StyleWare MultiScribe GS™

MultiScribe GS
by Kevin Harvey

User's Manual
by David Macdonald

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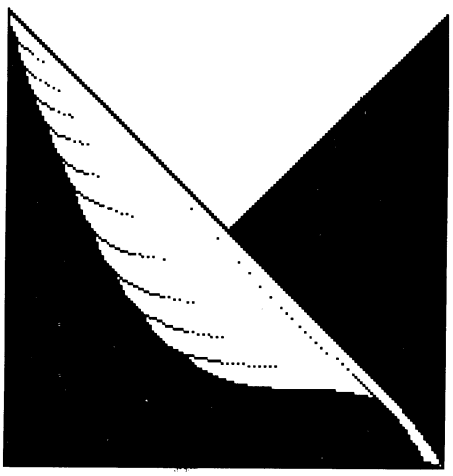
MultiScribe GS



Introducing MultiScribe GS

MultiScribe GS is the writing tool that brings state-of-the-art text processing capabilities to your Apple IIGS. With MultiScribe GS, you can fully utilize the speed, enhanced memory, and visual elegance of your Apple IIGS to create truly professional documents with a personal touch. Unlike other word processors you may have used, what you see on the MultiScribe GS screen is what you get on the printed page — no confusing control codes on the screen, no unexpected reformatting on your printouts.

With MultiScribe GS you can create customized documents using a variety of different type styles, called fonts, and you can stylize fonts, too: each font can appear in a wide range of sizes and in any combination of styles — from boldface, italic, and underline to outline and shadow, superscript and subscript, uppercase and lowercase. Bring pictures from TopDraw™ and other GS graphics programs into your documents — it's as easy as cut and paste! And you can print in color on an ImageWriter II, or with its built-in LaserWriter compatibility, MultiScribe GS can print your documents with near-typeset laser print quality.

In addition to its powerful font-handling capabilities, MultiScribe GS has all the features you expect from a complete, professional word processing program. Ruler-based formatting options let you center and justify text, adjust line spacing, and set tabs, margins, and page breaks. Search for any word (or any part of a word) in a document, and, if you choose, replace it with a different word. Place dated and time-stamped headers and footers in your documents. Erase, copy, move, and replace text quickly and easily — there are no complicated commands to learn, no special codes to memorize. Pull-down menus let you view all your options at a glance, so you can spend your time working on your documents, not re-reading this manual trying to figure out how to perform a task.

Contents

iv **About This Manual**

1 **Chapter 1: Learning MultiScribe GS**
2 Contents
3 Introduction
5 Getting Started
12 Creating Documents
12 Typing Text
20 Formatting
31 Saving Your Work
32 Editing and Styling Text
40 Closing Documents
41 Editing a Memo and Business Letter
60 Where to Go Next

61 **Chapter 2: Using MultiScribe GS**
62 Contents
63 Introduction
64 Using Windows
66 Scrolling
69 Editing
94 Styling Text
98 Formatting Text
113 Working With Documents

127 **Chapter 3: MultiScribe GS Shortcuts**
128 Contents
129 Introduction
130 Moving the Insertion Point with Keyboard Commands
133 Selecting with Keyboard Commands
135 Deleting with Keyboard Commands
136 Mouse Shortcuts

137 **Chapter 4: MultiScribe GS Reference**
138 Contents
139 Introduction
140 MultiScribe GS Menus
169 Preset Options and Formats
171 MultiScribe GS Specifications
171 Using MultiScribe GS with AppleWorks
173 Using MultiScribe GS with MultiScribe

173 **Glossary**

187 **Index**

About This Manual

This manual explains how to use MultiScribe GS to create, edit, and print stylish, professional documents. Chapter 1, "Learning MultiScribe GS," helps you get started with MultiScribe GS: it tells you how to start up the program, how to get around in the MultiScribe GS environment, and how to perform the basic word processing tasks of formatting and editing text.

Chapter 2, "Using MultiScribe GS," provides detailed instructions for using all the document processing features to be found in MultiScribe GS. If you've used word processors before and you're familiar with the basics of the Apple IIGS interface — pull-down menus, windows, using the mouse — then you can just skip Chapter 1 and begin with this chapter.

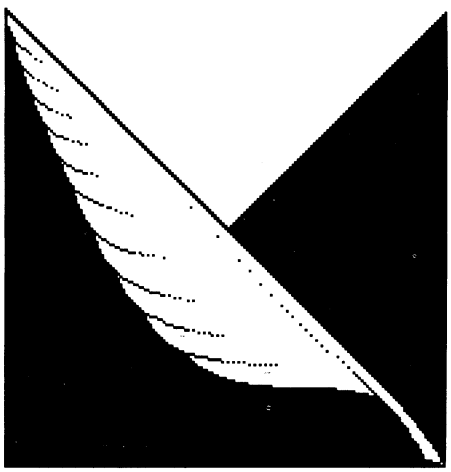
In Chapter 3, "MultiScribe GS Shortcuts," you'll learn additional mouse and keyboard commands that give you increased word processing power. This chapter is intended as a "power user's guide" and should be read after you feel comfortable with the basics of MultiScribe GS.

Chapter 4, "MultiScribe GS Reference," provides a summary of all the menus and commands in MultiScribe GS. In addition, this chapter includes additional technical information on MultiScribe GS, as well as instructions for using MultiScribe GS with other word processors, such as AppleWorks and MultiScribe. Refer to this chapter when you need a detailed description of a particular MultiScribe GS command or if you need to know about MultiScribe GS technical specifications or preset options or formats.

This manual concludes with a Glossary, containing definitions of important terms used throughout the manual, and a special "Quick Reference Card" which you can remove from the manual.

Chapter 1

Learning MultiScribe GS



Contents

3 **Introduction**

5 **Getting Started**
5 What You Need To Get Started
5 Before You Begin
7 Starting MultiScribe GS
9 Using The Mouse with MultiScribe GS
10 Pull-down Menus and Keyboard Commands

12 **Creating Documents**

12 **Typing Text**
12 Typing at the Insertion Point
13 Inserting Text
14 Word Wraparound
15 The *delete* Key
16 Carriage Returns: the *return* Key
18 Other Special Keys

20 **Formatting**
22 Changing the Indentation
23 Changing Margins
25 Using Tabs
26 Changing Line Spacing
27 Changing Alignment
29 Scrolling
31 Saving Your Work

32 **Editing and Styling Text**
32 Selecting Text
33 Replacing Selected Text
34 Removing Selected Text
35 Using the Clipboard
38 Styling Text

40 **Closing Documents**

41 **Editing a Memo and Business Letter**
41 Creating a New Document and Opening a Document
42 Managing Windows
44 Creating the Memo
47 Editing the Letter
53 Changing the Letter's Format
56 Saving and Printing the Letter

60 **Where to Go Next**

This chapter consists of four sections. The first part discusses what equipment you need to get started, as well as material you should read and things you should know and do before starting up MultiScribe GS.

The second part of this chapter provides step-by-step instructions for starting up the program and explains the MultiScribe GS screen layout and important features of the MultiScribe GS environment.

The third part of this chapter covers the basics of word processing with MultiScribe GS. You'll learn how to create text by inserting and deleting characters, how to use rulers to format text, and how to edit the text you've created. You'll also learn how to save your documents once you've created them.

Chapter 1 concludes with a short exercise in which you'll use your new word processing skills to create a memo and edit and print a short business letter that comes on the MultiScribe GS disk.

Getting Started

Getting started using MultiScribe GS is quick and easy. The instructions on the next few pages will get you up and running in no time.

What You Need to Get Started

To use MultiScribe GS, you'll need:

- √ an Apple IIGS with a Memory Expansion Card with at least 256K
- √ a monitor (RGB or composite color preferable if you're creating color text)
- √ a UniDisk 3.5™ disk drive
- √ an ImageWriter, ImageWriter II or LaserWriter printer (optional)

Before You Begin

Before you start up MultiScribe GS, you'll want to be familiar with the basics of the Apple IIGS interface — pull-down menus, windows, using the mouse. You'll also want to make backups of your master disk.

1 Reference Materials

If you've not yet run the interactive training disk that came with your Apple IIGS, **Your Tour of the Apple IIGS**, you'll want to take a look at it before starting up MultiScribe GS. This disk will teach you the basic IIGS mouse and keyboarding skills.

You'll also want to be sure you've looked at three of the manuals that came with your Apple IIGS. The **Apple IIGS Owner's Guide** is an indispensible guide for learning all about your IIGS and how to use IIGS software. Chapter 3 of the Owner's Guide, "The Mouse and the Keyboard," is particularly useful, and if you're unfamiliar with some of the terms used in this manual, such as **Clipboard** and **document**, you can refer to the Glossary in the back of the Owner's Guide. You'll also want to be sure to look at both the **Apple IIGS System Disk User's Guide** and the **DeskTop System Software User's Guide** and know how to use either the System Utilities or the IIGS DeskTop on the Apple IIGS System Disk to format disks and copy files.

2 Backups

Before you start up MultiScribe GS, you should make two backups of your MultiScribe GS master disk. To do this, you'll use either the Apple IIGS System Utilities or the IIGS Finder, both of which are on your *Apple IIGS System Disk*. If you're using the system utilities, choose Duplicate a Disk from the main menu; this procedure is discussed in the *Apple IIGS System Disk User's Guide*.

MultiScribe GS uses a flexible copy protection scheme called a key disk system that allows you to make full working backups of the master disk (the disk labeled "Multiscribe.GS"). When you start MultiScribe GS with one of your backup copies, your Apple IIGS will ask you to insert your master disk (the "key disk") to read its identification code. Insert it and click OK or press *return*. The MultiScribe GS desktop appears.

If you copy MultiScribe GS to a hard drive, the program will run as if it were not protected and won't require you to insert the master disk. This protection is only for preventing the disk from being copied to a 3.5-inch disk.

Backup copies of MultiScribe GS (both protected and un-protected) which don't require a key disk to run are available from StyleWare for a small fee. Contact StyleWare Customer Support at either of the product order phone numbers listed in the inside back cover of this manual.

3 Creating MultiScribe GS Document Disks

You'll want to create document disks to use with MultiScribe GS. To do this, format some blank 3.5-inch or 5.25-inch disks using either the System Utilities (the Format a Disk command on the main menu) or the Finder.

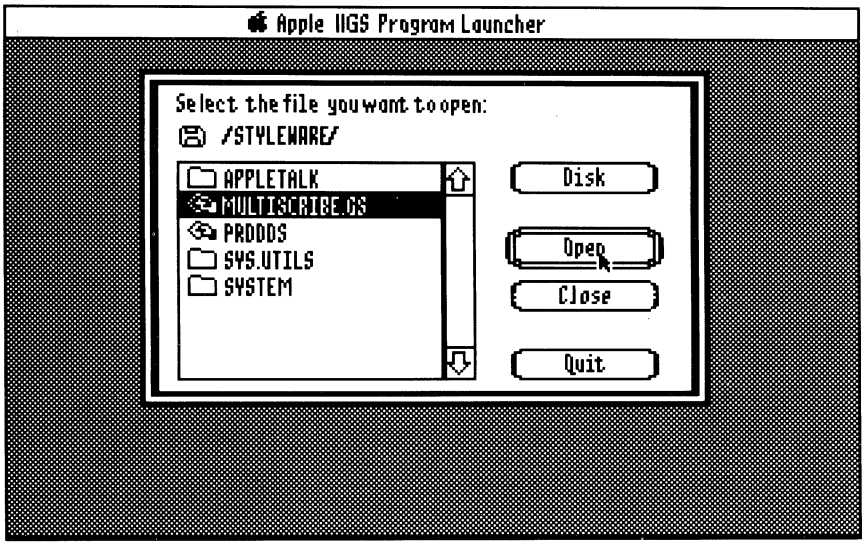
Starting MultiScribe GS

To start MultiScribe GS, you'll open it from the Program Launcher.

- **Insert the MultiScribe GS disk, metal end first and label side up, into your UniDisk 3.5 disk drive.**
- **Turn on your Apple IIGS and your monitor.**

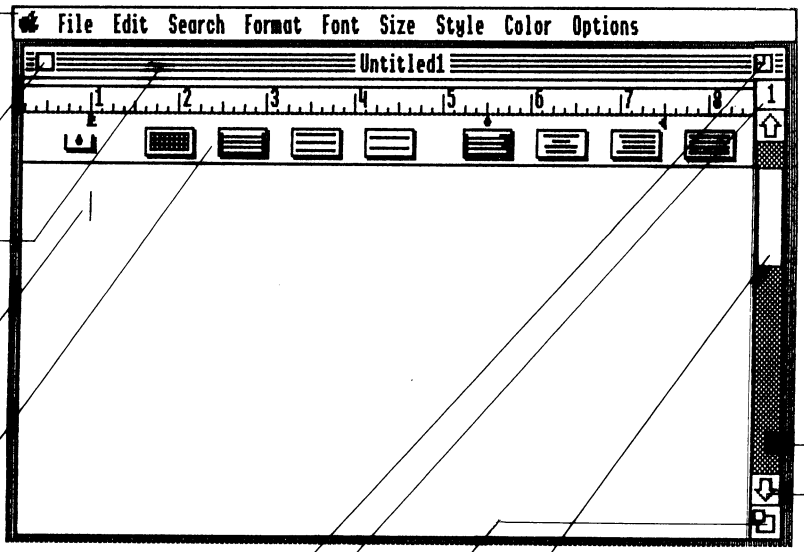
  The Apple IIGS Program Launcher appears. You'll use the Program Launcher to open MultiScribe GS.

- **Click the program name "MultiScribe.GS" to select it from the list in the Program Launcher dialog box.**
- **Click Open.**



The desktop clears, temporarily replaced by a blank screen titled "/StyleWare/MultiScribe.GS." After a few moments, this screen clears and the MultiScribe GS **menu bar** and an empty **document window** appear.

A MultiScribe GS document window has a **title bar**, a **close box**, a **zoom box**, a **scroll bar**, a **page number box**, and a **size box**. Inside the document window are a **ruler** and a blinking vertical bar, called the cursor or **insertion point**. When you create a new document, the insertion point is located in the top left corner of the screen.



The **menu bar** contains the names of the pull-down menus from which you choose commands.

Clicking the **close box** closes the document window.

The **title bar** displays the name of the document, or "Untitled" if the document has not been named.

The blinking vertical bar is called the **insertion point**, the place where text appears as you type.

Changing settings on a **ruler** lets you format the document.

Click on the **zoom box** and its document window expands until the window almost covers the screen; click on it again, and the window contracts to its former size.

The **page number box** contains the number of the current page displayed in the document window.

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

The **scroll box** changes shape to show the amount of the document displayed in the document window.

The **scroll bar** lets you move a document up or down in the window by dragging the scroll box.

If you press the **scroll arrows**, the document scrolls continuously in the direction indicated.

Using the Mouse with MultiScribe GS

When you ran the interactive training disk that came with your Apple IIGS, **Your Tour of the Apple IIGS**, you learned about using the mouse to choose commands from menus and to select text using the **pointer**.

Notice the arrow in the upper left corner of your screen. As you know from the training disk, this is the pointer.

■ **Watching the pointer, move your mouse on a clean, flat surface.**

When you move the pointer in the menu bar and scroll bar, it remains an arrow, but it changes to an **I-beam** when you move it into the document window.

The I-beam pointer is shaped like the insertion point and is used to insert, select, and edit text. The pointer becomes an arrow when you need to point it at something you want to click on, drag, or choose, like a command on a pull-down menu. The pointer becomes a **wristwatch** when you're performing an operation — such as printing — that takes time.

You'll use the **arrow** to choose commands from the menu bar, click buttons and settings, and activate the scroll bar.

With the **I-beam**, you'll select the insertion point, point, and select text in the document window for editing, deleting, and replacing.

The **wristwatch** tells you MultiScribe GS is performing an action which takes a few moments to complete.

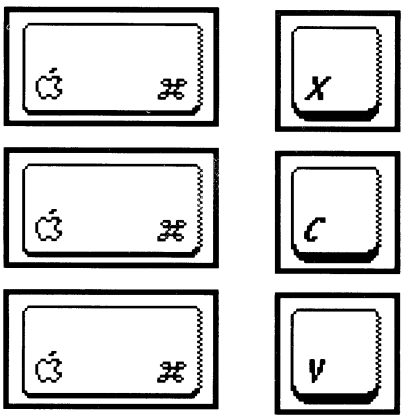
Pull-down Menus and Keyboard Commands

Like other applications for the Apple IIGS, MultiScribe GS uses pull-down menus to let you choose commands.

■ **Pull down the Edit Menu.**

The commands Cut and Copy appear dimmed, whereas the Paste command is displayed normally. Commands that you can't use right now appear dimmed on their menus and can't be
they require that you specify text to be cut or copied and you have no text in the document window. Paste, on the other hand, copies the contents of the Clipboard into the document window and can always be used.

While you have the Edit Menu pulled down, notice the characters to the right of some of the commands on the menu. These are called **keyboard equivalents** to pull-down menu commands because they let you use certain key combinations, rather than commands from a menu, to perform tasks.



In MultiScribe GS, keyboard equivalents to menu commands are also called ⍥-key commands, because you press the ⍥ key in conjunction with another key to perform a task you would normally pull down a menu to execute. To perform the Cut command without pulling down the Edit Menu, for example, you would hold down the ⍥ key and at the same time press the X key; this command is represented on the Edit Menu by ⍥X. Pressing ⍥X, then, is equivalent to choosing Cut from the Edit Menu.

Most of the ♁-key commands have been assigned characters which are easy to associate with the action they perform. Copy, for example, is ♁C; Save is ♁S; Print is ♁P. The commonly-used Edit Menu commands — Undo, Cut, Copy, and Paste — are represented by ♁-key combinations which include letters on the second row from the bottom of the keyboard (Z, X, C, V) and so can be typed easily using one hand.

In addition to ♁-key commands, MultiScribe GS supports other key combinations for commands. The *shift*, *control*, and *option* keys, when used in conjunction with certain character keys, all perform MultiScribe GS tasks. Unlike the ♁-key commands, however, these are not keyboard equivalents to menu commands; rather, they provide you with shortcuts for performing tasks — selecting an entire line or deleting a word, for example — which have no pull-down menu equivalents. These commands are discussed in Chapter 3, "MultiScribe GS Shortcuts."

Creating Documents

MultiScribe GS treats anything you type in a document window as part of a document: this includes characters you type and edit, rulers you use to format text, page breaks you insert to automatically cause a forced page break when printing, and pictures created with graphics programs, such as **TopDraw** and **Deluxe Paint**, which you paste from the Clipboard. Creating documents with MultiScribe GS, then, consists of three main activities — typing text, formatting text, and editing text.

In MultiScribe GS, text consists of one or more characters. A character is anything typed into a document by pressing a character key. Character keys include keys for letters, numbers, special characters, and punctuation marks, as well as the *tab* key, the space bar, and the *return* key.

Typing Text

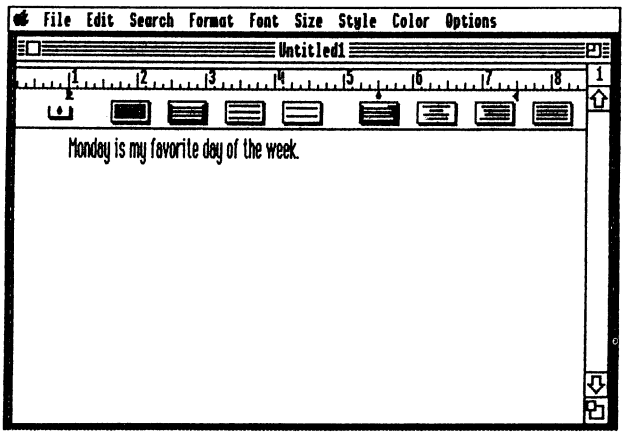
Notice the blinking vertical bar at the top left corner of the dialog box, under the ruler. When you type text in MultiScribe GS, it appears at the insertion point.

