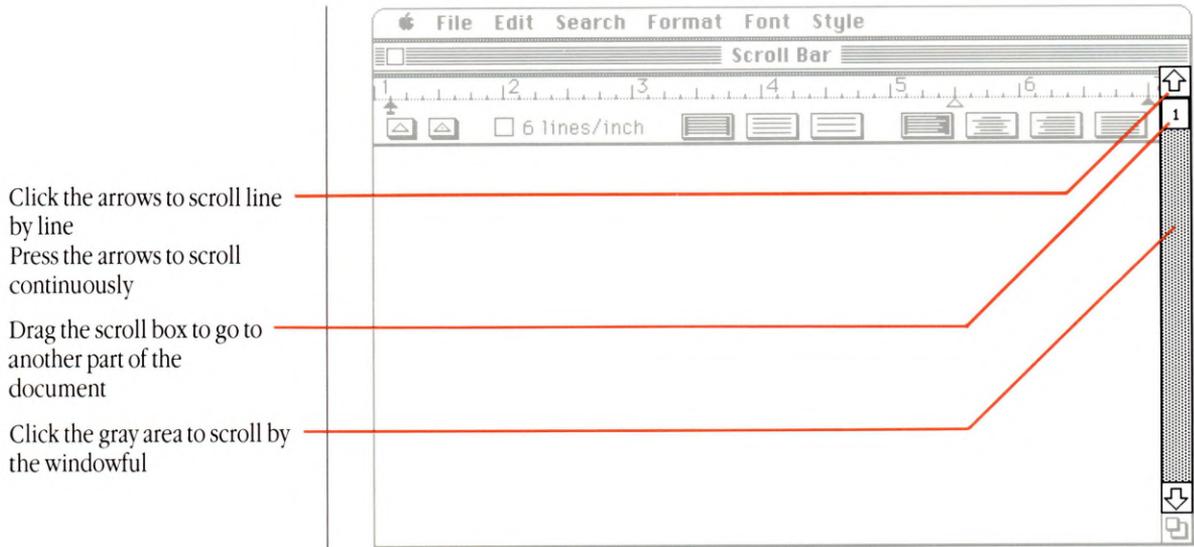
■ **Press the down arrow on the scroll bar until you see the last part of what you typed.**

To press: Position the pointer on something—like the down arrow—and hold down the mouse button until MacWrite completes the action you want.

Notice that the **scroll box** moves down the scroll bar as you scroll the document. It shows you the page number as well as the relative position, in the entire document, of the part of the document that's now in the window. You can drag the scroll box to go quickly to another place in the document.

For instance, to go to the middle of your document, drag the scroll box to the middle of the scroll bar. If you want to go to a specific page in a long document, drag the scroll box until you see the number of the page you're looking for. If your document is one page or less you see only page number "1"—no matter where you drag the scroll box.

■ **Drag the scroll box to the bottom of the scroll bar.**

MacWrite scrolls to the end of your document. The window is empty because you didn't type a full page.

See Chapter 2 for a review of all scrolling techniques.

■ **Press the up arrow on the scroll bar until you see the top of the ruler.**

■ **Now, click the single-space box so you can see the whole document.**

```
  File   Edit   Search   Format   Font   Style
☐ ════════════════════ Alignment ════════════════════
  |1     |2     |3     |4     |5     |6
  ▲△  △△  ☐ 6 lines/inch  ▭ ▭ ▭ │▬ │▬ │▬ │▬
```

Align-left box ──────────────────────────
Align-center box ────────────────────────
Align-right box ─────────────────────────
Justify box ─────────────────────────────
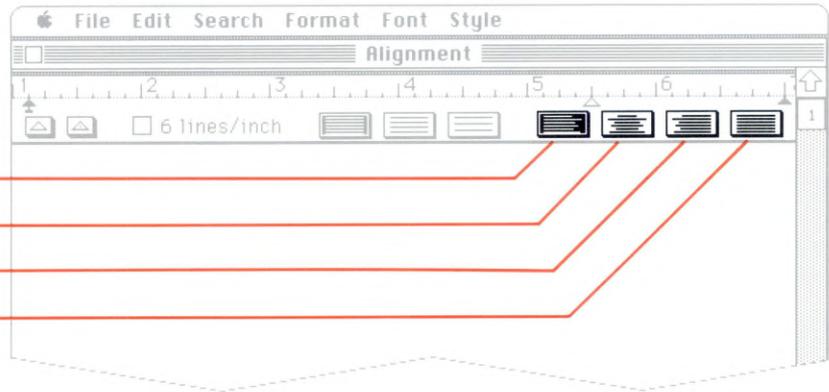
■ **Center lines between the margins by clicking the align-center box.**

■ **Now, click the align-right box.**

As you can see, everything lines up at the right margin. You'll think of some uses for this—brochure copy or poetry, perhaps.

Remember the Undo command? Undo undoes two types of actions: typing (including backspacing) and most mouse actions (for instance, choosing from a menu or changing ruler settings).

■ **Choose Undo Ruler Change from the Edit menu.**

Your text is centered again.

Keep in mind that you can reverse only your last action. So choose Undo before you do anything else.

■ **Now click the justify box.**

Text is evenly spaced across each line and aligned at both margins except where you ended lines with Return. You can justify only word-wrapped lines. If you can't see the difference between justified and left-aligned text, click back and forth between the justify box and the align-left box.

■ **Click the align-left box to return the text to the usual alignment.**

There are two more items on the ruler to be introduced—the tab markers and tab wells. But first, you may want to save your work and take a break.

Saving Your Work

Every 15 minutes or so, you should stop what you're working on and save your work. Rarely (but once is enough), you might lose your current work in the Macintosh because there's a power failure. If you save your work often, you'll always have a recent version of the document on the disk.

■ **Choose Save from the File menu.**

A **dialog box** appears when you choose a command that can't be completed without more information.

■ **Type your own name as the name for this document.**

```
   ⌘  File  Edit  Search  Format  Font  Style
─────────────────────────────────────────────────────
                        Untitled
  |1........|2........|3........|4........|5........|6........|
  [△][△]  □ 6 lines/inch  [≡] [≡] [≡]   [≡] [≡] [≡] [≡]
            Any time of the day or night, I love pizza
  ┌─────────────────────────────────────────────┐ s, chilies,
  │                                               │ h cheese
  │  Save Current Document As      Write          │ ng light
  │  ┌─────────────────────────┐  ┌──────────┐    │
  │  │ Paul                    │  │  Eject   │    │
  │  └─────────────────────────┘  └──────────┘    │
  │                                               │
  │  ┌──────────────┐  ┌──────────────┐           │
  │  │    Save      │  │    Cancel    │           │
  │  └──────────────┘  └──────────────┘           │
  │  ⦿ Entire Document    ○ Text Only             │
  └─────────────────────────────────────────────┘
```
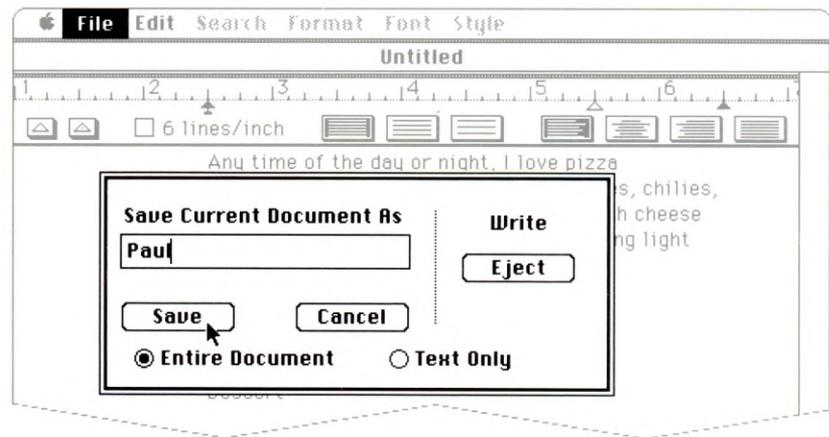
■ **Click the Save button (or press Enter or Return).**

A second or two later, the dialog box disappears, and when your document is safely stored on the disk with the name you gave it, the name appears in the title bar of the document window. Now you can work on your document again. Once you've saved a new document, you're always working on a copy of the most recent version of that document on the disk.

If you want to learn about the other options in this dialog box—for instance, the Eject button (and Drive button if you have an external disk drive)— see "Save As" in Chapter 3.

If you'd like to take a long break and switch the Macintosh off, quit MacWrite by choosing Quit from the File menu to return to the Finder, and choose Eject from the Finder's File menu to eject the disk. To open this document again, switch the Macintosh on, reinsert the disk, open the Write disk icon as you did at the beginning of the chapter, click the document icon with your name on it, and choose Open from the File menu.

Using Tabs

Ready to start again? MacWrite has two kinds of tabs, regular and decimal. You get each from the appropriate tab well on the ruler.

Regular tab well
Decimal tab well
Regular tab marker
Decimal tab marker
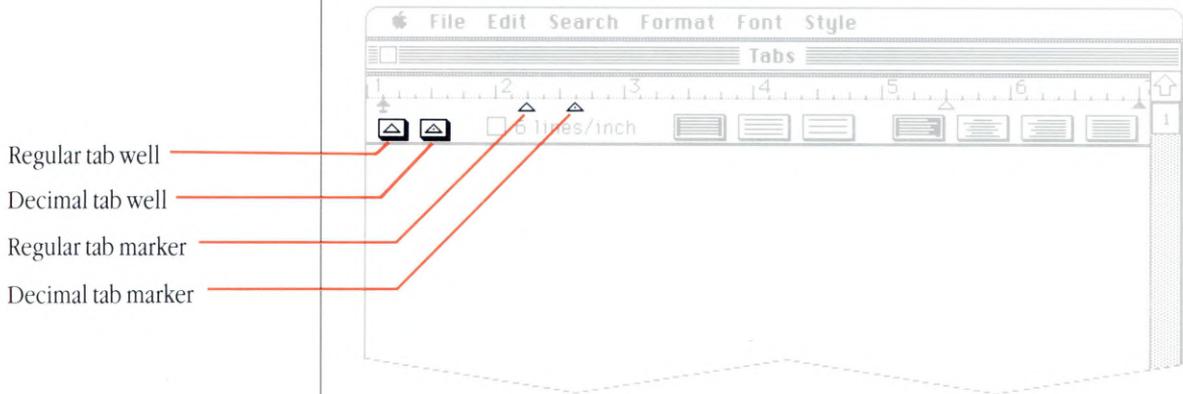
A **regular tab marker** performs the same function as a tab on a typewriter: it indents text or aligns columns.

A **decimal tab marker** sets up columns of numbers so that the decimal point position is aligned with the tab.

■ **Drag the regular tab marker (just as you did the margin markers) from the 5½-inch mark to the 3-inch mark on the ruler.**

■ **Drag a decimal tab to the 5-inch mark.**

To drag a tab from the tab well: Position the pointer on the tab well. Press and hold the mouse button, drag a tab marker up to the inch scale of the ruler— the 5-inch mark, in this case—and then release the mouse button.

Just as when you drag other markers or the scroll box, you don't have to be too careful while dragging tabs. However, if you release a tab when it's still bold, it will disappear.

■ **Select the insertion point, if it's not there already, at the end of the list, after "Dessert".**

■ **Press Return twice to skip a line.**

Remember that Return and Tab are character keys and repeat if you hold them down. So press them lightly. If you repeat them inadvertently, you can always backspace.

■ **Press Tab and type:**

....
........................Business Lunch
....

Characters move to the right as you'd expect.

■ **Press Tab and type:**

....
........................$55.98
....

What's on the left of the decimal point moves to the left; what's on the right moves to the right.

■ **Press Return.**

Always use Return to end a line of a table. You can use Tab to go to the next tab on the next line, but you may get a strange-looking table if you have to edit it later.

■ **Press Tab and type:**

....
........................Personal Lunch
....

■ **Press Tab and type:**

....
........................$4.98
....

Like Return, Tab is an invisible character that you can insert and remove. If you backspace after you've removed the first character at the tab, you'll remove the Tab character and move the insertion point to the end of the text at the previous tab.

Try it and see what happens.

■ **Press Backspace six times—five times to remove "$4.98" and once more to move the insertion point back to the end of the word "Lunch".**

■ **Press Tab and retype:**

....
........................$4.98
....

This introduction to tabs gives you the basics. You'll work with tabs again in the second part of this chapter when you edit a memo.

Editing means changing the text. It can be anything from adding a phrase and correcting a few typos to drastically altering the content of a document. Styling text means changing how your text looks on the screen, and thus changing how it'll look when printed. Sometimes you'll want to center a title or emphasize an important point by making the text bold, for example. First, you'll edit text in a way that's typical on the Macintosh. *You'll first make a selection and then act on it,* either by typing or by choosing a command from a menu.

1 **Selecting the
Insertion Point**

Making a selection is how you tell the Macintosh what you want to work on or where you want to work. Since a selection is the place that always receives the next action, the insertion point in a MacWrite document is a selection. You select it and then act on it by adding or removing text.

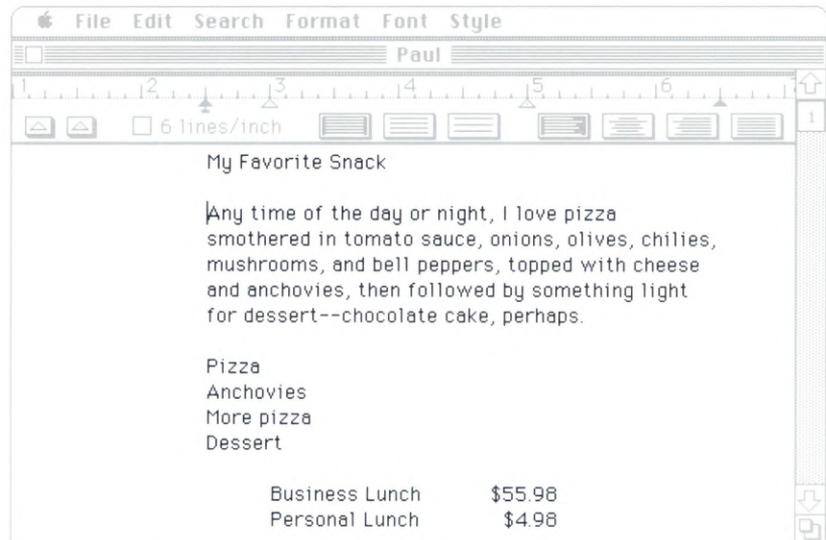This time, you'll add a title to your document.

■ **Select the insertion point at the beginning of the document—just in front of "Any".**

■ **Type the following title:**

My Favorite Snack

■ **Press Return twice.**

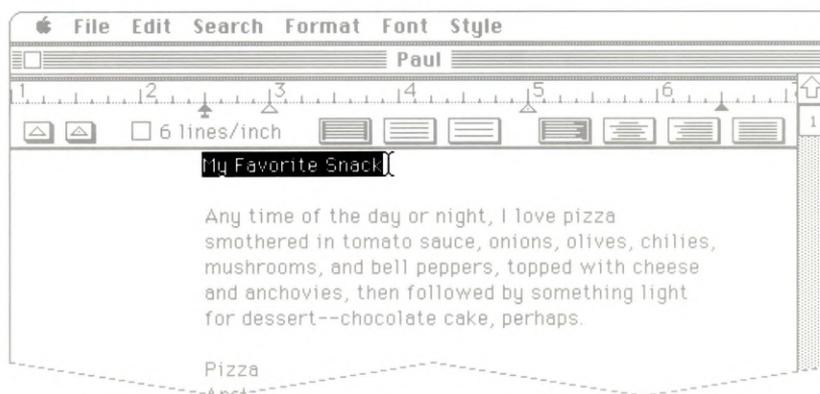The title is at the top of the document, and the rest of the text has moved two lines down.

```
  File   Edit   Search   Format   Font   Style
□                          Paul
|1       |2       |3       |4       |5       |6
△ △   □ 6 lines/inch

        My Favorite Snack

        Any time of the day or night, I love pizza
        smothered in tomato sauce, onions, olives, chilies,
        mushrooms, and bell peppers, topped with cheese
        and anchovies, then followed by something light
        for dessert--chocolate cake, perhaps.

        Pizza
        Anchovies
        More pizza
        Dessert

            Business Lunch      $55.98
            Personal Lunch      $4.98
```

With MacWrite, you'll select text to work on by dragging the pointer across it. MacWrite distinguishes a text selection from its surroundings by highlighting it. The selection is highlighted by reversing the black-on-white text to white-on-black.

■ **Select the title "My Favorite Snack".**

To select text: Position the pointer just in front of the text—"My Favorite Snack", in this case. Press and hold the mouse button, drag the pointer across the text, and then release the mouse button.

The text is highlighted to show that you selected it.

```
 🍎  File   Edit   Search   Format   Font   Style
┌─────────────────────────────────────────────────────┐
│ □                          Paul                      │
├─────────────────────────────────────────────────────┤
│ |1. . . . . |2. . . . . |3. . . . |4. . . . |5. . . .|6. . . . . |   ⇧│
│ △  △    □ 6 lines/inch    ▭  ☰  ☰    ▤  ☰  ☰  ☰   │
│                                                       │
│ ▓My Favorite Snack▓|                                  │
│                                                       │
│ Any time of the day or night, I love pizza            │
│ smothered in tomato sauce, onions, olives, chilies,   │
│ mushrooms, and bell peppers, topped with cheese       │
│ and anchovies, then followed by something light       │
│ for dessert--chocolate cake, perhaps.                 │
│                                                       │
│ Pizza                                                 │
└───────────────────────────────────────────────────────┘
```

When you select text, you can select as much as you want—a word, phrase, sentence, paragraph, or more. Position the pointer at the beginning of the text, drag across the words or lines to the end of it, and then release the mouse button.

You can also select text by dragging from the end of it to the beginning. See "Selecting" in Chapter 2 for more ways to select text.

Now, you'll do something to the selection: you'll replace it by typing.

■ **Type your name.**

When you select text and start typing, what you type replaces the text you selected. This is a great feature when that's what you intend to do, but it's disconcerting when it isn't. However, like most things you do and instantly regret, you can undo it from the Edit menu.

■ **Choose Undo Typing from the Edit menu.**

MacWrite undoes your typing and restores the previous selection, the title.

A word about selecting: You can make only one selection at a time in a MacWrite document. That's why if you select the insertion point, you unselect the previous selection.

Next, you'll select text to change how it looks in your document.

You've already used the ruler to change the format of your document—line spacing and alignment, for example. When you changed a setting on the ruler, you changed all the text that followed it. Now, you'll use commands from the Style and Format menus to make changes to smaller parts of your document.

■ **Select the title "My Favorite Snack", if it's not already selected, and choose Underline from the Style menu.**

The title is now underlined and still selected, so you can keep changing it. (It becomes unselected only when you select something else.)

In the Style menu, Underline is checked. The check marks show you which commands are actively styling the text where you're working in the document.

Since you can combine font styles, choose another one.

■ **Choose Bold from the Style menu.**
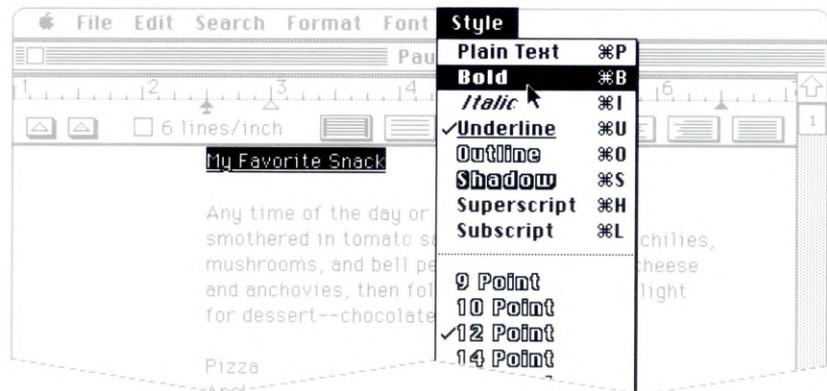
The text is underlined and bold, and you could add the rest of the font styles or return the selection to Plain Text. But instead, change the font size to see another effect you can create with this menu.
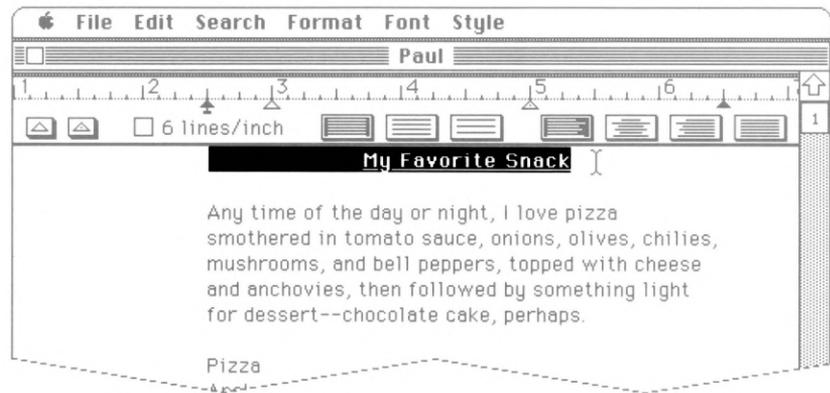
■ **Choose 24 Point from the Style menu.**

Perhaps that's more of an effect than you bargained for.

■ **Choose Undo Size Change from the Edit menu.**

"My Favorite Snack" is underlined, bold, in 12-point font size, and still selected.

■ **Choose Align Center from the Format menu.**

The title is centered while the rest of your document is still aligned left.

If you want to change the alignment of only a few lines or paragraphs in a document—for instance, center a title, subtitle, or an author's name while you leave the main body of text aligned left—you use the align commands. These commands let you override the alignment that you set on the ruler. But they work a little differently from other text-changing commands you've used. To change the alignment of text in a title or paragraph, you don't have to select all the text—just make any selection (click an insertion point). Then you choose the align command.

■ **Select the insertion point anywhere in the first paragraph—in front of the word "love", for instance.**

■ Choose Justify from the Format menu.

The text of the first paragraph is justified. And by now, you expect that MacWrite will let you undo whatever you've done—and you're right. But to undo an align command, you don't use the Undo command.

■ Choose Use Ruler from the Format menu.

The paragraph is once more aligned left.

Anytime you want to undo an align command, simply select the insertion point anywhere in the line or paragraph in which you used the command, and choose the Use Ruler command. Then the line or paragraph uses the alignment as set on the ruler.

You can also change the alignment of a list or more than one paragraph by selecting the text and then choosing the align command. To undo the effects, select the text again and choose the Use Ruler command.

You've finished the first half of this chapter. Experiment a little, and use the skills you've acquired. You know how to use the special typing features, how to set a format on the ruler, how to select text and change it, and how to select the insertion point to add or remove text anywhere in your document.

Go ahead and practice making a selection and acting on it. Use the style commands in the Style menu and the align commands in the Format menu. Or try the Font menu. It has other fonts to choose from besides the preset one, Geneva.

There is more to learn about changing the format, selecting, and using the Style and Font menus. How do you set up the top and bottom margins for a document? How do you select a whole document quickly? How do you remove one style while keeping another? Chapter 2, "Using MacWrite," answers these kinds of questions. All the MacWrite word processing procedures, from basic skills to advanced tasks, are presented there with explanations. In the next part of this chapter, you'll build on these basic skills as you edit the text of a memo and vary its basic format.

When you've finished experimenting, you'll close this document and clear the desktop to begin the second part of this chapter, "Editing a Memo."

■ **Choose Close from the File menu.**

A dialog box appears that lets you save the changes you've made since you last saved.

■ **Click the Yes button (or press Enter or Return).**

The document closes and the desktop clears. Now you can open another document.

Each time you save with the Save command or with Close (or Quit), MacWrite replaces the old version with the updated version under the same name. If you instead want to keep the old version, you can choose the Save As command from the File menu, change the name of the current version, and save it as a separate document.

What follows is a hand-corrected copy of the memo that you're about to open on the desktop. You're going to edit text and alter the format by making the indicated changes. Read the memo, note these changes, and then read the instructions for opening the document. When you're finished, you'll save the corrected memo as a separate document and keep the original for another person to practice on.

Date: July 16, 1984
To: Robert
From: Elizabeth

Re: Finance Meeting Agenda

Here are my comments on your proposed agenda for the Finance group meeting next week.

Indent to 2" and align #s

1. Moving Date: Let's wait awhile. Discussing the moving date seems premature, since there are so many unknowns. #

Manufacturing

2. ~~Technical~~ Presentation: I'm concerned about John giving the technical presentation. ~~He's been out lately, and~~ I really think Frank has a better handle on the current status of manufacturing developments. See what you can do.

3. Party: A ~~mental health~~ party for Finance sounds great. Since there won't be much discussion, leave it off the agenda. Call Tim to help set it up. Keep the costs down.

4. Punk's fine if it's strictly departmental. Somehow I can't see Mr. Perkins-Elliot in styling gel and safety pins. By the way our insurance doesn't cover slam dancing.

The rest of the agenda is fine. As always, in the interest of brevity, keep Joe from straying off the subject. You can reach me as follows if you have questions:

New York   7/17   The J and L.
Washington   7/18   Emery's
Cleveland   7/19 - 7/23 Mother's

1 **Getting an Existing Document From MacWrite**

■ **Choose Open from the File menu.**

A dialog box appears with a list of all MacWrite documents on the Write disk.

■ **Click "Sample Memo", if it's not selected.**

If you don't see it, first scroll the directory until you see it, and then select it.

■ **Click Open.**

A copy of the memo appears. The original is still on the disk.

2 **Inserting Text**

In the first part of the chapter, you inserted a title and a phrase in a sentence. Once you've created a document, you can insert characters—including spaces, Tabs, and Returns—at the insertion point. Practice again by making the following correction.

■ **Press the down arrow on the scroll bar until you can see the numbered paragraphs 1, 2, and 3.**

■ **Select the insertion point at the beginning of paragraph 2—just in front of "2".**

■ **Press Return once.**

You've inserted a blank line, and the following text has moved down to accommodate it.

3 **Removing Text**

You've been removing text (including Returns and Tabs) by backspacing over it. However, for text that you've already typed, it's faster to select what you want to remove and then use one of two methods to remove the whole selection. One method is to use the Cut command in the Edit menu; the second method is to use the Backspace key. You'll be shown the second method a little later.

■ **Select the text "mental health" and the space following it in paragraph 3 by dragging across the text.**

The selection is highlighted, ready for the next action.

■ **Choose Cut from the Edit menu.**
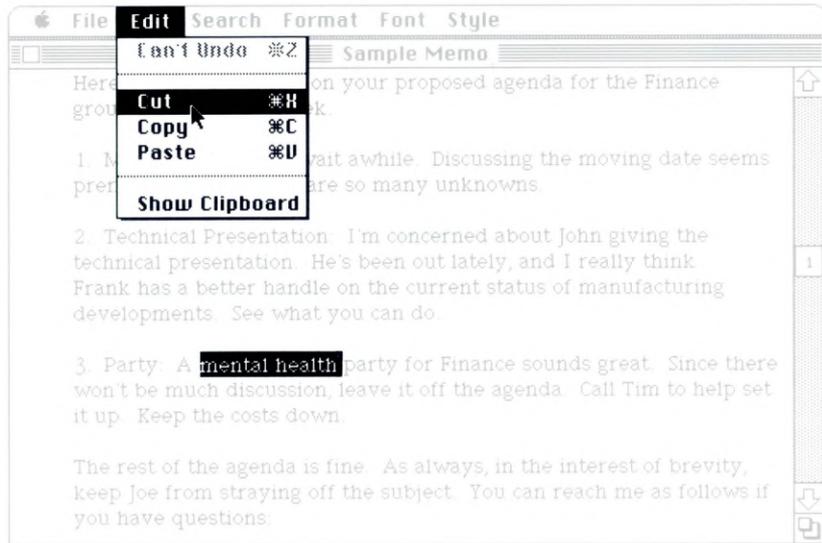
The text disappears.

Notice how MacWrite has readjusted the paragraph to account for the missing words. This is word wraparound in action.

4   The Clipboard

When you cut text, MacWrite moves it to a "holding place" called the **Clipboard**. Because you can put the contents of the Clipboard back into your document, cutting is the first step in moving text.

You can see the contents of the Clipboard by choosing Show Clipboard from the Edit menu. Then you can close it by choosing Hide Clipboard, the alternate of Show Clipboard. Or you can keep it on the desktop like any window.

5   Moving Text in Your Document

You move text by selecting and cutting it from one place (automatically placing it on the Clipboard) and then pasting it (from the Clipboard) into another place that you select.

■ **Select the sentence "Let's wait awhile." in paragraph 1. Be sure to include the two spaces before the "L".**

■ **Choose Cut from the Edit menu.**

MacWrite removes the selection and places it on the Clipboard.

- **Choose Show Clipboard from the Edit menu.**

There's the selection you just cut.