1 Typing at the Insertion Point

■ **Type this sentence:**

Monday is my favorite day of the week.

Typing with MultiScribe GS is similar to typing with a typewriter, except that characters appear at the insertion point as they're typed.



The insertion point controls where your text is placed on the screen; you, however, control where the insertion point appears. By moving the insertion point, you can add a word to the middle of a sentence or a sentence to the middle of a paragraph. In MultiScribe GS, you can move the insertion point with either the mouse or the keyboard. With the mouse, you select the insertion point by placing the pointer at the desired place in the document and clicking the mouse button.

■ **Position the pointer to the left of the word "favorite" and click the mouse button.**

Placing the insertion point in this manner is called **selecting the insertion point.**

■ **Type the word "least" and press the space bar.**

The word "least" appears after "my," changing the meaning of your sentence. This is called **inserting** a word.

On the keyboard, the ↑, ↓, →, and ← keys move the insertion point: the ↑ and ↓ keys move the insertion point up and down one line; the → and ← keys move the insertion point to the right and left one character.

■ **Press the → key until the insertion point is at the end of the sentence.**

■ **Press the space bar twice and type this sentence:**

Friday is the day I really like.

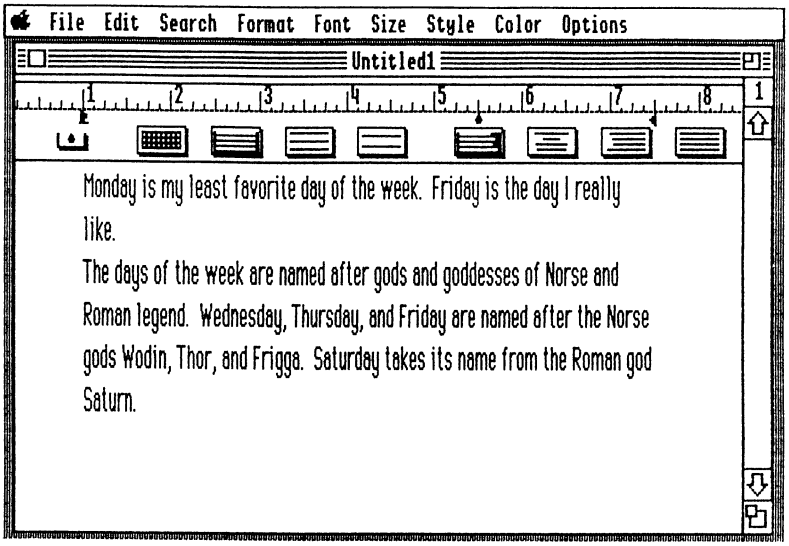
The new sentence is inserted after the first sentence, and the insertion point is now located at the end of the second sentence.

When you typed the second sentence, the whole sentence didn't fit on the first line and the word that didn't fit dropped down to the left margin of the line below. This is called **word wraparound**.

Word wraparound is a word processing feature that automatically moves the insertion point and the word that you're typing from the right margin to the beginning of the next line. If you're used to typing on a typewriter, you'll really appreciate word wraparound: it frees you from having to press the *return* key at the end of a line! With MultiScribe GS, you'll use the *return* key only to end paragraphs, skip lines, and when typing text which ends before the right margin.

- **Press the *return* key to begin a new paragraph.**
- **Type the following text:**

The days of the week are named after gods and goddesses of Norse and Roman legend. Wednesday, Thursday, and Friday are named after the Norse gods Wodin, Thor, and Frigga. Saturday takes its name from the Roman god Saturn.



Always allow MultiScribe GS to word wrap text at the right margin. Press the *return* key only at the end of a paragraph or when skipping a line.

MultiScribe GS uses word wraparound to adjust your writing whenever you make a change involving more than one line of text. As you've seen, word wraparound adjusts your text when you type more than will fit on a single line. MultiScribe GS also uses word wraparound when you insert or remove words or change the margins.

- **Select the insertion point to the left of the word "Saturday."**

- **Type this sentence and press the space bar twice:**

  .....

  Sunday and Monday are named for the gods of the sun and moon.

The sentence is inserted into your document. MultiScribe GS has reformatted the paragraph to make room for the added text. If you press the *return* key at the end of each line in a paragraph, MultiScribe GS won't reformat your text when you add or remove words.

Now let's see how MultiScribe GS adjusts your text when you remove, or **delete**, words.

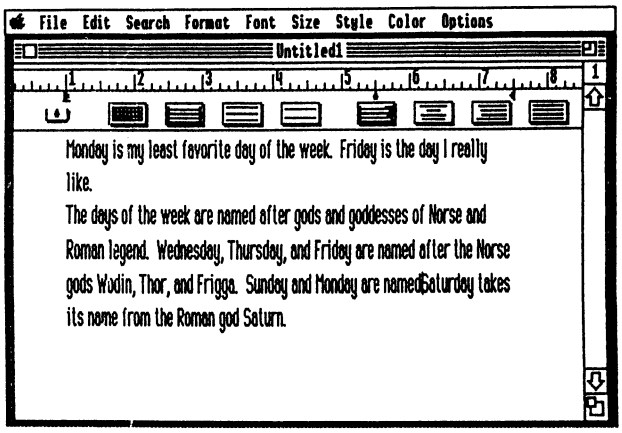
4 The *delete* Key

The insertion point gives you control over where text is typed and inserted; it also lets you control which text is removed. In MultiScribe GS, you remove unwanted text with the *delete* key.

- **Press the *delete* key continuously until the sentence you just typed is removed.**

The insertion point moves backward with each keypress, removing text one letter at a time. You'll use the *delete* key to remove unwanted text and mistakes.

MultiScribe GS word wrap reformats the paragraph. Notice that when the number of characters to the left of the insertion point equals the number of spaces available for characters at the end of the line above, the remaining characters on the line and the insertion point move up to the end of the line above. This is called **word wrap up**.



You can hold down the *delete* key and let the auto-repeat feature of your Apple IIGS keyboard delete a larger amount of text quickly.

- **Select the insertion point at the end of the second paragraph.**
- **Press and hold the *delete* key until the second paragraph is removed.**

Later on, in "Removing Selected Text," you'll learn an easier method for deleting large amounts of text at one time.

5 Carriage Returns: the *return* Key

You've already used the *return* key to end a paragraph and start a new one. You can also press *return* to skip lines and when typing text which ends before the right margin.

Now practice using the *delete* key to remove the second paragraph and watch how the text word wraps up.

- **Select the insertion point at the end of the first paragraph, to the right of the period.**
- **Press *return* twice to skip a line.**

When you start typing text again, there will be a blank line between your first sentence and the text following it.

Now we'll use the *return* key to create a list.

■ **Type the following list, pressing the *return* key after each item in the list.**

Friday

Saturday

Sunday

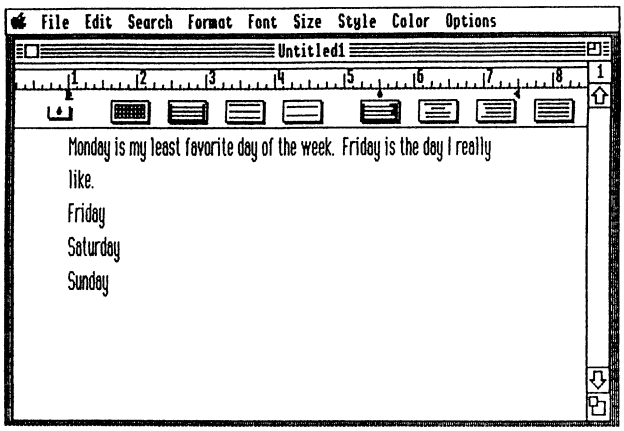
When you press the *return* key, you insert an invisible carriage return character into your document at the insertion point. This character tells MultiScribe GS to end the current paragraph and start a new one. When you press return twice to skip a line, you're actually creating two new paragraphs: the blank line is treated as a paragraph. MultiScribe GS considers a paragraph to be any amount of text — from several pages to one character — followed by a carriage return.

To remove a blank line or to link two paragraphs, just use the *delete* key to remove the invisible carriage return.

■ **Select the insertion point to the left of the word "Friday."**

■ **Press *delete*.**

The invisible carriage return character is removed and the word "Friday" word wraps up, replacing the blank line. Each of the items on your list wraps up, as well.

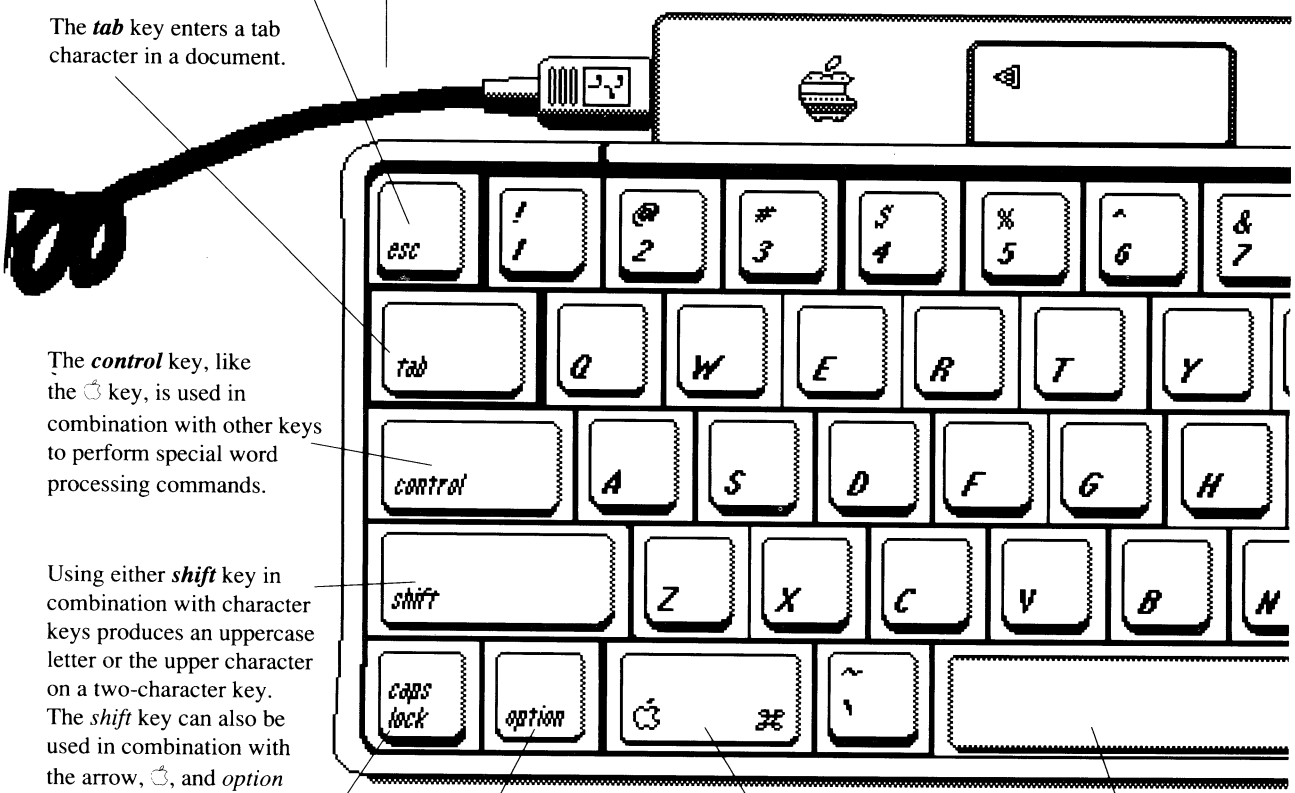


6 Other Special Keys

As you've seen, in MultiScribe GS the keyboard can be used in three ways: for typing text, by pressing character keys; for executing commands, by pressing keyboard equivalents; and for using special keys, such as the arrow keys, the *delete* key, and the *return* key. You've used the arrow keys to select the insertion point, the *delete* key to remove unwanted text, and the *return* key to type carriage returns. MultiScribe GS includes several other special keys which also perform important word processing functions.

The ***esc*** key is used to cancel commands and dialog boxes.

The ***tab*** key enters a tab character in a document.



The ***control*** key, like the ⌘ key, is used in combination with other keys to perform special word processing commands.

Using either ***shift*** key in combination with character keys produces an uppercase letter or the upper character on a two-character key. The *shift* key can also be used in combination with the arrow, ⌘, and *option* keys to select text.

The ***caps lock*** key capitalizes letters, but has no effect on other keys.

When used in combination with other keys, the ***option*** key is used for selecting text and moving the insertion point.

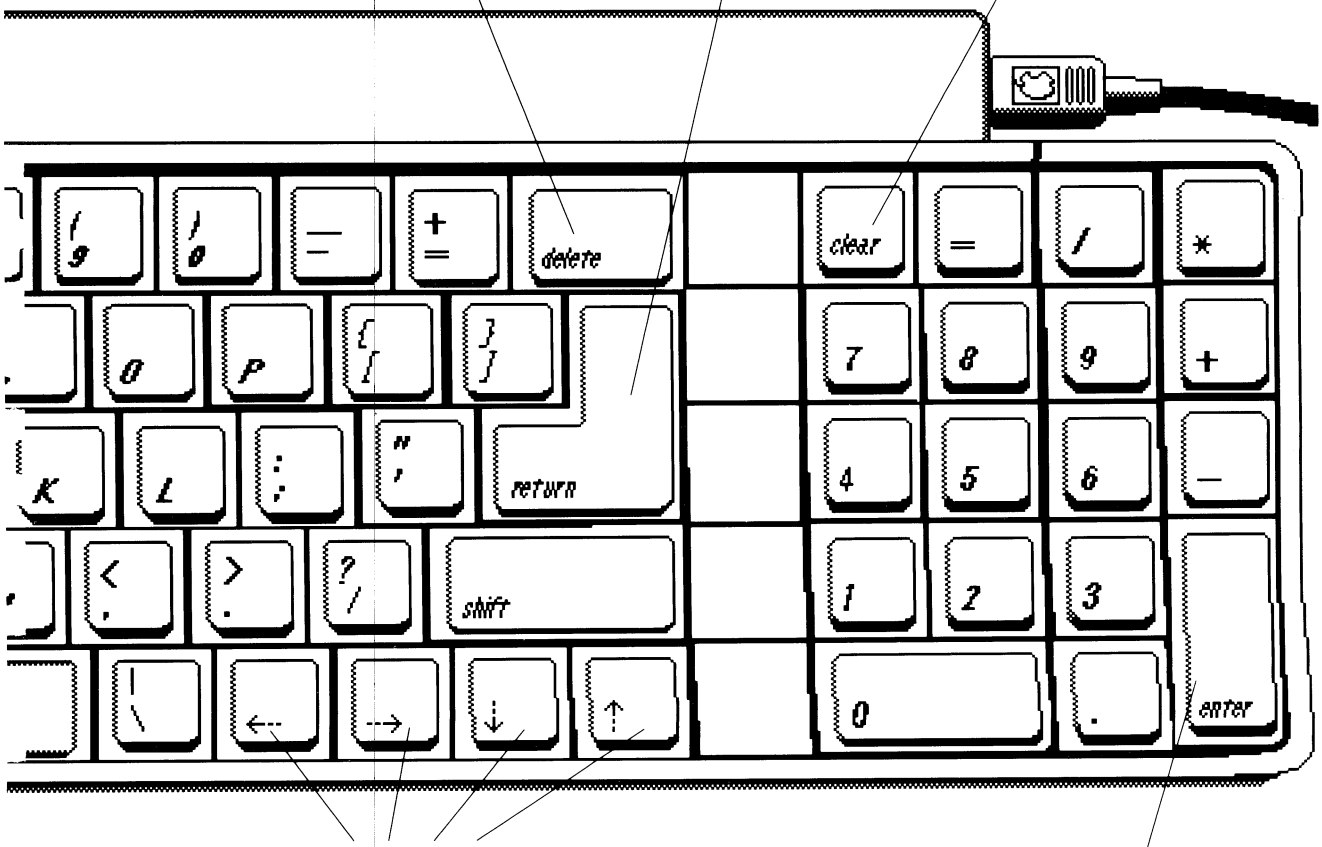
The ⌘ key is used in combination with other keys for executing commands, for moving the insertion point, and for selecting text.

The **space bar** creates a space between characters when you type.

Pressing the ***delete*** key removes a selection or the character to the left of the insertion point.

The ***return*** key inserts an invisible carriage return character into your text, moving the insertion point to the left margin of the next line.

Pressing ***clear*** with text or other material selected deletes the selection.



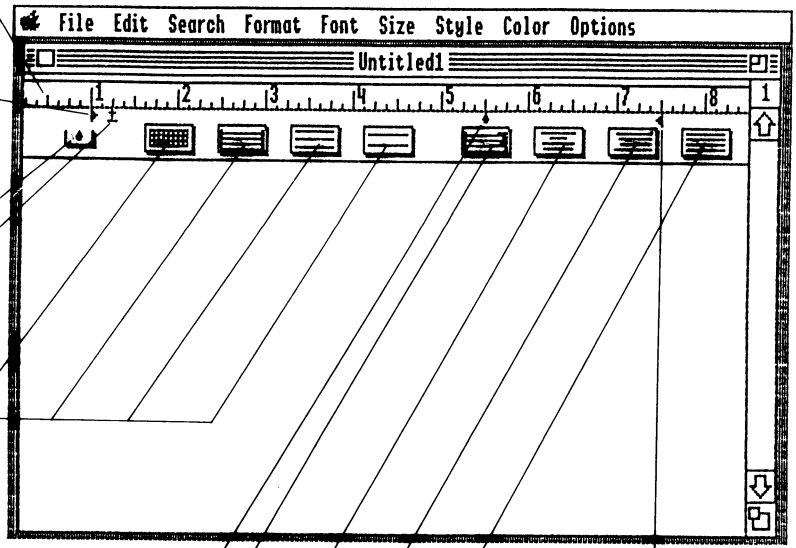
The **arrow** keys move the insertion point in the direction indicated and can be used in combination with the *shift*, *option*, and ⌘ keys to select text.

Just like the *return* key, the ***enter*** key inserts an invisible carriage return character into your text, moving the insertion point to the left margin of the next line.

Formatting

You format text in MultiScribe GS by using rulers to set margins and tabs, line spacing, and text alignment.

You'll use these parts of a MultiScribe GS ruler to set the format for the text following it:



The **inch scale** lets you determine where to place tabs and margins.

The **left margin marker** sets the left margin of your document.

You'll get the tabs from the **tab well**.

The **indentation marker** sets the indentation of the first line of each paragraph.

Line spacing boxes let you set line spacing of text to zero-, single-, 1 1/2-, and double-spacing.

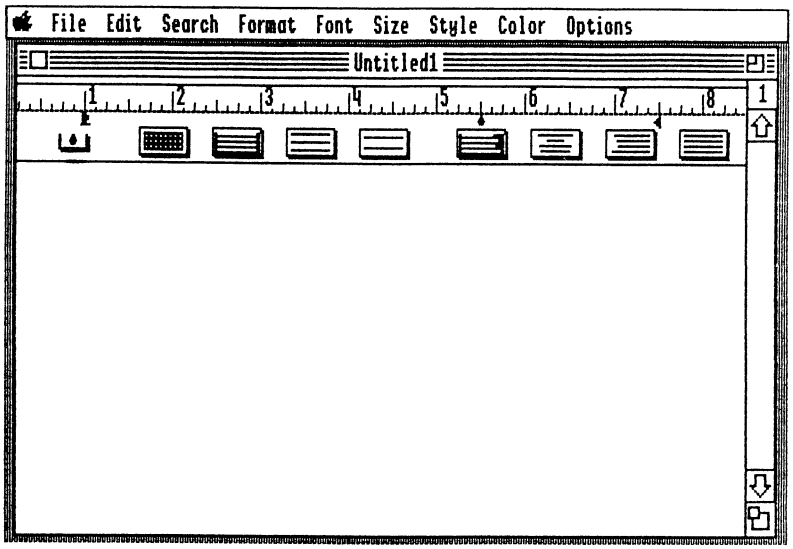
Text alignment boxes let you set the alignment of text to left, center, right, and full justification.

Tabs define where the *tab* key will move the insertion point when pressed.

The **right margin marker** sets the right margin of your document.

MultiScribe GS starts each new document with a ruler located at the top of the first page. The settings on this ruler can be adjusted, but unlike any other rulers you insert in the document, it can't be deleted or replaced. This ruler always appears with the following preset format:

- ☐ a left margin set to 1-inch, with no indentation
- ☐ a 7 1/2-inch right margin
- ☐ a tab marker set at the 5 1/2-inch marker
- ☐ single-spaced
- ☐ left alignment



When you're changing settings on a ruler, MultiScribe GS won't reformat your text until you move the pointer out of the ruler. This allows you to make a number of formatting changes at one time without having to wait for your text to be reformatted after each change.

Now let's see how to use the settings on the ruler to change the format of your document.

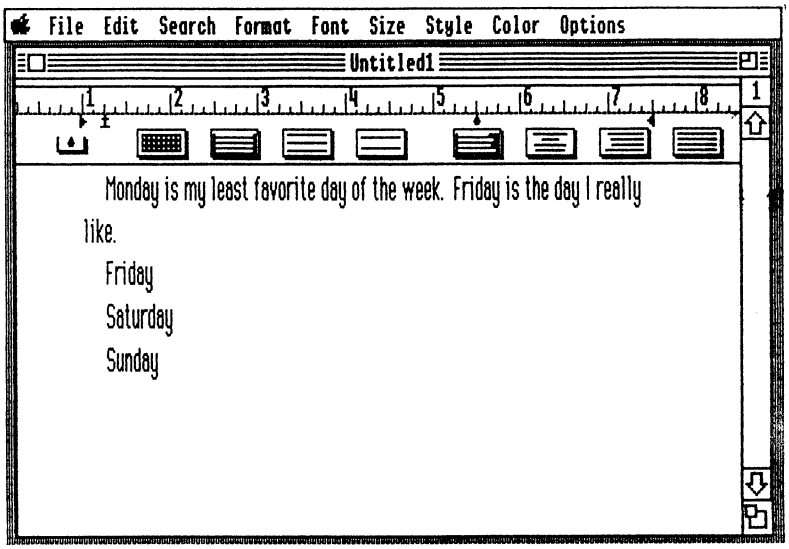
There are two markers on the 1-inch mark of the ruler on your screen. The triangular marker is the left margin marker. The marker which descends below it is the indentation marker. This marker tells MultiScribe GS where to indent the first line of each paragraph.

- **Drag the indentation marker to the 1 1/4-inch mark on the ruler.**

When you move the pointer into the ruler it becomes an arrow. Drag the indentation marker by pointing the arrow on the part of the indentation marker which descends below the left margin marker, clicking and holding the mouse button, and dragging the mouse to either the left or right.

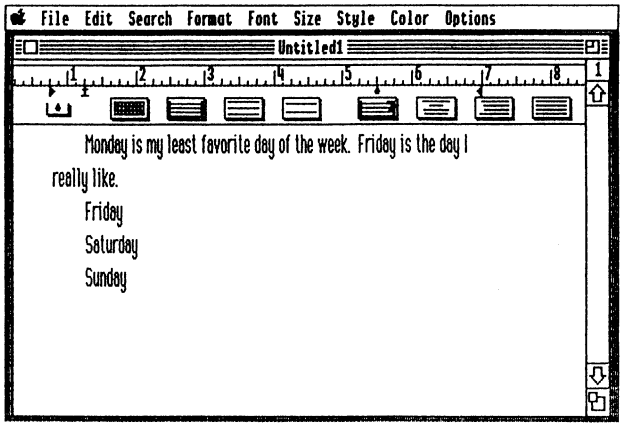
- **Move the pointer back into your text.**

The pointer once again becomes an I-beam and your text is instantly reformatted. Notice that each day of the week in your list is indented, as well as the first line of the sentence above the list. You'll recall that when you press the *return* key you end a paragraph, so each of these words is considered by MultiScribe GS to be a paragraph, and the first word in a paragraph is indented.



As you've just seen, the left margin marker is the triangle on the left side of the ruler. On the right side of the ruler, on the 7 1/2-inch mark, is a similar triangle, pointing in the opposite direction: this is the right margin marker.

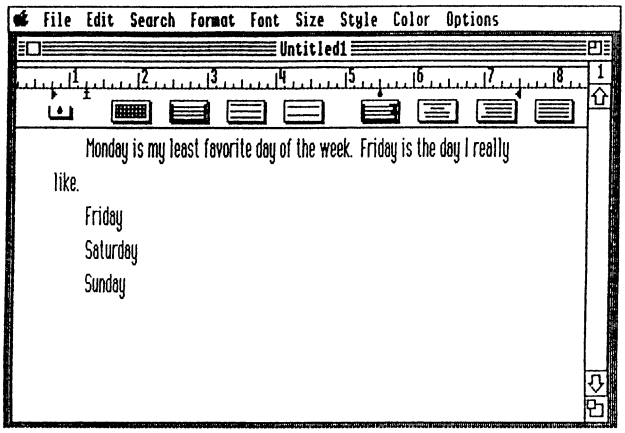
- **Drag the left margin marker to the 3/4-inch mark.**
- **Move the pointer back into your text.**



The pointer once again becomes an I-beam and the document is reformatted.

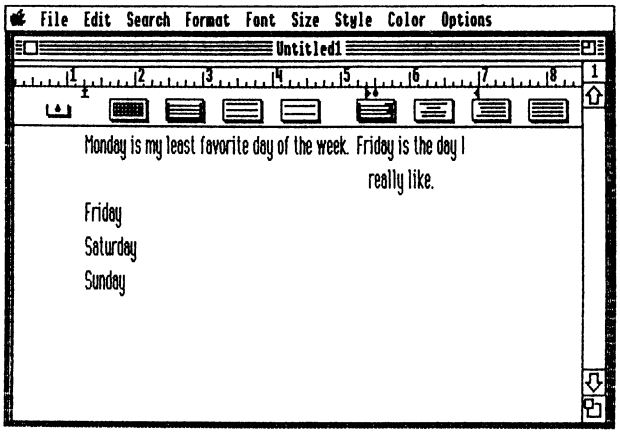
Now let's change the right margin.

- **Drag the right margin marker to the 7-inch mark.**
- **Move the pointer back into your text.**



The pointer becomes an I-beam once again and the document is once again reformatted. Notice that this time, however, the word "really" at the right margin word wrapped to the next line. Changing margins may cause text at the margin to word wrap around to the next line if you decrease the margin or word wrap up if you increase the margin.

- **Try to drag the left margin marker past the tab on the 5 1/2-inch mark.**



It won't move past the tab! MultiScribe GS won't let you move a margin marker past a tab, because tabs can't be placed outside of margins.

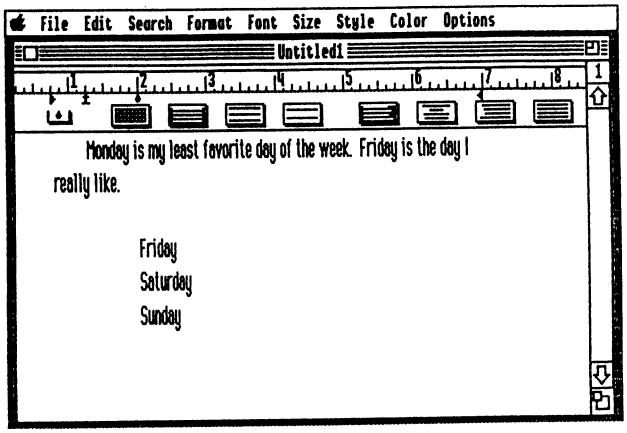
- **Drag the right margin marker back to the 7-inch mark.**
- **Move the pointer back into your text.**

MultiScribe GS always displays at least one tab marker, preset at the 5 1/2-inch mark. Unlike the other tab markers, the last tab marker on the ruler can be moved but not removed.

■ **Select the insertion point at the beginning of each item on your list of days and press the *tab* key.**

Each item on the list moves to the tab on the 5 1/2-inch mark.

■ **Drag the tab marker to the 2-inch mark on the ruler's inch scale.**



Each item on the list is repositioned at the tab on the 2-inch mark.

Like *return*, the *tab* key places an invisible character — the tab character — in your text at the insertion point; as with a carriage return, this character can be edited and deleted just like any other regular character. Let's see what happens when you delete a tab.

■ **Select the insertion point to the left of the word "Friday" and press *delete*.**

The tab is removed and "Friday" is repositioned at the indentation marker.

Now let's add another tab to the ruler by dragging a tab from the tab well.

- **Place the pointer on the tab well, press the mouse button, and drag a tab to the 2 1/2-inch mark on the ruler.**

- **Select the insertion point to the left of the word "Friday" and press the *tab* key twice.**

  "Friday" is moved to the second tab.

  When you remove a tab, the text positioned at that tab moves to the next available tab.

- **Remove the tab set at the 2-inch mark by dragging it down from the inch scale and releasing the mouse button.**

  The tab disappears from the ruler, returning to the tab well. "Friday" moves down a line to the next tab. "Saturday" and "Sunday" move over to the tab at the 2 1/2-inch mark.

4 Changing Line Spacing

To see how line spacing works, you'll want to delete your list and enter a few more lines of text.

- **Select the insertion point after "Sunday" and press delete until you reach the period at the end of the first paragraph.**

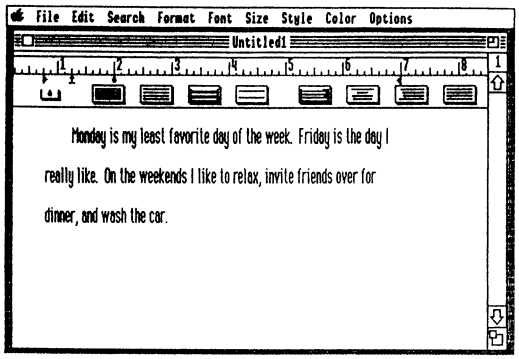
- **Press the space bar twice and enter the following text:**

  On the weekends I like to relax, invite friends over for dinner, and wash the car.

- **Click the 1 1/2-spacing box to change the line spacing.**

- **Drag the pointer back into the document.**

  Your document is now formatted with 1 1/2-spacing.



- **Click the double-spacing box.**
- **Drag the pointer back into the document.**

  Your document is now formatted with double-spacing.
- **Click the zero-spacing box and drag the pointer back into the document.**

  The line spacing is changed to zero-spacing, which means that MultiScribe GS prints each line of text with no spacing between lines.
- **Click the single-spacing box to return to regular line spacing and drag the pointer back into the document.**

  You'll work with line spacing again in the third part of this chapter when you edit a business letter.

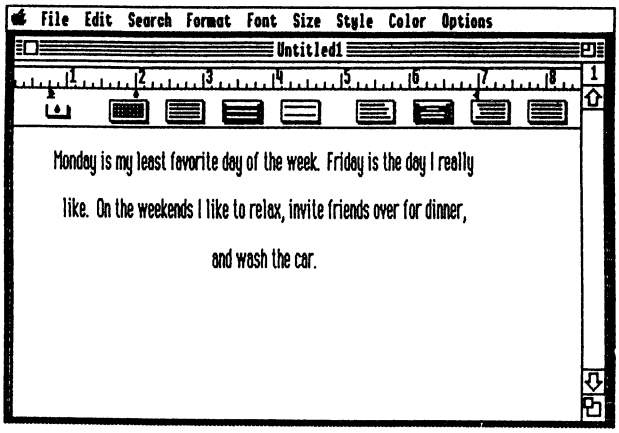
5 Changing Alignment

When you open a new document, the preset alignment is left-aligned with no indentation. All text lines up uniformly at the left margin and uneven on the right margin.

- **Drag the indentation marker to the 3/4-inch mark, so that it's on top of the left margin marker .**

  You'll see the effects of changing alignment better if there's no indentation.

- **Center your document by clicking the align-center box and moving the pointer back into your text.**



The document is centered between the margins.

- **Click the align-right box and move the pointer back into your text.**

The document is aligned at the right margin, with the text uneven on the left margin.

- **Click the full-justify box and move the pointer back into your text.**

The text is aligned at both margins, with the words on each line spaced apart evenly, except on the last line, which is left-aligned. Full-justify aligns text at both margins except where a line has been ended with a carriage return or on the last line of a document: only word-wrapped lines can be justified.

If you can't see the difference between full-justified and left-aligned text, try changing the alignment between left-align and full-justify a few times, and watch how the text is reformatted when you drag the pointer back into your document.

When you're finished, set the alignment back to left-aligned.

- **Click the align-left box and move the pointer back into your text.**

Scrolling

MultiScribe GS lets you create extremely large documents, limited only by available memory. A document window, however, can only contain a few lines of text at a time. MultiScribe GS lets you view different parts of a document by allowing you to scroll a document and by automatically scrolling as you type at the bottom of the screen.

To see how scrolling works, let's type some more text.

■ **With the insertion point selected at the end of your document, press return twice and type the following list, pressing *return* after you type each item:**

New Year's Day
Mother's Day
Fourth of July
Labor Day
Thanksgiving

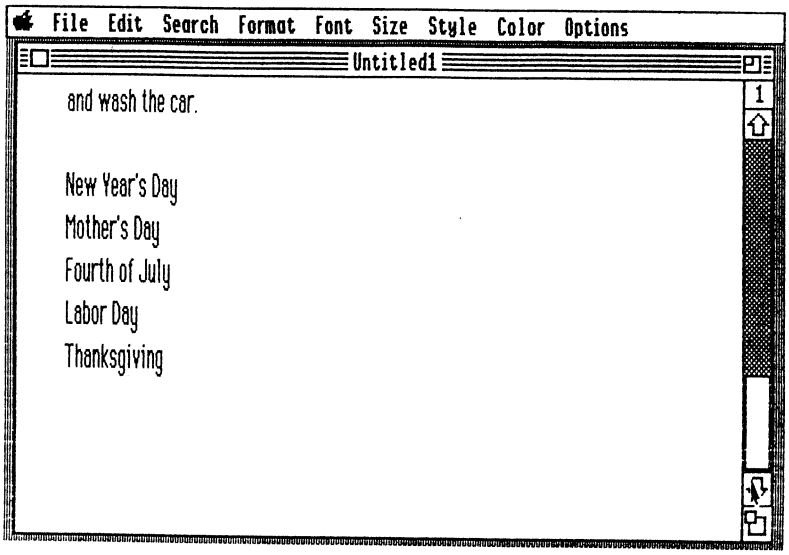
As you pressed return after "Labor Day," part of your text moved off the screen to make room for the text you were typing at the bottom of the screen; it was scrolled up, out of the document window. When you scroll up, you move down, or forward in the document. You can also scroll down, to move back up in the document.

To scroll the text back down to see the top of your document you'll use the ↑ key.

■ **Press the ↑ key until you see the ruler at the top of the document window.**

Notice how the scroll box moves back up to the top of the scroll bar and changes shape to show how a greater percentage of the document is now displayed in the document window.

Pressing the ↓ key past the bottom of the screen scrolls the document up, to move back down to the end of the document. *Don't do this just now — you're about to learn how to scroll a document using the scroll bar!*



- **Place the pointer on the down scroll arrow and press the mouse button until the end of the document is in view.**

  The scroll box moves down to the bottom of the scroll bar and the text scrolls up in the document window. The scroll box changes shape to indicate that a smaller amount of text is displayed in the document window.

  Now use the scroll bar to scroll the text back down.

- **Place the pointer on the up scroll arrow and press the mouse button until you're back at the top of the document.**

  You can also scroll text by dragging the scroll box up or down.

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

  The text scrolls up in the document, bringing the end of the document back into view.

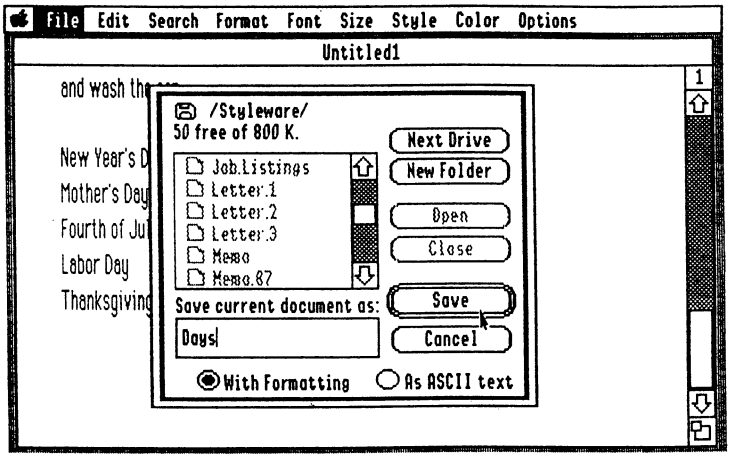
Saving Your Work

As you create a document, you'll want to save it on disk frequently, so that you'll always have a recent copy of your work on disk.

■ **Choose Save from the File Menu or press ⌘S.**

A dialog box appears with an input bar for the name of the document.

■ **Type "Days" as the name for your document.**



■ **Click Save or press *return*.**

The dialog box disappears, the document is saved on disk, and "Days" appears in the title bar of the document window.

For information on the other options available in this dialog box, see "Save As" in Chapter 4.

Now that you've saved your document, you can take a break if you'd like. When you're ready to continue, move on to the next section, "Editing and Styling Text."

Editing and Styling Text

When you're working on a document, you may decide to change a few sentences, delete some text, or move an entire paragraph. Whenever you change text, you're editing the document.

Styling text is a form of editing. Styling means changing the appearance of the actual characters in your text — changing the font, size, style, or color.

Before you can edit or style text in MultiScribe GS, you **select** the text you want to change. Selecting means choosing a part of your document to receive the next action — either typing or a command. This section on editing and styling text begins, then, with selecting.

Selecting Text

In the section on Inserting, you learned how to select the insertion point to make it the place in your document to receive the next action. Selecting text works in a similar way, except that you specify a range of text to receive the next action. You *clicked* at the place where you wanted to select the insertion point; you'll select text by *dragging* the I-beam across it. When text in MultiScribe GS is selected, it appears highlighted, with the selected characters appearing light on a dark background.

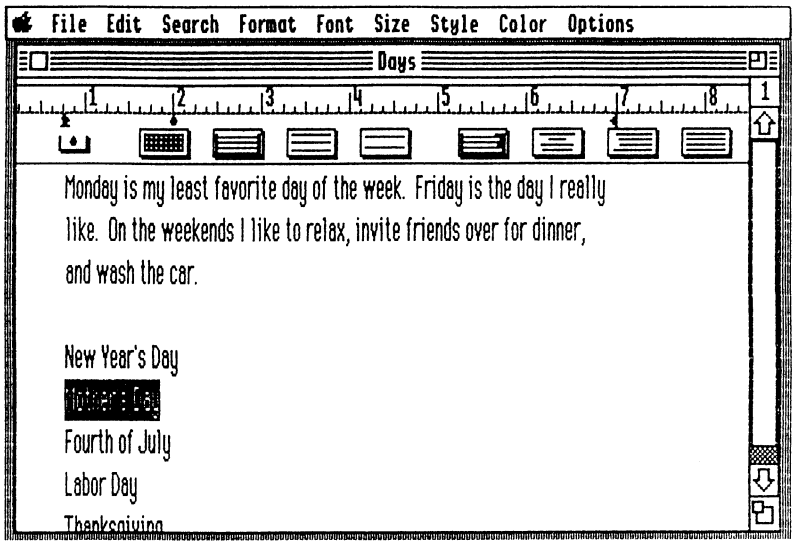
Let's begin by selecting "Mother's Day."