- **Choose Hide Clipboard from the Edit menu or click the close box.**

- **Select the insertion point at the end of the same paragraph.**

- **Choose Paste from the Edit menu.**

Since MacWrite pastes only a copy of the Clipboard contents, you can paste the same thing again. Just make a selection (usually the insertion point), and choose Paste. Only another Cut or Copy will change the contents of the Clipboard. Switching off the Macintosh erases the Clipboard.

6   **Copying Text**

Copying text works like cutting it, except the text isn't removed from the document. You select what you want to copy—for instance, a hard-to-spell name—then choose Copy from the Edit menu (placing it on the Clipboard), select the insertion point, and choose Paste from the Edit menu.

You can paste copied text repeatedly until you change the contents of the Clipboard with another Copy or Cut.

7   **Replacing Text**

Now you're going to replace "Technical", the first word in paragraph 2, with "Manufacturing". Although you can use what you've learned to cut "Technical" and then insert "Manufacturing", you've already learned a faster way to replace text: simply select it and type its replacement.

- **Select the word "Technical" by double-clicking.**

To double-click: Position the pointer anywhere on the word and press and release the mouse button twice in quick succession.

Double-clicking is a quick way to select a whole word.

- **Type:**

     Manufacturing

"Technical" disappears and "Manufacturing" takes its place. Just as you can replace a selection by typing, you can replace it by pasting and thus move or copy text from one place to replace text you've selected somewhere else.

8 Removing Selected Text With Backspace

Cutting is one way to remove selected text. Using Backspace is the second. Cutting saves text for later use, but removing it with Backspace does not.

When you do this exercise, the paragraph won't readjust as it did before. You'll see why in a minute.

Here's another selection technique.

- **Select "He's been out lately, and" in the same paragraph of the memo by using Shift-click.**

To select with Shift-click: Select the insertion point—in this case, in front of "He's". Next, position the pointer where you want to end the selection—in this case, after the space after "and". Then, while you hold down the Shift key, click the mouse button.

You can use this technique for making long selections by scrolling before you Shift-click. See "Selecting" in Chapter 2 for a summary of all selecting methods.

Now remove the selection.

- **Press Backspace once.**

The selected text is eliminated. Backspacing over a selection doesn't place it on the Clipboard, so backspacing is a useful way to remove text and still keep the contents on the Clipboard to paste later.

9 Removing Unwanted Returns

Of course, you can bring back the removed selection by choosing Undo Typing from the Edit menu before you do anything else.

Occasionally, you'll add or remove text, and a paragraph won't readjust. In the paragraph you're editing, a Return (used on purpose to show you the effect) is stopping MacWrite from filling in the remaining text to form a proper-looking paragraph. When you remove the Return, the paragraph readjusts.

- **Select the insertion point at the beginning of the next line, which starts with "Frank".**

```
 🍎  File   Edit   Search   Format   Font   Style
▤□ ══════════════════ Sample Memo ══════════════
   Here are my comments on your proposed agenda for the Finance      ⬆
   group meeting next week.

   1. Moving Date: Discussing the moving date seems premature, since
   there are so many unknowns. Let's wait awhile.

   2. Manufacturing Presentation:  I'm concerned about John giving the
   technical presentation.  I really think                            1
   Frank has a better handle on the current status of manufacturing
   developments.  See what you can do.

   3. Party:  A party for Finance sounds great.  Since there won't be
   much discussion, leave it off the agenda.  Call Tim to help set it up.
   Keep the costs down.

   The rest of the agenda is fine.  As always, in the interest of brevity,
   keep Joe from straying off the subject.  You can reach me as follows if  ⬇
   you have questions:                                                      ⬒
```

■ **Press Backspace once.**

■ **Type a space with the space bar.**

The two parts merge to form a paragraph.

Removing a Return is easy. But it's easier to let MacWrite wrap words in the first place by using Return only at the end of a paragraph.

Changing the
Memo's Format

You've learned to use most of MacWrite's text editing features. Earlier, you learned to alter the overall format of a document by changing settings on a ruler. Then you used commands from the Style and Format menus to change the style and alignment of a few lines of text.

You can also change the format of different parts of a document by using the Format menu to insert a ruler and then changing the settings. *Those settings are in effect up to the next ruler you insert.* You can easily have several rulers in a document—one for the main body, a different one for indented material, another for tables, and so forth.

Now, you'll make the format changes that are marked on the practice memo. As you learn how rulers behave, you'll be able to change a format quickly, either while typing original text or later when editing it.

1 **Using the Indentation Marker**

When you changed ruler settings in the first part of the chapter, you saw those changes affect the entire document. Now, you'll indent only the three numbered paragraphs. To avoid indenting the rest of the memo, you'll insert two rulers, one at the beginning and one at the end of the text to be changed. Then, you'll change the margin settings only on the first. As you'll see, the changes will affect text only up to the next ruler.

■ **Select the insertion point at the beginning of paragraph 1.**

■ **Choose Insert Ruler from the Format menu.**

You get a copy of the preceding ruler, the one that's setting the format for text at the insertion point.

■ **Press the down arrow on the scroll bar, and scroll to see the last paragraph in the memo.**

■ **Select the insertion point at the beginning of the last paragraph, which starts with "The rest".**

■ **Choose Insert Ruler from the Format menu.**

Again, you see a copy of the preceding ruler.

■ **Scroll back to the first ruler you inserted.**

Try to keep in view the ruler you just inserted at the bottom of the page.

■ **Drag the indentation marker to the 2-inch mark.**

■ **Drag the left margin marker to the 2¼-inch mark.**
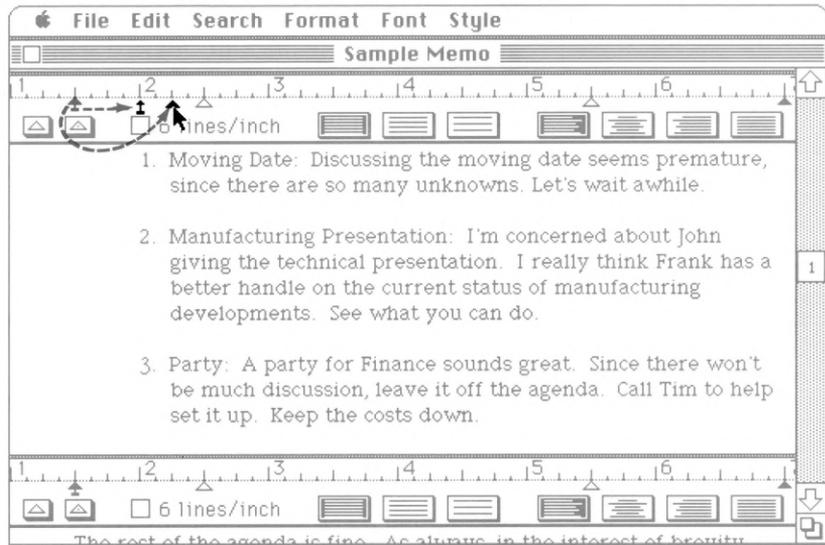
The paragraphs are in a new format. The numbers are indented and aligned under the indentation marker, and the rest of the paragraph is indented farther and aligned under the left margin marker. By inserting a second ruler, you made sure that you kept the regular margins for the rest of the memo.

Next, you'll insert a new numbered paragraph into the memo, using the new format.

■ **Select the insertion point after the period at the end of paragraph 3.**

■ **Press Return twice.**

When you press Return, the insertion point moves to a position designated by the indentation marker.

■ **Type the following paragraph. Press Tab after you type "4.". Remember, continue typing at the margin, and don't press Return.**

4. Theme: Punk's fine if it's strictly departmental. Somehow I can't see Mr. Perkins-Elliot in styling gel and safety pins. By the way, our insurance doesn't cover slam dancing.

Notice that the first line of the paragraph is aligned at the indentation marker and the remaining lines are aligned at the left margin marker. Pressing Tab moves the insertion point to the margin marker to ensure that the first word in the paragraph aligns with the body.

Now, you'll do the last editing task on this memo.

Insert some dates into the itinerary table at the bottom of the memo.

■ **Scroll to the itinerary at the end of the memo, keeping the ruler just above it in view.**

■ **Drag a regular tab from the first tab well to the 4-inch mark on the ruler above the itinerary.**

The last column moves back to the left under the new tab marker. MacWrite puts tabular text in the first sequence of tabs it finds. So when you insert a tab marker between two tabs, it moves each column on the right one tab position to the left. Here's how to insert a new column under the new tab marker and move the other column back where it was.

■ **Select the insertion point just after "New York".**

Chapter 1: Learning MacWrite
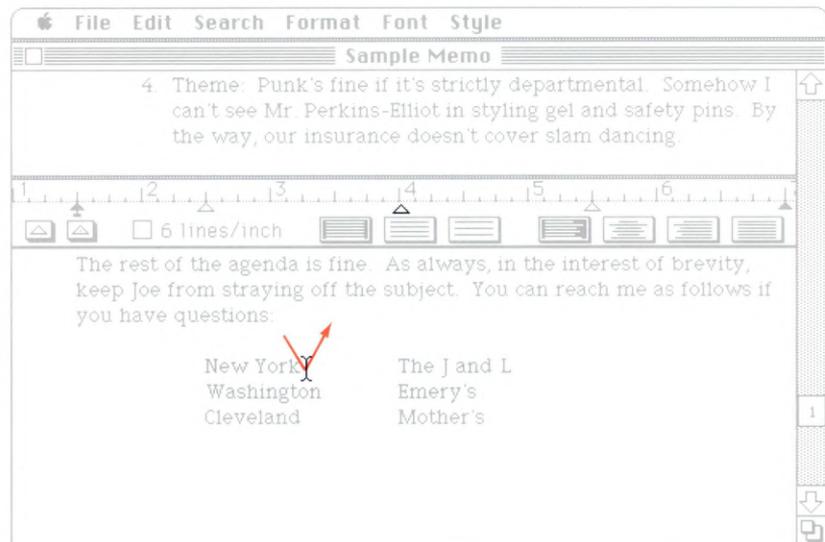
- **Press Tab and type:**

      7/17

- **Select the insertion point just after "Washington". Press Tab and type:**

      7/18

- **Select the insertion point just after "Cleveland". Press Tab and type:**

      7/19-7/23

3 Hiding Rulers

You've finished editing the memo. However, too many rulers can clutter your view of a document on the screen.

- **Choose Hide Rulers from the Format menu.**

The rulers are invisible, but they're still setting text format. Now you can see how your document will look when it's printed.

If you want to see the rulers again, choose Show Rulers from the Format menu. Like Show Clipboard and Hide Clipboard, Show Rulers and Hide Rulers alternate in the menu.

All rulers appear again in your document when you choose Show Ruler or Insert Ruler from the Format menu.

Rulers can be selected and copied, and, except for the first ruler, they can be moved, removed, or replaced. You can also copy or move a ruler along with the text that follows it. For instance, after you've gone to the trouble of setting up a complicated table, you can move it and the ruler that's formatting it to a new location in your document. Look in Chapter 2 for step-by-step instructions for these kinds of procedures.

Are you satisfied with the way the memo looks? If not, make any changes you want. Then read on about saving and printing this memo.

Saving and Printing

You've finished "Learning MacWrite." Perhaps you'd like to save and then print this corrected version of the memo before you leave MacWrite. Remember, you'll want to keep the original memo for someone else to use. So you'll save your corrected memo as a different document by choosing Save As from the File menu and giving your memo a different name.

■ **Choose Save As from the File menu.**

■ **Type your initials and the word Memo.**

Notice that the Save As box has an Eject button (and a Drive button if you have an external drive) so you can save a document to a different disk.

You'll want to keep plenty of space available on the Write disk. You can't cut or copy text to the Clipboard—several pages, for instance— unless the disk with MacWrite has enough space to hold the contents of the Clipboard. So it's a good idea to store your finished documents on a separate disk. You can find out the details in "Saving the Current Document and the Old Version" in Chapter 2. *Macintosh,* the owner's guide, contains other helpful hints for working with applications.

For now, you'll save your corrected memo to the Write disk.

■ **Click Save (or press Enter or Return).**

The Save As box disappears, and your corrected memo is saved under the new name, which appears in the title bar.

Next, you'll print your memo if you have a printer. Be sure to set your printer up with the instructions in your printer manual and in *Macintosh,* the owner's guide.

■ **Choose Print from the File menu.**

The Print box for the ImageWriter™ or ImageWriter II appears with options for printing.

If you have a LaserWriter™, refer to *LaserWriter,* your printer manual, for complete instructions about printing.

■ **Click the check boxes to change the preset options.**

You can keep preset options if you want to. However, make sure the Paper Feed option is set correctly, depending on the type of paper you're using.

You'll find a description of all the options in "Printing With the ImageWriter" in Chapter 2.

File Edit Search Format Font Style

Sample Memo

ImageWriter (Standard or Wide)   OK

Quality:	○ High	● Standard	○ Draft
Page Range:	● All	○ From:	To:
Copies:	1		
Paper Feed:	● Continuous	○ Cut Sheet	

Cancel

To: Robert
From: Elizabeth

Re: Finance Meeting Agenda

Here are my comments on your proposed agenda for the Finance group meeting next week.

6 lines/inch
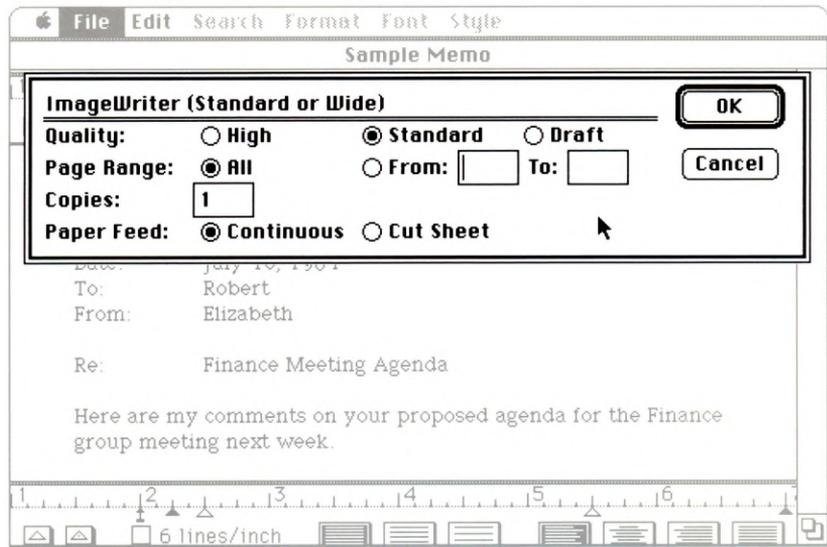
■ **Click OK to confirm these options.**

Your document starts to print.

When you set and confirm the Quality and Paper Feed options, MacWrite remembers them. The next time you choose Print from the File menu, you don't need to set these options unless your printing requirements have changed.

What Now?

Play around with MacWrite. Open another document by choosing New from the File menu. Write a letter to a friend, type a memo telling your boss what you've always wanted to say but haven't dared, or write us at Apple telling us how much you like MacWrite and the Macintosh. When you're finished, quit MacWrite with the Quit command in the File menu, and eject your disk.

When you start using MacWrite, you'll probably have questions. How do you copy or move a ruler? How do you get a top and bottom margin for documents longer than a page? Look in Chapter 2, "Using MacWrite." The Contents will direct you to summaries of basic skills as well as guides for doing most of the tasks you'll want to do with MacWrite.

Chapter 2

Using
MacWrite

Contents

If you've read Chapter 1, you're familiar with many elements of MacWrite word processing. This chapter presents step-by-step instructions to the tasks covered in Chapter 1, as well as to other MacWrite word processing procedures you'll want to know about.

MacWrite word processing tasks fall into three general categories: editing, setting a format, and working with documents. The main sections of this chapter reflect those categories. To refresh your memory, it starts with a short review of basic Macintosh skills that you use with MacWrite.

Summary of Mouse Techniques

You'll use the following mouse techniques to do just about every task in this chapter:

☐ **click** to select or activate something

☐ **press** to cause a continuous action

☐ **drag** to select, choose from a menu, or move something

☐ **double-click** to select or activate something quickly

☐ **Shift-click** to select or to extend or shorten a selection

To Click

■ Position the pointer on what you want to select or activate.

■ Press and quickly release the mouse button.
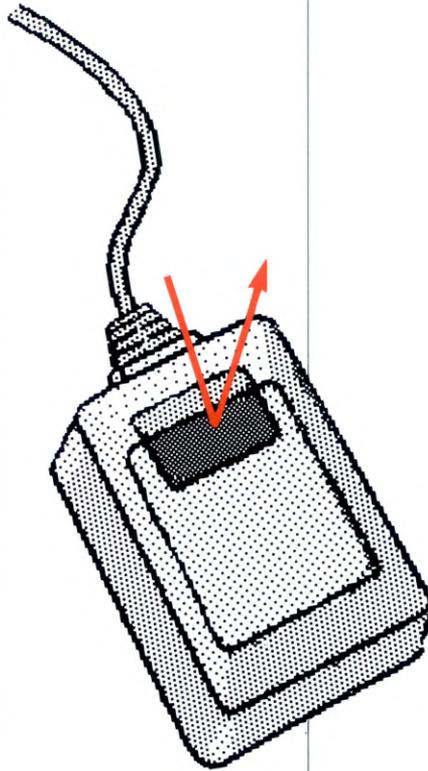
To Press

■ Position the pointer on something.

■ Without moving the mouse, press and hold the mouse button.

The effects of pressing continue as long as you hold down the mouse button. Pressing on a scroll arrow results in continuous scrolling. Pressing on a menu title pulls down the menu and keeps it down until you release the mouse button.

To Drag

■ Position the pointer on something.

■ Press and hold down the mouse button, and move the mouse.

■ Release the mouse button.

In general, you can cancel a drag in progress by moving the pointer back where it started. Cancel a drag through a menu by moving the pointer off the menu.
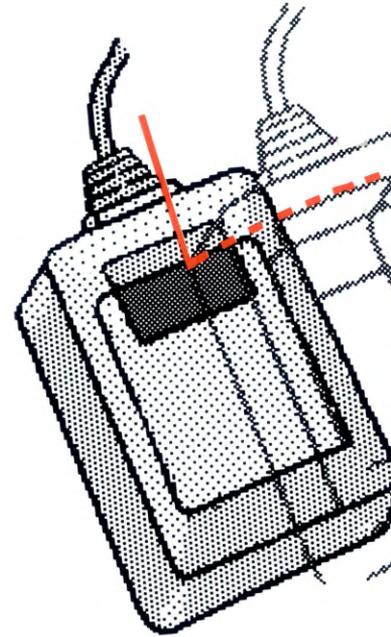
To Double-Click

- Position the pointer on what you want to select or activate.

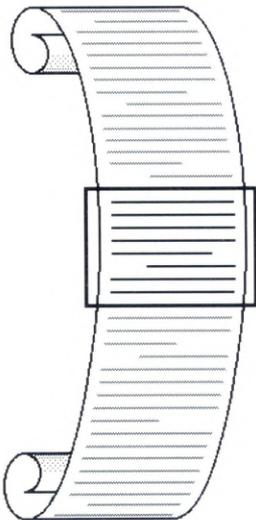- Press and release the mouse button twice in quick succession.

To Shift-Click

- Make a selection of text, the insertion point, a ruler, a picture, or a page break.

See "Selecting" in this chapter.

- Position the pointer where you want the selection to end (including extending or shortening a completed selection).

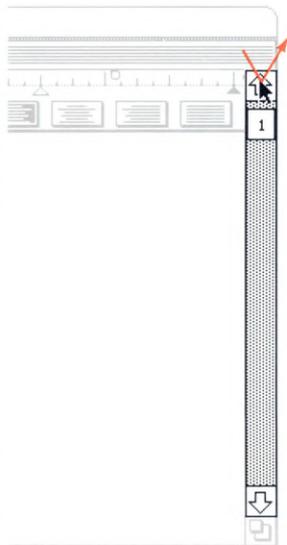- Hold down the Shift key and press and quickly release the mouse button.

Scrolling

To Scroll Text One Line Up or Down

To Scroll Text Continuously Line by Line

To Scroll by the Windowful

Scrolling is a technique for moving your document up or down in the document window so you can bring any part of the document into view.

As you scroll, the scroll box moves in the scroll bar to be equivalent to where the text is in the document. The scroll box shows you the number of the page you're on.
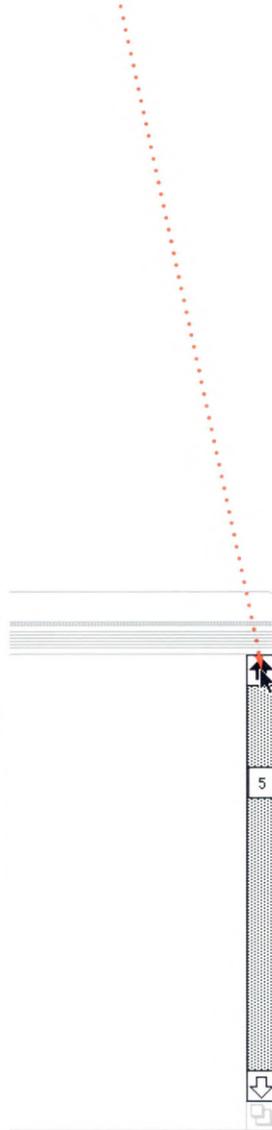
■ Click the appropriate arrow at the top or the bottom of the scroll bar.

■ Press the appropriate arrow at the top or the bottom of the scroll bar.

■ Click in the gray area above or below the scroll box.
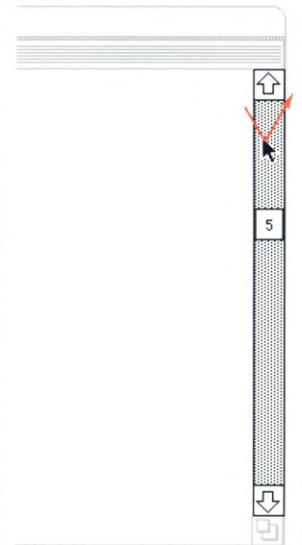
To Go to the Beginning or End of Your Document

To Go to a Specific Page of a Document

■ Drag the scroll box to the top or the bottom of the scroll bar.

When you drag the scroll box to the bottom of the scroll bar, you see the end of the last page. It may appear empty if the last page isn't entirely filled.

■ Choose Goto Page # from the Search menu. A box appears with the page number preset at 1.

■ Type the number of the page where you want to go.

■ Click OK (or press Enter or Return).

You see the page whose number you typed.

OR

■ Drag the scroll box up or down the scroll bar until you see the number of the page you want.

If you know only the approximate place you want to go in your document, think of the scroll bar as representing the length of your document. Then drag the scroll box to the place in the scroll bar that's equivalent to where you want to go. If you want to go to the middle of your document, drag the scroll box to the middle of the scroll bar.

If you change the initial page number from 1, the page number in the scroll box reflects that change. See "Changing the Initial Page Number" in this chapter.
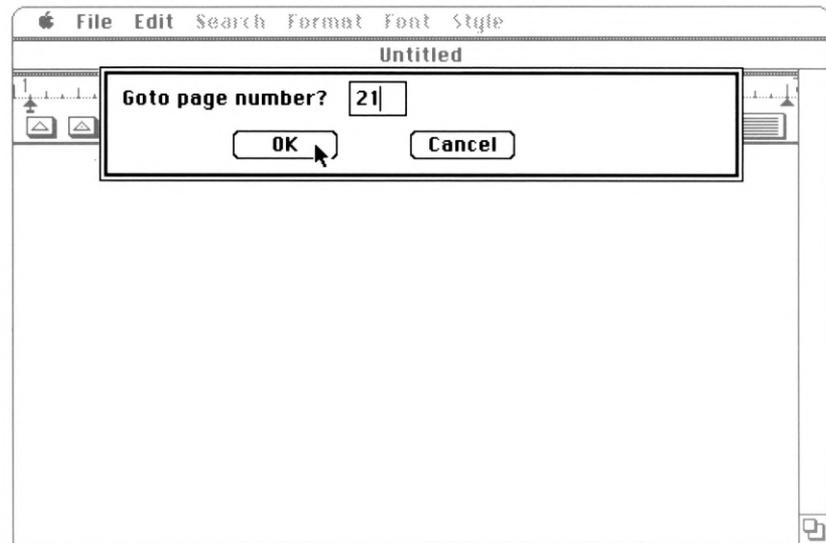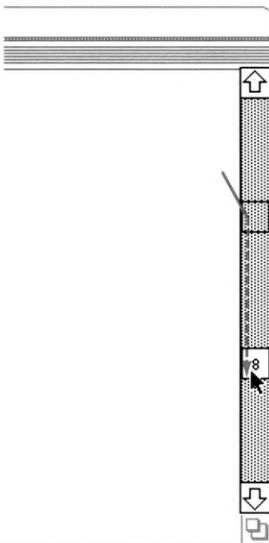
Working With Windows

A window frames and displays its contents. There are six windows in MacWrite: the document window, the Header window, the Footer window, the Find window, the Change window, and the Clipboard window. There are also windows for desk accessories.

A window always has a title bar and close box, and may have a scroll bar, or a size box. You can move a window, change its size, or close it.

To close a window, work in it, or change its size, you must first activate the window by clicking anywhere inside it.

To Move a Window

■ Position the pointer anywhere on the title bar, except on the close box.

■ Drag an outline of the window to the new location.

The window itself moves when you release the mouse button.

After you release the mouse button, the window is activated if it wasn't already.

To move the window without activating it, hold down the Command key while dragging the window.
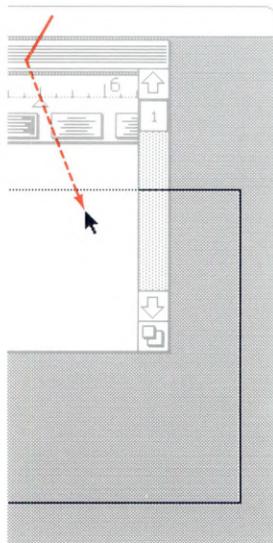
To Change the Size of a Window

■ Activate the window by clicking inside it.

■ If necessary, move the window so that the size box in the bottom-right corner is visible.

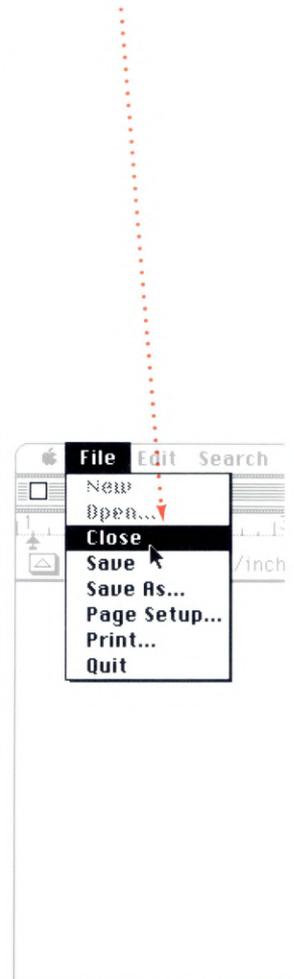■ Drag the size box until the window's outline is the size you want.

Dragging horizontally changes the width, dragging vertically changes the height, and dragging diagonally changes both.
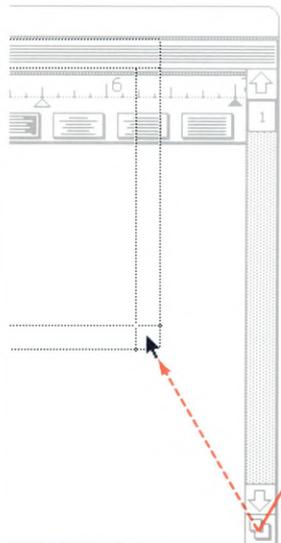
To Close a Window

■ Activate the window.

■ Choose Close from the File menu or click the close box.

You can also close the Clipboard with the Hide Clipboard command in the Edit menu.

Editing with MacWrite involves selecting something in a document and acting on it by typing or by choosing commands. A MacWrite document is primarily made up of text you type, but it also has format tools like rulers, page breaks, and headers and footers. It can also include text and pictures from other applications or desk accessories. (*Macintosh,* your owner's guide, covers the Apple menu and its desk accessories.)

This section begins with a summary of how you select the elements of a document and continues with instructions that tell you the various ways to edit a document. Some menu commands have Command-key equivalents. When an instruction uses a command from the Edit menu (Undo, Cut, Copy, or Paste), you can hold down the Command key and type the letter designated for that command in the Edit menu rather than choose the command from the menu. (The Command key is to the right of the Option key on the keyboard.)

You can undo any of the operations that follow with the Undo command from the Edit menu. Undo allows you to restore your document to the state it was in immediately before the last operation. You can undo typing and most mouse operations, such as choosing a command from the menu (or using the Command key) and changing the settings on a ruler. When you cannot undo an operation, Undo is dimmed in the menu.
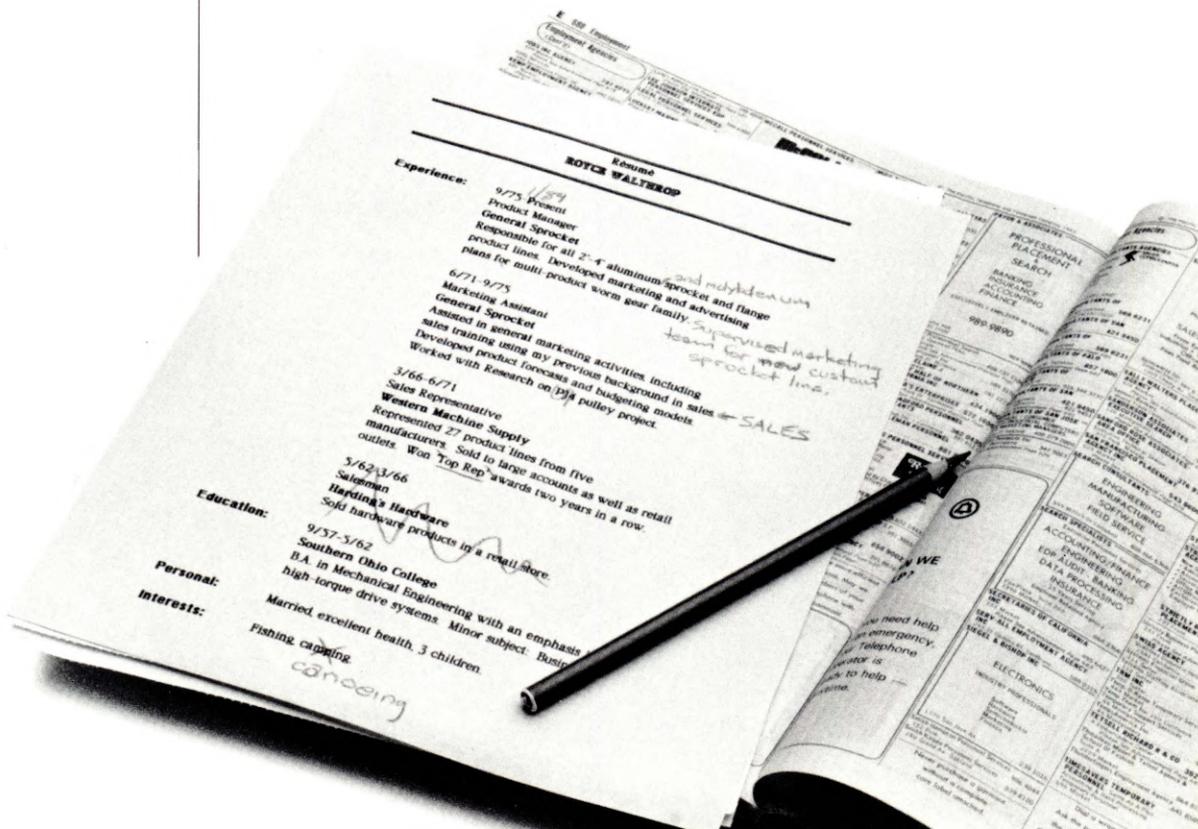
Selecting

Selecting means using the mouse to make something the
"active" place in the document, the place that receives the next
action. MacWrite denotes a selection by highlighting it in some
way that distinguishes it from its surroundings. For example,
selected text and rulers appear white on a black background; the
insertion point is marked by a blinking vertical bar; a picture
appears with a black border.

In this manual, *text* refers to what you put into the document with
character keys. Character keys include the usual letter, number,
symbol, and punctuation keys, as well as the Tab key, the Return
key, and the space bar.

The following is a summary of techniques to:

☐ select the insertion point

☐ select a word

☐ select text

☐ select large areas of text or the whole document

☐ extend or shorten a selection

☐ select a ruler

☐ select a picture

☐ select a page break

☐ select any combination of text, ruler, picture, and page break

To select a tab, see "Creating a Table With Tabs" and "Removing a
Column From a Table" in this chapter.
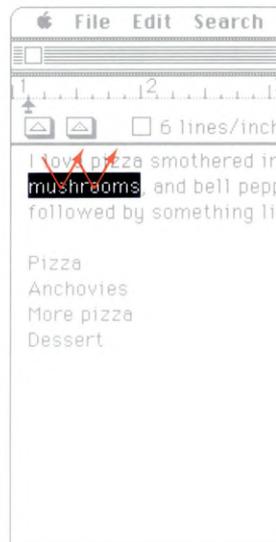
To Select the Insertion Point

■ Click where you want to
insert, remove, or paste
something.

To Select a Word

■ Double-click the word.

You can extend this selection
word for word by using Shift-
click.

To Select Text

■ Drag along a line of text in either direction.

OR

■ Drag across lines of text in any direction.

If you drag beyond the bottom or top edge of the document window, the document scrolls as you continue to select text.

To Select Large Areas of Text Quickly

■ Select an insertion point at one end of the text you want to select.

■ Position the pointer at the other end of the text you want to select, using the scroll bar to move there if necessary.

■ Holding down the Shift key, click or drag to complete the selection.

To Extend or Shorten a Completed Selection

■ Position the pointer where you want the extended or shortened selection to end.

■ Holding down the Shift key, click or drag to complete the selection.

Think of Shift-click as continuing to drag in any direction from the end of a completed selection.
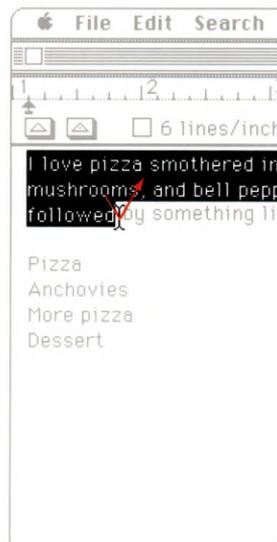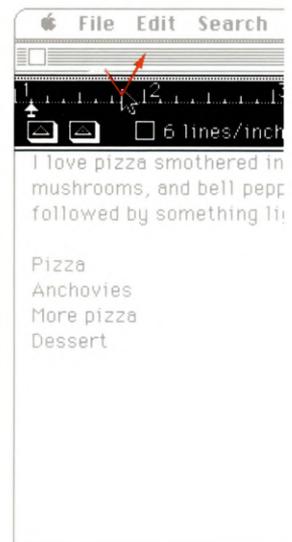
To Select a Ruler

■ Click anywhere on the inch scale of the ruler.

To select text and a ruler, drag from the inch scale of the ruler across the text.

You can change a selected ruler's setting.

To Select a Picture

■ Click anywhere on the picture.

A black rectangular border appears around the picture, unless it's selected (by dragging) with other text, rulers, pictures, or page breaks, in which case it appears white on a black background with no border around it.
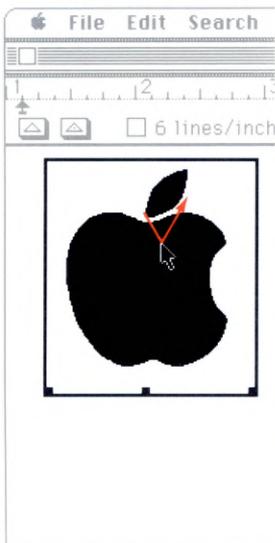
To Select a Page Break

■ Click anywhere in the empty space created when you inserted the page break.

The area is highlighted.

To Select Any Combination of Text, Ruler, Picture, and Page Break

■ Drag across the material past the bottom (or top) of the ruler, picture, or page break.

Inserting

To Insert Text

To Insert Blank Lines

You can insert text anywhere you have typed. Usually you insert it at the insertion point. However, you can replace any text selection with an insertion. See "Replacing" in this chapter.

You can also insert rulers and page breaks. See "Inserting a Ruler to Change the Format While You Type," "Inserting Rulers to Change the Format of Existing Text," and "Inserting a Page Break" in this chapter.

- Select the insertion point.
- Type the new text.

Any text following the insertion point moves to accommodate the new text.

The insertion point for a new document is at the top left corner of the document.

- Select the insertion point where you want a blank line.

- Press Return once if the insertion point is at the beginning or end of a paragraph. If it's elsewhere in the paragraph, press Return twice (once to end the previous paragraph, and again to insert a blank line).

Removing

To Remove With Cut From the Edit Menu

To Remove With the Backspace Key

To Remove a Return Character

You can remove anything in the document that you can select (except the first ruler).

■ Select what's to be removed.

See "Selecting" in this chapter.

■ Choose Cut from the Edit menu.

MacWrite places anything removed with the Cut command on the Clipboard. It remains on the Clipboard until the next Cut (or Copy). (You can put a copy of the contents of the Clipboard into your document with the Paste command in the Edit menu.)

■ Select the insertion point and press the Backspace key to remove characters one at a time.

OR

■ Select what's to be removed and press the Backspace key once.

Removing with Backspace does not place the selection on the Clipboard; however, you can undo backspacing with the Undo command from the Edit menu.

■ Select the insertion point at the beginning of the line below the one ending with the Return character.

■ Press Backspace once.

Unintended Return characters may affect how a paragraph looks when you edit it or change its format. (MacWrite doesn't justify a line ended with the Return character.) Text doesn't fill the empty space following the Return character, so the end of that line remains blank. When you remove the Return character, the paragraph readjusts properly.

Replacing

Anything that can be selected in the document (except the first ruler) can be replaced. Usually, you'll replace a selection by typing (including backspacing), but you can also replace it with a copy of the contents of the Clipboard or with an inserted ruler or page break.

1. Select what's to be replaced.

See "Selecting" in this chapter.

2. Replace the selection by doing any of the following:

■ Type new text.

■ Paste the contents of the Clipboard by choosing Paste from the Edit menu.

■ Insert a ruler by choosing Insert Ruler from the Format menu.

■ Insert a page break by choosing Insert Page Break from the Format menu.

You can replace the selection with nothing (simply removing it) by pressing the Backspace key once.
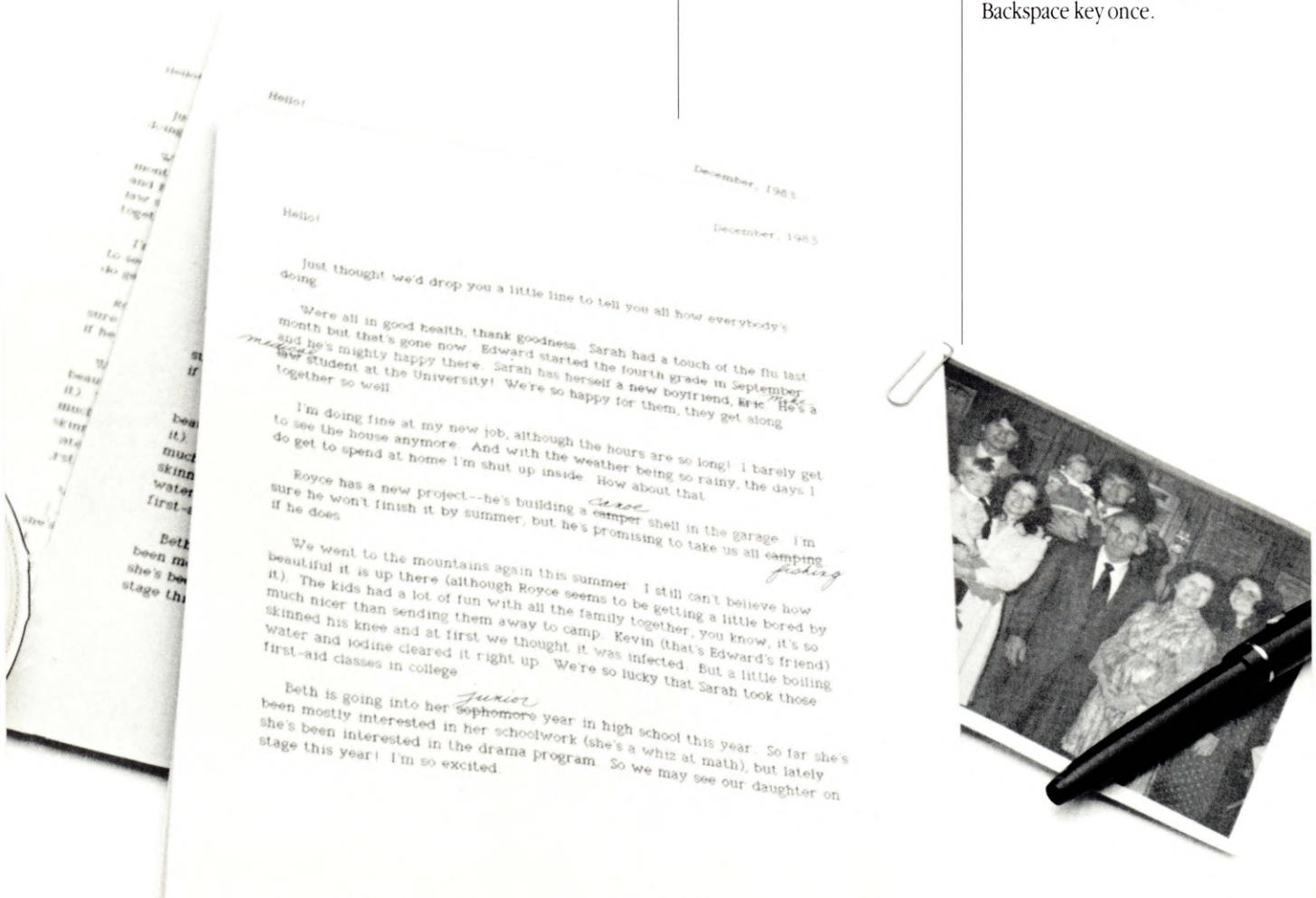
Finding Text

You can use the Find and Find Next commands in the Search menu to locate and select any series of characters—usually a word, phrase, or number. You can also go to a place in your document where you'd like to work by using the Find command to search for a word or phrase that you think might be at or near that place.

When MacWrite searches for the specified characters, it ignores capitalization, fonts, font sizes, and styles—and ignores any text in a header or footer. You have the option of choosing to search for words or numbers, or parts of words or numbers—for example, to find all words containing "ing." You can designate any series of characters up to 45 for MacWrite to locate, except Return and Tab.

The search starts at the current selection, usually the insertion point, goes to the end of the document, wraps back to the beginning, and ends where it began. The document scrolls automatically to each occurrence of the specified characters.

To search for a specific page, see "Scrolling" in this chapter.

1. Select the insertion point where you want the search to start.

2. Choose Find from the Search menu.

The Find window appears on the desktop.

You can move the Find window, and you must reactivate it to work in it if you've activated another window—for instance, the document window.

3. After Find What, type the characters you want to find. Click Partial Word to find characters as whole words and within words.

You can enter up to 45 characters, either by typing or by moving or copying text from the document or a desk accessory. You can move or copy text between most windows and the Find window. Activate whichever window you want to work in by clicking anywhere in it.

To see all of the text in the document window, move and resize the window below the Find window.

4. Click Find Next (or press Enter or Return).

The first occurrence of the text that's found is selected. Activate the document window if you want to edit the found text.

If at any point MacWrite can't find the specified characters, a message appears. Click OK (or press Enter or Return), and you return to the window in which you started your search.

You can undo the effect of Find Next with the Undo command in the Edit menu, returning to your previous selection in the document.

5. To find more occurrences of the specified text, close the Find window and choose Find Next from the Search menu.

■ Close the Find window by activating it, if necessary, and then clicking its close box or choosing Close from the File menu.
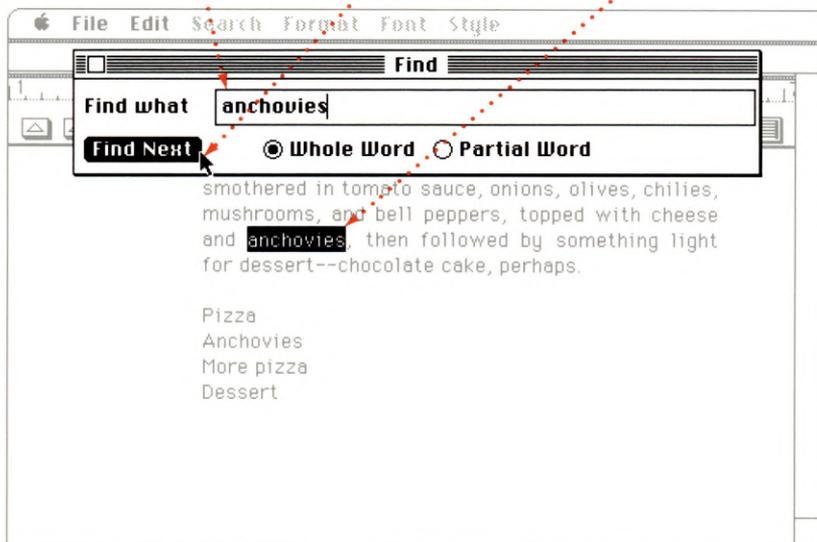
■ Choose Find Next from the Search menu or use the Command-key equivalent by holding down the Command key and pressing the F key.

■ Edit the found text, if you wish.

■ Continue this procedure as long as you want to find more occurrences or until a message says the specified text is no longer found.

Closing the Find window and using the Find Next command in the Search menu to find more occurrences of the specified text is the fastest way to find and edit text. However, you can also keep clicking the Find Next button in the Find window and then activate the document window when you want to edit the found text. To return to the Find window, activate it by clicking it or choosing Find from the Search menu.

You can work with the Find window on the desktop like any other window. See ''Working With Windows'' in this chapter.

 File   Edit   Search   Format   Font   Style

Find

Find what   anchovies

Find Next   ⦿ **Whole Word**   ○ **Partial Word**

smothered in tomato sauce, onions, olives, chilies, mushrooms, and bell peppers, topped with cheese and anchovies, then followed by something light for dessert--chocolate cake, perhaps.

Pizza
Anchovies
More pizza
Dessert

Finding and Replacing Text

You can replace any series of characters—usually a word, phrase, or number—with any other series by choosing the Change command in the Search menu to find what you want and then replace it with something else.

When MacWrite searches for the specified characters, it ignores capitalization, fonts, font sizes, and styles—and ignores any text in a header or footer. You have the option of choosing to search for words or numbers, or parts of words or numbers—for example, to find all words containing "ing." You can designate any series of characters up to 45 for MacWrite to locate, except Return and Tab.

If you change all occurrences of the specified text, the search starts at the beginning of the document and ends with the last change highlighted. For the other search options, the search starts at the selection (usually the insertion point), goes to the end of the document, wraps to the beginning, and ends where it began, with the last found text or changed text highlighted.

1. Select the insertion point where you want the search to start.

2. Choose Change from the Search menu.

The Change window appears on the desktop.

You can move the Change window, and you must reactivate it to work in it if you've activated another window—for instance, the Document window.

3. After Find What, type the characters you want to replace. Click Partial Word to find characters as whole words and within words.

You can enter up to 45 characters, either by typing or by moving or copying text from the document or a desk accessory. You can move or copy text between most windows and the Change window. Activate whichever window you want to work in by clicking anywhere in it.

To see all of the text in the document window, move and resize the window below the Change window.

4. Press Tab to move to the next rectangle and type the new text after Change To.

The Tab key moves you back and forth between the two text rectangles. If you don't type anything after Change To, MacWrite replaces the designated text with nothing; use this to eliminate unwanted text.

5. Click one of the following:

■ **Find Next** to find the next occurrence of the text (or press Enter or Return). You can edit the text that MacWrite finds or click one of the change buttons. (If you edit the text, see "Finding Text" for instructions on working in both windows.)

■ **Change**, **Then Find** to change this occurrence and then find the next one (used after Find Next).

■ **Change** to change one occurrence only (used after Find Next).

■ **Change All** to change all occurrences of the text in the document. A message warns that you cannot undo this command and requires confirmation by clicking OK (or pressing Enter or Return).

You can undo the effects of any of the above, except clicking Change All, by immediately choosing Undo from the Edit menu.

6. Close the Change window.

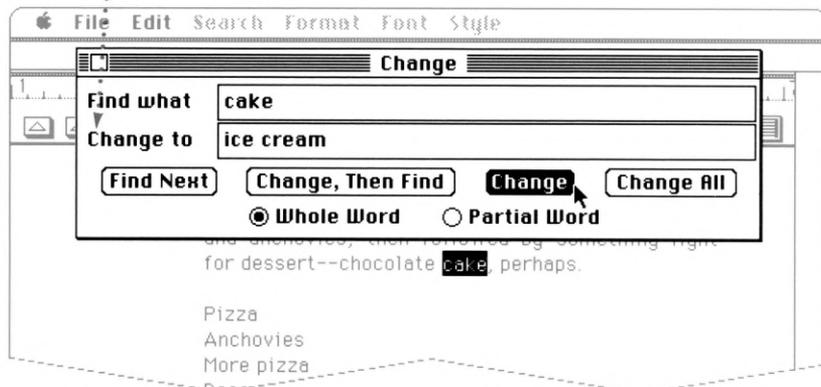■ Activate it and click its close box.

OR

■ Activate it and choose Close from the File menu.

The Change window is closed and removed from the desktop.

You can also work with the Change window on the desktop like any other window. See "Working With Windows" in this chapter.

If at any point MacWrite cannot find the specified text, a message appears. Click OK (or press Enter or Return) to reactivate the Change window.

 File   Edit   Search   Format   Font   Style

```
┌──────────────────────── Change ────────────────────────┐
│ Find what    │ cake                                     │
│ Change to    │ ice cream                                │
│  [ Find Next ]  [ Change, Then Find ]  [ Change ]  [ Change All ] │
│        ● Whole Word        ○ Partial Word                │
└──────────────────────────────────────────────────────────┘
```

for dessert--chocolate cake, perhaps.

Pizza
Anchovies
More pizza

Moving or Copying Within a Document

You can move or copy almost anything in a document that can be selected: text, a ruler (except the first one), a picture, a page break, or any combination of these.

You can move or copy text among the document window, the Header and Footer windows, the Find and Change windows, and many of the desk accessories. You can move or copy pictures among the document window, the Header and Footer windows, and some desk accessories. You can move or copy rulers among the document window and the Header and Footer windows.

1. Select what's to be moved or copied.

See "Selecting" in this chapter.

Text that you move or copy will have the same format as the text where you paste it but retains its font, style, and size.

If you want to keep the old format in the new location, insert a ruler and select it along with the text you're moving or copying.

2. Choose Cut or Copy from the Edit menu.

MacWrite places the selection (or a copy of it) on the Clipboard, where it remains until the next Cut or Copy.

Note: The Clipboard is always on the same disk as MacWrite. A message will warn you if the disk with MacWrite doesn't have enough space to place the selection on the Clipboard. Also, you can't cut or copy more than 100 paragraphs at a time.
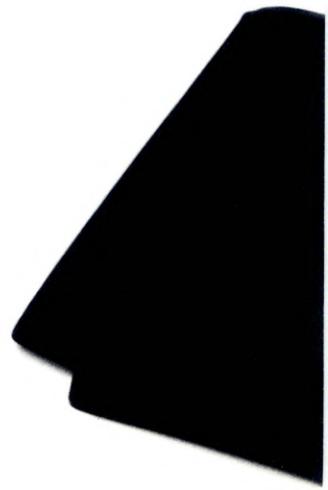
3. Select the insertion point where you want to put the contents of the Clipboard.
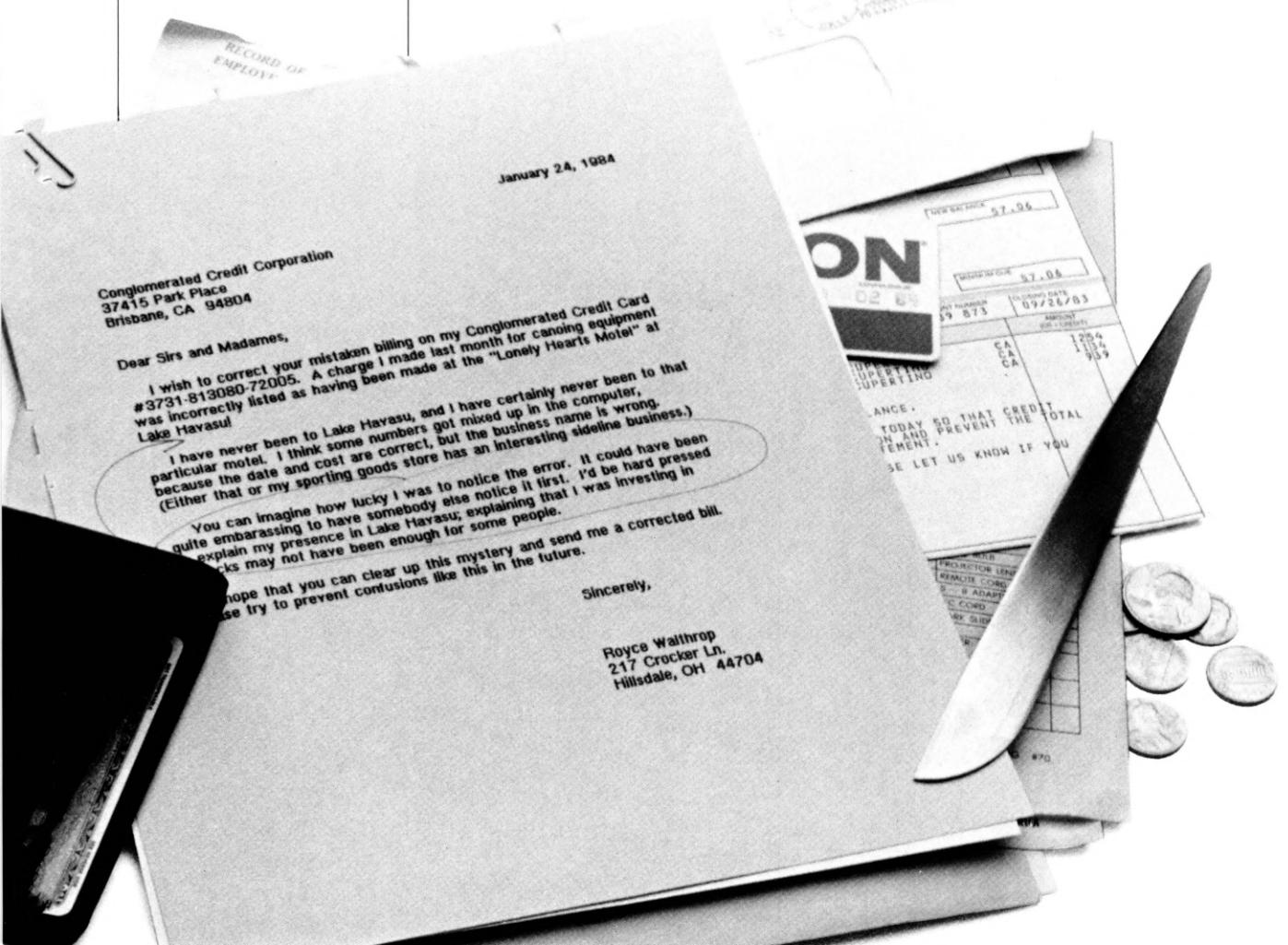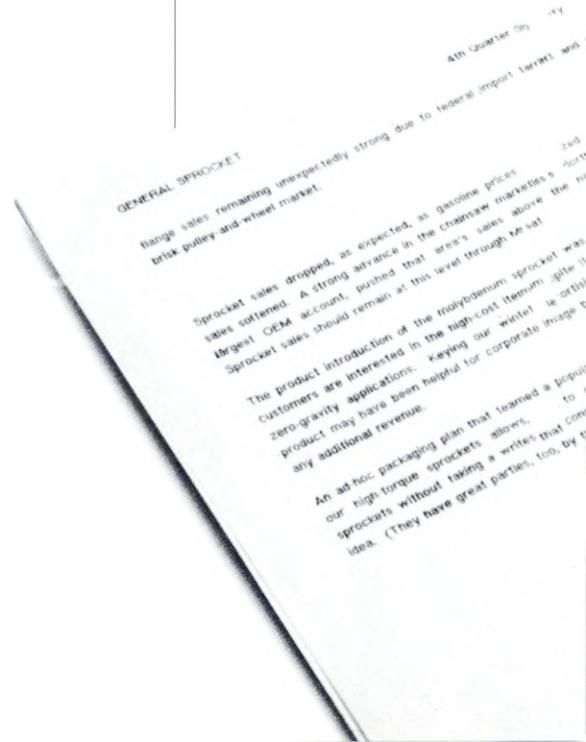
Or, you can select anything (except the first ruler) to be replaced.

You can do anything with MacWrite between the Cut and Paste as long as you don't cut or copy something else.

4. Choose Paste from the Edit menu.

A copy of the contents of the Clipboard appears at the insertion point (or replaces any other selection, except the first ruler) and the insertion point moves to the end of the newly inserted material. You can make another selection and paste again.

If nothing (or only part of the text) appears, check that the window where you're pasting can accept the text. For instance, the Find window can't accept text with a Tab or Return character. See "Finding Text," "Finding and Replacing Text," and "Creating the Header and Footer" in this chapter.