- **Place the pointer at the beginning of the word "Mother's."**

- **Press and hold the mouse button, drag the pointer across the text to the end of the word "Day," and release the mouse button.**

The text is highlighted, indicating that it's selected.

Text is always selected in the direction you drag. If you drag vertically in either direction, text is selected one line at a time. If you drag horizontally in either direction, text is selected one character at a time. Dragging diagonally in either direction selects text a line at a time with vertical movement and a character at a time with horizontal movement.



You can also select a single word by double-clicking the word, or a single line by triple-clicking the line.

You can select as much text as you want; you can even select the entire active document by choosing the Select All command on the Edit Menu.

In addition to text, you can also select non-text material, such as rulers and page breaks. See "Selecting" in Chapter 2 for more information on selecting.

Replacing Selected Text

Now that you've learned how to select text, you're ready to learn how to use selecting to edit text.

■ **Type "Christmas Eve."**

"Mother's Day" is replaced by "Christmas Eve."

When you select text and begin typing, the selected text is **replaced** by what you type.

To deselect selected text, just click anywhere in the document or press an arrow key. Since clicking or pressing an arrow key selects the insertion point at a new place in the document, the previous selection is cancelled.

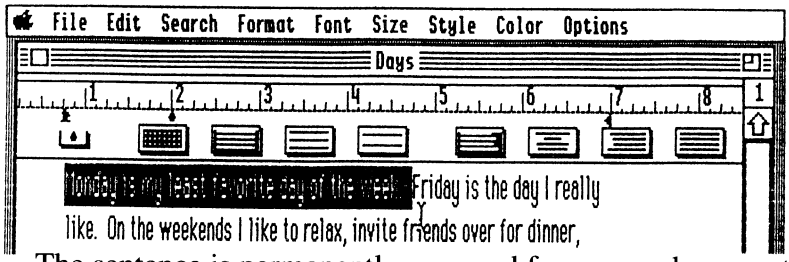
Next, you'll use the *delete* key to remove selected text from your document.

Removing Selected Text

You can remove a range of text by selecting it and pressing *delete*.

- **Scroll the document until the ruler is in view.**
- **Select the first sentence.**
- **Press *delete*.**

You can delete any amount of text you want, and you can also remove non-text material.



The sentence is permanently removed from your document, and the second sentence is the new first sentence. The only way to restore text deleted in this manner is with the Undo command, which undoes the effects of the *delete* key.

- **Select the new first sentence in the document.**
- **Press *delete*.**

You've deleted the sentence; now let's restore it with the Undo command.

- **Choose Undo from the Edit Menu or press ⌘Z.**

The sentence is restored.

Using the Clipboard

Sometimes you'll want to move text from one part of a document to another, or you may want to duplicate text in another part of a document without having to type the text again. MultiScribe GS uses an area of your disk called the Clipboard to help you store text you want to move or copy.

You'll use the Clipboard when you choose the Cut, Copy, Paste, and Show Clipboard commands on the Edit Menu. These commands all do what they say: Cut removes or "cuts" selected text and places it on the Clipboard; Copy makes a copy of selected text and stores it on the Clipboard but leaves the original text unaffected; Paste inserts or "pastes" the contents of the Clipboard at the insertion point. You'll use Show Clipboard to view the contents of the Clipboard.

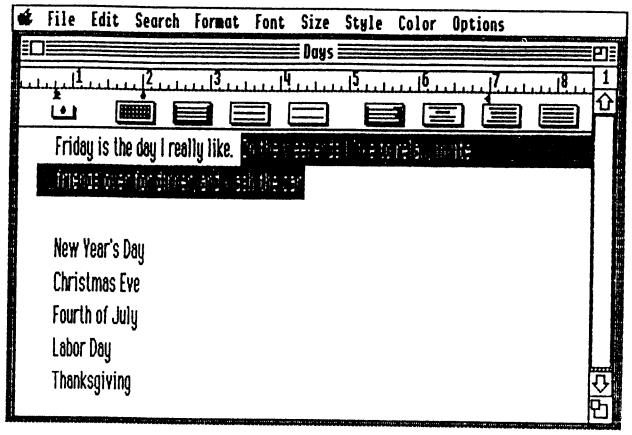
1 Cutting Text

The Cut command provides you with another way to delete text or (in combination with the Paste command) to move text from one place in a document to another.

Let's see how the Cut command works by cutting a sentence from your document.

- **Select the second sentence in the document.**
- **Choose Cut from the Edit Menu.**

MultiScribe GS removes the sentence and stores it on the Clipboard. Now you'll use the Paste command to restore it to your document — but in a different place.



2 The Paste Command

You can place the contents of the Clipboard into your document at the insertion point with the Paste command. You can move text around in a document by cutting the text, moving the insertion point, and pasting the text from the Clipboard back into your document at the new location.

- **Select the insertion point at the end of the document, after the word "Thanksgiving."**
- **Press *return* twice to start a new paragraph.**
- **Choose Paste from the Edit Menu or press ⌘V.**

The sentence is pasted into your document at the insertion point.

You can paste the same line of text as many times as you want; the text you cut remains on the Clipboard until you cut or copy again. To see this, let's look at the Clipboard with the Show Clipboard command.

3 Show Clipboard/ Hide Clipboard

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

The Clipboard becomes the active window, displaying the sentence you cut.

You can use Show Clipboard at any time to view the contents of the Clipboard. When you choose Show Clipboard, the command is changed to Hide Clipboard on the Edit Menu; you choose Hide Clipboard to put the Clipboard away.

- **Choose Hide Clipboard from the Edit Menu.**

The Clipboard is closed and the "Days" document window again becomes the active window.

You can also close the Clipboard with the Close command or by clicking the close box on the Clipboard title bar.

4 Copy

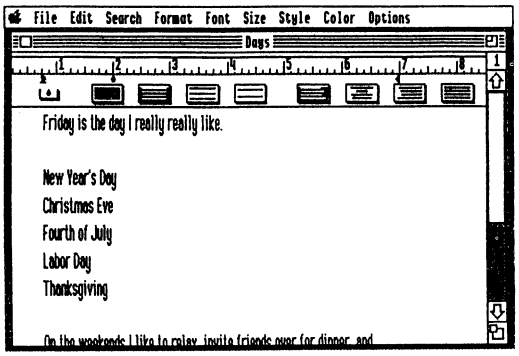
Copying is a lot like cutting, except that your original text is unaffected by the copy.

- **Select the word "really."**
- **Choose Copy from the Edit Menu.**

  MultiScribe GS copies the selected text to the Clipboard, where it will stay until it's replaced the next time you cut or copy something.

- **Move the insertion point to the right of "really."**
- **Choose Paste from the Edit Menu or press ⍁V.**

  "Really" is duplicated, emphasizing just how much you like Fridays!



5 Replacing a Selection with the Contents of the Clipboard

You can also use the Paste command to replace a selection with whatever you've cut or copied to the Clipboard.

- **Select the words "New Year's" and choose Copy from the Edit Menu.**
- **Select the word "Christmas."**

  Remember, you can also select a word by double-clicking the word.

- **Choose Paste from the Edit Menu or press ⍁V.**

  "Christmas Eve" is replaced by "New Year's Eve."

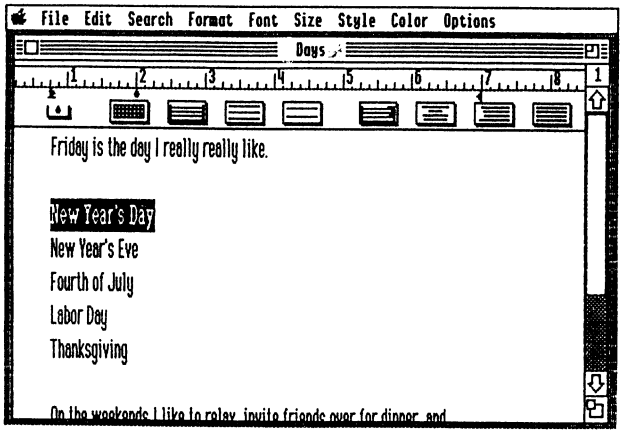
Styling Text

MultiScribe GS gives you several ways to stylize selected text. You can change the font, the size of the characters, and the style and color of the characters with options on, appropriately enough, the Font, Size, Style, and Color Menus.

1 Changing the Font

- **Select "New Year's Day."**
- **Choose New York from the Font Menu.**

The words change to New York font and remain selected.



2 Changing the Size of Text

- **Select "New Year's Eve."**
- **Choose 14 Point from the Size Menu.**

The words change to 14 point and remain selected.

3 Changing the Style of Text

- **Select "Fourth of July."**
- **Choose Underline from the Style Menu.**

The words are underlined and remain selected.

- **Click anywhere in the document to deselect the words.**

4 Changing the Color

- **Select "Labor Day."**
- **Choose Blue from the Color Menu.**

The words change color and remain selected.

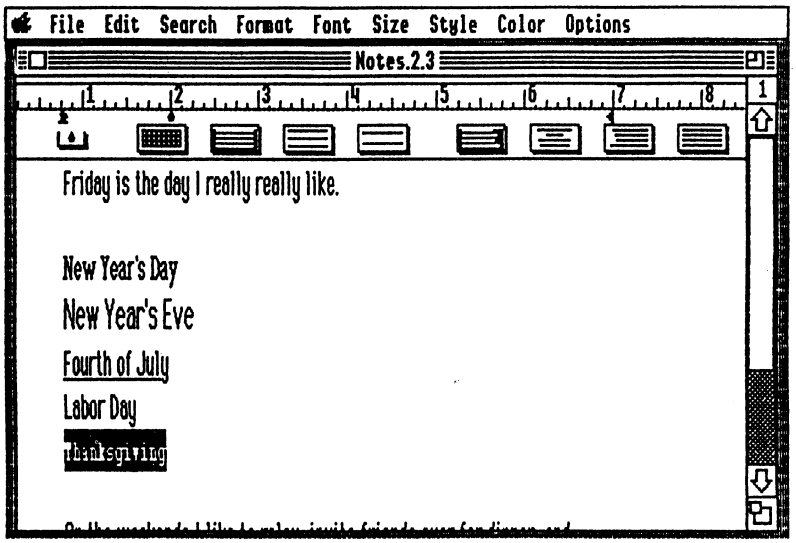
- **Click anywhere in the document to deselect the words.**

5 Multiple Styling

You can combine font, size, style, and color changes in any combination.

- **Select "Thanksgiving."**
- **Choose Courier from the Font Menu.**
- **Choose 10 Point from the Size Menu.**
- **Choose Bold from the Style Menu.**
- **Choose Red from the Color Menu.**

The changes are made to "Thanksgiving," which remains selected.



Closing Documents

Now that you've covered the basics of MultiScribe GS, you've covered everything you need to know to go on to the final part of this chapter, in which you'll create and print a business letter. But first, you'll want to close the document you've been working on.

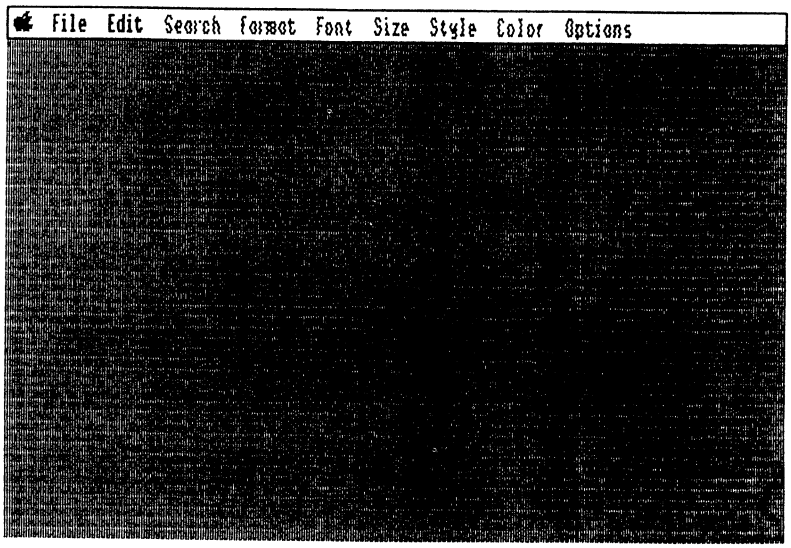
- **Choose Close from the File Menu or press ⌘K.**

A dialog box appears, asking if you want to save your changes before closing.

- **Click Yes.**

Your most recent changes are saved to the disk.

The desktop clears, and only the , File, and Edit Menus are left active; the other menus are dimmed.



Before continuing with the final part of this learning chapter, you may want to take a long break. If you'd like to turn off your computer and relax, choose Quit from the File Menu and eject the disk. When you want to start again, just place your disk in the drive, turn on your Apple IIGS, and start "MultiScribe.GS" from the Program Launcher. When the menu bar and "Untitled1" document window appear on your screen, just choose Close from the File Menu to clear the desktop and you'll be ready to start again.

Editing a Memo and Business Letter

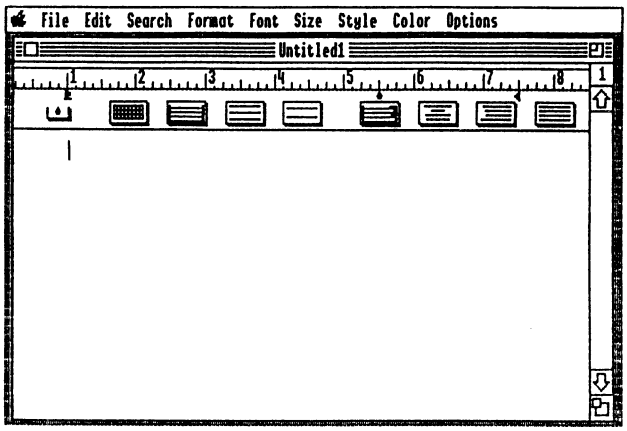
In this section you'll create a memo and edit and print a letter using the MultiScribe GS commands you've learned so far, and some new features of the program as well.

First, you'll open a new document for your memo on the empty desktop.

Creating a New Document and Opening a Document on Disk

■ **Choose New from the File Menu or press ⍥N.**

A new document appears on the desktop, with the name "Untitled1" in its title bar.



You'll use the New command any time you want to start a document with a new, empty document window.

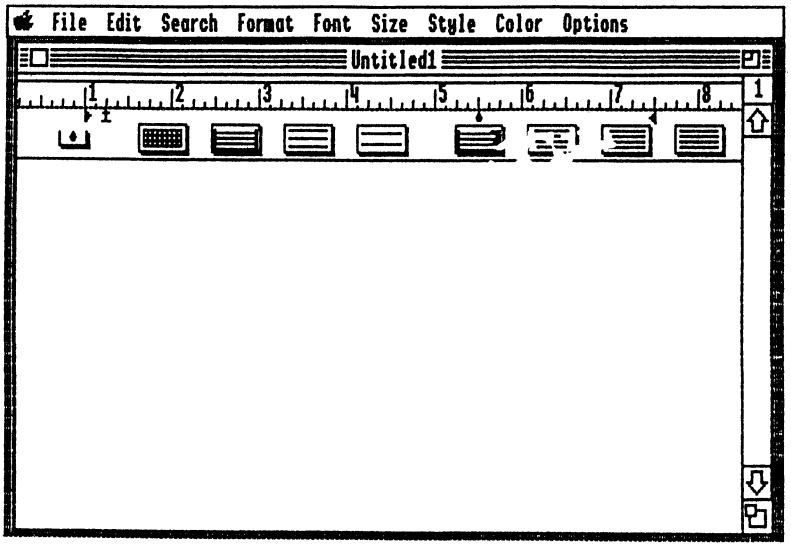
Next, you'll open a document already on the disk, and use part of this document to make the creation of your memo easier. At the same time, you'll edit this document.

■ **Choose Open from the File Menu or press ⍥O.**

A dialog box appears with a list of all MultiScribe GS document names on the disk.

■ **Click "Letter" to select it as the document you wish to open.**

If necessary, scroll the list until you see "Letter."



■ **Click Open or press *return*.**

A document window containing a copy of the letter appears on top of your untitled document.

You can also open a document by double-clicking the document's name in the list.

Managing Windows

When you opened the letter document, its document window became the active window and it was placed on top of your untitled document. To go back to "Untitled1," you can move "Letter" and activate "Untitled1" by clicking anywhere on the document.

■ **Move "Letter" down in the screen by dragging its title bar down and to the right.**

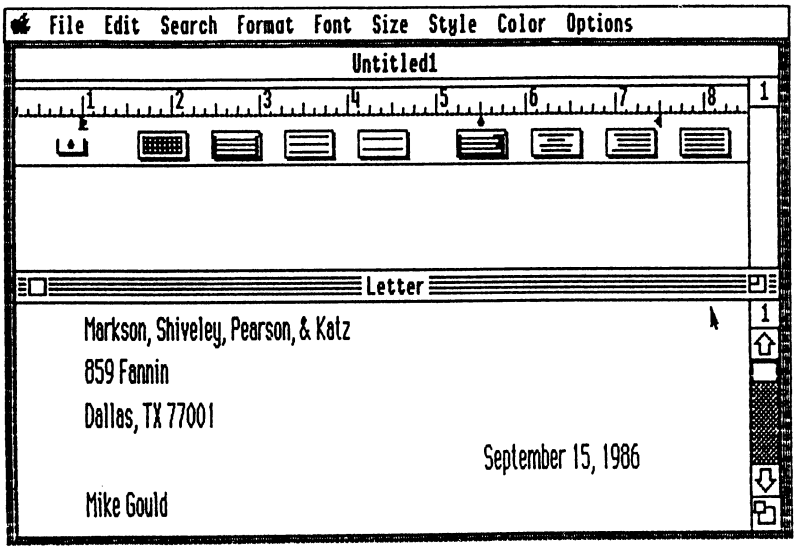
Move "Letter" until "Untitled1" comes into view.

■ **Activate "Untitled1" by clicking anywhere on it.**

"Untitled1" appears on top of "Letter." To look at both documents at the same time, you can change the size of both documents by dragging each document's size box until the document's the appropriate size. MultiScribe GS provides you with a faster means of looking at both documents, however — the Stack Windows command.

- **Click anywhere on the "Letter" document window to activate it.**

- **Choose Stack Windows from the Options Menu.**



The document windows are arranged vertically on the screen with the document opened first, "Untitled1," on top and the document opened second, "Letter," on the bottom. With Stack Windows you can view and edit up to three documents at the same time.

Let's begin by creating the memo. To restore the memo window to its full size, let's use the zoom box.

- **Click anywhere on the " Untitled1" document window to activate it.**

- **Click the zoom box on the "Untitled1" title bar.**

The window grows to its former size, almost filling the screen. The insertion point is in the top left corner of the document.