January 24, 1984

Conglomerated Credit Corporation
37415 Park Place
Brisbane, CA 94804

Dear Sirs and Madames,

I wish to correct your mistaken billing on my Conglomerated Credit Card #3731-813080-72005. A charge I made last month for canoing equipment was incorrectly listed as having been made at the "Lonely Hearts Motel" at Lake Havasu!

I have never been to Lake Havasu, and I have certainly never been to that particular motel. I think some numbers got mixed up in the computer, because the date and cost are correct, but the business name is wrong. (Either that or my sporting goods store has an interesting sideline business.)

You can imagine how lucky I was to notice the error. It could have been quite embarrassing to have somebody else notice it first. I'd be hard pressed explain my presence in Lake Havasu; explaining that I was investing in ...cks may not have been enough for some people.

...hope that you can clear up this mystery and send me a corrected bill.
...se try to prevent confusions like this in the future.

Sincerely,

Royce Walthrop
217 Crocker Ln.
Hillsdale, OH 44704

Moving or Copying Between MacWrite Documents

When you want to move or copy a selection from one document to another in MacWrite, you'll cut or copy it to the Clipboard, close the current document, open the other document, and paste the contents of the Clipboard where you want the material to go.

1. Select what you want to move or copy.

See "Selecting" in this chapter.

2. Choose Cut (or Copy) from the Edit menu.

MacWrite places the selection (or a copy of it) on the Clipboard, where it remains until the next Cut or Copy.

Note: The Clipboard is always on the same disk as MacWrite. A message will warn you if the disk with MacWrite doesn't have enough space to place the selection on the Clipboard. Also, you can't cut or copy more than 100 paragraphs at a time.

3. Close the current document, and open the document you want with the appropriate command from the File menu.

See "Opening a New Document From MacWrite" or "Opening an Existing Document From MacWrite" in this chapter for instructions.

4. Select the insertion point where you want to put the contents of the Clipboard.

Or, you can select anything (except the first ruler) to be replaced.

5. Choose Paste from the Edit menu.

A copy of the contents of the Clipboard appears at the insertion point (or replaces any other selection, except the first ruler), and the insertion point moves to the end of the newly inserted material. You can make another selection and paste again.

A word of warning: The newly expanded document can't be larger than MacWrite allows. A message will warn you if what you're about to do will exceed the acceptable length.
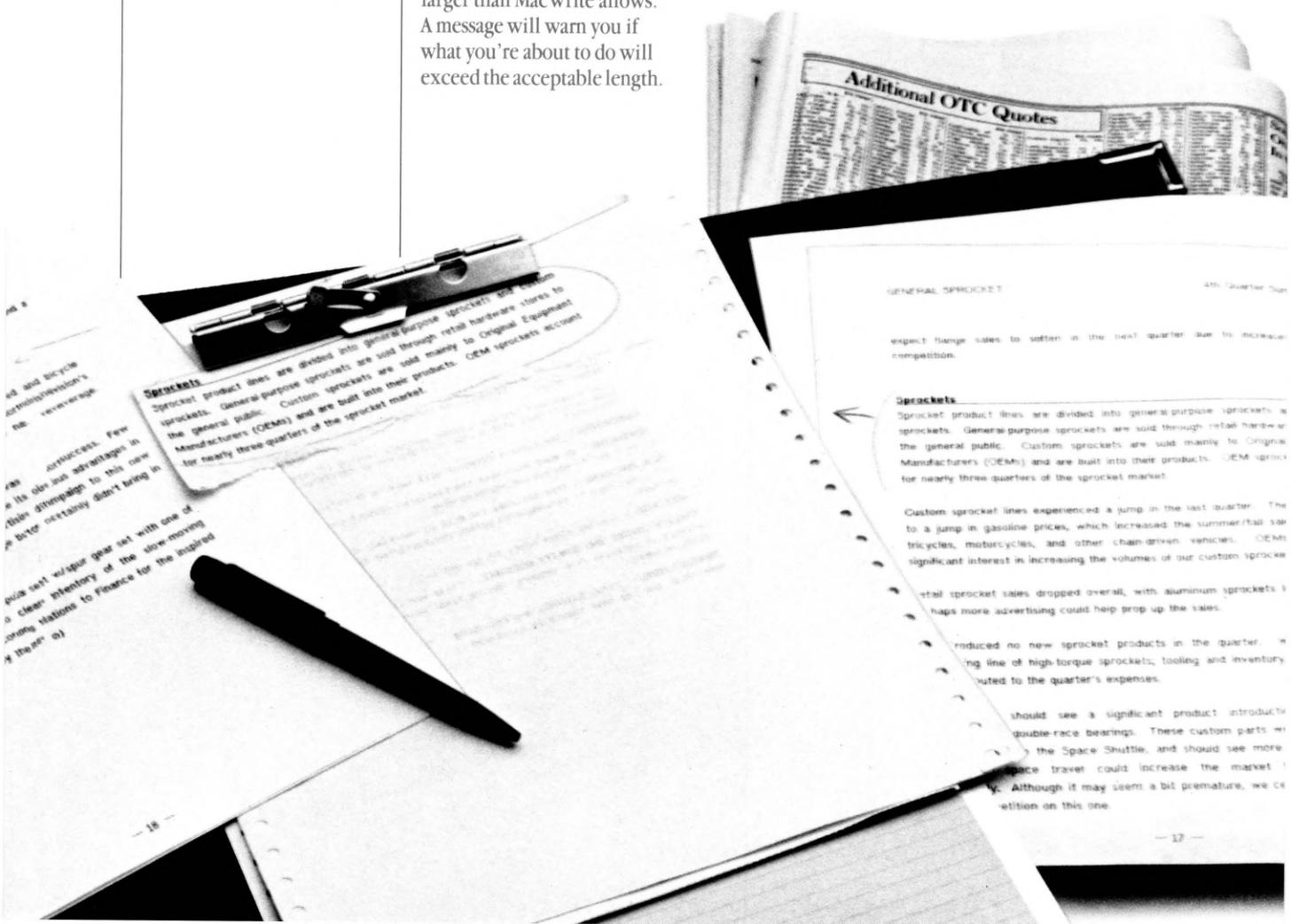
3. Choose Scrapbook from the Apple menu.

4. Choose Paste from the Edit menu.

5. Repeat for all the selections you want in the Scrapbook.

If the Scrapbook desk accessory is already on the desktop, activate it by clicking in it.

The selection is pasted in front of the current selection you see in the Scrapbook. If you just opened the Scrapbook, the selection is pasted at the beginning.

The text at the bottom left of the Scrapbook tells you the position this selection has in the Scrapbook. The text at the bottom right reminds you the pasted selection is from MacWrite.

Reactivate the document window to make another selection.

It may be helpful to move the Scrapbook window to a corner of the desktop, so you can reactivate it more easily.

When you're finished saving things in the Scrapbook, close it by clicking its close box or choosing Close from the File menu.

Copying Selections From the Scrapbook

1. Choose Scrapbook from the Apple menu.

2. Use the scroll bar to find the selection you want.

You can copy anything that you've saved in the Scrapbook. You can put pictures and text into the Scrapbook from MacWrite (or any application), and paste them into a MacWrite document. See "Storing Selections in the Scrapbook" in this chapter.

This is a good way to keep a collection of paragraphs, illustrations, symbols, or titles that you'll use in many documents. It's also a good way to carry a number of these from one document to another. While the Clipboard holds only one item at a time, the Scrapbook can hold many.

The Scrapbook can store a large number of pictures and passages of text. Text, however, loses its font, font style, and font size when you put it into the Scrapbook. Text in the Scrapbook is always Geneva, Plain Text, 12 point.

Passages of text that include a ruler or combinations of text, pictures, and page breaks appear as text only in the Scrapbook until you paste them back into a MacWrite document.

If the Scrapbook desk accessory is already on the desktop, just activate it by clicking in it.

The Scrapbook shows you one selection at a time. Click the scroll arrows to go from one selection to the next.

You don't have to select what you see because it's automatically selected and copied with the next step, even though it's not highlighted. You can't select just a part of what you see because all of it is selected.

3. Choose Copy from the Edit menu.

The Scrapbook places the selection on the Clipboard, where it remains until the next time you cut or copy.

4. Activate your document window and select the insertion point.

Or, you can select anything (except the first ruler) to be replaced.

5. Choose Paste from the Edit menu.

A copy of the contents of the Clipboard appears at the insertion point (or replaces any other selection, except the first ruler) and the insertion point moves to the end of the newly inserted material. You can make another selection and paste again.

6. Repeat for all the frequently used text or pictures you want to use.

Reactivate the Scrapbook window to make another selection.

It may be helpful to move the Scrapbook window to a corner of the desktop, so you can reactivate it more easily.

When you've finished copying things from the Scrapbook, close it by clicking its close box or choosing Close from the File menu.

Résumé

BOYCE WALTHROP
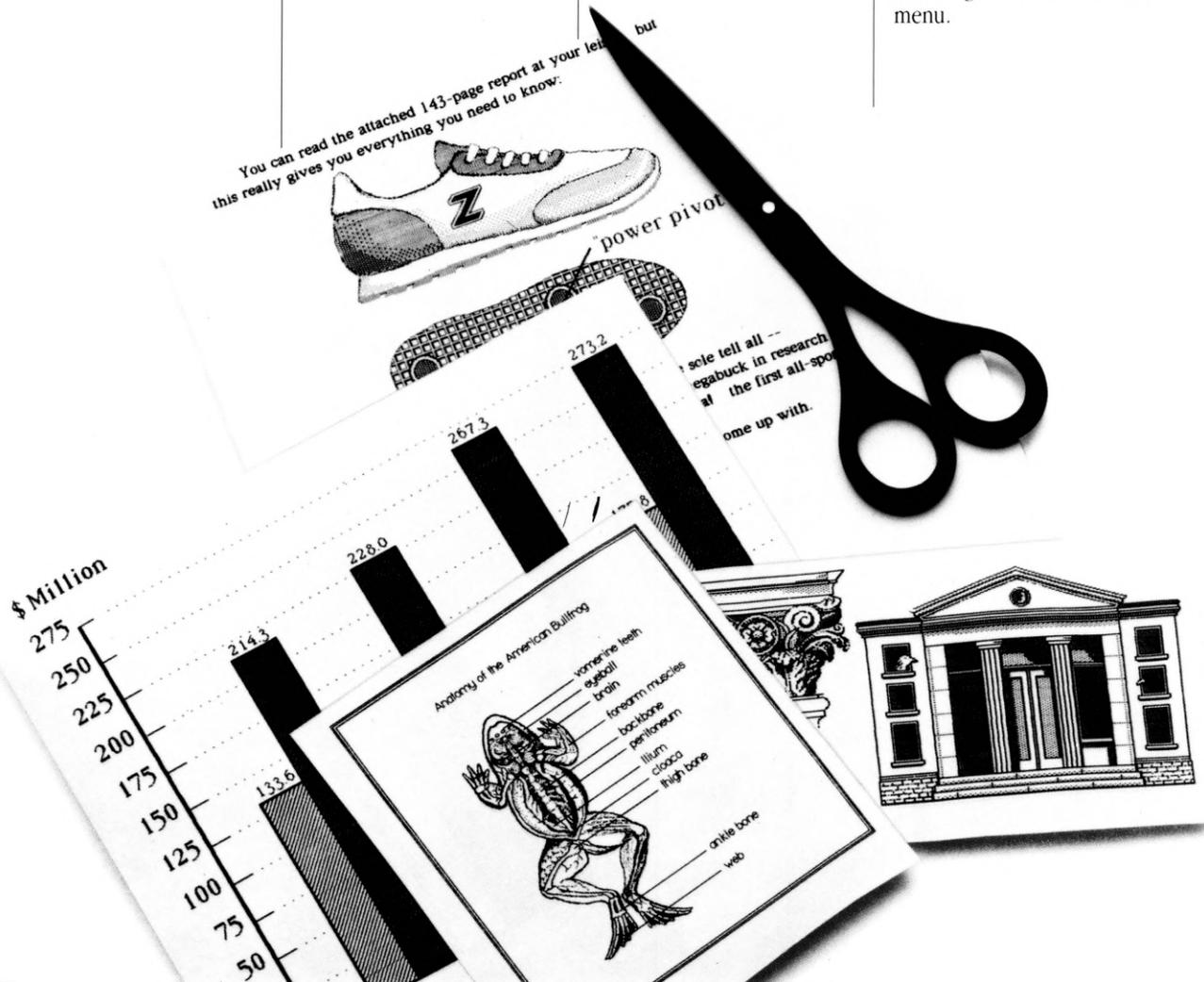
Experience:

9/75 Present
Product Manager
General Sprocket
Responsible for all 2' 4' aluminum sprocket and flange product lines. Developed marketing and advertising plans for multi product worm gear family

6/71 9/75
Marketing Assistant
General Sprocket
Assisted in general marketing activities including sales training using my previous background in sales
Developed product forecasts and budgeting models
Worked with Research on PJ4 pulley project

3/66 6/71
Sales Representative
Western Machine Supply
Represented 27 product lines from five manufacturers. Sold to large accounts as well as retail outlets. Won Top Rep awards two years in a row
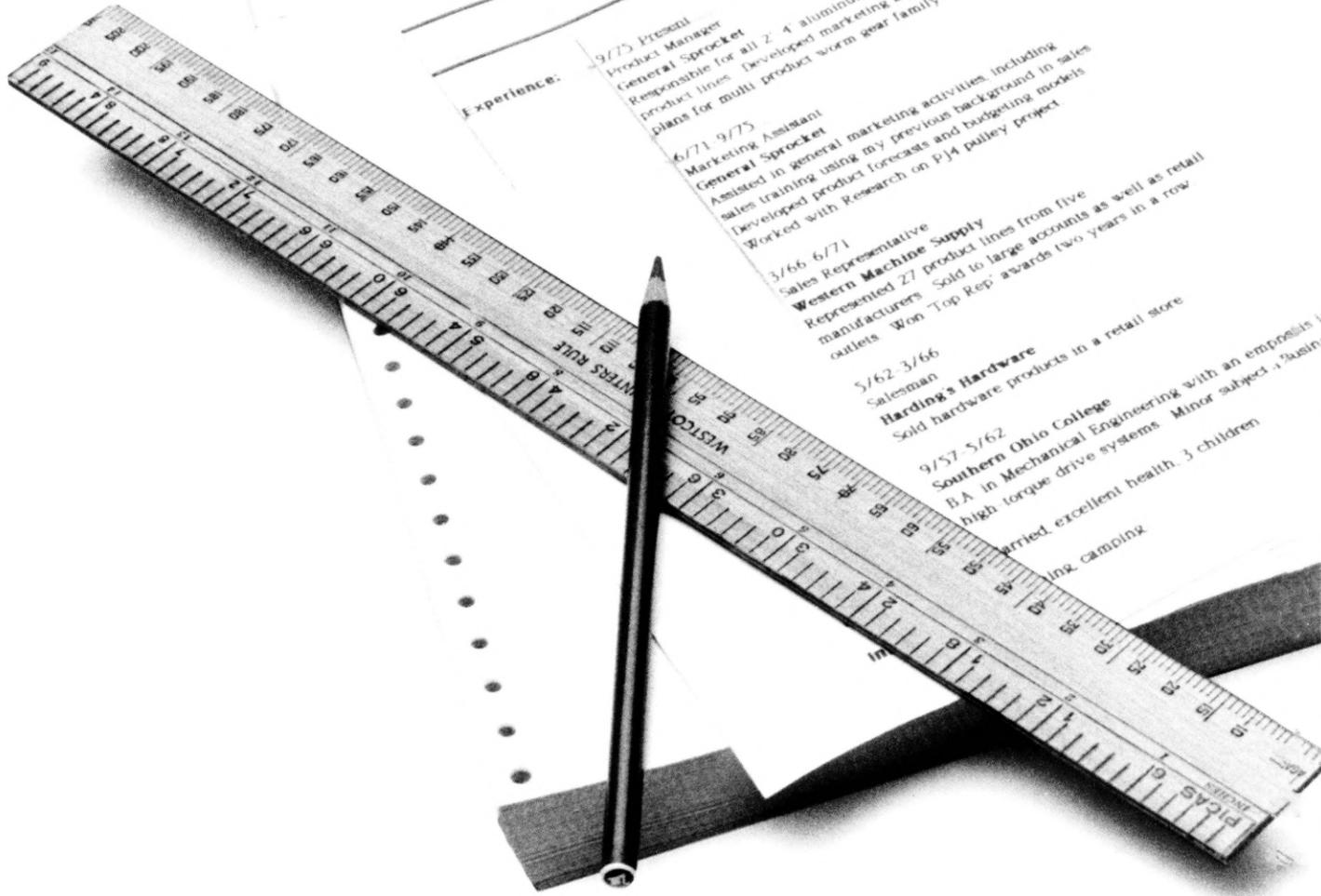
5/62 3/66
Salesman
Harding's Hardware
Sold hardware products in a retail store

9/57 5/62
Southern Ohio College
B.A. in Mechanical Engineering with an emphasis high torque drive systems. Minor subject, Busine

rried, excellent health, 3 children

ing camping

**Changing
the Format**

You use rulers to set the overall format for the following text up to the next ruler or, if there isn't one, to the end of the document. The first ruler at the top of a new document has a preset format, which you can change. Since the first ruler is easy to locate and can't be removed or replaced, you may want to use this ruler to set up a standard format for your document, and then insert more rulers elsewhere to vary the basic format—to create a table, for instance.

You make other format changes within text by choosing commands from the Format, Font, and Style menus. You can change the alignment of text by paragraph. You can choose a new font and any combination of font styles and sizes for selected text. Some of the commands in the Format and Style menus have keyboard equivalents so you can hold down the Command key and type the letter designated for that command in the menu rather than choose the command from the menu.

You set the top and bottom margins for an entire document by creating headers and footers in a separate window and displaying them in your document. You can also end a page by inserting a page break.

The Undo command in the Edit menu can undo most ruler changes or the effects of commands. When you can't choose the Undo command, usually you can undo what you've done by choosing a different command.

Changing the Settings on a Ruler

When you change the margin, tab, line spacing, or text alignment settings on a ruler, you change those settings for new or existing text between that ruler and the next. If there is no following ruler, the new format remains in effect to the end of the document.

If necessary, you insert a ruler where you want to make format changes. See "Inserting a Ruler to Change the Format While You Type" or "Inserting Rulers to Change the Format of Existing Text" in this chapter.

To Change a Margin

■ Drag the left or right margin marker to the desired position.
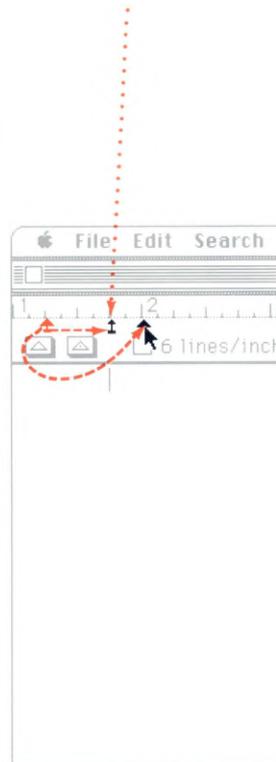
To Change the Indentation

■ Move the indentation marker onto the left margin marker (no indentation).

OR

■ Move the indentation marker to the right of the left margin marker (regular indentation).

OR

■ Move the indentation marker to the left of the left margin marker (hanging indentation).

To Set or Clear a Regular or Decimal Tab

■ To move a tab, drag it along the inch scale of the ruler.

■ To add a tab, drag it from the appropriate tab well to the inch scale of the ruler.

■ To clear a tab, drag it down from the inch scale until it becomes bold.

Whenever a tab appears bold, it's in an invalid position and will be removed from the ruler if you release the mouse button.

To Set or Remove Standard Typewriter Line Spacing

■ To set standard typewriter line spacing, click the 6 lines/inch option to check it.

OR

■ To remove standard typewriter line spacing, click the 6 lines/inch option to uncheck it.

When you set this option, the typed text (including blank lines) adjusts to 6 lines per inch. The number of typed lines depends on which line-spacing box is set (6 lines with single-spacing, 4 lines with 1½-spacing, and 3 lines with double-spacing).

With large font sizes, text may appear chopped off. See "Changing the Font, Style, or Size of Text" in this chapter.
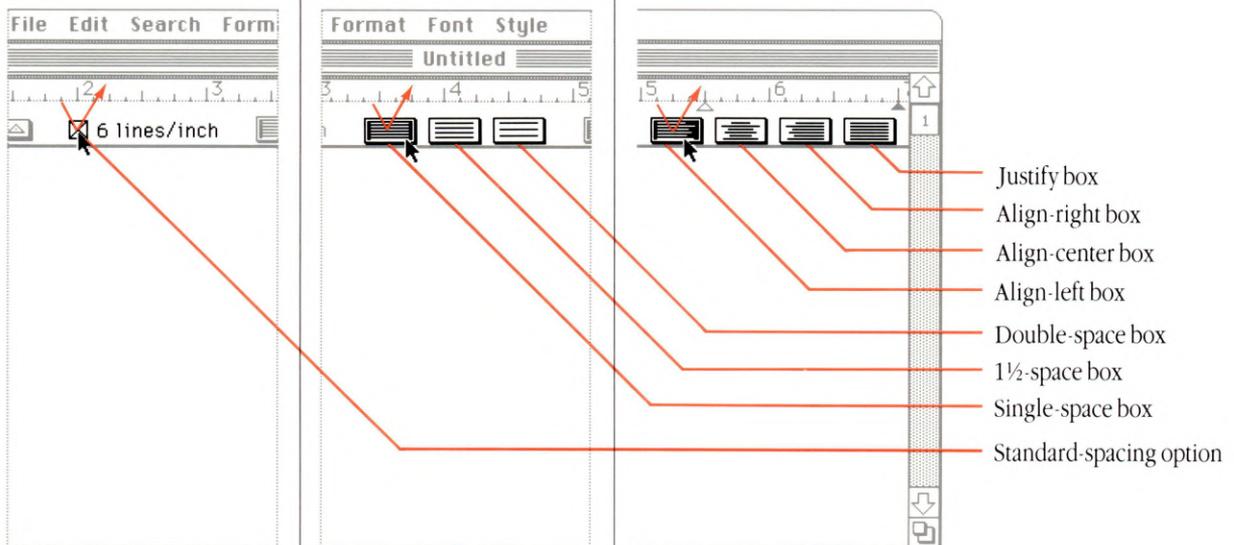
To Change Line Spacing

■ Click the appropriate line-spacing box.

To Change Text Alignment

■ Click the appropriate alignment box.

See "Changing the Alignment of Small Portions of Text" in this chapter for instructions on aligning some text independent of the ruler setting.

| File | Edit | Search | Form |

☒ 6 lines/inch

| Format | Font | Style |

Untitled

Justify box
Align-right box
Align-center box
Align-left box
Double-space box
1½-space box
Single-space box
Standard-spacing option

Inserting a Ruler to Change the Format While You Type

To change the overall format while you're typing text, insert a ruler, change any of the settings you want, and continue typing. This ruler will alter the format of text following it up to the next ruler (if there is one) or the end of the document.

1. Select the insertion point where you want a new format to begin.

Or, you can select anything (except the first ruler) to be replaced.

2. Choose Insert Ruler from the Format menu.

A copy of the preceding ruler is inserted at the insertion point (or replaces any other selection, except the first ruler). The insertion point and anything following it moves below the ruler. If you inserted the ruler at the end of the document, no insertion point appears below it until you begin to type.

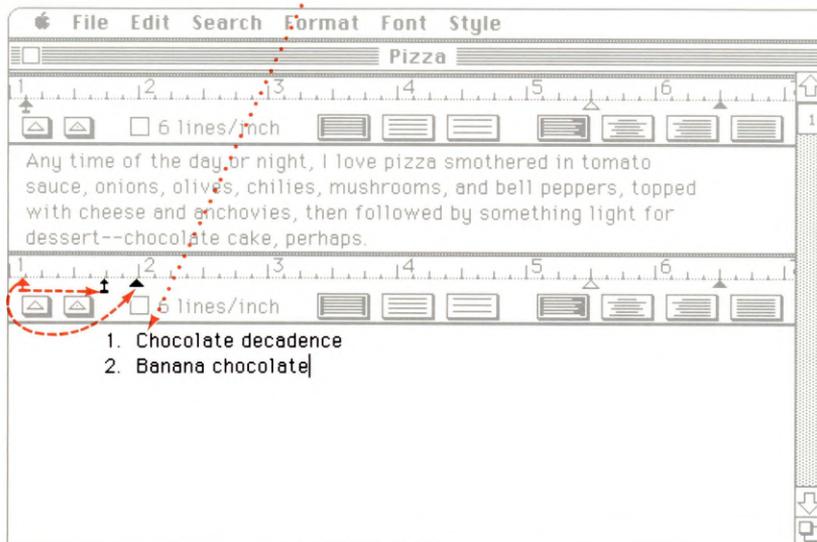**3. Change any of the settings on the ruler you inserted.**

See "Changing the Settings on a Ruler" in this chapter for instructions on how to:

- change margins or indentation

- set or clear tabs

- change line spacing

- change text alignment

Those settings remain in effect while you're typing until you insert a new ruler.

4. Type the new text.

If you want to reinstate the previous format, copy the preceding ruler. For instructions, see "Moving or Copying Within a Document" in this chapter.

🍎 File Edit Search Format Font Style

Pizza

Any time of the day or night, I love pizza smothered in tomato sauce, onions, olives, chilies, mushrooms, and bell peppers, topped with cheese and anchovies, then followed by something light for dessert--chocolate cake, perhaps.

□ 6 lines/inch

1. Chocolate decadence
2. Banana chocolate

Inserting Rulers to Change the Format of Existing Text

To change the format of some text while preserving the format of the text that follows it, insert two rulers, one at the top and another one at the bottom of the text to be changed. Then change the settings on the first inserted ruler only.

1. Select the insertion point where you want a new format to begin.

Or, you can select anything (except the first ruler) to be replaced.

2. Choose Insert Ruler from the Format menu.

A copy of the preceding ruler is inserted at the insertion point (or replaces any other selection, except the first ruler). The insertion point and anything following it moves below the ruler.

3. Select the insertion point at the end of the last line of text to be changed.

4. Choose Insert Ruler from the Format menu.

5. Change any of the settings on the first ruler you inserted.

Refer to "Changing the Settings on a Ruler" in this chapter for instructions on how to:

- change margins or indentation

- set or clear tabs

- change line spacing

- change text alignment

This ruler sets the format of all text down to the next ruler, which reinstates the previous format.

If you want to change text alignment only, see "Changing the Alignment of Small Portions of Text" in this chapter.
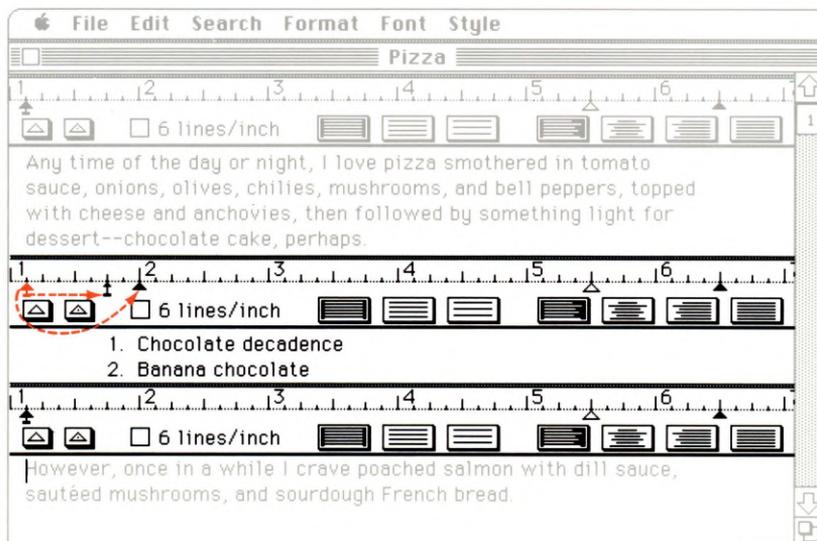
Changing the Font, Style, or Size of Text

The Font menu gives you a choice of several fonts (typefaces). The Style menu includes a choice of several styles and sizes that vary the appearance of the font. Two of the style commands vary the vertical placement of text. Superscript raises characters, and Subscript lowers them. You can use these commands from the Style menu singly or in combination—for instance, a word in the Geneva font can be bold, superscript, and 9-point.

Unless you use the Font or Style menu to make changes before typing, the text added at the insertion point is in the same text format as the preceding character. In MacWrite, a character is anything typed with the character keys, including Return, Tab, and the space bar. So a space may be in a different style from the letter before it.

When you begin a new document, the font, font style, and font size are preset to Geneva, Plain Text, and 12 Point. When you select text, then the font, style(s), and size will be checked if they are common to every character of the selection. If the selected text includes more than one font or size, or superscripts or subscripts within regular text, these commands are not checked in the Font or Style menu.

To learn about adding or removing fonts, read about the Font Mover in *Macintosh,* the owner's guide. For a more thorough explanation of font styles and how they work, see "Style Menu" in Chapter 3 of this manual.

To Change the Font

■ Select the text you want in a new font, or select the insertion point where you want to type text in a new font.

See "Selecting" in this chapter.

■ Choose a font from the Font menu.

A check appears in the Font menu to the left of the font you've chosen. If you've selected text, it changes and remains selected.

If a message tells you that the font change is undoable, click OK (or press Enter or Return). The selection changes, but you can't use the Undo command in the Edit menu.

To Change the Font Style or Size

■ Select the text you want in a new font style or size, or select the insertion point where you want to type text in a new font style or size.

See "Selecting" in this chapter.

■ Choose a font style or size, one at a time, from the Style menu.

A check appears to the left of the font style or size you've chosen. If you selected text, it changes and remains selected.

The fastest way to change font styles while you're typing is from the keyboard. Use the Command-key equivalents that are to the right of the style name in the Style menu. Hold down the Command key and type the indicated letter to add or remove a style as you type.

If a message tells you that the style or size change is undoable, click OK (or press Enter or Return). The selection changes, but you can't use the Undo command in the Edit menu.

To Create a Superscript or Subscript

■ Select the text you want as a superscript or subscript, or select the insertion point where you want to type a superscript or subscript:

See "Selecting" in this chapter.

■ Choose Superscript or Subscript from the Style menu.

A check appears next to the one you've chosen. If you selected text, it changes and remains selected.

The fastest way to create superscripts and subscripts while you're typing is from the keyboard. Use the Command-key equivalents that are to the right of the command in the Style menu. Hold down the Command key and type the indicated letter. The next character you type will be a superscript or subscript.

Use Superscript and Subscript with a smaller font size than that of your regular text—for instance, a 9-point superscript number in 12-point text. Otherwise, MacWrite may have to increase the space between lines to accommodate the superscript and subscript text.

To Return to the Preset Font, Style, and Size

■ Select the text you want returned to normal, or select the insertion point where text is to be typed in the normal style.

■ Choose, one at a time, both Plain Text and 12 Point from the Style menu. Then choose Geneva from the Font menu.

All styles are removed from the selection.

To Remove a Text Style

■ Select the text to be changed, or select the insertion point where text is to be typed in a new style.

■ Choose the checked style you want to remove (including Superscript or Subscript). The check is removed from the style, and the style is removed from the selection.

You may use the same keyboard commands to choose or remove a style—for example, holding Command and the letter B removes Bold from a selection, just as it adds it.

When a selection has more than one style, you can remove a style by choosing the menu command (or the equivalent keyboard command). The other styles remain, and the specified style is removed.

If you try to remove a style and a message warns you that the Macintosh memory is almost full and you can't remove (undo) it, click OK (or press Enter or Return) to confirm the message. Then choose Plain Text to remove all styles, and add other styles, if you wish.
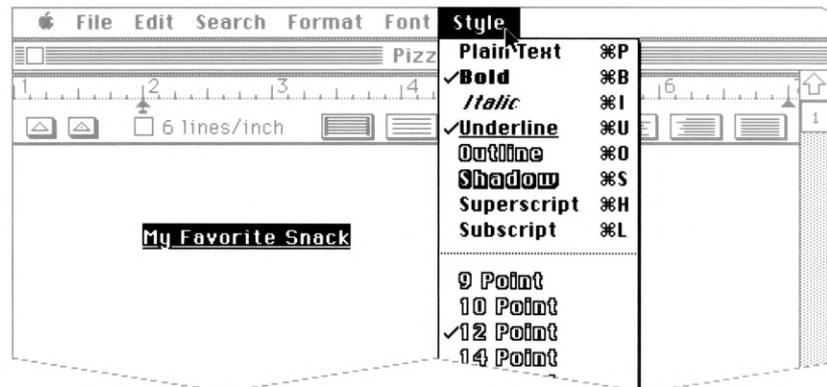
Changing the Alignment of Small Portions of Text

You can change the alignment of text in one or more paragraphs at a time with the align commands in the Format menu. The new alignment of a paragraph overrides the alignment setting on the preceding ruler until you remove the effects of the align command.

With MacWrite, the text followed by a Return is considered a paragraph. So one line—for instance, a title followed by Return—can be a paragraph whose alignment can be changed with an align command. See "A MacWrite Document" in Chapter 3 for all the different ways that a MacWrite paragraph is defined.

1. Select the insertion point in the paragraph you want to change, or select several paragraphs.

See "Selecting" in this chapter.

2. Choose one of the following:

■ **Align Left** to line up the paragraph(s) at the left margin

■ **Align Center** to center the paragraph(s) between the margins

■ **Align Right** to line up the paragraph(s) at the right margin

■ **Justify** to space the text in the paragraph(s) evenly across each line and align it at both margins (except where a line ends with Return)

To Return to the Alignment Setting on the Ruler

■ Select the insertion point in the paragraph (or select several paragraphs) you want to return to the alignment setting on the preceding ruler.

■ Choose Use Ruler from the Format menu.

The alignment of the paragraph(s) readjusts according to the setting on the preceding ruler.

Don't remove or replace a paragraph whose alignment was changed with an align command before you use the Use Ruler command to return the alignment to the ruler setting. Otherwise the align command may affect another paragraph.
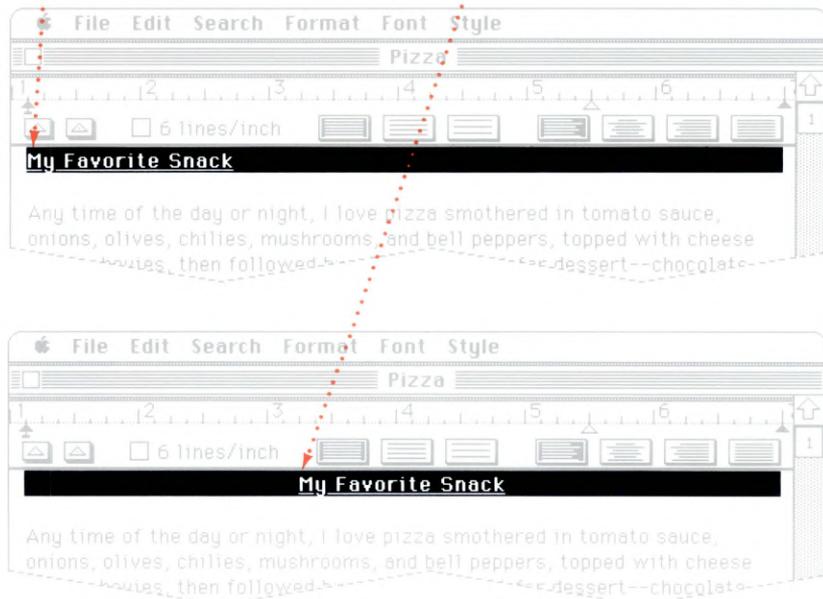
Resizing or Shifting a Picture Horizontally

After moving a picture to a MacWrite document, you can resize it or shift it horizontally. The scale of the picture changes when you change its size.

See "Moving or Copying Within a Document" in this chapter for instructions on moving a picture to another place in the document. See "Moving or Copying Between MacWrite Documents" for instructions on moving a picture to another MacWrite document.

1. Select the picture by clicking anywhere on it.

A black border appears around the picture. Three black boxes are on the bottom edge of the border.

2. Drag any of the three black boxes to resize the picture.

■ The middle box moves the bottom border vertically to lengthen or shorten the picture.

■ The left and right boxes move the bottom and the corresponding edge to change the width and/or the length of the picture.

3. Drag the border by its left or right edge to move the picture horizontally.
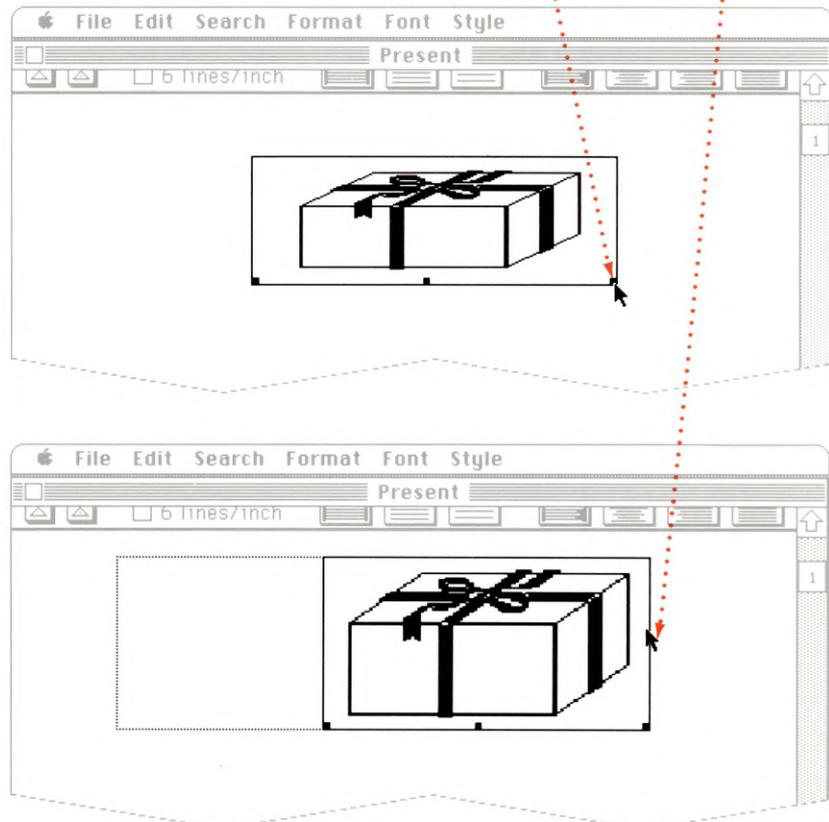
Creating a Table With Tabs

You create tables using the tab markers and the Tab key. With MacWrite, you can add or delete text at one tab without disturbing text at the next tab as long as your editing doesn't affect the tab itself or run into the next column.

1. Drag a tab marker along the inch scale of the ruler to where you want each column of the table to align.

You can move existing tab markers or add more tab markers by dragging them from the tab wells.

A decimal tab marker lines up text (usually a number) at the decimal point position.

If you want the table to have different margins from the text above it, see "Inserting a Ruler to Change the Format While You Type" or "Inserting Rulers to Change the Format of Existing Text" in this chapter.

2. Create each row of the table.

■ Press the Tab key to move to the next column and type any desired text (or leave the column empty).

■ Press Return to move to the beginning of the next line, and start the next row of the table.

Press Tab twice to leave a blank in the table.

To Edit the Text at a Tab

■ Select text and remove or replace it.

OR

■ Select the insertion point and add text.

If text inserted at the first tab runs into the second tab, MacWrite moves text at the second tab to the third, text at the third to the fourth, and so on until it finds a Return. The text at the last tab may wrap to the next line.

If you remove the space between two columns in a row of the table, text at each of the following columns on that row will move one column to the left.
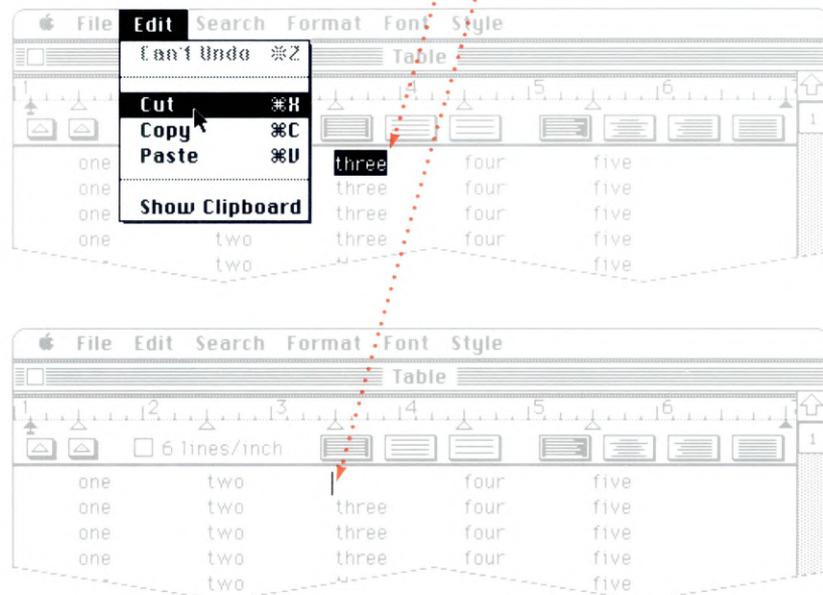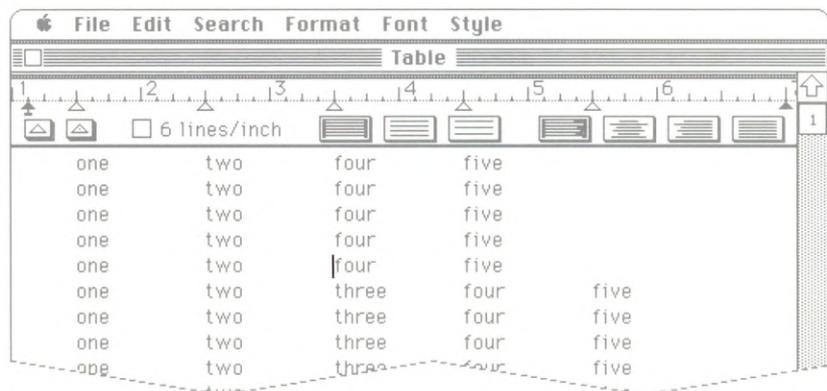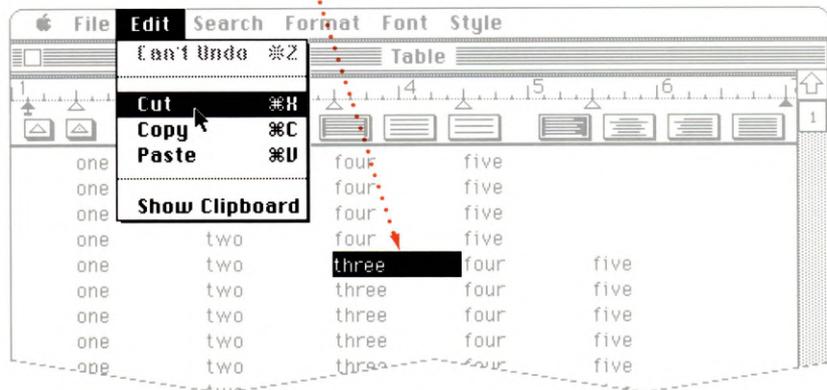
Removing a Column From a Table

You remove a column from a table by removing the text and the tab on each row of the column.

1. Select the tabular text and the space up to the next column on each line of the column to be deleted.

2. Choose Cut from the Edit menu or press Backspace once.

If you wish to remove the text of a column and keep an empty column in your table, select only the text in each row of the column. Then backspace or choose Cut from the Edit menu.

A word of warning: Don't try to remove a column by removing its tab marker. MacWrite will redistribute the text to align at the remaining tab markers, moving each line of the last column down a line to align with the first tab on the next line. Each tab marker you remove results in another redistribution.

Inserting a Column in a Table

You can add a column of text to a table by adding each item one row at a time.

1. Place a new tab marker.

■ Move the tab markers as necessary to make room for the new column.

■ Drag a tab marker from a tab well to where you want a new column.

The column to the right of the new marker moves left to align under the new marker. Each succeeding column moves left one tab, if it can fit.

2. Select the insertion point at the end of the preceding column.

If you want to insert a new first column, select the insertion point at the beginning of the line.

3. Press Tab.

The insertion point moves to the spot designated by the new tab marker, and the text at the new marker and at each of the following tabs moves right one tab.
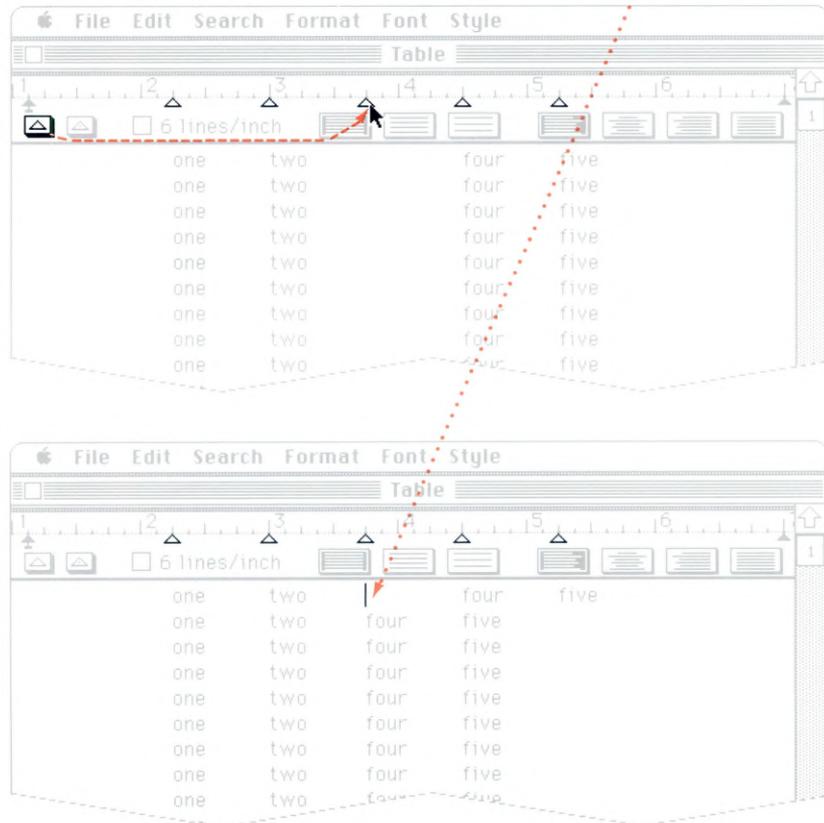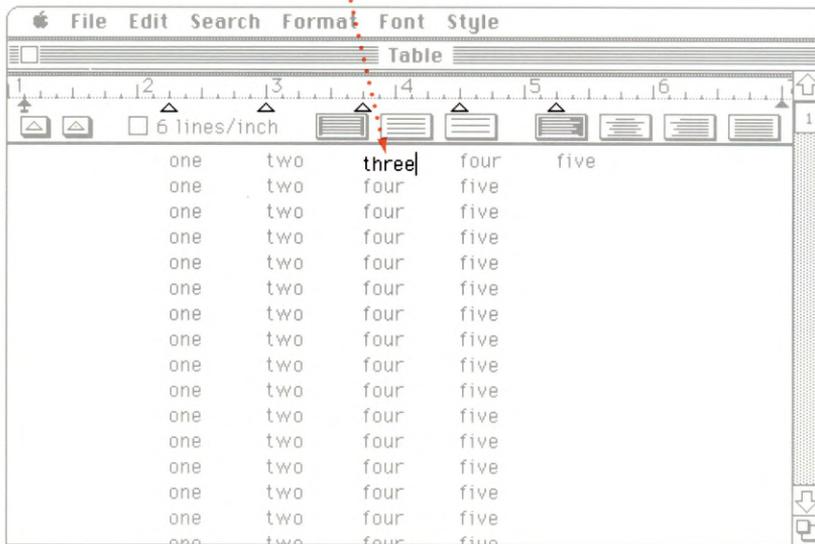
4. Type the entry of the new column.

5. Create the rest of the new column.

For each row of the new column:

▪ Select the insertion point at the end of the preceding column, or at the beginning of the line if you want to insert a new first column.

▪ Press Tab and insert text for each row of the new column.

```
 🍎  File   Edit   Search   Format   Font   Style
▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓ Table ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓
|1. . . . .|2. . . . .|3. . . . .|4. . . . .|5. . . . .|6. . . . .|
  △    △        △              △
 [△][△]  □ 6 lines/inch   [▭] [▭]   [▭]    [▭] [▭] [▭] [▭]
              one      two      three    four      five
              one      two      four     five
              one      two      four     five
              one      two      four     five
              one      two      four     five
              one      two      four     five
              one      two      four     five
              one      two      four     five
              one      two      four     five
              one      two      four     five
              one      two      four     five
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              one      two      four     five
              one      two      four     five
              one      two      four     five
              one      two      four     five
              one      two      four     five
```

Inserting a Column in a Table

Creating the Header and Footer

In MacWrite, top and bottom margins are called headers and footers. You'll create them separately in their own windows and then display them in your document.

Besides blank lines, you can put information such as chapter titles, pictures, document control numbers, and so forth in the header or footer. In addition, you can have the correct page number, date, or time automatically appear in the header or footer. (Macintosh starts the first page with the number one, unless you change it with the Set Page # command in the Format menu.)

Once displayed, the header or footer you've created appears on every page of your document, unless you choose Title Page from the Format menu. With the Title Page command checked, the content of the header or footer (and its information, including the page number) won't appear on the first page of the document.

1. Choose Open Header or Open Footer from the Format menu.

The Header or Footer window appears and a preset top or bottom margin of one line is displayed in your document. These commands will also activate an already open Header or Footer window, bringing it to the front on the desktop.

The Display Headers or Display Footers command in the same menu is automatically chosen for the window you've opened, and the alternate command, Remove Headers or Remove Footers, is showing. With the Display commands chosen, what you put in the Header or Footer window is displayed in the document when you activate the document window.

If you don't want the header or footer displayed, choose Remove Headers or Remove Footers.

2. Set the top or bottom margin height by pressing Return up to six times to enter blank lines.

Use the line-spacing boxes on the ruler to increase line spacing and thus further increase margin height. Using Tab to go to the next line also allows you to increase the margin height.

The maximum margin height is approximately a third of a page.

3. Type text or move (or copy) text or pictures from your document or another application.

■ Select the insertion point.

■ Type text, changing font, font style, or font size if you wish.

OR

■ Paste a picture from the current document, a different document, or from another application.

See "Moving or Copying Within a Document" and "Moving or Copying Between MacWrite Documents" in this chapter.

Add text and blank lines at the insertion point

Change the preset format of the ruler if you wish
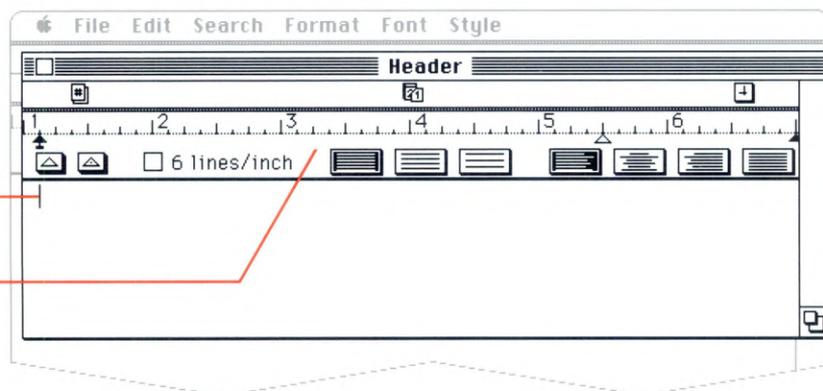
4. Drag the page number, clock, or date icons to anywhere on a line.

The font, font style, and font size of the time, date, or page number will be the same as the *first character* (including Return or Tab) in the header or footer.

To change the font, font style, or font size when the first character is a Return or Tab, select the insertion point at the top left corner of the header or footer and make changes using the Font and Style menus, then type a space.

5. Click in the document window to see the newly created or edited header or footer.

Your document appears with the header and footer on each page, both on the screen and in a printed copy. The Header or Footer window remains open on the desktop behind the active window, unless you close it.

Closing the Header or Footer window also displays the header or footer in the document if Display Headers or Display Footers is chosen. You can close the window by clicking its close box or choosing Close from the File menu.
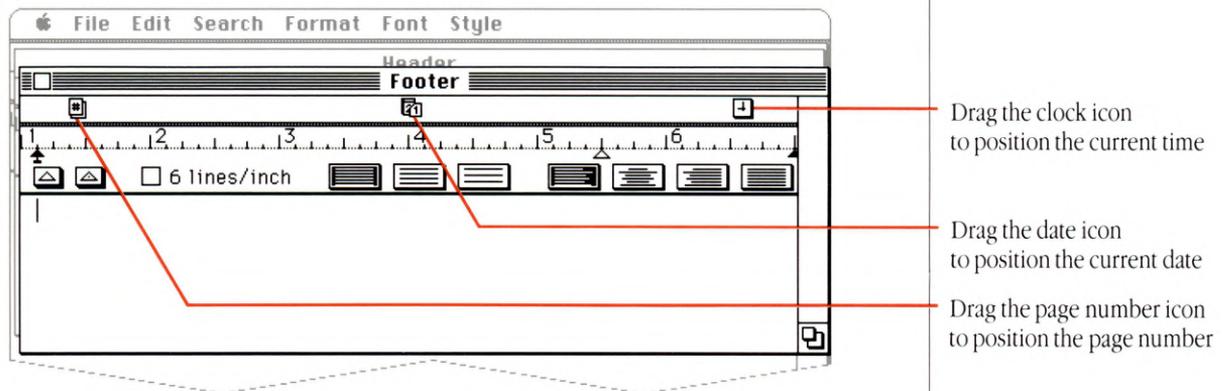
If the header or footer is too long, a message appears when you click in the document to activate it. Click OK, remove some lines, then click in the document again.

To Change Anything in the Header or Footer Displayed in Your Document

■ Choose Open Header or Open Footer from the Format menu (this also activates a currently open window).

■ Make any changes you want using MacWrite editing features, or reposition the icons by dragging.

■ Click in the document window, or close the Header or Footer window, to display the changes.

Warning beeps sound, and finally a message appears if you try to change the header or footer in the document.

Note: If you choose Alarm Clock from the Apple menu and change the date, you must confirm the change by closing the Alarm Clock window. If the date is displayed in the document and doesn't change right away, don't worry. MacWrite changes it when you save or print.

File   Edit   Search   Format   Font   Style

Header

Footer

Drag the clock icon
to position the current time

☐ 6 lines/inch

Drag the date icon
to position the current date

Drag the page number icon
to position the page number

Changing the Initial Page Number

The page number icon in the Header or Footer window must be placed in the header or footer for MacWrite to number the pages of your document automatically. See "Creating the Header and Footer" in this chapter for instructions.

If the header or footer has the page number icon set, the first page will be numbered 1, unless you set the initial page number to something else using the Set Page # command in the Format menu.

1. Choose Set Page # from the Format menu.

A box appears with the page number preset at 1.

2. Type the number for the first page of the document if other than 1.

When Title Page is checked, the content (except the margin height) of both the header and footer is removed from display on the first page of a document, although MacWrite still begins numbering from the first page. If you have checked the Title Page command and don't want the title page to be counted, be sure to enter the initial page number (include the number 0) as one less than the number of the second page of the document.

3. Click OK or press Enter or Return.

The numbers appear in your document in the header or footer at the position of the page number icon.

The new number of the page in the document window appears in the scroll box.

 File   Edit   Search   Format   Font   Style

Orchards

New page number?   [2]

OK   Cancel

Orchards   - 1 -   Chapter 1

Inserting a Page Break

1. Select the insertion point where you want to end a page.

2. Choose Insert Page Break from the Format menu.
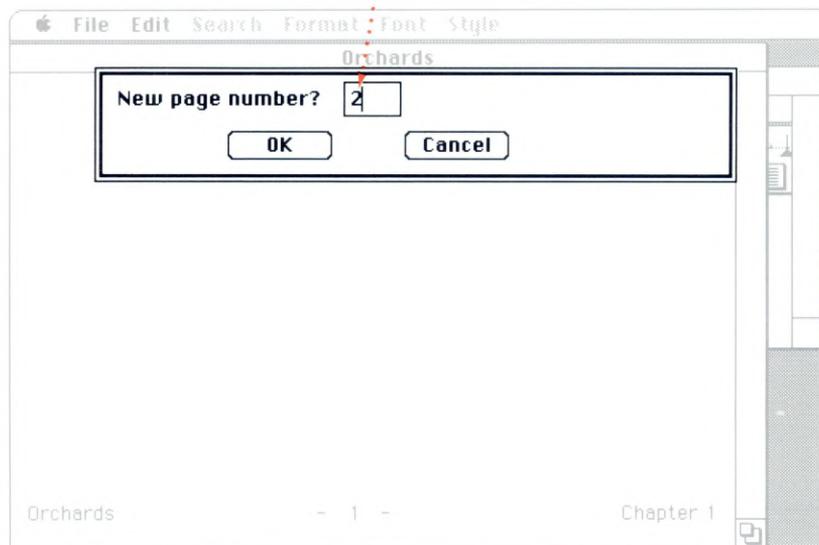
You can start a new page while you're typing, or anywhere you'd like in an existing document, by inserting a page break. The rest of the text on the page moves to the top of the next page and all subsequent text moves down accordingly.

Or you can select anything to be replaced (except the first ruler).

The page break is inserted at the insertion point (or replaces any other selection except the first ruler). The insertion point and anything that follows it moves to the first line of the next page. The header or footer is not affected by the page break.

A page break is like a rubber space that resizes as you add or remove text from the page.