Creating the Memo

■ **Type the following text:**

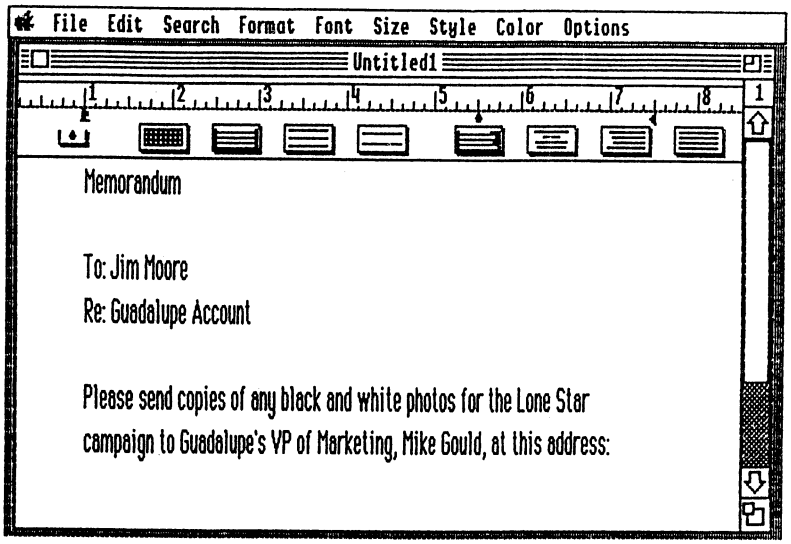
Memorandum

To: Jim Moore
Re: Guadalupe Account

Please send copies of any black and white photos for the Lone Star campaign to Guadalupe's VP of Marketing, Mike Gould, at this address:

Good job, but we forgot the date!

■ **Select the insertion point at the beginning of the third line.**



■ **Type the date and press *return*:**

September 15, 1986

1 Removing Text

Perhaps you want to remove "black and white," so that color photos will be sent as well.

- **Select "black and white."**
- **Press *delete* twice.**

The first time you pressed *delete*, you removed the selection; the second time, you removed the extra space.

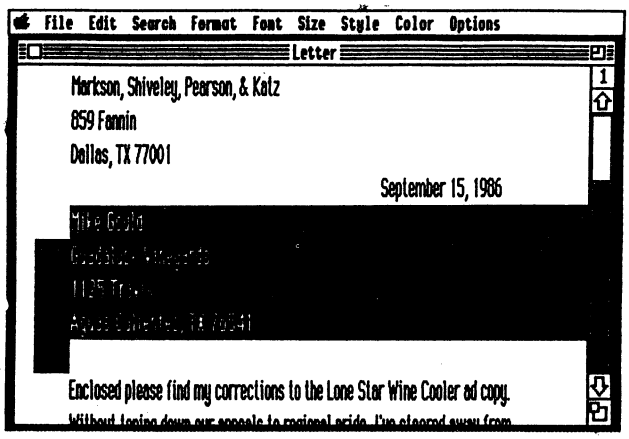
2 Copying Text between Documents

Now the only change left to make to your memo is to add the address. You can get this from the "Letter" document.

- **Click the zoom box of "Untitled1" to return it to its reduced size.**
- **Click on "Letter" to activate its document window.**
- **Click the zoom box of "Letter" to enlarge it.**

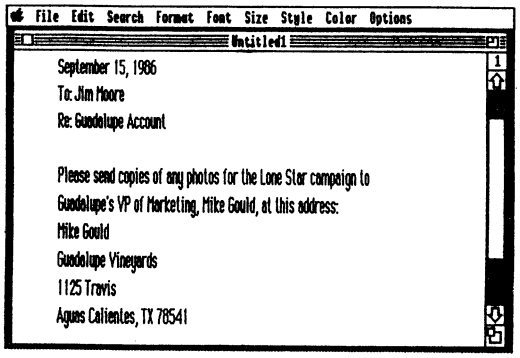
The document window grows until it fills the screen.

- **Select the address (not the letterhead!) and choose Copy from the Edit Menu.**



The selection is copied to the Clipboard.

- **Click the zoom box of " Letter" to return it to its reduced size.**
- **Click on "Untitled1" to activate its document window.**
- **Click the zoom box of "Untitled1" to enlarge it.**
- **Select the insertion point after the colon following "address" and press *return*.**



- **Choose Paste from the Edit Menu or press ⌘V.**

The address is pasted into your memo at the insertion point.

3 Saving and Closing the Memo

Your memo is complete. Now you're ready to close it.

- **Choose Close from the File Menu.**

A dialog box appears, asking if you want to save the changes to the memo before closing it.

- **Click Yes.**

Another dialog box appears, with an input bar for naming your document.

- **Type "Memo" in the input bar.**
- **Click Save.**

The document is saved on disk and the dialog box closes.

Now let's edit the letter.

- **Click the zoom box on "Letter" to enlarge it.**

1 Moving Text in a Document

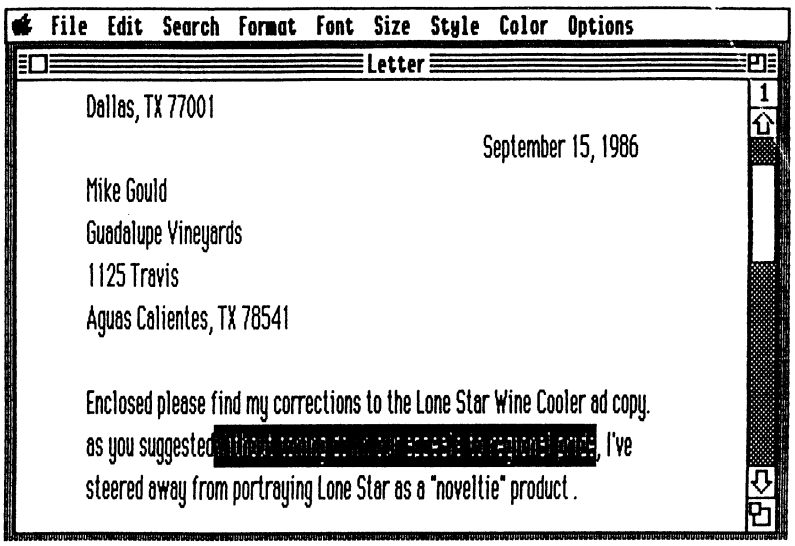
You've already copied between documents. Now let's move some text around within a document using the Cut command.

The second sentence in the letter isn't worded very well and could be misunderstood.

- **Select the words "as you suggested."**
- **Choose Cut from the Edit Menu or press ⌘X.**
- **Select the insertion point at the beginning of the second sentence, in front of "Without."**
- **Choose Paste from the Edit Menu or press ⌘V.**

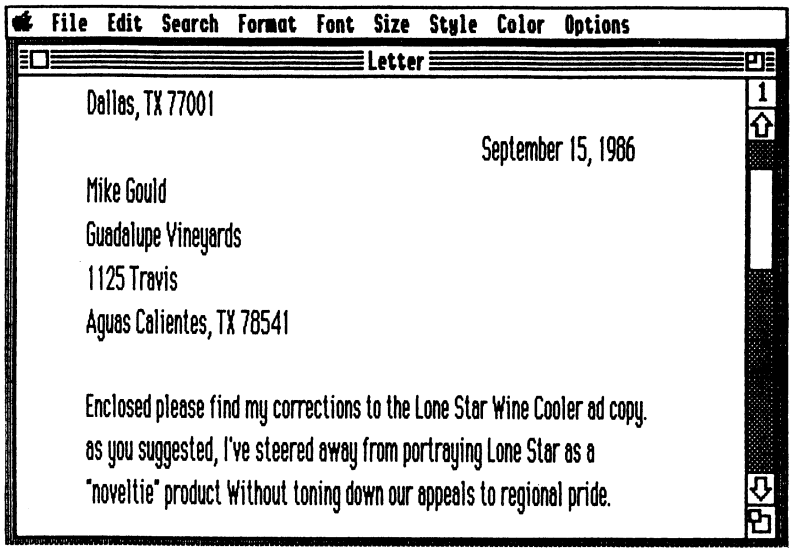
Now this sentence is really confusing! But hold on, we aren't finished yet.

- **Select the phrase "Without toning down our appeals to regional pride."**



- **Choose Cut from the Edit Menu or press ⍁X.**
- **Select the insertion point to the left of the period after the word "product."**
- **Choose Paste from the Edit Menu or press ⍁V.**

There, the sentence is beginning to make more sense. Now let's just clean up the punctuation a bit.



- **Select the "a" in the "as" at the beginning of the sentence.**
- **Choose Uppercase from the Style Menu.**
- **Select the "W" in "Without."**
- **Choose Lowercase from the Style Menu.**

The small "a" is capitalized and the large "W" is replaced by the lowercase "w."

2 Replacing Selected Text

The word "corrections" sounds a little undiplomatic. Let's make it a bit more tactful.

- **Double-click "corrections" to select it.**
- **Type "proposed changes."**

"Corrections" disappears, with "proposed changes" taking its place.

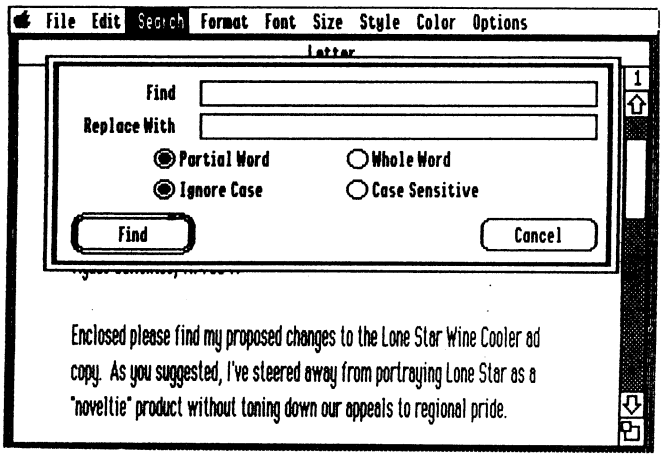
3 Finding and Replacing

After checking with a dictionary, you discover that "noveltie" is misspelled. You want to be sure to catch every incorrect spelling of this word in the letter, so you'll use the Replace command to find every misspelling and automatically correct it.

Replace searches for every occurrence of a word from the insertion point to the end of a document. To be certain you find every misspelling, select the insertion point at the beginning of the document.

- **Select the insertion point at the beginning of the document at the left margin, under the ruler.**
- **Choose Replace from the Search Menu.**

A dialog box with two input bars appears.



- **Type "noveltie" in the Find input bar.**
- **Click the Replace With input bar and type "novelty."**
- **Click Find.**

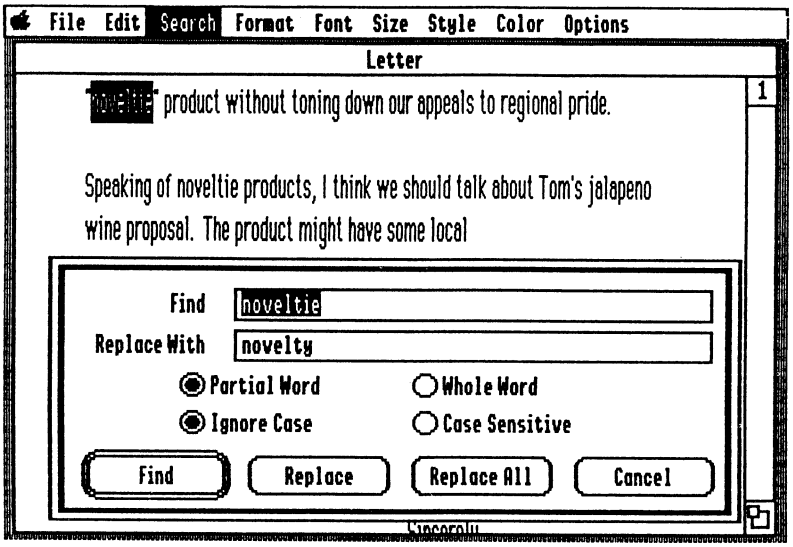
MultiScribe GS finds the first misspelling and highlights it. At the same time, the dialog box contains two new buttons, Replace and Replace All.

Clicking Find or pressing *return* takes you to the next instance of the misspelled word without replacing it.

Clicking Replace replaces the highlighted word with the replacement word and finds the next occurrence of the misspelled word

Clicking Replace All automatically replaces every instance of the misspelling with the replacement word

Clicking Cancel or pressing *esc* cancels the command but leaves the misspelled word selected so you can replace it by typing or pasting from the Clipboard.



- **Click Replace.**

The misspelling is changed to the replacement text and the next occurrence of "noveltie" is located in the document.

- **Click Replace again.**

The misspelling is changed to the replacement text. This time, however, a dialog box appears to tell you that no other instances of the misspelled text have been found. You've replaced all the misspellings of "novelty" in the letter.

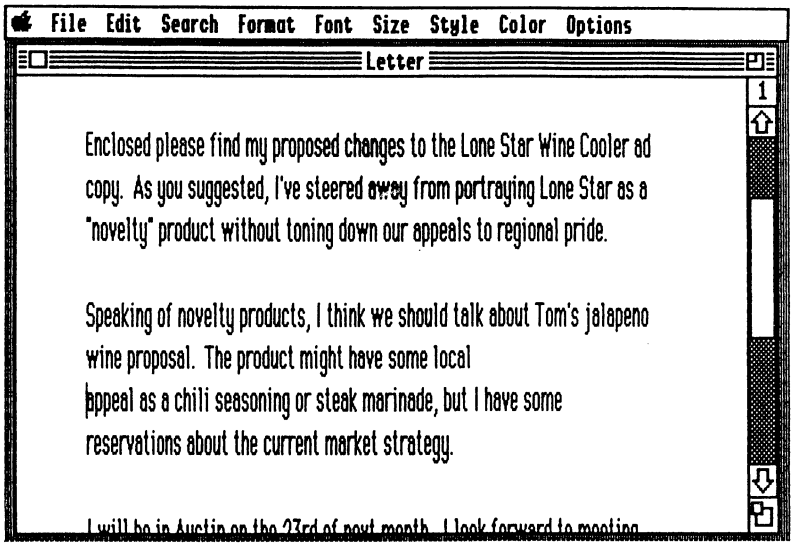
- **Click OK or press *return*.**

4 Removing Unwanted Carriage Returns

Occasionally you'll find that you've misplaced a carriage return in the middle of a paragraph, causing a line in the paragraph to end abruptly. As you know, this is because MultiScribe GS treats anything following a carriage return as a new paragraph, whether you intend to start a new paragraph or not. To correct this problem, just delete the unwanted carriage return.

In this letter, a carriage return has been added after the word "local" in the second paragraph to show you the effect a misplaced carriage return has in a paragraph.

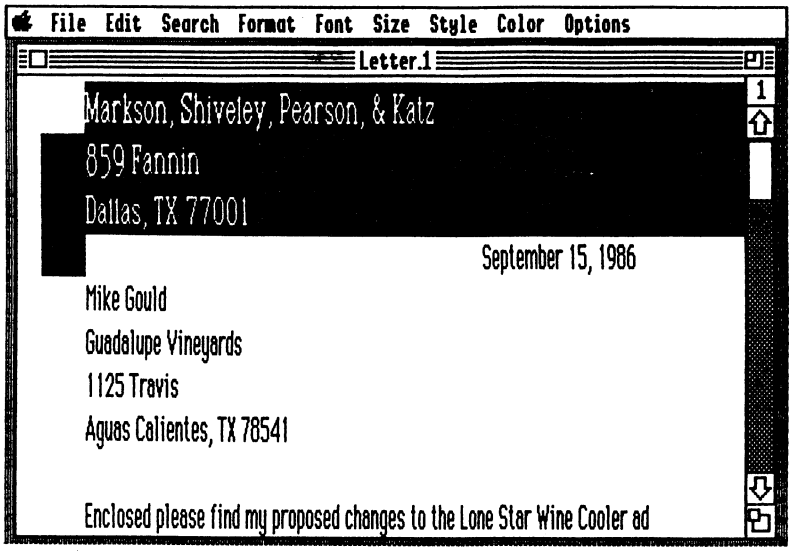
■ **Select the insertion point in front of the word "appeal."**



■ **Press *delete*.**

The unwanted carriage return is removed and the line word wraps up accordingly.

- **Select the letterhead at the top of the letter (the first three lines of the document).**
- **Choose New York from the Font Menu.**
- **Choose 14 point from the Size Menu.**



- **Choose Bold from the Style Menu.**
- **Choose Blue from the Color Menu.**

Your letterhead is now distinct from the rest of the document.

Changing the Letter's Format

Now that you've had an opportunity to use most of the text editing features of MultiScribe GS to edit an actual document, you'll format the letter to practice using rulers. Once you completely understand how rulers work, you'll be able to format any MultiScribe GS document quickly and easily.

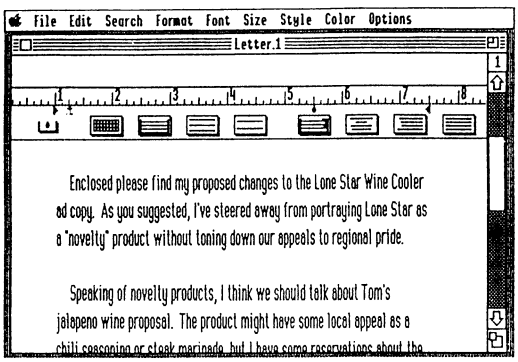
1 Changing the Indentation

When you changed the ruler format settings earlier in this chapter, the changes affected the entire document. There will be times when you want to change the formatting of just a part of a document. In your letter, for example, you'll want to change the indentation of the body of the letter to a semi-block (regular indentation) format while leaving the rest of the letter with no indentation.

To format just a part of a document, you'll first insert a ruler at the place in the document where you want to start the new format.

- **Select the insertion point at the beginning of the line below the salutation.**
- **Choose Insert Ruler from the Format Menu or press ⌘Y.**
- **Drag the indentation marker on the new ruler to the 1 1/4-inch mark and move the pointer back into your document.**

The three paragraphs forming the body of the letter are indented.



Now let's change the margins for the body of the letter.

- **Drag the left margin marker on the newly-inserted ruler to the 3/4-inch mark.**
- **Drag the right margin marker to the 8-inch mark.**
- **Move the pointer back into the text part of your document.**

The body of your text is reformatted, but now the address and salutation don't line up with the rest of the letter.

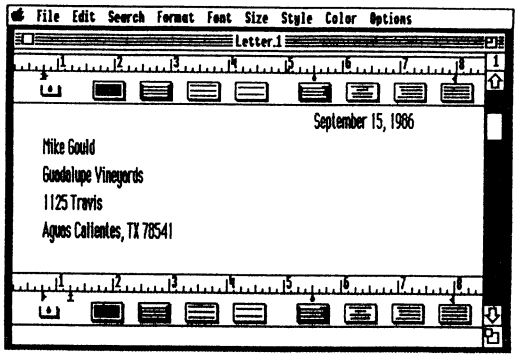
- **Select the insertion point at the beginning of the line after the letterhead and choose Insert Ruler from the Format Menu.**

Now you'll change the margins for this ruler to match that of the ruler below it.

- **Drag the indentation marker and the left margin marker on the newly-inserted ruler to the 3/4-inch mark.**

Since each line of the address and salutation ends with a carriage return, MultiScribe GS treats each of these lines as a new paragraph. Placing the indentation marker and the left margin marker on the same mark on the inch scale creates block formatting.

- **Drag the right margin marker to the 8-inch mark.**
- **Move the pointer back into the text part of your document.**



3 Changing Tabs

The letter's starting to look better. The date, complimentary close, and name and title are tabbed at the preset tab setting, however, and seem to be a little too far to the right. We can fix this by adjusting the tabs on the two new rulers.

- **Drag the tab on the second ruler to the 5-inch mark.**

  The date is now tabbed at five inches.

- **Drag the tab on the third ruler to the 5-inch mark.**

  The complimentary close, name, and title are tabbed at five inches.