You can select it by clicking in the empty space created by inserting the page break. The selected page break can be moved, copied, removed, or replaced.

File   Edit   Search   Format   Font   Style

Orchards

☐ 6 lines/inch

This apple is beautiful and highly flavored, and has an excellent quality for either a light dessert or culinary use. It is one of the most desirable varieties for the fancy trade at the holiday season. The tree is hardy and productive, with a health and vigor that make it adaptable throughout the apple-growing regions of the country. It is also an extremely reliable cropper.

DISTRIBUTION CENTER SA...

GENERAL SPROCKET   4th Quarter Summary

flange sales remaining unexpectedly stron...
brisk pulley and wheel...   ...d a

Table 1
Sales By Region

SPROCKE...

North
225
2?
7...

September
October

Experience: 9/75 Pr...
                Product
                Genera...
                Respon...
                produc...
                plans

                6/71

DATE   12 January, 1984   MEMORANDUM
TO: David Allison
FROM: Rob...

January 24, 1984

Conglomerated Credit Corporation
37415 Park Place
Brisbane, CA 94804

Dear Sirs and Madames,

    I wish to correct your mistaken billing on my Conglomerated Credit Card
#3731-813080-72005. A charge I made last month for ... equipment
was incorrectly listed as having been made at the "... at
Lake Havasu!

    I have never been to Lake H...
particular motel. I ...   Page 1
becaus...

Education:

Personal:

Intere...

Clement

Marketing Budget	Jan	Feb	Mar	April	May	Jun
	1984			15750	18960	18690
	15750	15750	15750	9700	9700	9700
	9700	9700	9700	25450	28660	28390
		25450	25450	2200	2200	2200
	25450	2200	2200	980	980	980
	2200	980	980	300	300	300
Exempt Salaries	980	300	300	150	150	150
Nonexempt Salaries	300	150	150	100	100	100
Total Salaries	150	100	100			750
...l Additions	100		500			

Working With Documents

You always start MacWrite from the Finder by opening a new or existing document. Later, you may use commands in the File menu to save and print your work and quit MacWrite. Most file commands present dialog boxes that require you to provide more information and confirm (or cancel) the command by clicking the appropriate button. You can use the Enter key or the Return key to confirm a command or acknowledge a warning message. When there's more than one option that confirms the command, or when the best choice is something other than a confirmation, the Enter or Return key acts like the button that's outlined in bold.

Most of the procedures in this section can be done from the Finder as well as from MacWrite, although the steps may be different. *Macintosh,* the owner's guide, thoroughly covers how to work with documents from the Finder.
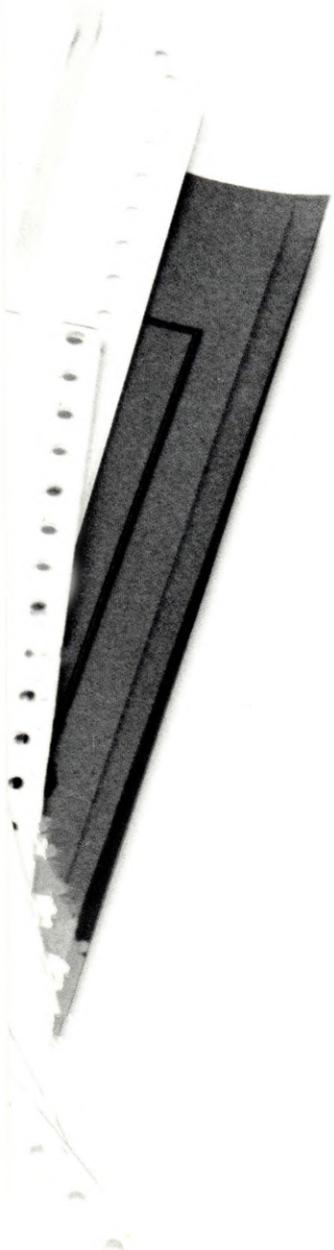
Starting or Quitting MacWrite

To Start MacWrite From the Finder

To Quit MacWrite

To begin working with MacWrite, you start the application from the Finder. You can start MacWrite by opening a new document or an existing document.

If you're opening a document that was created with an earlier version of MacWrite, see "Open" under the "File Menu" in Chapter 3 for more information.

When you finish working with MacWrite, you quit the application and return to the Finder. You can quit MacWrite with a current document open or closed.

■ Insert the disk that contains MacWrite and open the disk icon, if necessary.

■ Select the MacWrite application icon or the icon that represents the document you want to use.

Insert the disk that contains the document you want, if necessary.

■ Choose Open from the File menu.

MacWrite starts, and a new document opens if you opened the MacWrite application icon.

■ Choose Quit from the File menu.

If there are no unsaved changes to your document, you return to the Finder. Otherwise, a dialog box appears that lets you first save any changes.

Clicking Yes (or pressing Enter or Return) saves the changes and quits MacWrite.

Clicking No quits MacWrite without saving the changes.

Clicking Cancel retracts the Quit command.

```
 🍎  File  Edit  Search  Format  Font  Style
                    Orchards
|....1....|....2....|....3....|....4....|....5....|....6....|
 △  △   ☐ 6 lines/inch                                     1

This apple is beautiful and highly flavored, and has an excellent quality for
either a light dessert or culinary use. It is one of the most desirable
varieti                                        y season. The tree
is hard    Save changes before quitting?       kes it adaptable
through                                         t is also an
extrem        ╭─────────╮
              │   Yes   │
              ╰─────────╯
        ┌─────────┐            ┌──────────┐
        │   No    │            │  Cancel  │
        └─────────┘            └──────────┘
```
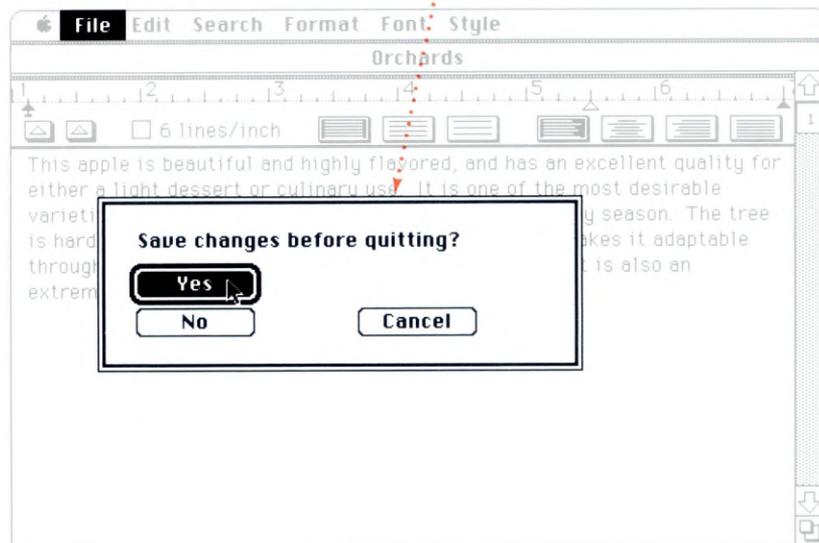
Opening a New Document From MacWrite

You can open a new document without returning to the Finder by using the File menu.

See "Starting or Quitting MacWrite" in this chapter about opening a new document from the Finder.

1. Activate the document window that's currently open, if necessary.

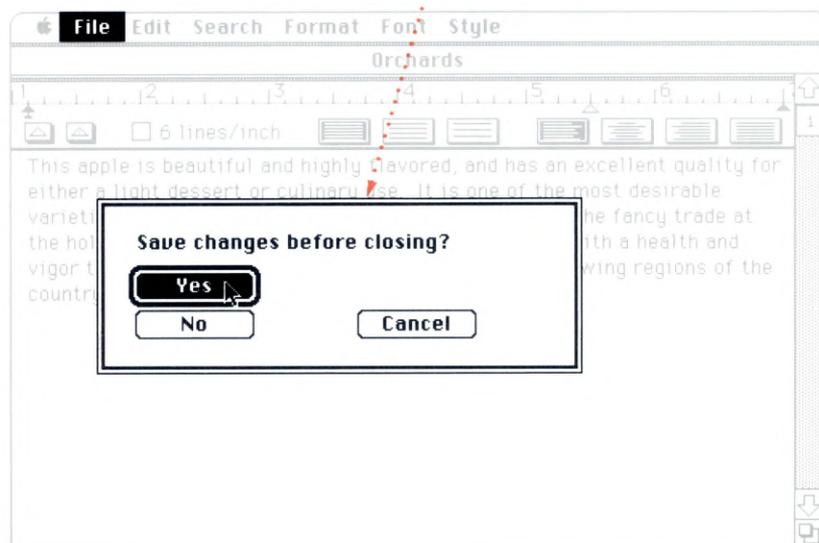**2. Choose Close from the File menu or click the close box.**

If there are no unsaved changes to your document, MacWrite closes your document window and clears the desktop.

Otherwise, a dialog box appears that lets you save any unsaved changes:

■ Clicking Yes (or pressing Enter or Return) saves the changes and closes the document window.

■ Clicking No closes the document window without saving the changes.

■ Clicking Cancel retracts the Close command.

3. Choose New from the File menu.

A new, untitled document opens on the desktop. You name this document the first time you save it.

 File Edit Search Format Font Style

Orchards

☐ 6 lines/inch

This apple is beautiful and highly flavored, and has an excellent quality for either a light dessert or culinary use. It is one of the most desirable varieti... e tree is hardy and produc... able throughout the apple-... e country. It is also a...

Save changes before closing?

Yes
No
Cancel
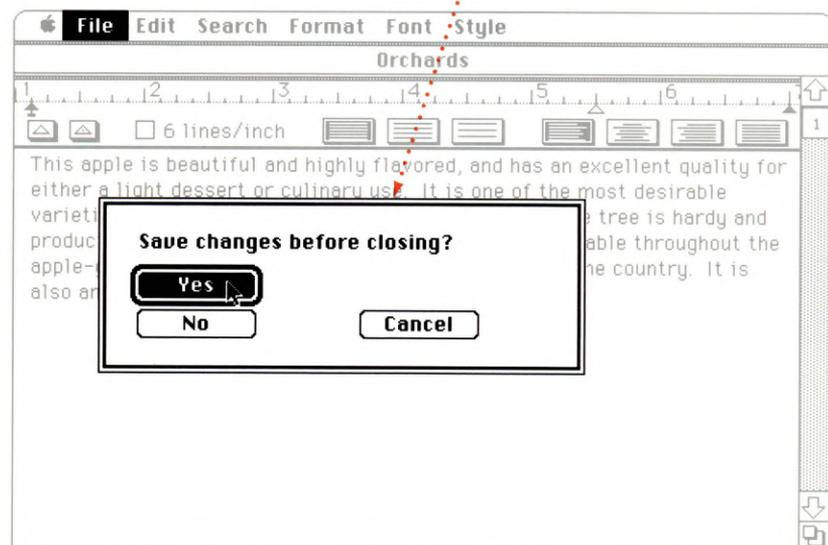
Opening an Existing Document From MacWrite

You can open an existing document without returning to the Finder by using the Open command in the File menu.

If the document you want to open is on another disk, you can eject the current disk if necessary, insert another, and open one of its MacWrite documents.

See "Starting or Quitting MacWrite" in this chapter about opening an existing document from the Finder.

1. Activate the document window that's currently open, if necessary.

2. Choose Close from the File menu or click the close box.

If there are no unsaved changes to your document, MacWrite closes your document window and clears the desktop.

Otherwise, a dialog box appears that lets you save any unsaved changes:

■ Clicking Yes (or pressing Enter or Return) saves the changes and closes the document window.

■ Clicking No closes the document window without saving.

■ Clicking Cancel retracts the Close command.

3. Choose Open from the File menu.

A dialog box appears with a list of all the MacWrite documents that are on the disk.

 File Edit Search Format Font Style

Orchards

☐ 6 lines/inch

This apple is beautiful and highly flavored, and has an excellent quality for
either a light dessert or culinary use. It is one of the most desirable
varieti   he fancy trade at
the hol   **Save changes before closing?**   ith a health and
vigor t   wing regions of the
countr   ┌─────────┐
                │   Yes   │
                └─────────┘
         ┌─────────┐   ┌──────────┐
         │   No   │   │ Cancel │
         └─────────┘   └──────────┘

4. Change to the disk containing your document, if necessary.

■ Click Eject in the dialog box and insert the other disk.

OR

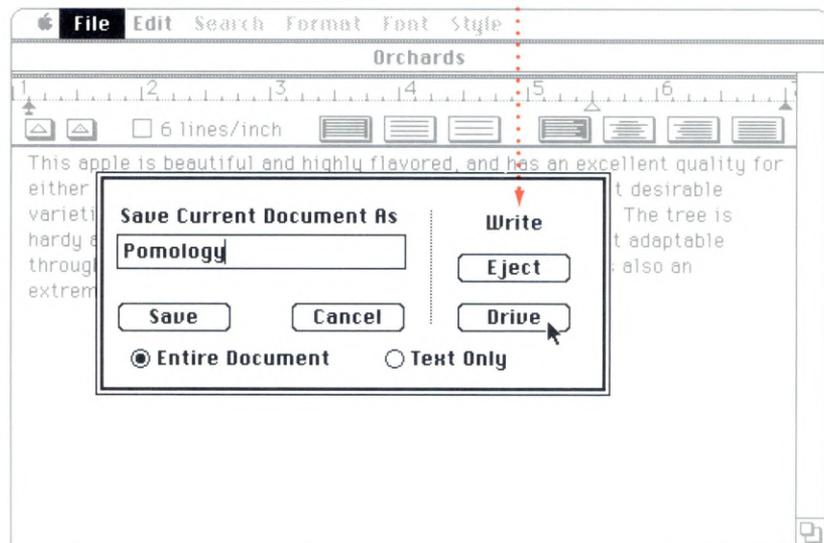■ Insert a disk, if necessary, in the external drive and click Drive in the dialog box.

The list now shows the MacWrite documents on the disk you just inserted.

5. Click the MacWrite document that you want.

Scroll the list, if necessary, to find the name you want. Or start typing the name of the document until you've typed enough characters to identify it. MacWrite selects it automatically. If you pause while typing, MacWrite considers the next typed character to be the start of a new request.

6. Click Open to open the document from the disk.

You're actually working on a copy of the document that's on the disk. Changes you make won't be made permanent until you save them back on the disk.

Clicking the Cancel button retracts the Open command.

When the document is opened, if you've ejected the disk with the MacWrite application program, a message will ask you to reinsert that disk.

If you're opening a document created with a version of MacWrite earlier than 4.5, confirm the message about converting the document.

Once converted to work with version 4.5 (or later) of MacWrite, the document opens as Untitled. Name it when you save it to a disk with new MacWrite documents. Now only the new MacWrite can open it.
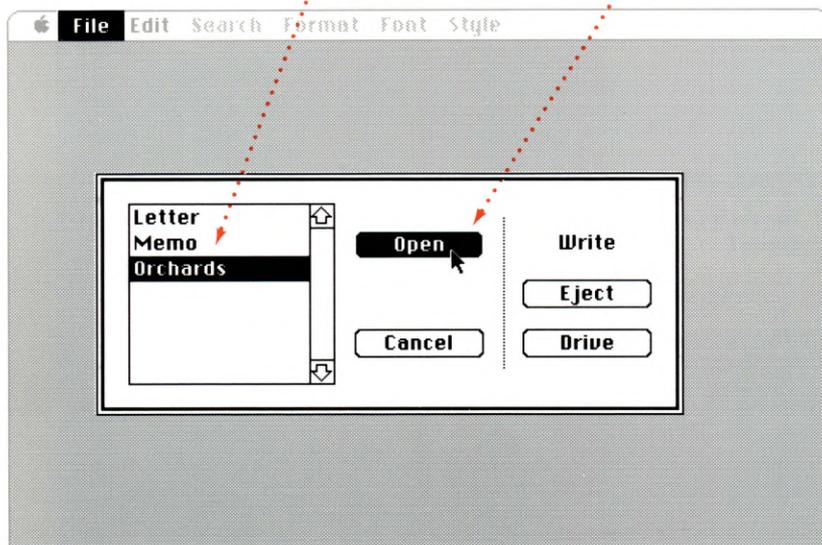
Opening a Text-Only Document

To Open a Text-Only Document Created With MacWrite

To Open a Text-Only Document Created With Another Application

You can open a text-only document from the Finder or from MacWrite if you created it with MacWrite. A text-only document created with another application can be opened from the Finder only.

When you open a text-only document, you're asked if you want a Return (wherever it occurs) to signify a new paragraph or a line break. MacWrite uses this information to convert the text-only document to a version with the most suitable format for using with MacWrite.

In MacWrite, a text-only document opens as Untitled, and the font, font style, and font size are preset to Geneva, Plain Text, 12 Point. The ruler has the preset settings. You then can change the ruler settings and other style formats if you wish—for instance, add tabs to realign the columns in a table.

■ Open the text-only document from the Finder or from MacWrite.

See "Starting or Quitting MacWrite" or "Opening an Existing Document From MacWrite" in this chapter.

A dialog box appears, and you're asked if the Returns in the text-only document should signify new paragraphs or line breaks. Click the option that matches how Returns were placed when the document was saved. If you don't know, you may need to experiment. Clicking Cancel retracts the action.

■ Confirm the message about converting the text-only document.

■ From the Finder, select both the MacWrite application icon and the text-only document icon.

If the icons are in different windows, drag them to the desktop so you can select them together by clicking and then Shift-clicking.

■ Choose Open from the File menu.

A dialog box appears, and you're asked if the Returns should signify new paragraphs or line breaks. Click the option that matches how Returns were placed when the document was saved.

■ Confirm the message about converting the text-only document.

Should a Carriage Return signify a new paragraph or a line break?

[Paragraphs] [Line Breaks] [Cancel]

Saving a Document

1. Choose Save from the File menu.

2. Type the name of the document if you're saving it for the first time, and click Save.
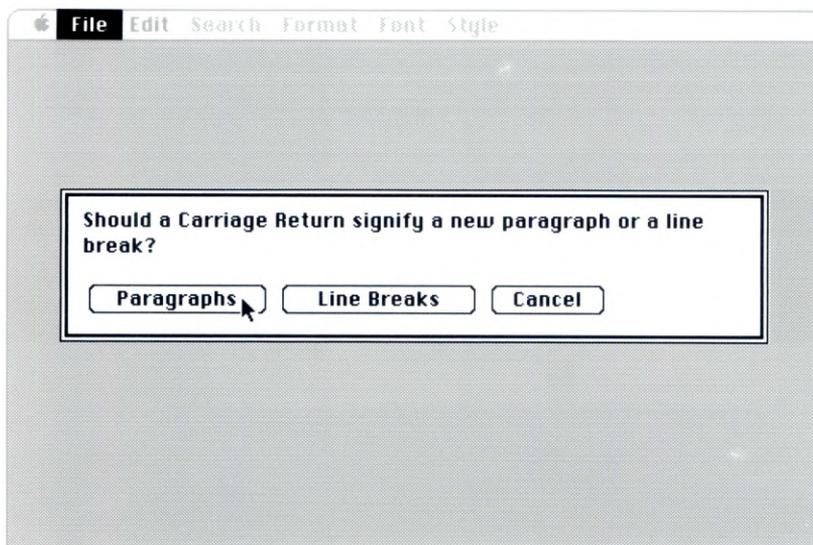
You should save your work often to keep a current version of your document on the disk in case you lose information on the Macintosh.

The Close and Quit commands in the File menu also give you the opportunity to save changes to a document that's been named.

If you want to save the current document without replacing the old version, use the Save As command in the File menu. See "Saving the Current Document and the Old Version" in this chapter.

If you want to save a text-only version of the document, see "Saving a Text-Only Document" in this chapter.

Unless you're saving for the first time, no dialog box appears.

You cannot use a colon as part of a document name.

If you give the name of an existing MacWrite document, when you click Save a message asks if you want to replace the document with the one you're saving. Confirm or cancel the command.

See "Saving a Text-Only Document" in this chapter for information about the Text Only check box.

Clicking the Cancel button retracts the Save command.

The Eject button and Drive button let you save the document on another disk. See "Saving the Current Document and the Old Version" in this chapter.

 **File** Edit Search Format Font Style

Untitled

1   2   3   4   5   6

☐ 6 lines/inch

This apple is beautiful and highly flavored and has an excellent quality for
either   t desirable
varieti   ee is hardy and
produc   e throughout the
apple-   ely reliable
croppe

Save Current Document As

Orchards

Write

Eject

Save   Cancel   **Drive**

◉ **Entire Document**   ○ **Text Only**
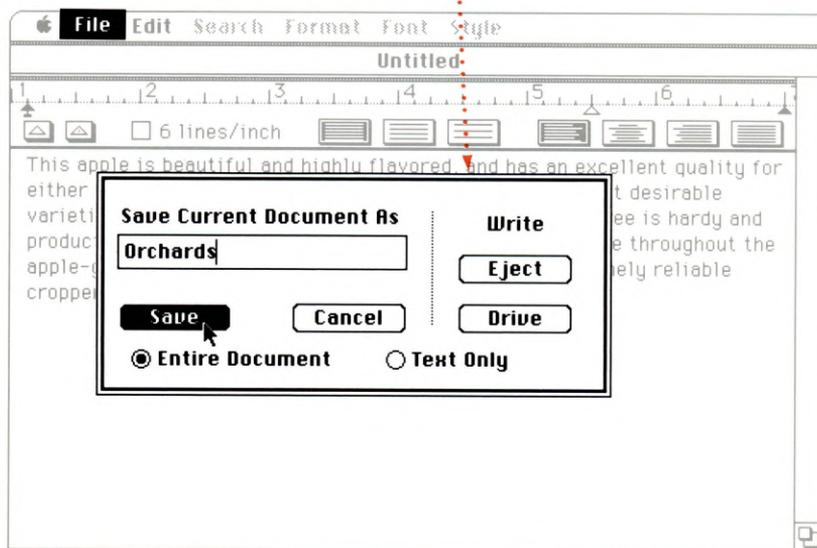
Saving the Current Document and the Old Version

Using the Save As command, you can give the document you're working on a different name and save it as a new document, without replacing the old version. The Save As command also allows you to save a copy of your document to another disk.

1. Choose Save As from the File menu.

A dialog box appears with the current name of your document.

2. Change the name of the document or change to the other disk, or both.

To change to another disk:

■ Click Eject in the dialog box and insert the other disk.

OR

■ Insert a disk, if necessary, in the external drive and click Drive in the dialog box.

You cannot use a colon as part of a document name.

3. Click Save (or press Enter or Return).

When the document is saved, if you've ejected the disk with the MacWrite application program, a message will ask you to reinsert that disk.

If you've used the name of an existing MacWrite document, a message asks if you want to replace the document with the one you're saving. Confirm or cancel the command.

If you've given the document a new name, a new document is created in the Finder. The new document with its new name is now the current one on the desktop, and the Save command and the save option associated with Quit and Close will save changes to this document.

```
  File  Edit  Search  Format  Font  Style
                    Orchards
  1        2        3        4       5        6
  △ △      □ 6 lines/inch      ▤ ▤ ▤     ▤ ▤ ▤ ▤

This apple is beautiful and highly flavored, and has an excellent quality for
either                                                  t desirable
variet ┌─────────────────────────────────────┐ The tree is
hardy  │ Save Current Document As      Write  │ t adaptable
throug │ ┌─────────────────────────┐          │ also an
extrem │ │ Pomology                │   ┌─────┐│
       │ └─────────────────────────┘   │Eject││
       │ ┌──────┐  ┌────────┐   ┌─────┐ │     ││
       │ │ Save │  │ Cancel │   │Drive│        │
       │ └──────┘  └────────┘   └─────┘        │
       │ ● Entire Document   ○ Text Only       │
       └─────────────────────────────────────┘
```

Saving a Text-Only Document

You can save a MacWrite document as text only—without ruler settings or other style formats. This is useful if you want to send a document to another computer (using MacTerminal™ for instance) or move it to another application that doesn't use the same formats as MacWrite.

When you save a text-only document, you're asked if you want Returns inserted between paragraphs or after each line. You select an option depending on how the document will be used.

For example, if you send a text-only document to another computer, Returns after each line may let the other computer display the text with the same line breaks as in the MacWrite document. Or Returns after each paragraph may allow another word processor to format the text more easily.

1. Choose Save As from the File menu.

A dialog box appears with the current name of your document.

If you're saving for the first time or chose Close or Quit from the File menu without having saved, this dialog box also appears.

2. Type a new document name or change to the other disk, or both.

To change to another disk:

■ Click Eject in the dialog box and insert the other disk.

OR

■ Insert a disk in the external drive, if necessary, and click Drive in the dialog box.

You can't use a colon as part of a document name. If you use the name of an existing MacWrite document and then click Save, a message will ask if you want to replace the document with the one you're saving. You'll confirm or cancel the command.

3. Click the Text Only option, and then click Save (or press Enter or Return).

A dialog box asks about where to place Returns in the saved text-only document—after paragraphs or line breaks. Click the option you want to use. Clicking Cancel retracts the command and returns you to the document.

MacWrite saves the text-only version of your document. If you initially chose Save or Save As, the text-only document is saved, and the current document continues to be the one you've been working on.

If you initially chose Close or Quit and saved for the first time, MacWrite saves the text-only version without saving the entire MacWrite document (including formats).

🍎 File Edit Search Format Font Style

Orchards

☐ 6 lines/inch

This apple is beautiful and highly flavored, and has an excellent quality for either a light dessert or culinary use. It is one of the most desirable

Should a Carriage Return be put at the end of each line or only between paragraphs?

| Paragraphs | Line Breaks | Cancel |
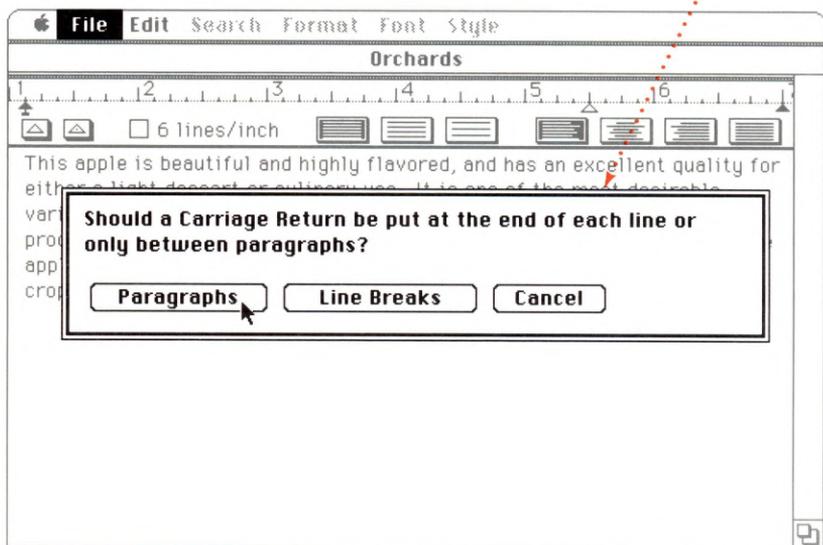
Printing With the ImageWriter

The Apple ImageWriter and ImageWriter II are designed to be used with the Macintosh.

Before you choose Print, you may need to tell the Macintosh what printer you're using and to which port it's connected. Read about this in "Choose Printer" under "Apple Menu" in Chapter 3, or refer to your printer manual.

When you choose Page Setup or Print from the File menu, a message appears if the printing resource isn't on the disk. Refer to *Macintosh,* the owner's guide, and your printer manual for instructions on setting up your printer and printing.

If you're using a LaserWriter, refer to *LaserWriter,* your printer manual, for complete instructions about printing.

1. Choose Page Setup from the File menu.

A dialog box appears with print specification options.

2. Set the page specifications by clicking appropriate check boxes. Then click OK (or press Enter or Return).

You need to set these page specifications for a document only once. MacWrite saves them with the document.

International standard 8¼ inches wide, 12 inches tall

European standard 8¼ inches wide, 11⅔ inches tall

8½ inches wide, 11 inches tall

8½ inches wide, 14 inches tall

15 inches wide, 11 inches tall

Text is printed upright on the page, with the top line at the top of the page

Prints with page breaks

Prints at actual size

Used for printing correctly proportioned pictures

Prints at 50% of actual size

Text is printed sideways on the page, with the top line down the right side of the page

Prints over page perforations

ImageWriter (Standard or Wide)

OK

Paper: ● US Letter   ○ A4 Letter
        ○ US Legal   ○ International Fanfold
        ○ Computer Paper

Cancel

Orientation: ● Tall   ○ Tall Adjusted   ○ Wide
Pagination: ● Normal pages   ○ No breaks between pages
Reduction: ● None   ○ 50 percent

3. Choose Print from the File menu.

4. Set the print specifications and click OK (or press Enter or Return) to confirm the command.

The document begins to print.

A dialog box appears with the message that printing is in progress. Clicking Cancel lets you stop printing. Clicking Pause discontinues printing until you click Continue or Cancel.