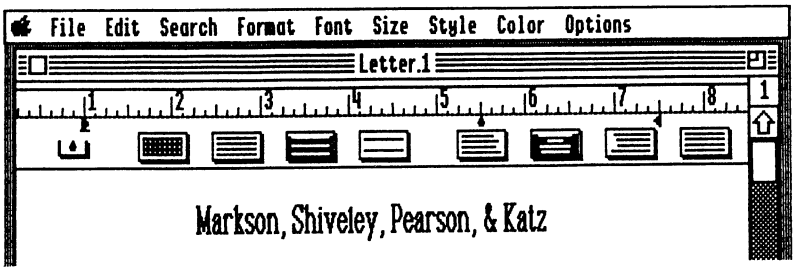
4 Changing the Line Spacing and Alignment

Let's change the line spacing for the document to 1 1/2-inch spacing.

- **Click the 1 1/2-spacing box on the top ruler.**
- **Click the 1 1/2-spacing box on the second ruler.**
- **Click the 1 1/2-spacing box on the third ruler.**

  Now you'll center the letterhead.

- **Click the center alignment box on the top ruler and drag the pointer back into your text.**



5 Hiding the Rulers

There — your document's almost finished. Just one more thing to do: hide the rulers.

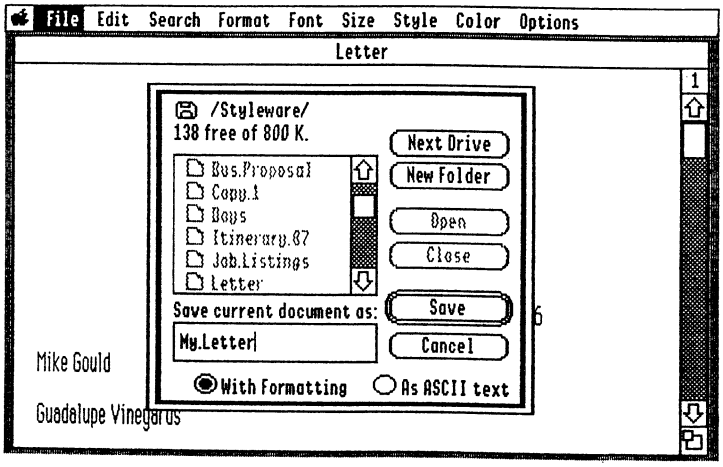
- **Choose Hide Rulers from the Format Menu.**

  The rulers disappear from the document, letting you see exactly how your document will look when you print it.

Saving and Printing the Letter

Before you print the letter, let's save it. We'll save it as a different document, so you can let someone else use the original document to learn MultiScribe GS. To save a copy of a document with a different name than the original, you use the Save As command.

- **Choose Save As from the File Menu.**
- **Type "My.Letter" as the name of the document.**



- **Click Save or press Return.**

The dialog box disappears, the document is saved on your MultiScribe GS disk, and the new document name appears in the title bar of the document window.

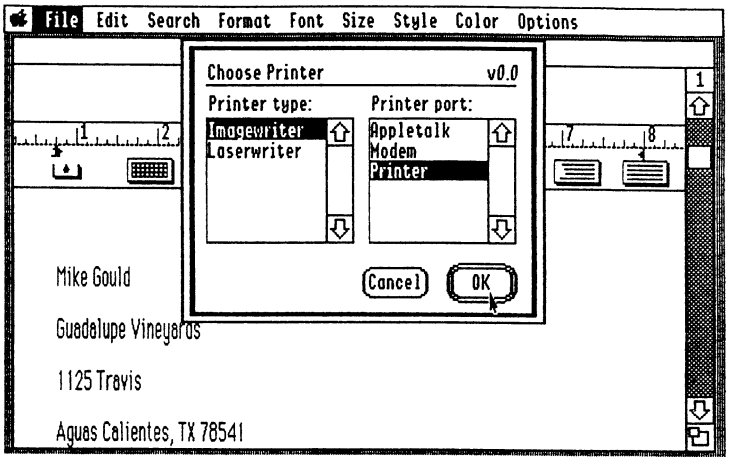
Next, you'll print the letter. Make sure your printer is set up according to the instructions in the printer manual. If you don't have a printer, skip the next section and continue with the section "Where to Go Next."

1 Choosing a Printer and Printer Port

Before you print the first time, you have to tell MultiScribe GS which printer and printer port you're using. You'll do this with the Choose Printer command.

- **Choose Choose Printer from the File Menu.**

A dialog box appears with lists for specifying the Printer and Printer Port you're using.



- **Click the name of your printer in the Printer type list.**

  If necessary, scroll the list until the name of your printer appears.

- **Click the name of the printer port you're using from the list of printer ports.**

  If necessary, scroll the list until the name of the printer port you're using appears.

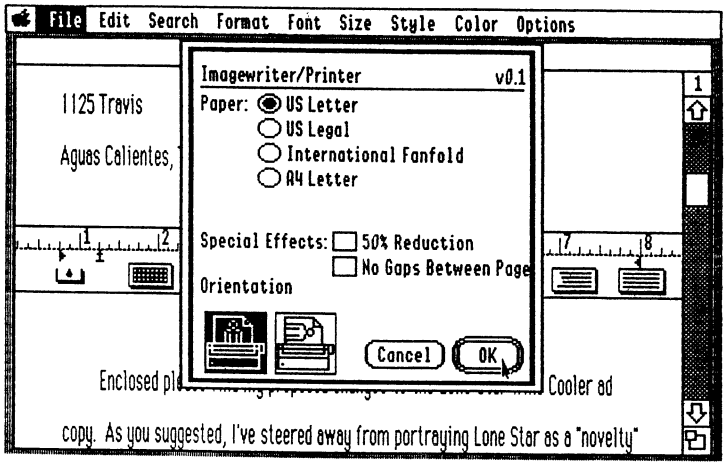
- **Click OK or press return.**

  Your printer setup specifications are saved on your MultiScribe GS disk.

  Next, you'll use the Page Setup command to tell MultiScribe GS what size paper you're using and how you want the text to appear on the printed page.

■ **Choose Page Setup from the File Menu.**

The Page Setup dialog box differs depending on whether you're using an ImageWriter II (or ImageWriter or other dot matrix printer) or LaserWriter. The dialog box below is for an ImageWriter II or other dot matrix printer; if you're using a LaserWriter, see "Print" in Chapter 4 for instructions on using MultiScribe GS with a LaserWriter.



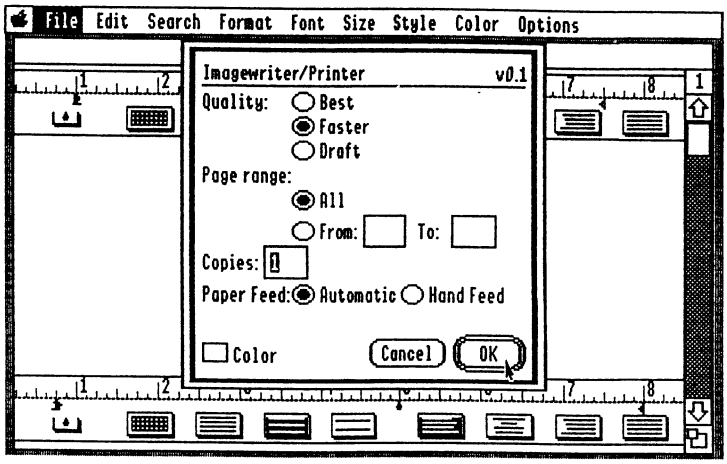
The dialog box contains Page Setup options for four different standard paper sizes, special effects (such as 50% Reduction and no page feeds between pages), and orientation of print on the page (vertical or sideways printing). These options are preset to the settings displayed above. You'll probably want to use these settings, unless you're using a paper size other than US Letter, in which case you'll just want to click on the setting for the paper size you're using.

■ **Click OK to confirm these option settings.**

You're almost ready to print! All you have to do now is tell MultiScribe GS how you want your letter printed.

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

The Print dialog box appears with options that let you specify how you want your document printed. The Print dialog box differs depending on whether you're using an Apple ImageWriter II (or ImageWriter or other dot matrix printer) or LaserWriter. The instructions below assume you're using an ImageWriter II or other dot matrix printer; if you're using a LaserWriter, see "Print" in Chapter 4.



■ **Click on the Best print quality setting.**

Your letter will be printed with the highest quality dot matrix printing offered by MultiScribe GS.

■ **Click on the Copies input bar and type "2."**

With MultiScribe GS you can print multiple copies of any document.

■ **Click OK or press return to confirm these option settings.**

The letter begins to print.

MultiScribe GS remembers the print settings you specify and confirm for a document. If you were to specify print settings for a document, activate another document and print it with different print option settings, and then return to your first document to print it a second time, the document would be printed with the settings you originally specified for that document and not with the option settings specified for the second document. Whenever you create a new document with New, the print option settings will be the preset options shown in the picture on page 21.

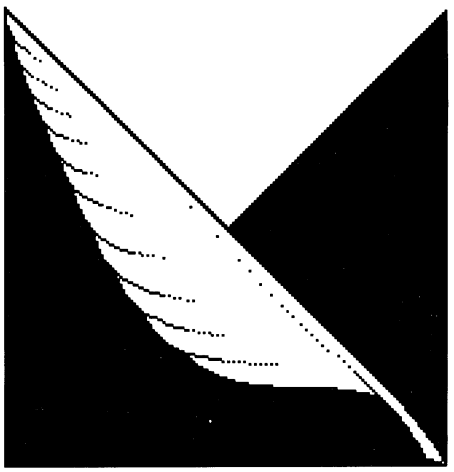
Where to Go Next

Before you continue, experiment with MultiScribe GS and become comfortable with it. Try to write your own letter from start to finish, or play around with the different print styles and colors. Try cutting and pasting between document windows, or Open the same document twice and create two different versions of the same document (but save them under different names if you save them). When you're done, choose Quit from the File Menu and eject your disk from the drive.

The next time you start up MultiScribe GS, look at Chapter 2, "Using MultiScribe GS." This chapter explains in detail all the different word processing features MultiScribe GS offers. If you're interested in using MultiScribe GS to do a specific word processing task, look at Chapter 2's Table of Contents or consult the Index at the end of the manual. If you have questions about a specific command — Save As, for instance, or Show Clipboard — refer to Chapter 4, "MultiScribe GS Reference."

Chapter 2

Using MultiScribe GS



Contents

63 Introduction

64 Using Windows

66 Scrolling

69 Editing
70 Selecting
74 Inserting
76 Deleting
78 Moving
82 Copying
86 Replacing
88 Finding Text
91 Finding And Replacing Text

94 Styling Text
94 Changing The Font
94 Changing The Size Of Text
95 Changing The Style Of Text
96 To Combine Styles
96 To Deselect a Style
96 To Deselect all Styles
97 Creating Subscripts and Superscripts
97 Changing the Color of Text

98 Formatting Text
99 Using Rulers
102 Changing The Settings On A Ruler To Format Text
104 Changing The Format As You Enter Text
106 Changing The Format Of Existing Text
108 Creating the Header and Footer
110 Changing a Header or Footer
111 Inserting Page Breaks
112 Changing the Initial Page Number

113 Working With Documents
114 Starting or Quitting MultiScribe GS
116 Opening and Closing Documents
119 Saving Documents
122 Printing with the ImageWriter or Other Dot Matrix Printer
124 Printing with the LaserWriter

Introduction

In Chapter 1, you learned the basic elements of MultiScribe GS: how to start up the program, the MultiScribe GS environment, how to type, edit, and format text. This chapter provides detailed instructions for each of the tasks covered in the first two chapters, and for other word processing tasks you'll want to know about as well.

This chapter consists of five sections. The first, *Using Windows*, explains how to move around in a document window and how to create, move, and stack multiple windows. The next three sections, *Editing Text*, *Styling Text*, and *Formatting Text*, explain in detail the basic MultiScribe GS word processing procedures. The last section, *Working with Documents*, reviews procedures for saving documents on disk, opening documents saved on disk, and printing out documents.

Using Windows

MultiScribe GS windows provide you with a convenient means of viewing and managing text. In addition to the eight document windows provided for the creation of text, MultiScribe GS uses three other windows: the Header window, the Footer window, and the Clipboard window.

Each MultiScribe GS window has a title bar and close box, and may also have a scroll bar, zoom box, or size box. Windows can be moved, opened, zoomed, sized, or closed.

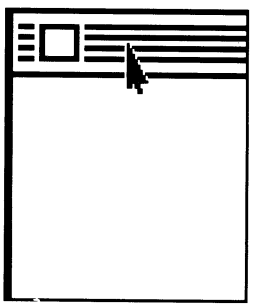
To type in a window, close it, or change its size, you must first activate it by clicking inside it.

To Move a Window

- Place the pointer anywhere on the title bar except the close box (or zoom box, if the window has one).
- Drag to the new location on the screen.

As you drag, an outline of the window follows the pointer on the screen; the window itself moves when you release the mouse button.

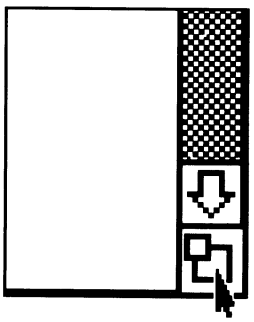
The window is also activated when you release the mouse button, regardless of whether or not it was the active window before. To move a window without activating it, hold down the ⍁ key as you drag the window.



To Size a Window

- Activate the window you want to size by clicking anywhere inside it.
- Drag the size box vertically, horizontally, or diagonally until the window is the desired shape and size.

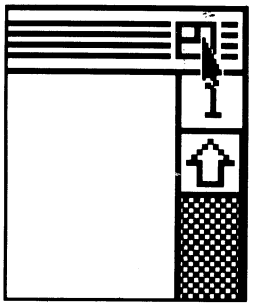
Dragging vertically changes the height of the window; dragging horizontally changes the width; dragging diagonally changes both height and width simultaneously.



To Zoom a Window

- Activate the window you want to zoom by clicking anywhere inside it.
- Click the zoom box of the window you want to zoom.

Clicking the zoom box expands the window to its full size, until it almost fills the entire screen. Clicking the zoom box on an expanded window restores it to its former size.



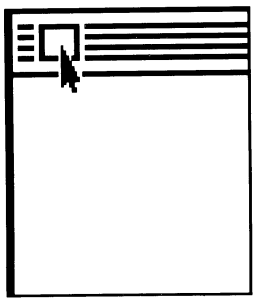
To Close a Window

■ Activate the window you want to close by clicking anywhere inside it.

■ Click the close box on the window's title bar.

If you're closing a document window with unsaved changes, a dialog box appears to let you save the changes.

You can also close a document window with the Close command on the File Menu. The Clipboard can be closed with either the Close command or the Hide Clipboard command. The header and footer windows can also be closed with Close, Hide Header/Hide Footer, or by selecting another window on the screen.



To Clear a Document Window

■ Activate the window you want to clear by clicking anywhere inside it.

■ Choose Clear Document from the Edit Menu.

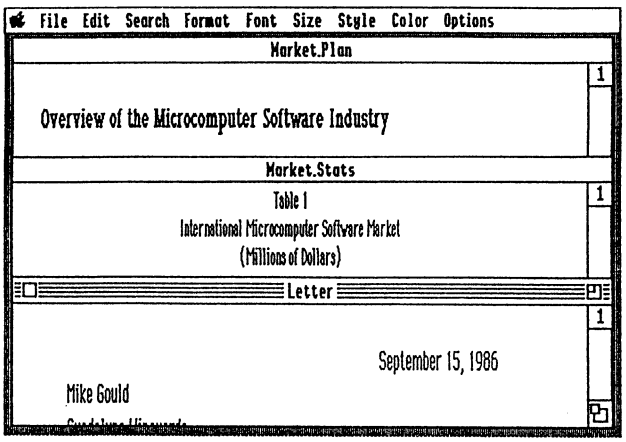
If you're clearing a document window with unsaved changes, a dialog box appears to let you save the changes.

To Organize and View All Open Document Windows

■ Choose Stack Windows from the Options Menu.

Stack Windows will arrange up to three document windows vertically, with the first document opened displayed at the top of the screen and the most recently opened document at the bottom.

If you choose Stack Windows with more than three documents open, a dialog box appears reminding you of the three window limit.



Scrolling

When you scroll a document, you move it up and down in the document window. This allows you to display any part of the document.

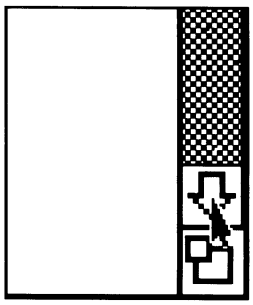
Think of the scroll box as representing the document window and the length of the scroll bar as representing the entire document. As you move the scroll box down or up, you're in effect "opening" the document window on that part of the document represented by the position of the scroll box in the scroll bar. The scroll box changes shape to indicate the amount of the total document taken up by the text in the document window.

The number in the page number box represents the number of the page currently in the document window. If two pages are displayed in the document window at the same time, the number in the page number box is the number of the page containing the top line of text in the document window.

To Scroll Text Up or Down

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

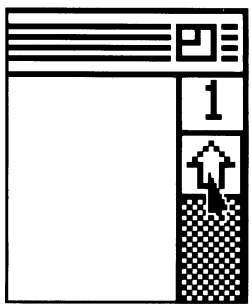
The scroll box moves up or down in the scroll bar to indicate your new position in the document.



To Scroll Text Continuously

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

Your text scrolls continuously.

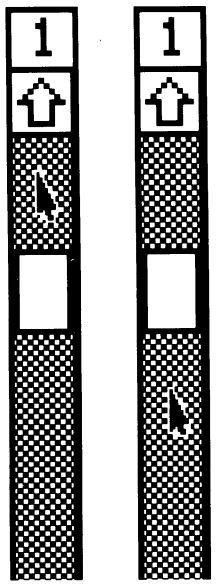


To Scroll Up or Down One Window

■ Click inside the scroll bar above or below the scroll box.

Your text scrolls up or down one window. The scroll box moves up or down in the scroll bar to indicate your new position in the document.

You can also scroll up and down a window using the keyboard commands ⌘> and ⌘<.



To Go to a Specific Place in Your Document

■ Drag the scroll box to the place in the scroll bar that approximates the place in your document where you want to move the insertion point.

If you've moved to a new page, the new page number is displayed in the scroll box.

Think of the scroll box as representing the document window. By dragging the scroll box inside the scroll bar, you're in effect moving the document window to the place in the document represented by the new relative position of the scroll box in the scroll bar.

You can also use keyboard commands to go to a specific place in a document. The number keys, when used in combination with the ⌘ key, move the insertion point to the place in the document relative to the number key pressed. For example, pressing ⌘1 takes you to the beginning of a document, pressing ⌘3 takes you to the first 1/4 of the document, pressing ⌘5 takes you to the middle of the document, etc.

To Go to the Beginning or End of a Document

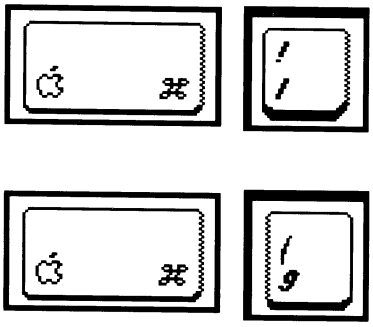
■ Drag the scroll box to the top or bottom of the scroll bar.

When you drag the scroll box to the top of the scroll bar, you see the top of the first page. When you drag the scroll box to the bottom of the scroll bar, you see the end of the last page.

You can also move the insertion point to the beginning or end by pressing the ⌘ key in combination with the numbers 1 and 9.

■ To go to the beginning of your document, press ⌘1.

■ To go to the end of your document, press ⌘9.



To Go to a Specific Page in Your Document

■ Choose Go To Page # from the Search Menu.

■ Enter the number of the page you want to go to.

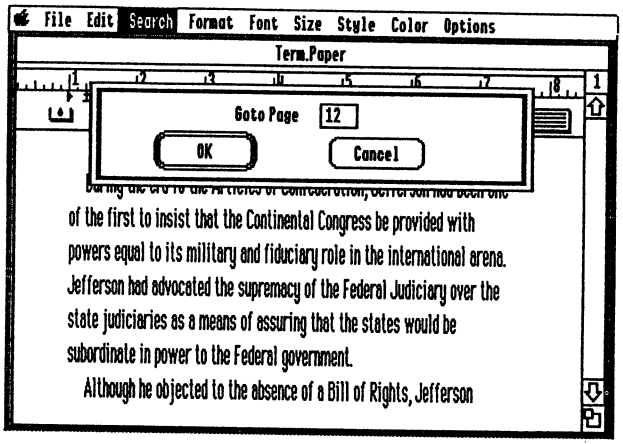
■ Click OK or press *return* or *enter.*

The insertion point moves to the specified page number.

If you enter a number greater than the total number of pages in the document, the insertion point moves to the last page in the document. If you leave the current page number value in the input bar and click OK, the insertion point moves to the beginning of the first line on the page, which becomes the first line in the document window.

You can also go to a specific page in your document using the scroll bar.

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



Editing

Editing with MultiScribe GS involves selecting something in a document and acting on the selected material by typing or choosing a command. While a MultiScribe GS document consists mainly of text, pictures and formatting information such as rulers and inserted page breaks are also part of the document they appear in, and can therefore be selected and edited.

This section begins with an explanation of how to select the various elements of a document and continues with detailed descriptions of each of the editing tasks you can perform with MultiScribe GS.

Selecting

Selecting means using the mouse or keyboard to specify a part of the document that is to receive the next action. This action may be a command or something you type in at the keyboard, like a carriage return or delete. When something is selected, it appears **highlighted**, set off from the rest of the document by appearing in inverse video.

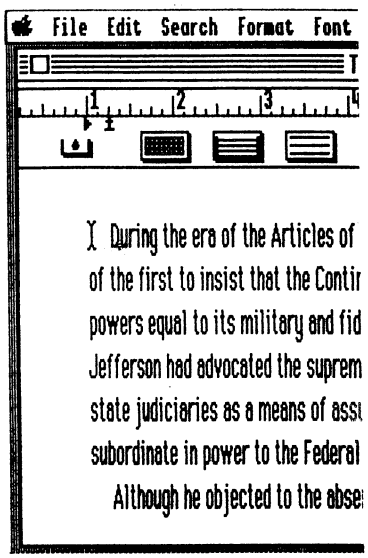
In MultiScribe GS, **text** consists of one or more **characters** typed into a document from the keyboard. A character is anything typed into a document with a character key; character keys include keys for letters, numbers, special characters, and punctuation marks, as well as the *tab* key, the space bar, and the *return* key.

To Select the Insertion Point

■ Click at the place in your document where you want to insert, delete, or paste something.

OR

■ Press the appropriate arrow key to move the insertion point to the place in your document where you want to place the insertion point.



To Select Text

■ Select the insertion point at either the beginning or end of the text you want to select.

■ Drag in the direction of the text you want to select.

OR

■ Holding down the *shift* key, press repeatedly the arrow key representing the direction of the text you want to select until all the text is selected.

In combination with the *shift* key, the ← and → keys select one character at a time; the ↑ and ↓ keys select text a line at a time.

If you select beyond the top or bottom of the document window, the document scrolls until you're finished making the selection.

To cancel a selection, just click anywhere in the document or press an arrow key. A selection is cancelled when it is no longer highlighted.

To Select a Word

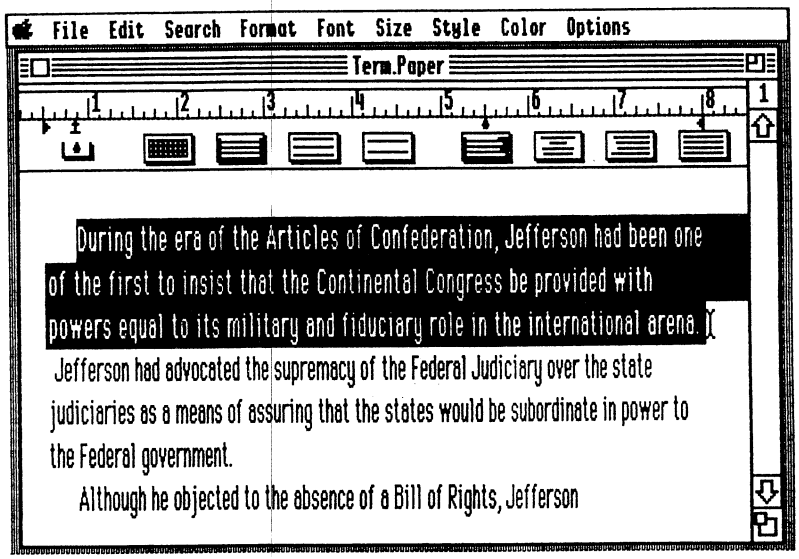
■ Double-click the word.

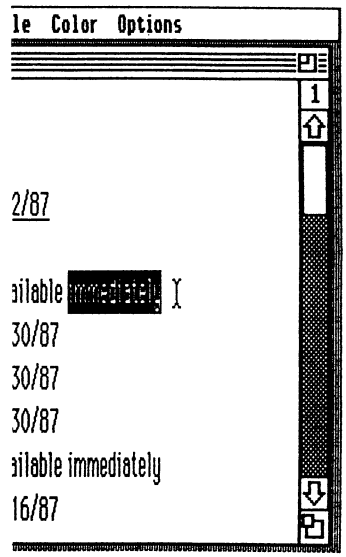
OR

■ With the mouse, select the insertion point at the beginning of the word and drag to the end of the word.

OR

■ Holding down the *shift* key, press either the ← or the → key until the entire word is selected.





To Select a Line of Text

- Triple-click the line.

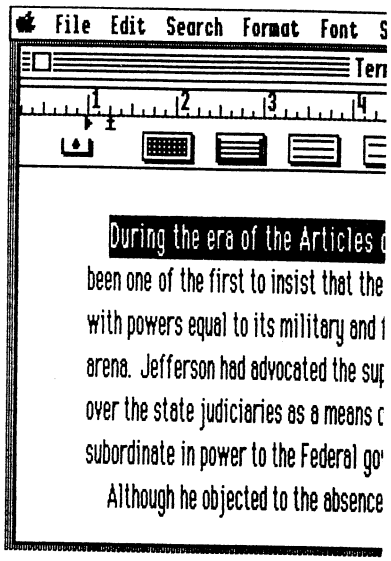
OR

- With the mouse, select the insertion point at the beginning of the line and drag to the end of the line.

OR

- Place the insertion at the beginning of the line you want to select.

- Drag from left to right or, holding down the *shift* key, press the → key until the entire line is highlighted.



To Select a Ruler

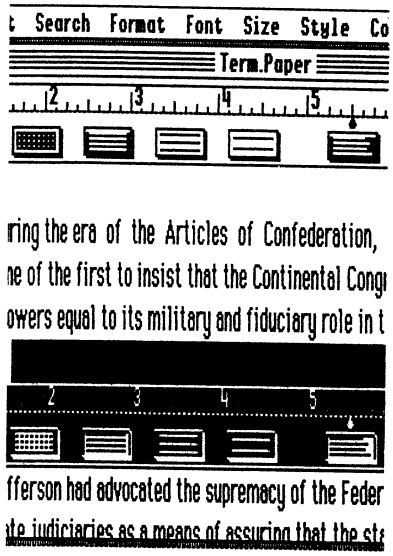
- Click anywhere in the inch scale of the ruler.

OR

- Select the insertion point at the left margin below the ruler or at the right margin on the line above the ruler.

- Holding down the *shift* key, press the → key if the insertion point is above the ruler or the ← key if the insertion point is below the ruler.

You can't change settings on a selected ruler.



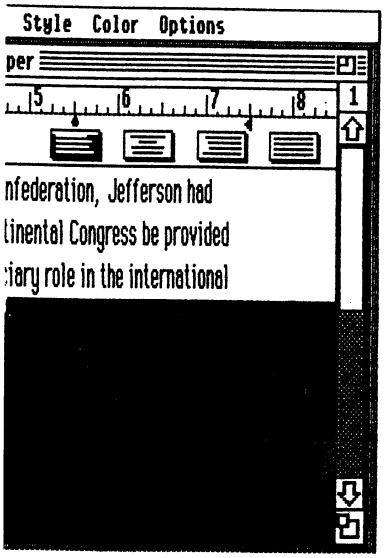
To Select a Page Break

- Set the insertion point at the left margin on the line below the page break or to the right of all text on the line above the page break.

- Drag diagonally across the page break to the margin on the opposite side of the document window.

OR

- Holding down the *shift* key, press the → key if the insertion point is to the right of text above the page break or the ← key if the insertion point is at the left margin below the page break.



To Select a Picture

■ Choose Show Pictures from the Options Menu to display the picture you want to select.

Any pictures in the document are displayed. Show Pictures changes to Hide Pictures on the Options Menu.

■ Click anywhere on the picture.

Handles appear on the picture, indicating that it's selected.

To Select any Combination of Text, Rulers, Page Breaks, and Pictures

■ Drag the mouse across the material you want to select.

Pictures "hidden" in a selection of text are selected, as are any "hidden" rulers in the selection.

To Select an Entire Document

■ Click anywhere on the document you want to select to activate it.

■ Choose Select All from the Edit Menu.

The entire document is selected and appears highlighted. Be careful when selecting an entire document, because it's very easy to delete or replace the entire document when it's selected. You may want to save the document before using Select All. See "Saving Documents" in this chapter.

Inserting

Inserting is an important element of any word processing program. In MultiScribe GS, you can insert anywhere that text has been typed and you can insert not only text but also pictures, page breaks, and rulers.

Usually you insert at the insertion point, but you can also insert over a selection, a procedure called replacing a selection; see "Replacing" in this chapter.

To Insert Text

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

Any text following the insertion point moves to the right and down, to make space for the new text.

To Insert a Carriage Return

- Select the insertion point.
- Press *return*.

To insert a blank line, press *return* once if the insertion point is at the beginning or end of a paragraph, twice if it's in the middle of a paragraph.

To Insert a Page Break

■ Select the insertion point.

■ Choose Insert Page Break from the Format Menu or press ⌘-.

The text following the insertion point is moved to the start of a new page, along with the insertion point. The screen scrolls to display the first line of the new page on the top line of the screen.

All pages following the new page are renumbered accordingly.

To Insert a Ruler

■ Select the insertion point.

■ Choose Insert Ruler from the Format Menu or press ⌘Y.

A new ruler is placed in the document at the insertion point. The insertion point and any text following it move below the new ruler.

The new ruler is a copy of the ruler preceding it. For more information on rulers, see "Formatting" in this chapter.

To Insert a Blank Line

■ Select the insertion point.

■ Press *return* once if the insertion point is at the beginning or end of a paragraph. Press *return* twice if the insertion point is in the body of the paragraph — once to end the paragraph and a second time to insert a blank line.

Deleting

MultiScribe GS lets you delete anything that you can select — including text, page breaks, pictures, and rulers.

You can undo the effects of any delete — including deleted page breaks, rulers, and pictures — with the Undo command.

To Delete with the Cut Command

- Select the material to be deleted.
- Choose Cut from the Edit Menu or press ⌘X.

The selection is deleted from the document and stored on the Clipboard, where it will remain until another cut or copy is performed.

To Delete with the *delete* Key

- Select the material to be deleted.
- Press *delete*.

The selected material is deleted from the document and can only be restored with the Undo command.

To delete one character at a time, select the insertion point at the desired location in the document and press *delete*.

To Delete a Carriage Return

■ Select the insertion point at the left margin of the line below the carriage return you wish to delete.

■ Press *delete*.

The carriage return is deleted and text following the insertion point word wraps up accordingly.

To Undo the Effects of a Delete

■ Choose Undo from the Edit Menu immediately after you perform the delete.

You can only perform an Undo right after you perform the delete; if you begin typing or choose another command the delete is permanent.

Moving

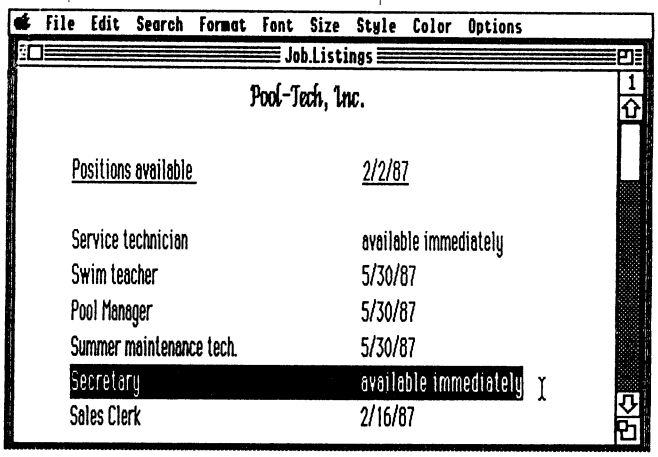
Anything in a MultiScribe GS document that can be selected can be moved; this includes text, pictures, page breaks, and rulers. You can move text within a document window, between document windows, between a document window and the header window or footer window, and between a document window and the Find and Replace dialog boxes. You can also move text between a document window and certain desk accessories.

To Move within a Document

You move something in MultiScribe GS by cutting it from its current place in text, storing it on the Clipboard, and then pasting it back into the document at the new location.

❶ Select the material to be moved.

When you cut or copy text, it retains its font, size, style, and color but will have the format of the text where it is pasted. To retain the format of text to be moved, insert a ruler above the text to be moved and select it with the text.



❷ Choose Cut or Copy from the Edit Menu (or press ⌘X or ⌘C).

The selection is deleted from the document and stored on the Clipboard, where it will remain until the next Cut or Copy.

❸ Select the insertion point at the place in the document where you want to insert the material now stored on the Clipboard.

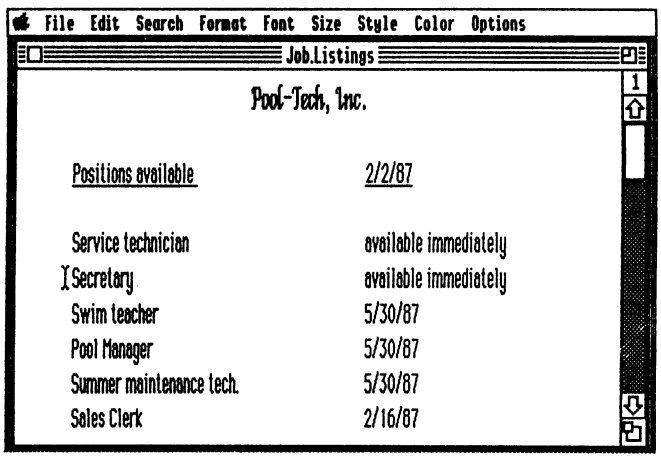
You can also select something to be replaced — text, a ruler, or a page break. Pictures can't be replaced except by other pictures, nor can you replace text, rulers, or page breaks with pictures.

❹ Choose Paste from the Edit Menu or press ⌘V.

A copy of the contents of the Clipboard is placed in the document following the insertion point.

If a ruler is moved to a new place in a document using Cut and Paste, text between the newly inserted ruler and the next ruler is reformatted accordingly.

If a page break is moved to a new place in a document using the Cut and Paste commands, all pages in the document are reformatted and renumbered accordingly.



To Move between Documents

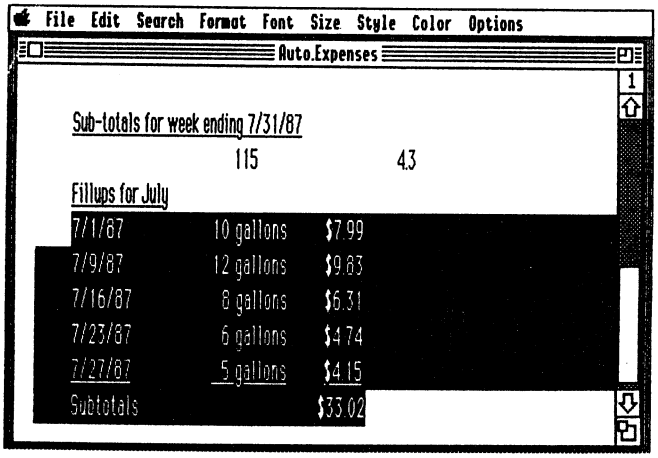
You move something from one document to another by cutting it from its current place in the first document, storing it on the Clipboard, and then pasting it back into a new document at the appropriate location.

❶ Select the material to be moved.

To retain the format of text to be moved, insert a ruler above the text to be moved and select it with the text.

❷ Choose Cut from the Edit Menu or press ⌘X.

The selection is deleted from the document and stored on the Clipboard, where it will remain until the next Cut or Copy.



❸ Activate the document window to which you want to move the Clipboard material

OR

open the document to which you want to move the Clipboard material using either the New command (⌘N) for a new document or the Open command (⌘O) to open an existing document.

Both the New and Open commands are on the File Menu.

❹ Select the insertion point at the place in the new document where you want to put the contents of the Clipboard.

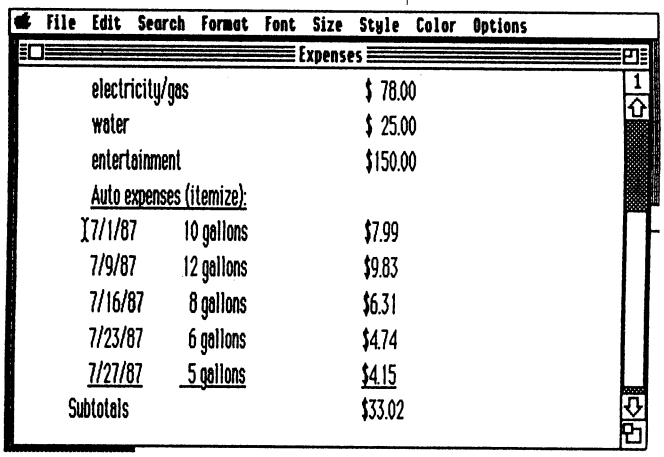
You can also select something in the new document to be replaced—text, a ruler, or a page break. Pictures can't be replaced, nor can you replace text, rulers, or page breaks with pictures.

❺ Choose Paste from the Edit Menu or press ⌘V.

A copy of the contents of the Clipboard is placed in the document following the insertion point.

If a ruler is moved into a new document, text between the newly inserted ruler and the next ruler in the document is reformatted accordingly.

If a page break is moved to a new document, the pages in the new document are reformatted and renumbered accordingly.



Copying

Copying works much like moving, except that the material copied to the Clipboard remains unaffected by the Copy operation.

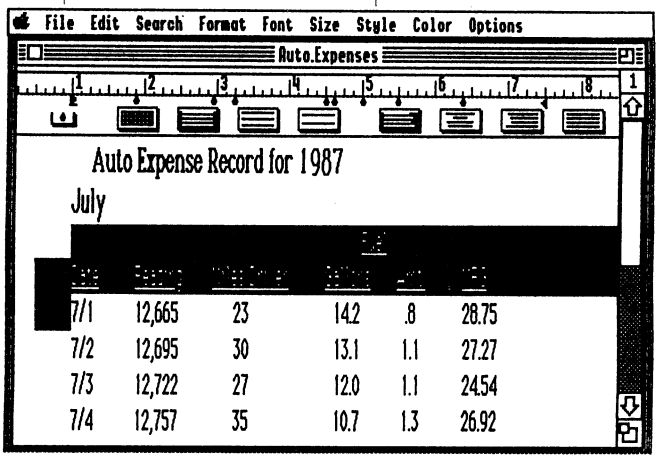
As with moving, anything in a MultiScribe GS document that can be selected can be copied; this includes text, pictures, page breaks, and rulers. You can copy text within a document window, between document windows, between a document window and the header window or footer window, and between a document window and the Find and Replace dialog boxes. You can also copy between a document window and certain desk accessories.