If necessary, you'll set the print options each time you print. The Quality and Paper Feed options are set as they were the last time you printed.

Screen-quality printing; faster than High quality

Highest quality printing

Prints all pages in the document, first to last

Lets you specify how many copies of the document to print

Fanfold or roll paper fed continuously into the printer

Single sheets of paper, fed individually into the printer

ImageWriter (Standard or Wide)   OK

Quality: ○ High   ⊙ Standard   ○ Draft
Page Range: ⊙ All   ○ From: [   ] To: [   ]   Cancel
Copies: [1]
Paper Feed: ⊙ Continuous ○ Cut Sheet
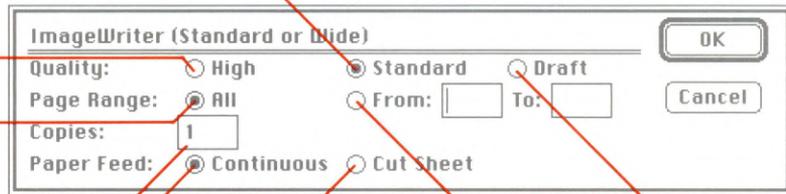
Text only, one font, one font size; Plain Text, Bold, and Underline styles only. Fastest speed.

Lets you specify a range of pages to print. Select the insertion point in the boxes and enter numbers for the first and last pages.

Printing Multiple Documents

If you've created several short documents that you want to print as part of a longer document, you position the page number icon in the header or footer and then print them sequentially. Each new document begins on a new page, so it's important that each document stand alone as a section or chapter.

1. Open the first document to be printed.

From a MacWrite document:

- Choose Open from the File menu.

- Click the document name in the list.

- Click the Open button.

From the Finder:

- Click the document icon.

- Choose Open from the File menu.

2. Set the page number you want to assign to the first numbered page of the document.

- Choose Set Page # from the Format menu.

- In the dialog box, type the page number and click OK.

The numbers appear in your document where you positioned the page number icon in the header or footer.

If Title Page is checked in the Format menu, the header or footer is not displayed on the first page.

See "Creating the Header and Footer" in this chapter for instructions on creating headers and footers in a document.

3. Print the document.

■ Choose Print from the File menu.

■ Set the print specifications. See "Printing With the ImageWriter" in this chapter or your printer manual.

To print a document or group of documents from the Finder, see "Printing" in *Macintosh,* the owner's guide.

4. Continue this procedure for subsequent documents.

■ Open the next document.

■ Set the page number to one greater than the last page number in the previous document.

■ Print the document.

If necessary, choose Title Page to uncheck it in order to print the header or footer on the first page of each document.

** File   Edit   Search**

1   2   3

Format   Font   Style

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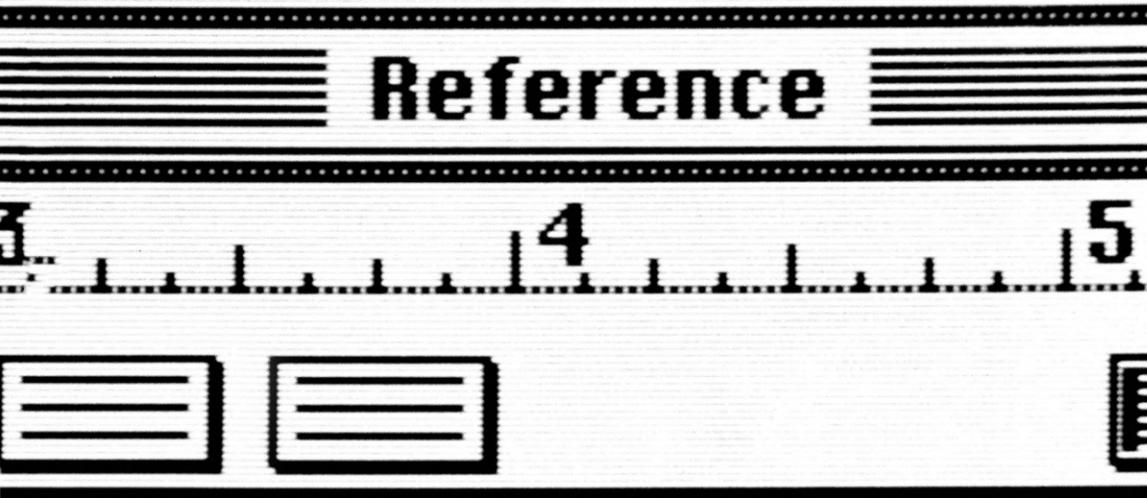
However, if you set your document's Orientation option to sideways printing, the document window has the same width as you'd see for regular printing, but its length matches the shorter page length. To see more of the page width, resize the window.

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

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

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.

Introduction

This chapter is an overview and summary of the elements of the MacWrite word processor. It tells you *about* MacWrite without emphasizing procedural instructions. (Read Chapter 2 for step-by-step instructions on the word processing tasks you can do with MacWrite.)

The first part of this chapter presents basic concepts about a MacWrite document: paragraphs, elements of editing, and paragraph and page format. The next part describes the commands in each menu. The chapter ends with a brief discussion of MacWrite memory conditions, MacWrite technical specifications and preset options, and a glossary of special terms.

A MacWrite Document

A MacWrite document can consist of paragraphs of text, pictures or text from other applications or desk accessories, and rulers that set text format. A new document has a preset format that you can keep or change; its settings are listed at the end of this chapter.

The length of a MacWrite document can vary, depending on the amount of memory inside the Macintosh, the number of paragraphs, and the space available on the disk where the document is stored. With a 128K Macintosh, the document has a limit of 500 pargraphs. With a 512K Macintosh, the document has a limit of 2,047 paragraphs. However, a MacWrite document cannot be longer than 240 pages.

Paragraphs and the Return Key

A MacWrite paragraph is defined as text between any of the following:

☐ presses of the Return key

☐ rulers

☐ pictures

☐ page breaks

☐ the beginning or end of the document

Note that this definition includes a lot of things not normally considered paragraphs (like lines of a table).

For a paragraph, the following is always true:

☐ The nearest preceding ruler determines the margins, paragraph indentation, regular and decimal tabs, line spacing, and overall text alignment of the paragraph.

☐ The indentation marker indicates the position of the first character or the position of the left edge of a picture.

☐ At the right margin, MacWrite automatically breaks the line between words (called word wraparound).

☐ When you edit the text or change the margins, MacWrite automatically readjusts the paragraph to fit between the margins.

Note that you shouldn't use Return at the end of a line within a paragraph, because Return ends the paragraph as well as the line.

A Page

The page size is specified with the Page Setup command in the File menu. In the document window, the end of each page is marked by a nonprinting gray line across the document. You can define the top or bottom margin for all pages in the document with the header or footer. The header and footer appear below and above the gray line. You can end a page and start a new one anywhere in your document by inserting a page break.

If you print the document on continuous-feed paper, printing automatically skips across the perforation. If you print on single sheets that you insert by hand, the printing stops at the end of each page so you can insert the next sheet.

Editing

Editing involves inserting or removing at the insertion point and removing, moving, copying, or replacing a selection. The insertion point can be selected anywhere except between adjacent rulers. Any item or sequential group of items in a document can be selected. Anything that can be selected can be edited, although not all editing procedures work with every selection. For example, you can't remove or replace the first ruler in the document.

You can replace the selection by typing, pasting, inserting a ruler, or inserting a page break. With the Edit menu or equivalent keyboard commands, the selection can be removed, moved, or copied. When moving or copying, you can paste into another place in the document, in another window in MacWrite, in another document altogether, or in some desk accessories.

The Undo command in the Edit menu restores the previous selection or ruler setting.

Rulers in your document set the overall paragraph format: margins, paragraph indentation, regular and decimal tabs, line spacing, and text alignment.

Left margin marker
Indentation marker
Regular tab well
Decimal tab well
Standard-spacing option
Single-space box
1½-space box
Double-space box
Tab marker
Align-left box
Align-center box
Align-right box
Justify box
Right margin marker
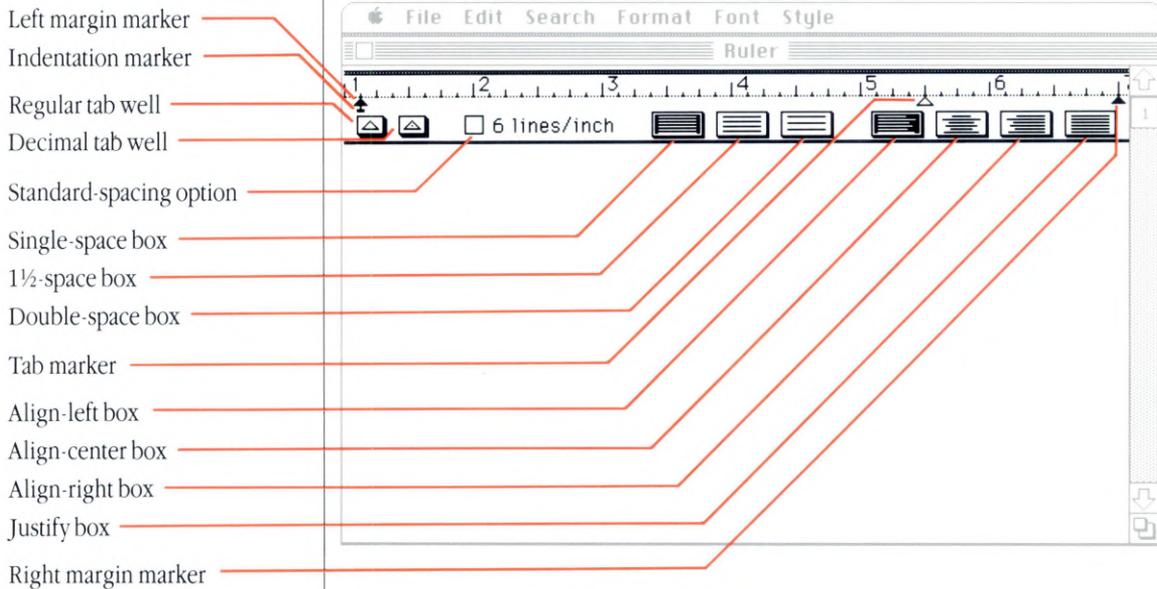
The Insert Ruler command in the Format menu inserts a new ruler. The ruler is inserted at the insertion point, or replaces any selection. The inserted ruler is a copy of the nearest ruler preceding it. The format set on the ruler affects text down to the next ruler (if there is one) or to the end of the document.

All rulers can be copied; all rulers except the first can be removed, moved, or replaced. When you copy a ruler, the copy on the Clipboard retains its settings when later pasted.

You can hide rulers from view in a document. They never appear in the printed copy.

Margins

The first ruler in a new document has left and right margins that are preset to 1⅛ inches and 1½ inches. Left and right margin markers cannot be placed within 2 inches of each other or within 3⁄16 inch of a tab. You can view (and set a right margin at) the 8-inch mark by moving the window to the left and resizing it. A minimum left margin of 1 inch and minimum right margin of ½ inch don't appear in the window but do appear in the printed document. For information about top and bottom margins, see "Headers and Footers" in this chapter.

Paragraph Indentation

The indentation marker sets the position of the first character in a paragraph. The left margin marker sets the left edge of the remainder of the paragraph. The indentation marker can be placed on the left margin marker (no indentation), to the right of it (regular indentation), or to the left of it (hanging indentation).

Since using Return always signals the start of a new MacWrite paragraph, the first character after a Return appears at the position designated by the indentation marker.

When a paragraph has a hanging indentation, the left margin marker acts like a tab marker. Pressing Tab between the indentation marker and the left margin marker will align what you then type with the left margin.

The preset left margin is not indented: the left margin marker and the indentation marker are both set at the 1⅛-inch mark.

Tabs

A ruler has two types of tabs: regular and decimal. Text at regular tabs is left-aligned with the tab marker. Text at decimal tabs is right-aligned or aligned at the decimal point if it has one. You can set up to ten tabs on a ruler. In paragraphs with a hanging indentation, the left margin marker acts like a regular tab marker (see "Paragraph Indentation" above).

Pressing the Tab key moves the insertion point forward to the next tab position. If there are no tab markers to the right of the insertion point, pressing Tab moves the insertion point to the first tab marker on the next line.

The tab itself is the space between the place where you pressed Tab and the position of the tab marker. It's actually a character that fills the space between the text and the marker position. As a character, it can be selected, edited, and even given a font and any possible combination of size and styles, although it always appears as blank space.

Text after the tab can be selected and edited normally. Removing tabular text does not remove the tab; you remove the tab by selecting the tab (the entire space preceding the tabular text) and removing it with Cut in the Edit menu or the Backspace key.

When you add or remove a tab marker, MacWrite redistributes tabular text sequentially among the remaining tab markers on the ruler.

Tabs work best in left alignment and justification. You can center tabular text or align it at the right margin, but the columns will not line up under the tab markers.

The preset ruler has one regular tab at 5½ inches.

Alignment

The first ruler in a new document is preset for left alignment so that text aligns at the left margin. By clicking the appropriate box on a ruler you can align text in a variety of other ways:

☐ The align-right box aligns text at the right margin.

☐ The align-center box centers text between the margins.

☐ The justify box aligns evenly spaced text at both margins.

MacWrite justifies all lines of a paragraph except the last one. Justification does not affect the alignment of text at tab markers.

You can also change the alignment of paragraphs with the align commands in the Format menu.

Line Spacing

The first ruler in a new document is preset for single-spacing. The space between each line of text and the next is determined by the maximum font size on that line and the setting of the line spacing boxes on the ruler.

The double-space box doubles the normal amount of space between lines; the 1½-space box results in half again as much space as single spacing.

When the 6 lines/inch option is checked, the same number of typed lines (including blank lines) are spaced to the inch—just like on a standard typewriter. Font, font style, and font size don't affect the placement of lines, so some characters may appear chopped off if they are too large. You can use this option with single-spacing (6 typed lines per inch), 1½-spacing (4 typed lines per inch), and double-spacing (3 typed lines per inch).

Headers and Footers

The header and footer define top and bottom margins for every page of your document. In addition to blank lines, a header or footer can contain lines of text, pictures, page numbers, the time, or the date. Each document can contain one header, or one footer, or both.

The header or footer is created separately in the corresponding Header or Footer window. The commands for opening these windows and displaying their contents in the document are contained in the Format menu.

Page number icon

Date icon

Time icon
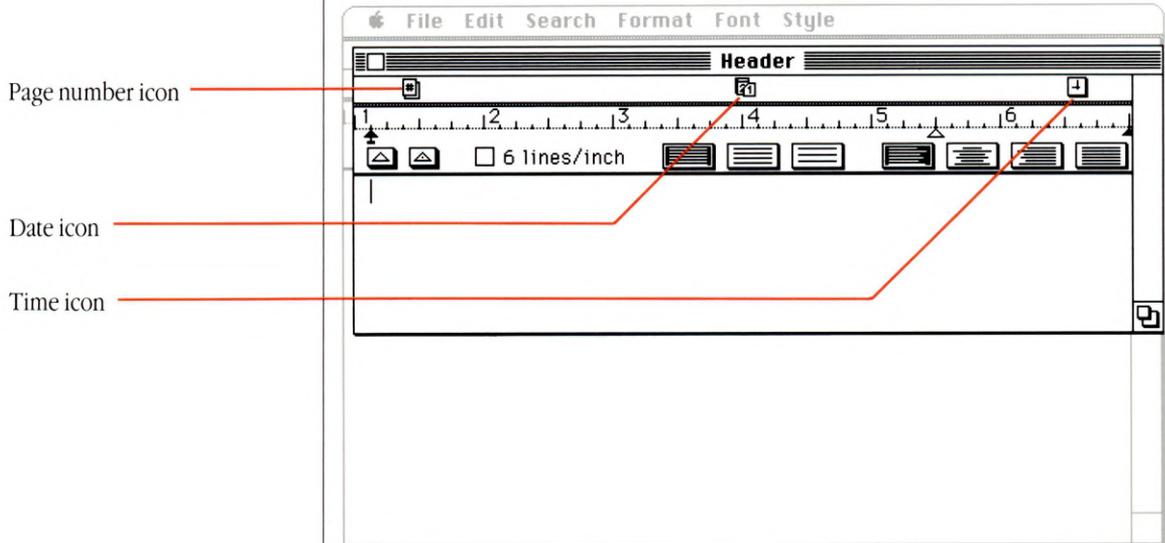
The Open Header or Open Footer command opens the appropriate window if closed, or activates the already open window, bringing it to the front on the desktop. Choosing either Open Header or Open Footer also chooses the corresponding Display Headers or Display Footers command and displays a preset one-line top or bottom margin in the document.

When Display Headers or Display Footers is chosen, reactivating the document window or closing the Header or Footer window displays the header or footer in the document window and in the printed document. In the menu, these commands change to their alternates, Remove Headers and Remove Footers. Choosing Remove Headers or Remove Footers command removes the header or footer from display on the screen and in print. The Title Page command in the Format menu lets you control whether the content of the header or footer appears on the first page of the document. Neither appears if the command is checked.

You add lines to the header or footer with Return (or Tab) to create a top or bottom margin height greater than one line. You add text at the insertion point. Any text, picture, or ruler that can be cut or copied to the Clipboard can be pasted in the header or footer at a selected insertion point. The clock, date, and page number icons can be placed anywhere on a line, even over text or inside a picture. The font, font style, and font size of the displayed time, date, and page number are the same as the first character in the header or footer, which may be a Return or Tab. If you choose Alarm Clock from the Apple menu and change the date, the date displayed in the document header or footer doesn't change until you close the Alarm Clock and do something else—for instance, open and close the Header or Footer window. However, the correct date will be saved or printed.

The maximum height of the header or footer is approximately one third of a page. A header or footer can contain no more than seven MacWrite paragraphs (defined in "A MacWrite Document" in this chapter). Using Return with 1½-spacing, double-spacing, or Tab allows you to increase the margin height without exceeding the allowable paragraphs.

A warning message appears if what you're typing or pasting exceeds the permissable number of paragraphs. If you exceed the allowable height, a warning message appears when you activate the document window.

When displayed, the header or footer appears as part of the document on the screen and in print, although it is actually a separate entity. Changes to either header or footer must be made in the corresponding window. Warning beeps sound and finally a message appears if you try to change the header or footer in the document.

The Menu Bar

In addition to the Apple menu, the menu bar holds the following MacWrite menus: File, Edit, Search, Format, Font, and Style. Any command in a menu that appears with an ellipsis (three dots) after it requires you to provide additional information. Choosing one of these commands causes a dialog box to appear with places to enter information, check options, and so forth. Once you've entered the appropriate information, you confirm the command by clicking the OK or Yes button in the box or pressing the Enter or Return key. Clicking the Cancel button cancels the command.

A command appears dimmed when you can't use it, given the current state of a document—for instance, Cut is dimmed in the Edit menu when there's nothing selected.

Apple Menu

```
  File   Edit   Search   Format   Font   Style
 About MacWrite...

 Choose Printer
 Scrapbook
 Alarm Clock
 Note Pad
 Calculator
 Key Caps
 Control Panel
 Puzzle
```
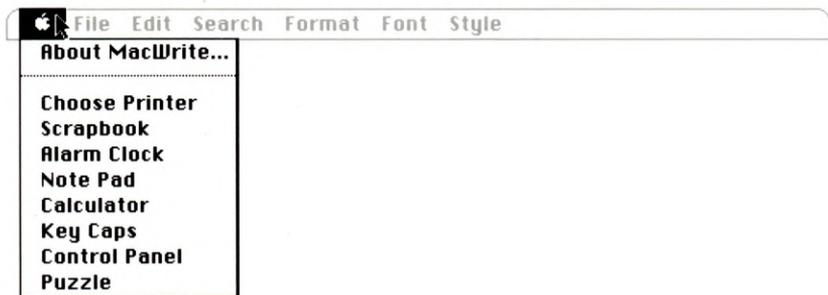
About MacWrite...
Shows you information about MacWrite and the document you're working on. It shows how much space the document occupies on the disk and how much space is still available. The amounts are updated each time you save the document.

Desk Accessories
Choosing any of the desk accessories causes that accessory to appear as the active window, whether you're opening it for the first time or it's already open but inactive on the desktop. You can use the Edit menu to cut, paste, and copy the information in most accessories to other accessories or to a document in an application, including MacWrite. You close an accessory with its close box or the Close command in the File menu.

Some desk accessories particularly useful with MacWrite are:

☐ **Choose Printer**, to print from any attached printer for which a printing resource is on the startup disk. When you use this desk accessory, you can select the printer you want and the port to which its cable is attached. If you're using only an ImageWriter attached directly to the Printer port, you don't need to select a printer or port because the Macintosh is preset to print documents with this connection. If you attach AppleTalk™, other printers, or other hardware to the Macintosh, refer to the corresponding manual for information about attaching your printer and using Choose Printer.

☐ **Scrapbook**, to keep and use a collection of frequently used pictures and MacWrite selections, or to move many pictures and selections between documents or applications.

☐ **Calculator**, to do quick calculations and paste the results into a document. You don't have to select the results, just copy and paste them.

☐ **Key Caps**, to see the complete set of foreign and special characters available with the Option key. Note that not all characters are available in every font.

File Menu

```
🍎  File  Edit  Search  Format  Font  Style
        New
        Open...
        Close
        Save
        Save As...
        Page Setup...
        Print...
        Quit
```

New

Opens a new, untitled document. The New command is usable only when the current document has been closed and the desktop is cleared.

Open...

Opens an existing MacWrite document on the disk. The Open command is usable only when the current document has been closed and the desktop is cleared. You select the document you want from a list that appears in a dialog box. The Open button confirms the command. The Eject button (and Drive button if you have an external disk drive) lets you open a document stored on another disk. You select and open the document from the list on the other disk. Then, if you're using one disk drive, the Macintosh ejects the disk, asks you to swap disks in the disk drive, and tells you which disk to insert so it can get the document you want and transfer it to the disk you're working on.

You can open a document created with an earlier version of MacWrite. A copy of the document that will work with the new MacWrite is automatically created. It opens as an untitled document that you can name the first time you save it. MacWrite can't convert the old document if the disk does not have enough space to make the copy, if the document has too many paragraphs for the memory of the Macintosh (see "A MacWrite Document" in this chapter), or if a single paragraph of text is longer than 3,000 characters (about one page of single-spaced, 12-point text). You then have to change the old document before MacWrite can convert it.

The Open command also opens a text-only document created by MacWrite. The document opens untitled, with text in Geneva, Plain Text, 12 Point. You can name it the first time you save it. You tell MacWrite how to interpret Returns in the text-only document—as signifying paragraphs or line breaks. You can open a text-only document created by another application from the Finder only. (See "Save As" for more information about text-only documents.)

Save

Puts a copy of the current document on the disk, replacing the document that has the same name. Save is dimmed when there are no documents open on the desktop. Use this command when you're saving your work and want to update the old version on the disk. Use the Save As command when you want to save your current work as a different document and keep the old version.

If the document is untitled, a dialog box appears asking you to name the document. (See "Save As" for an explanation of this dialog box.) Once named, the document is stored on the disk, and a new icon for this document is created in the Finder.

Once a document has been named and a copy put on the disk, the Save command replaces the old version that has the same name without asking for confirmation.

Save As...

Saves the document as a new document under a new name, or to another disk, or both. The subsequent use of the Save command, or the save option associated with the Quit and Close commands, saves changes to this new document. Save As is dimmed when there are no documents open on the desktop. Use this command to name an untitled document or to save your current work as a different document and keep a copy of the old version.

You can use any character except a colon, Return, or Tab to name a document. If a MacWrite document already exists with the specified name, you're asked to confirm that you want the document you're saving to replace the existing one.

The Eject button (and Drive button if you have an external disk drive) lets you save a document under the same or different name on another disk. If you're using one disk drive, the Macintosh ejects the disk and asks you to swap disks in the disk drive, telling you which disk to insert so it can save the document on the other disk and return to the disk you were working on.

The preset Entire Document check box saves the document as you created it with all its formatting, text, and pictures.

Clicking the Text Only check box before clicking the Save button allows you to save just the text of your document in Geneva, Plain Text, 12 Point (without other fonts, styles, or sizes and without formats, pictures, page breaks, headers, or footers). Use this to move documents to another Macintosh application that accepts text-only documents or to send documents to another computer. After clicking the Save button, you tell MacWrite where to put Returns—at the end of each line or only between paragraphs—depending on the requirements of the other application or computer user. The text-only version is saved to the disk, and you return to the current entire document—still untitled and not saved if you haven't saved it separately. (If you're using the save option associated with Quit or Close, just the text-only version is saved to the disk.)

Page Setup...

Lets you specify the size of the paper you'll be printing on, and whether it will be printed across the width of the page or sideways across its length. Other options are available, depending on which printer is selected in the Choose Printer desk accessory window. (If you're using the LaserWriter, see *LaserWriter,* your printer manual, for complete instructions about printing.)

Changing these settings changes the length of each page of the document as it appears on your screen; this lets you preview where pages will break. Actual printing is done with the Print command.

If there's no printing resource in the System folder, a warning appears when you choose this command. Refer to *Macintosh,* your owner's guide, or your printer manual.

International standard 8¼ inches wide, 12 inches tall

European standard 8¼ inches wide, 11⅔ inches tall

8½ inches wide, 11 inches tall

8½ inches wide, 14 inches tall

15 inches wide, 11 inches tall

Text is printed upright on the page, with the top line at the top of the page

Prints with page breaks

Prints at actual size

Used for printing correctly proportioned pictures

Prints at 50% of actual size

```
ImageWriter (Standard or Wide)                    [   OK   ]
Paper:      ⦿ US Letter      ⦾ A4 Letter
            ⦾ US Legal       ⦾ International Fanfold   [ Cancel ]
            ⦾ Computer Paper
Orientation:  ⦿ Tall      ⦾ Tall Adjusted    ⦾ Wide
Pagination:   ⦿ Normal pages  ⦾ No breaks between pages
Reduction:    ⦿ None      ⦾ 50 percent
```

Text is printed sideways on the page, with the top line down the right side of the page

Prints over page perforations

The first time you choose Page Setup while working with a document, all the options appear as checked above. Changes you make to the Page Setup are saved when you save the document, so you need to set these options only once.

Note that even with a sideways printing orientation or international paper, MacWrite is still limited to a 1-inch minimum left margin and a ½-inch minimum right margin. Most printers are also limited in the width of the page they can use.

The Page Setup command is dimmed if no document is open.

Print...

Prints a copy of the current document using the specified settings.

If there's no printing resource in the System folder, a warning appears when you choose this command. Refer to *Macintosh,* your owner's guide, or your printer manual.

If the ImageWriter is the selected printer, the following dialog box appears:

Screen-quality printing; faster than High quality

Highest quality printing

Prints all pages in the document, first to last

Lets you specify how many copies of the document to print

Fanfold or roll paper fed continuously into the printer

Single sheets of paper fed individually into the printer

```
ImageWriter (Standard or Wide)                    [    OK    ]
Quality:      ○ High      ● Standard   ○ Draft
Page Range:   ● All       ○ From: [    ] To: [    ]   [ Cancel ]
Copies:       [1    ]
Paper Feed:   ● Continuous  ○ Cut Sheet
```

Text only, one font, one font size; Plain Text, Bold, and Underline styles only. Fastest speed.

Lets you specify a range of pages to print. Select the insertion point in the boxes and enter numbers for the first and last pages.

Note that if you checked the 50 Percent Reduction option in the Page Setup box, all the Quality options are dimmed. In this case, MacWrite uses only the highest quality printing. The Quality and Print Feed options are saved and are always set as the last time you used them.

Note for example that the page range "from 4 to 5" means the fourth and fifth pages in the document. If you've used the Set Page # command in the Format menu, those pages may not necessarily be numbered 4 and 5.

Clicking OK accepts all the settings and begins printing accordingly. Clicking Cancel retracts the Print command altogether. When printing is in progress, you can cancel it or pause at any time.

The Print command is dimmed if no document is open.

Close

Closes the active window. If the document window is the active window and you've made changes without saving, you're given the opportunity to save the changes. If there have been no changes since you last saved the document, the document window is simply removed from the desktop.

Choosing Close is the same as clicking the close box of the active window. Choosing Hide Clipboard from the Edit menu also closes the Clipboard.

Quit

Leaves MacWrite and returns to the Finder. If you've made changes since last saving the document, you're given the opportunity to save the changes before quitting.

Edit Menu

| 🍎 | File | **Edit** | Search | Format | Font | Style |

```
Undo Typing      ⌘Z
·······················
Cut              ⌘H
Copy             ⌘C
Paste            ⌘U
·······················
Show Clipboard
```
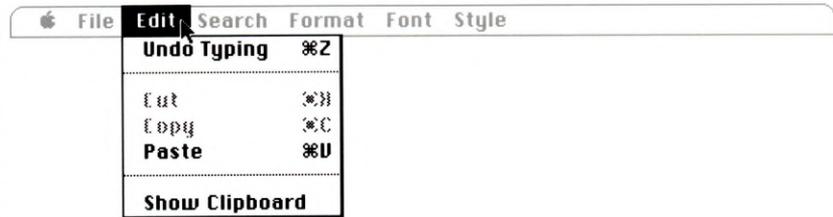
In the following description, "text" refers to what is entered into your document with the character keys. Text includes page breaks and space created with Return and Tab.

There are equivalent keyboard commands for all but one of the Edit menu commands. Use the Command key and the key for the letter shown at the right of each command in the Edit menu.

Undo

Undoes the effects of your most recent action: typing (including backspacing), a ruler change, or a command. You cannot undo the effects of the Change All button in the Change window, any command in the File menu, or an align command in the Format menu.

Cut

Removes selected text, rulers, pictures, or page breaks (or any combination of these), and places the selection on the Clipboard, replacing the Clipboard's current contents (if any). You can't cut more than 100 paragraphs at a time (see "A MacWrite Document" in this chapter for the definition of a paragraph).

Copy

Copies selected text, rulers, pictures, or page breaks (or any combination of these) to the Clipboard, replacing the Clipboard's current contents (if any). You can't copy more than 100 paragraphs at a time (see "A MacWrite Document" in this chapter for the definition of a paragraph).

Paste

Replaces the current selection (usually the insertion point) with the contents of the Clipboard. The insertion point moves to the end of the inserted material. You cannot paste rulers, page breaks, or pictures into the Find or Change window or into most desk accessories.

Show Clipboard/Hide Clipboard

The Show Clipboard command displays the contents of the Clipboard—what you most recently cut or copied. When the Clipboard window is open, this command changes to Hide Clipboard. Close the Clipboard with its close box, with the Hide Clipboard command, or with Close from the File menu.

Search Menu

🍎 File Edit **Search** Format Font Style
Find...
Find Next ⌘F
Change...
Goto Page # ⌘G

Find...

Locates and selects, in the most recently active window, the next occurrence of specified text. It opens the Find window, where you enter the text you want to find. You can move and activate the Find window just like any other window.

Find
Find what [ ]
[Find Next]   ● Whole Word   ○ Partial Word
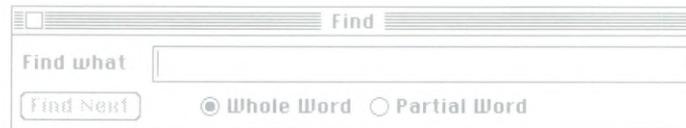
The Find What rectangle can hold up to 45 characters of text. You can enter any characters except Return and Tab. You can move or copy text between the document window and the Find window. The text in the rectangle can be selected and edited.

Clicking the Find Next button begins the search. The search starts at the selection, goes to the end of the document, wraps back to the beginning, and ends where it began. If the specified text is found in the document, the occurrence is selected. The found text can be edited once the document window is activated. You can undo Find Next and restore the previous selection before activating another window.

The Find command searches for the specified characters either as words (or numbers) if Whole Word is checked, or as both whole words and parts of words (or numbers) if Partial Word is checked. For example, with Partial Word checked and the string of characters "t" and "o" specified, Macintosh finds words containing the string of characters and occurrences of the word "to".

While searching, the command ignores capitalization, fonts, font styles, and font sizes. If the text you're trying to locate isn't found, a message informs you of this.

The close box in the title bar, or the Close command in the File menu, closes the active Find window.

Find Next
Locates and selects in the active window the next occurrence of text as previously specified in the Find window. You can then edit the text in the active window. You either choose Find Next or use its Command-key equivalent (Command-F). If you haven't specified text, the Find window opens, and you enter the text you want to find (see "Find" for more information about using the Find window).

Change...
Allows you to search for text in the most recently active window and optionally replace the found text. It opens the Change window, where you enter the text you want to find and the text to replace it with. You can move and activate the Change window just like any other window.
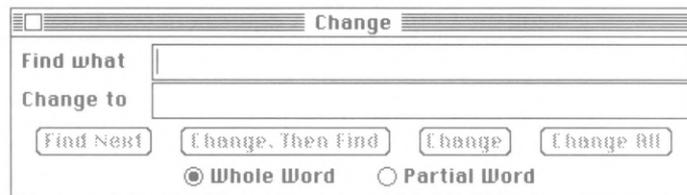
The Find What and Change To rectangles can each hold up to 45 characters of text. You can enter any characters except Return and Tab. You can move or copy text between the document window and the Find window. The text in the rectangles can be selected and edited.

Clicking the Find Next button begins the search. The search starts at the selection, goes to the end of the document, wraps back to the beginning, and ends where it began. If the specified text is found in the document, the occurrence is selected. The found text can be edited once the document window is activated.

Clicking the Change, Then Find button replaces the current selection with the contents of the Change To rectangle, then proceeds to search for the next occurrence of the specified text.

Clicking the Change button replaces the current selection with the contents of the Change To rectangle, leaving the replaced text selected.

Clicking the Change All button searches for and replaces all occurrences of the Find What text. It starts at the beginning of your document and, when finished, selects the last changed occurrence. This operation, once done, cannot be undone; a message, which you must acknowledge, warns you of this before the operation proceeds.

You can undo all of the preceding options, except Change All, before activating another window.

The Change command searches for an exact character-for-character match, but it ignores capitalization, fonts, font styles, and font sizes. A message informs you of this if the text you're searching for isn't found.

The close box in the title bar, or the Close command in the File menu, closes the active Change window.

Goto Page

Scrolls to the page whose number you specify. After choosing the command or using the Command-key equivalent (Command-G) and specifying a page number, MacWrite scrolls to the top of the designated page, whose number is displayed in the scroll box.

Starting from the first page, the page numbers in a document are sequential. If you've used the Set Page # command, specify a page number that reflects the current pagination. If you specify a page number that comes before or after the current range of page numbers, MacWrite scrolls to the first or last page of the document.

Format Menu

```
🍎  File  Edit  Search  Format  Font  Style
                       ┌─────────────────────┐
                       │ Insert Ruler        │
                       │ Hide Rulers         │
                       │ Open Header         │
                       │ Open Footer         │
                       │ Display Header      │
                       │ Display Footer      │
                       │ Set Page #...       │
                       │ Insert Page Break   │
                       │ Title Page          │
                       │·····················│
                       │ Align Left      ⌘N  │
                       │ Align Center    ⌘M  │
                       │ Align Right     ⌘R  │
                       │ Justify         ⌘J  │
                       │ Use Ruler       ⌘D  │
                       └─────────────────────┘
```
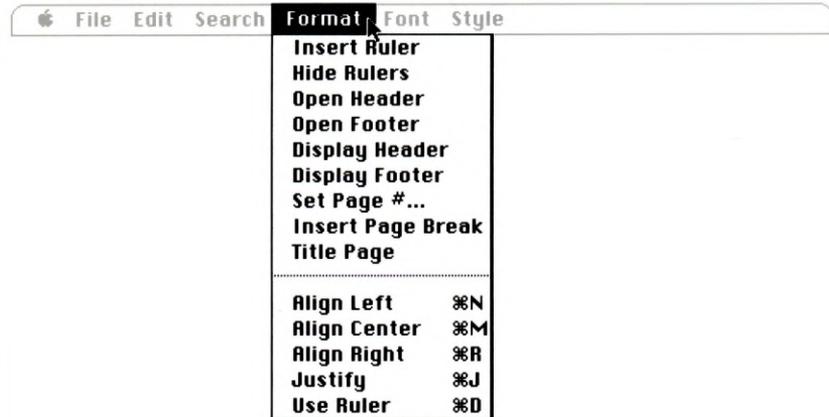
Insert Ruler

Replaces the selection (usually the insertion point) with a ruler and moves the insertion point and the following text below the inserted ruler. The ruler is a copy of the preceding ruler. If the inserted ruler is the last item in a document, the insertion point doesn't appear until you start to type. If rulers are hidden, Insert Ruler shows all rulers before inserting the new one (see "Rulers" in this chapter).

Hide Rulers/Show Rulers

The Hide Rulers command makes all rulers invisible but maintains their effects. Show Rulers causes all rulers to appear in the document (see "Rulers"). Choosing Insert Rulers automatically shows all rulers.

Open Header

Opens the Header window, chooses Display Headers in the Format menu, and inserts a one-line top margin based on the preset font, font style, and font size. You can use this command to activate the Header window if it's hidden on the desktop. You create, edit, and format the header in this window. Activating the document or closing the window displays the newly created or changed header (unless you've chosen Remove Headers). Close the window with its close box or with Close from the File menu.

Open Footer
Opens the Footer window, chooses Display Footers in the Format menu, and inserts a one-line bottom margin based on the preset font, font style, and font size. You can use this command to activate the Footer window if its hidden on the desktop. You create, edit, and format the footer in this window. Activating the document or closing the window displays the newly created or changed footer (unless you've chosen Remove Footers). Close the window with its close box or with Close from the File menu.

Display Headers/Remove Headers
The Display Headers command displays the preset one-line header when the Header window is opened and displays the header you create or change when you activate the document window. Remove Headers removes the header from display in the document.

Display Footers/Remove Footers
The Display Footers command displays the preset one-line footer when the Footer window is opened and displays the footer you create or change when you activate the document window. Remove Footers removes the footer from display in the document.

Set Page #...
Sets the page number of the first page in the document unless Title Page is checked in the Format menu (see "Title Page" in this section). All subsequent pages will be numbered from this page number. The scroll box displays the new page number, and the page number appears in the header or footer where you've placed the page number icon. The initial page number is preset to 1.

Insert Page Break
Forces a page break, making the text after it appear at the top of the next page. It actually inserts an empty rectangle that is the size of the space remaining on the page. When you add or remove material before the break, the size of the rectangle changes to account for the change in space.

The page break rectangle can be selected by clicking; it appears highlighted. Once selected it can be moved, removed, copied, or replaced like any other selection. It cannot be resized.

Title Page
When checked, causes the header and footer not to appear on the first page of a document. Choosing this command changes its state from checked to unchecked, or vice versa.

Align Commands

Let you override the overall alignment as set on the preceding ruler and align text in the designated paragraph or paragraphs. There are four align commands:

☐ **Align Left** lines up the paragraph(s) at the left margin marker.

☐ **Align Center** centers the paragraph(s) between the left and right margin markers.

☐ **Align Right** lines up the paragraph(s) at the right margin marker.

☐ **Justify** spaces the text in the paragraph(s) evenly across each line and aligns it at both margin markers.

If you make only one selection in a paragraph, including an insertion point, and use an align command or its Command-key equivalent, the new alignment affects the whole paragraph. You can also select paragraphs and choose this command (see "A MacWrite Document" in this chapter for a definition of a MacWrite paragraph). You can return to the alignment setting on the ruler by making the same selection and choosing the Use Ruler command.

Use Ruler

Returns the alignment of the designated paragraph or paragraphs to the alignment as set on the preceding ruler. This command or its Command-key equivalent (Command-D) affects the paragraph that contains your selection (even if you selected only an insertion point), or all paragraphs that are selected (see "A MacWrite Document" in this chapter for the definition of a MacWrite paragraph). You can reverse the effects of this command by immediately choosing the align command that was previously formatting the selection.

Font Menu

```
 🍎   File   Edit   Search   Format   Font   Style
                                     ┌──────────────┐
                                     │  Chicago     │
                                     │ ✓Geneva      │
                                     │  New York    │
                                     │  Monaco      │
                                     │  Venice      │
                                     │  London      │
                                     │  Athens      │
                                     └──────────────┘
```
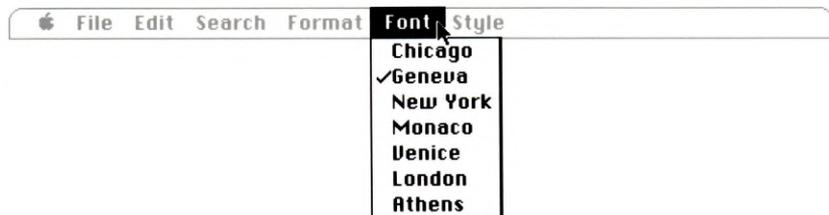
The preset font is Geneva. You can choose any available font for currently selected text or text yet to be typed at the insertion point. The font you choose is checked in the menu. If you have not changed the font at the insertion point, typed text appears in the font of the immediately preceding character, which may be a Return, Tab, or space. If there is no preceding character, text you insert appears in the preset font or the font of the character following it. Text typed to replace selected text appears in the font of the first character of the selection.

If all characters in the current selection are in the same font, that font is checked in the menu; otherwise no font is checked. (If the selection is the insertion point, the check in the Font menu shows you the font of the text you'll type there.) Text retains its font when moved or copied.

See *Macintosh,* the owner's guide, for information about using the Font Mover application to add or remove fonts. If you're using a LaserWriter to print, see its manual to learn about using the built-in LaserWriter fonts when you print a document.

Style Menu

	File	Edit	Search	Format	Font	**Style**

✓Plain Text	⌘P
Bold	⌘B
Italic	⌘I
Underline	⌘U
Outline	⌘O
Shadow	⌘S
Superscript	⌘H
Subscript	⌘L
9 Point	
10 Point	
✓12 Point	
14 Point	
18 Point	
24 Point	
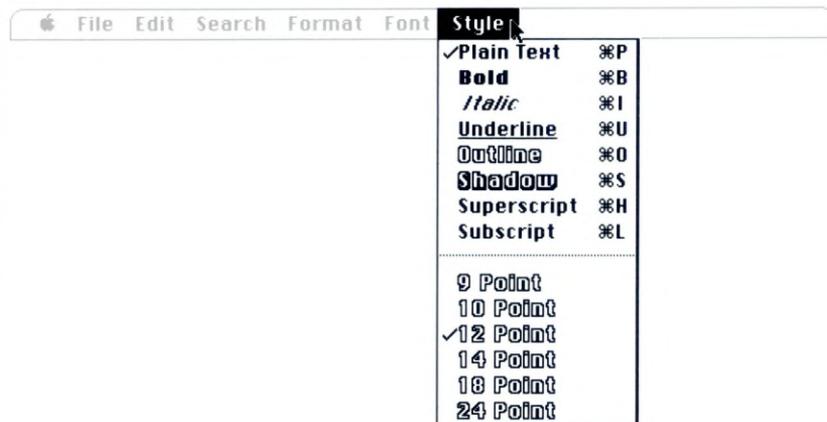
This menu has choices for the font style and font size of text. The preset style is Plain Text and the preset size is 12 Point. There are Command-key equivalents for the font styles in the Style menu: the Command key and the first letter of the font style. Superscript and Subscript also have Command-key equivalents.

Styles can be combined for a variety of effects. You can choose one or more styles or any size for currently selected text or text yet to be typed at the insertion point. The styles and size you choose are checked in the menu. If all the characters in a selection don't have the styles or sizes in common, none are checked. You remove a style from a selection, or from text you're about to type, by choosing the checked style again, thereby unchecking it. If all styles are removed, the selection returns to Plain Text, and choosing Plain Text removes all styles. You change font size by choosing another size.

If you have not changed the style or size at the insertion point, typed text appears in the style and size of the immediately preceding character, which may be a Return, Tab, or space. If there is no preceding character—for instance, the first insertion point under a ruler—the text appears in the preset size and style or the size and style of the character that follows the insertion point. Text typed to replace selected text appears in the style and size of the first character of the selection.

Fonts, styles, and sizes can be mixed at your aesthetic discretion. Horizontal and vertical line spacing is automatically adjusted to accommodate the largest character in the line. You can also vertically shift text to create superscripts and subscripts. Some combinations of fonts and font sizes appear jagged or chunky, either on the screen or in the printed copy. Because some fonts look better in some sizes than others, recommended sizes for a chosen font are outlined in the Style menu.

The Windows

There are six windows in MacWrite: document, Header, Footer, Clipboard, Find, and Change. Generally, a window is opened by a command in a menu, and closed (when it's active) with the Close command in the File menu or by clicking its close box.

The document window has a scroll bar; the document, Header, Footer, and Clipboard windows have size boxes. All windows can be moved by dragging their title bars. You can move a window without activating it by holding down the Command key while dragging the window.

Memory

There are three memory-full conditions in which MacWrite can't normally complete a requested operation. When this happens, a box appears explaining the condition. Clicking the OK button in the box (or pressing the Enter or Return key) confirms the action; pressing the Cancel button retracts the command. The memory-full conditions are as follows:

During Paste

If memory would be exceeded by a Paste operation, MacWrite will move (rather than copy) the contents of Clipboard to the document. This clears the Clipboard and disallows an Undo after the Paste.

During Cut or Copy

In order for the Cut or Copy operation to be undoable, MacWrite tries to preserve the previous Clipboard contents before replacing them with the cut or copied material. If doing this would exceed memory, MacWrite will not attempt to preserve the Clipboard contents. The Cut or Copy can then be completed but Undo is disallowed.

During Typing or Inserting

In order for typing or inserting to be undoable, MacWrite preserves a copy of the paragraph being changed. If the document grows too large, MacWrite will eliminate this copy, disallowing an Undo of the typing.

If at any time the document grows too large for an operation to take place at all, MacWrite notifies you of this and will not perform the operation. If the memory shortage becomes extremely critical, you're given an opportunity to save the document and quit MacWrite.

Preset Options and Format

Font style:	Plain Text
Font size:	12 Point
Font:	Geneva
Header:	none
Footer:	none
Paragraph indentation:	at 1⅛ inches
Left margin:	at 1⅛ inches
Right margin:	at 7 inches
Regular tab:	one at 5½ inches
Decimal tab:	none
Spacing:	single
Alignment:	left
Page Break:	at 11 inches

MacWrite Specifications

Maximum number of text pages:	240
	(single spaced, 1-inch top bottom margins)
Maximum number of Return characters:	500 on 128K Macintosh
	2047 on 512K Macintosh
Total number of tabs per ruler:	10
Minimum left margin:	1 inch
Maximum right margin:	at 8½ inches

Glossary

active window
The frontmost window on the desktop; the window where the next action will take place. The active window's title bar is highlighted.

Apple menu
The menu on the far left in the menu bar from which you choose desk accessories. Its title is an apple symbol.

Backspace key
A key that moves the insertion point backward, removing the previously typed character or the current selection.

button
The places in dialog boxes where you click to designate, confirm, or cancel an action.

Calculator
A desk accessory that works like a four-function pocket calculator. You can paste calculation results into your document.

Cancel button
A button that appears in dialog boxes. Clicking this button cancels the command.

Caps Lock key
A key that, when engaged, causes subsequently typed letters to appear in uppercase. It works like a Shift key except that it doesn't affect numbers or symbols.

character keys
The following keys on the Macintosh keyboard—letters, numbers, symbols, punctuation, Return, Tab, and the space bar. Character keys repeat when you press and hold them.

check box
The small box or circle associated with an option in a dialog box that, when clicked, may reverse the option's current state or affect related options.

choose
To pick a command from a menu by dragging.

Choose Printer
A desk accessory that lets you print from any attached printer for which a printing resource is on the startup disk.

click
To position the pointer on something and then press and quickly release the mouse button.

Clipboard
The holding place for what you last cut or copied.

close
To turn a document window back into the icon that represents the document.

close box
The small white box on the left side of the title bar of an active window. Clicking the close box closes the window.

command
A word or phrase, usually in a menu, that describes an action for the Macintosh to perform. Also, a combination of the Command key and a letter on the keyboard that accomplishes the same action.

Command key
A key that, when held down while another key is pressed, causes a command to take effect, or when held down, lets you drag a window to a new location without activating it.

cut
To remove something by selecting it and choosing Cut from the Edit menu. What you cut is placed on the Clipboard.

decimal tab
A tab, represented by a decimal tab marker, that aligns columns of numbers at the decimal point position (or columns of words to the left of the tab).

decimal tab marker
An unfilled triangle with a dot in it that you drag from the decimal tab well to a position under the inch scale of a ruler. It marks the position of the insertion point when you press Tab.

desk accessories
"Mini-applications" that are available on the desktop from the Apple menu regardless of which application you're using. Examples are the Scrapbook, Calculator, Key Caps, and Choose Printer.

desktop
MacWrite's working environment—the menu bar and the gray area on the screen.

dialog box

A box containing a message that requests more information from you. Sometimes the message is a warning that you're asking your Macintosh to do something it can't do or that you're about to destroy some of your information. In these cases the message is often accompanied by a "beep."

dimmed

A dimmed command, menu title, or option appears gray rather than black and cannot be chosen.

disk

The magnetic medium on which the Macintosh stores information.

disk drive

The mechanism that holds a disk, retrieves information from it, and saves information to it.

document

Whatever you create with MacWrite or any other application—information you enter, modify, view, or save. A MacWrite document is text, format, and anything that has been pasted from another application.

document window

A window that displays a document.

double-click

To position the pointer where you want an action to take place, and then press and release the mouse button twice in quick succession without moving the mouse.

drag

To position the pointer on something, press and hold the mouse button, move the mouse, and release the mouse button. When you release the mouse button, you either confirm a selection or move an object to a new location.

Enter key

A key that confirms or terminates an entry or sometimes a command.

Finder

The "hub" of the Macintosh system that lets you manage your documents and get from application to application.

font

A collection of letters, numbers, punctuation marks, and other typographical symbols with a consistent appearance. An example of a MacWrite font is Geneva.

font size
The overall size of characters in text. Examples of font size are 12 point and 18 point.

footer
The bottom margin of a document, which repeats on every page and can include text, pictures, page numbers, the date, and the time.

format
In MacWrite, the arrangement of text as determined by the margins, tabs, line spacing, and text alignment.

hard disk drive
The mechanism that holds a fixed hard disk, retrieves information from it, and saves information to it. A hard disk can store very large amounts of information.

header
The top margin of a document, which repeats on every page and can include text, pictures, page numbers, the date, and the time.

highlight
To make something visually distinct from its background, usually to show that it has been selected or chosen.

I-beam
A type of pointer used in entering and editing text.

icon
A graphic representation of an object, a concept, or a message.

indentation marker
An arrow-shaped marker that marks the position of the first word in a paragraph, to the left or the right of the left margin marker. In a new document, the indentation marker is stacked with the left margin marker.

insertion point
The spot in a document where something will be added or removed. The insertion point is selected by clicking and is represented by a blinking vertical bar. It is also found in some desk accessories and dialog boxes.

Key Caps
A desk accessory that shows you the optional character set.

margin marker
A black triangle on each side of a ruler that you can move to mark the left or right margin of text. In a new document, the left margin marker is stacked with the indentation marker.

memory
The place in the Macintosh main unit that stores information while you're working with it.

menu
A list of commands that appears when you point to and press a menu title in the menu bar. Dragging through the menu and releasing the mouse button while a command is highlighted chooses that command.

menu bar
The horizontal strip at the top of the screen that contains menu titles.

menu title
A word or phrase in the menu bar that designates one menu. Pressing on the menu title causes the title to be highlighted and its menu to appear below it.

optional character set
An alternate character set that includes special symbols, and foreign characters and accents. You view it with the Key Caps desk accessory.

Option key
A key used like the Shift key to give an alternate interpretation to another key you type. You use it to type foreign characters or special symbols contained in the optional character set.

paste
To place the contents of the Clipboard—whatever was last cut or copied—at the insertion point.

pointer
A small shape on the screen that follows the movement of the mouse. In MacWrite, the pointer can be an arrow, an I-beam, or a *wristwatch*.

press
To position the pointer on something and then hold down the mouse button without moving the mouse. In reference to keys, it means to strike the key lightly, holding it down only if you want to repeat a character.

Return key
A key that causes the insertion point to move to the beginning of the next line. It's also used in some cases to confirm or terminate a command or an entry.

ruler
In MacWrite, a graphic representation of a ruler on which you set the overall format of the text that follows. Rulers can be added as needed.

save
To store information on a disk.

Scrapbook
A desk accessory in which you can save frequently used pictures and text.

scroll
To move a document or directory in its window so that a different part of it is visible. In MacWrite, you can also scroll the directory in the Open dialog box.

scroll arrow
An arrow on either end of the scroll bar. Clicking a scroll arrow moves the document or directory one line. Pressing a scroll arrow scrolls continuously.

scroll bar
A rectangular bar that may be along the right or bottom of an active window. Clicking or dragging in the scroll bar causes the view of the document or directory to change.

scroll box
The white box in the scroll bar. The position of the scroll box in the scroll bar indicates the position of what's in the window relative to the entire document.

select
To designate where the next action will take place. In MacWrite, you use the mouse techniques of clicking, double-clicking, and dragging to select something.

selection
The insertion point or the information that will be affected by the next action. The selection is highlighted.

Shift-click
In MacWrite, a technique that allows you to extend or shorten a selection by positioning the pointer at the end of what you want to select and holding down the Shift key while clicking the mouse button.

Shift key
A key that, when pressed, causes subsequently typed letters to appear in uppercase and causes the upper symbol to appear when numeric or symbol keys are typed.

size box
A box on the bottom-right corner of some active windows. Dragging the size box resizes the window.

space bar
The long, unlabeled bar on the Macintosh keyboard that you press to type a space.

style
A stylistic variation of a font. MacWrite has six font styles: plain text, bold, italic, underline, outline, and shadow.

tab
The space between the place where you press the Tab key and the position of the tab marker.

Tab key
A key that, when pressed, moves the insertion point to the next tab marker or, in the Change window or a dialog box with more than one place to enter information, to the next rectangle.

tab marker
An unfilled triangle under the inch scale of a ruler that marks the position to which the Tab key will move the insertion point. You get additional tabs by dragging them from the tab well.

tab well
Either of two boxes on the lower-left side of a ruler that hold regular and decimal tabs.

title bar
The horizontal bar at the top of a window that shows the name of the window's contents and lets you move the window.

window
The area that displays information on the desktop. You view a document through a window. You can open or close a window, move it around on the desktop, and sometimes change its size, scroll through it, and edit its contents.

word wraparound
A feature of MacWrite that, at the right margin, moves the last whole word you're typing and the insertion point to the beginning of the next line.

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This book's binding lets it lie flat while you're working with your Macintosh. When you're using the book, keep the wraparound endflap tucked inside the back cover. To make it easy to spot the title when the book's on a shelf, fold the flap inside the front cover and set the book on the shelf with the title visible.

Macintosh™

MacWrite™
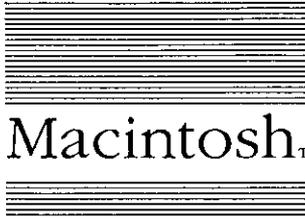
Macintosh™ MacWrite

Packing List

This package contains the following items:

2	Disks:	*MacWrite*	690-5024
1	Manual:	*MacWrite*	030-0688
		With Tell Apple Card	030-1456
1	Update		031-0524
1	Software Registration Card		030-3150

If you have a question, please contact your authorized Apple dealer.
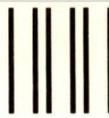
BUSINESS REPLY CARD

First Class Mail   Permit No. 453   Cupertino, CA 95014

POSTAGE WILL BE PAID BY ADDRESSEE

Apple Software Registration Program
P.O. Box 7003
San Francisco, CA 94120-7003

⚫ Help keep your new software from growing old. Mail back this card.

You must return this card to receive information on software products revisions and upgrades.*

Name	Company Name

Address		

City	State	Zip Code

Version Number	Ten Pack ☐

Software Product

☐ Apple® Logo II
☐ Apple® Access II
☐ Apple® II Instant Pascal®
☐ Apple® II Pascal 1.3
☐ AppleWorks ℠
☐ AppleWriter ℠

☐ MacDraw℠
☐ Macintosh Pascal
☐ Macintosh 68000
   Development System
☐ MacPaint℠
☐ MacProject℠
☐ MacTerminal℠

☐ MacWrite ℠
☐ Switcher℠
☐ Other: _____

Computer Model

☐ Apple IIc
☐ Apple IIe
☐ Apple IIGS℠

☐ Apple II II+
☐ Macintosh℠ 128K
☐ Macintosh 512K
☐ Macintosh 512
   enhanced
☐ Macintosh Plus
☐ Other: _____

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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.

Macintosh™ MacWrite™
Version 4.6 Update

Contents

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.

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

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

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.

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
option	←	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

Selecting text

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

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.

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.

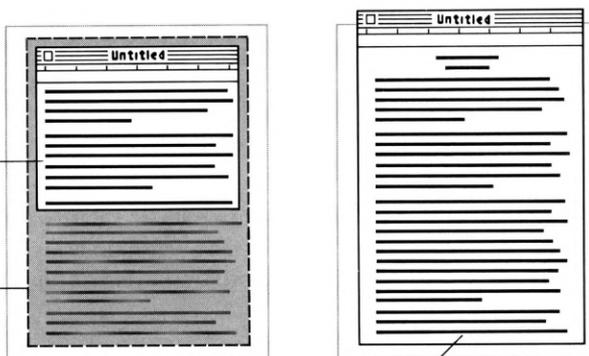The **print area** of a page is the portion of a page on which you can actually print.

Printing orientation

What you see on a standard Macintosh screen

Print area of a page

What you see on a full-page display

Working with documents wider than the 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.

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.

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.

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.

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

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.

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.

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.

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.

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)