To Copy within a Document

You copy something in MultiScribe GS by storing it on the Clipboard with the Copy command and then pasting it back into the specified document at the new location.

❶ Select the material to be copied.

To retain the format of text to be moved, insert a ruler above the text to be moved and select it with the text.



❷ Choose Copy from the Edit Menu or press ⌘C.

A copy of the selection is stored on the Clipboard, where it will remain until the next Cut or Copy. The original selection is unaffected.

❸ Select the insertion point at the place in the document where you want to insert the material now stored on the Clipboard.

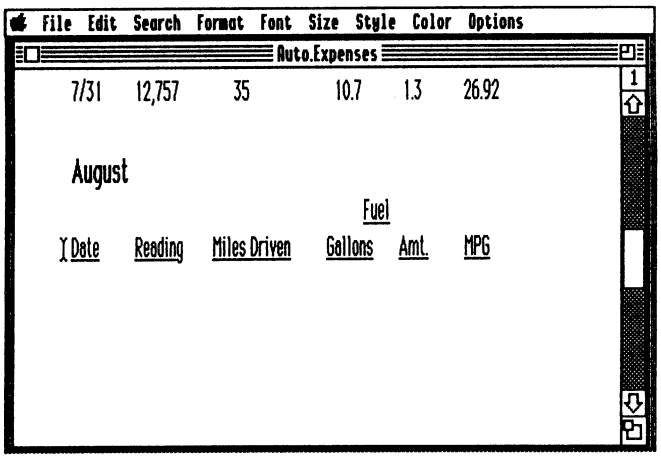
You can also select something to be replaced — text, a ruler, or a page break. Pictures can't be replaced, nor can you replace text, rulers, or page breaks with pictures.

❹ Choose Paste from the Edit Menu or press ⌘V.

A copy of the contents of the Clipboard is placed in the document following the insertion point.

If a ruler is copied to a new place in the document, text between the newly inserted ruler and the next ruler is reformatted accordingly.

If a page break is copied to a new place in the document, all pages in the document are reformatted and renumbered accordingly.



To Copy between Documents

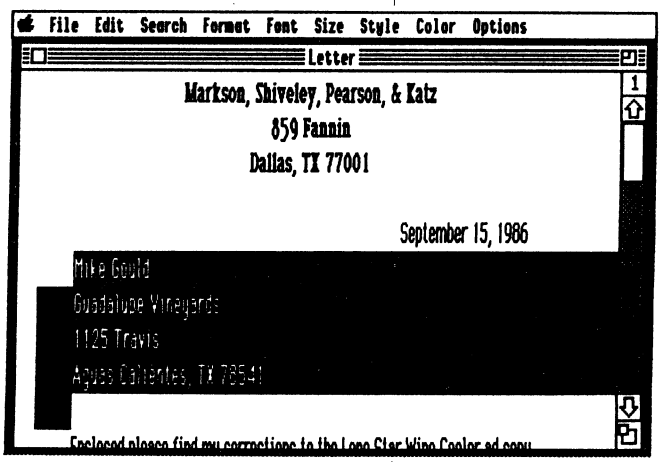
You copy something from one document to another by copying it in the first document, storing it on the Clipboard, and then pasting it back into the new document at the appropriate location.

❶ Select the material to be copied.

To retain the format of text to be moved, insert a ruler above the text to be moved and select it with the text.

❷ Choose Copy from the Edit Menu or press ⌘C.

The selection is copied and stored on the Clipboard, where it will remain until the next Cut or Copy.



❸ Activate the document window you want to copy the Clipboard material to

OR

open the document to which you want to copy the Clipboard material using either the New command (⌘N) for a new document or the Open command (⌘O) to open an existing document.

Both the New and Open commands are on the File Menu.

❹ Select the insertion point at the place in the new document where you want to put the contents of the Clipboard.

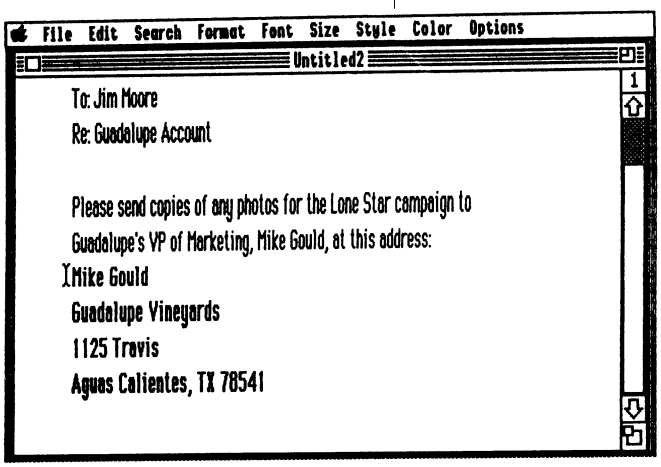
You can also select something in the new document to be replaced — text, a ruler, or a page break. Pictures can't be replaced, nor can you replace text, rulers, or page breaks with pictures.

❺ Choose Paste from the Edit Menu or press ⌘V.

A copy of the contents of the Clipboard is placed in the document following the insertion point.

If a ruler is copied to another document, text between the newly inserted ruler and the next ruler in the document is reformatted accordingly.

If a page break is copied to another document, the pages in the new document are reformatted and renumbered accordingly.



Replacing

Replacing is similar to inserting, except that before replacing you first select something to be replaced. As with moving and copying, anything that can be selected — text, pictures, rulers, page breaks — can be replaced.

You'll most frequently replace by selecting something and then typing text, but you can also replace a selection with a ruler, a page break, or the contents of the Clipboard.

To Replace a Selection with New Text

- Select the material to be replaced.
- Type the new text.

The selection disappears, replaced by the text you type.

To Replace a Selection with the Contents of the Clipboard

■ Select the material to be replaced.

■ Choose Paste from the Edit Menu.

A copy of the contents of the Clipboard replaces the selection.

To Replace a Selection with a Ruler

■ Select the material to be replaced.

■ Choose Insert Ruler from the Format Menu or press ⌘Y.

A copy of the ruler immediately preceding the insertion point replaces the selection.

To Replace a Selection with a Page Break

■ Select the material to be replaced.

■ Choose Insert Page Break from the Format Menu or press ⌘-.

A page break replaces the selection, reformatting and renumbering subsequent pages accordingly.

Finding Text

The Find command lets you search for some or all occurrences of a word or phrase from the insertion point to the end of the document. As each occurrence of the specified text is located, it's selected so that it can be deleted, copied, moved, or modified.

You can specify whether you want to search for a whole word — a word distinct from the text around it — or just part of a word. You can also tell MultiScribe GS whether or not you want the search to be sensitive to differences in uppercase and lowercase.

❶ Select the insertion point at the place in your document where you want to start the search.

The search will be made from the insertion point to the end of the document, so select the insertion point at the beginning of your text if you want the entire document searched.

❷ Choose Find from the Search Menu.

A dialog box appears on the desktop. The Find dialog box contains an input bar for the text you want to locate, settings for telling MultiScribe GS how to conduct the search for the specified text, and buttons for Find and Cancel.

❸ Type in the Find input bar the characters, word, or words you want to locate in the document.

The input bar contains the last text you searched for, followed by the insertion point. If you have not yet searched for text, the input bar is empty except for the insertion point.

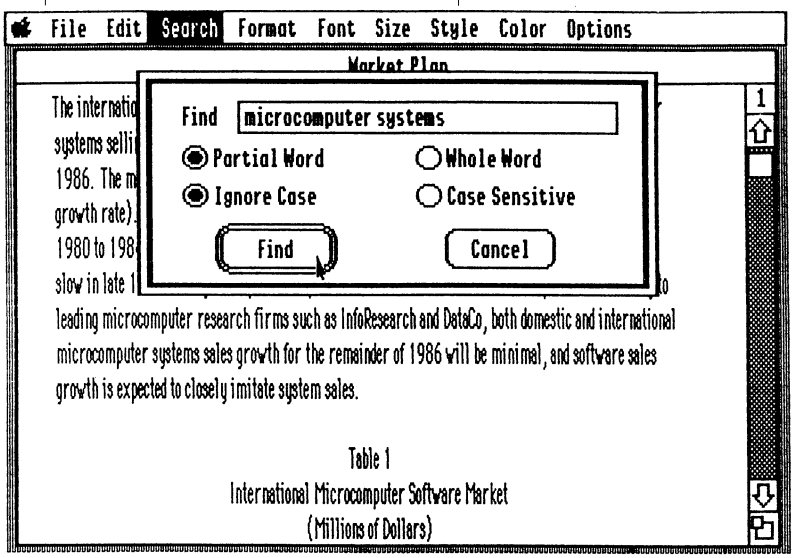
You can enter up to 32 characters, either by typing or by pasting from the Clipboard.

❹ Choose whether you want to search on Whole Word or Partial Word and whether you want the search to be Case-sensitive or to Ignore Case.

To choose a setting, click on the setting's radio button.

If you choose Whole Word, MultiScribe GS looks for every occurrence of the specified text as a **distinct word** — any group of alphabetic characters separated by spaces, numbers, punctuation characters, or other special characters. Click Partial Word to find the specified characters whether they constitute a distinct word or are part of a larger word.

Click Case-sensitive to make the search for text that matches exactly, including whether the specified characters are uppercase or lowercase. Choosing Ignore Case tells MultiScribe GS to search for text that matches except with regard to case.



❺ Click Find or press *return*.

MultiScribe GS finds the first instance of the specified text in the document after the insertion point and highlights it. The text is now selected, and you can edit it.

If MultiScribe GS fails to find an occurrence of the specified text, a dialog box appears to tell you that no match was found.

❻ To find more occurrences of the specified text, click Find again.

If another match is found, the new match is highlighted, indicating that it's selected and can be edited. Otherwise, a dialog box appears to tell you that no further matches were found.

To cancel the Find operation, click Cancel or press *esc*.

Finding and Replacing Text

You can search for any group of characters in a document and replace it with another group of characters using the Replace command. Replace lets you find some or all of the occurrences of a specified group of characters from the insertion point to the end of the document; each time you find an occurrence of the specified text, you're given the opportunity to replace it, continue the search for the next occurrence of the specified text, or cancel the operation.

As with the Find command, you can specify whether you want to search for a whole word or just part of a word, and whether or not you want the search to be sensitive to differences in uppercase and lowercase.

❶ Select the insertion point at the place in your document where you want to start the search.

The search will be made from the insertion point to the end of the document.

❷ Choose Replace from the Search Menu.

The Replace dialog box appears on the desktop.

❸ Type in the Find input bar the characters, word, or words you want to locate in the document.

The input bar contains the last text for which you searched, followed by the insertion point. If you have not yet searched for text, the input bar is empty except for the insertion point.

You can enter up to 32 characters, either by typing or by pasting from the Clipboard.

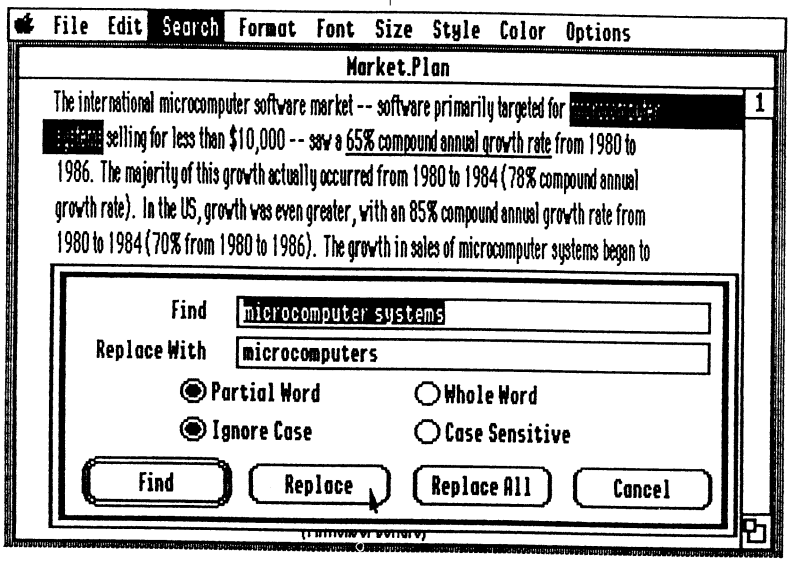
❹ Type the replacement text in the Replace With input bar.

The Replace With input bar contains the last replacement text you entered, followed by the insertion point.

❺ Choose whether you want to search on Whole Word or Partial Word and whether you want the search to be Case-sensitive or to Ignore Case.

To choose a setting, click on the setting's radio button.

If you choose Whole Word, MultiScribe GS looks for every occurrence of the specified text as a **distinct word** — any group of alphabetic characters separated by spaces, numbers, punctuation characters, or other special characters. Click Partial Word to find the specified characters whether they constitute a distinct word or are part of a word. Click Case Sensitive to make the search for text that matches exactly, including whether the specified characters are uppercase or lowercase. Choosing Ignore Case tells MultiScribe GS to search for text that matches except with regard to case.



❻ Click Find or press Return.

If MultiScribe GS fails to find an occurrence of the specified text, a dialog box appears to tell you that no match was found.

Otherwise, MultiScribe GS finds the first instance of the specified text in the document after the insertion point and highlights it. The text is now selected, and you can edit it.

At the same time, two new buttons appear in the dialog box — Replace and Replace All.

If you click Find or press *return*, MultiScribe GS looks for the next occurrence of the specified text in the document without making a replacement. If it finds another match, it highlights the new match. If it doesn't, a dialog box appears to tell you that no other match was found.

If you click Replace, the specified text is changed to the replacement text and the next occurrence of the search text is located and highlighted.

If you click Replace All, all occurrences of the specified text in the document are changed to the replacement text.

If you choose Cancel by clicking on Cancel or pressing *esc*, the operation is cancelled and the last match remains selected.

Styling Text

MultiScribe GS offers a variety of text styling options. The Font Menu provides a choice of fonts, or typestyles; the Size Menu allows you to scale text according to point size; and the Style Menu offers a choice of styles that change the appearance, case (uppercase and lowercase), and line position (subscript and superscript) of the font. In addition, the Color Menu lets you change the color of your characters.

Changes in font, size, and style are made to the current selection: if you have a range of text selected, the change is made to that text; otherwise, the text you type at the insertion point is in the font, size, style, and color you specify. Changes affect all MultiScribe GS characters, including spaces, carriage returns, and tabs.

When you start up MultiScribe GS or create a new document, the preset font is Geneva, the preset size is 12 point, the preset style is Plain Text, and the preset color is Black. When you open a document stored on disk, the font, size, style, and color are the same as those of the character at the left margin of the top line of the document.

Changing the Font

The Font Menu displays the names of the fonts on your MultiScribe GS disk and allows you to choose fonts. Text typed at the insertion point is in the font of the text preceding it unless you change fonts before typing.

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

■ Choose a font from the Font Menu.

A check mark (√) appears on the Font Menu to the left of the font you've chosen. Selected text changes and remains highlighted.

Changing the Size of Text

The Size Menu contains font scaling options for changing the point size of text. Text typed at the insertion point is in the size of the text preceding it unless you change sizes before typing.

■ Select the text you want to resize, or select the insertion point where you want to enter text in a new size.

■ Choose a new size from the Size Menu.

A check mark (√) appears on the Size Menu to the left of the point size you've chosen. The selected text is resized and remains highlighted.

Changing the Style of Text

The Style Menu provides several styles with which you can change the appearance of your text.

Once you've selected the insertion point or the text you want to change, you can change the style by choosing one of the styles from the Style Menu. Styles can be combined, as well. With the exception of Subscript/Superscript and Uppercase/Lowercase, which are mutually exclusive, any two or more styles can be combined for a variety of effects.

■ Select the text you want to change or select the insertion point at the place where you want to type or insert text.

■ Choose a style from the Style Menu or press the keyboard equivalent for that style.

The selected text changes to the new style and remains highlighted. A check mark (√) appears on the Style Menu to the left side of the style you've chosen.

Unless you change the style before typing, text typed or inserted at the insertion point is in the style of the character immediately preceding the insertion point.

The uppercase and lowercase styles have no keyboard equivalents and must be chosen from the Style Menu. Also, unlike the other styles, uppercase and lowercase cannot be chosen unless a selection has been made. To enter uppercase and lowercase text at the insertion point, use the *shift* and *caps lock* keys.

To Combine Styles

■ Select the text you want to change.

■ Choose a style from the Style Menu or press the keyboard equivalent for that style.

The text changes and remains highlighted.

■ Choose the second style from the Style Menu.

The text changes to a combination of the two styles and remains highlighted.

You can continue to combine styles in this fashion, except for the subscript/superscript and uppercase/lowercase styles, which are mutually exclusive.

To Deselect a Style

■ Select the text you want to change, or select the insertion point where you want to insert plain text.

■ Choose the checked style on the Style Menu.

The check mark is removed from the Style Menu, and the style is removed from the selected text.

If styles have been combined — if the Style Menu contains more than one checked style — the styles cannot be deselected individually. You must deselect all styles, returning the selection to plain text.

To Deselect All Styles

■ Select the text you want to change, or select the insertion point where you want to type or insert plain text.

■ Choose Plain from the Style Menu or press ☆T.

All check marks are removed from the Style Menu and all styles are removed from the selected text. The selection remains highlighted.

Creating Superscripts and Subscripts

■ Select the character(s) to be superscripted or subscripted.

■ Choose Superscript or Subscript from the Style Menu.

To create superscripts and subscripts as you type, you may find it quicker to type the Superscript and Subscript keyboard equivalents, ⌘H and ⌘L, and then continue typing.

Superscripts and subscripts should be a smaller point size than surrounding text and should be a consistent font and style.

Changing the Color of Text

■ Select the text you want to change, or select the insertion point where you want to enter text in a new color.

■ Choose a new color from the Color Menu.

The Color Menu contains a variety of colors to allow you to use the color capabilities of printers which support color, such as the Imagewriter II printer. Unlike styles, colors cannot be combined. Text typed at the insertion point is in the color of the text preceding it unless you change colors before typing.

As you drag down the Color Menu, a box outlines the color the pointer is currently on; when you release the mouse button, a box appears around the chosen color. The selected text changes color and remains highlighted.

Colored text will appear in color when printed on an Imagewriter II printer with a color ribbon. If you print colored text on a printer without color capabilities, the colored text will be printed in black and white.

Formatting

You format text in a MultiScribe GS document window using rulers, headers, and footers. You use rulers to change margins and page indentation, to create tabs, and to specify the spacing and alignment of your text. Once you've adjusted the settings on a ruler, all the text following that ruler and up to the next ruler in the document is formatted to your new specifications. If a ruler is the last or only ruler in a document, all text to the end of the document is formatted according to its settings.

The first ruler at the top of a document has a preset format. This master ruler is used to set the initial format for a document and for this reason it can't be selected, copied, deleted, or replaced.

Using Rulers

When you first start up MultiScribe GS, a document window appears, empty except for the insertion point and the ruler at the top of the window. This is the master ruler and it can't be selected, so it can't be deleted, cut, copied, or replaced.

When you want to format text in a particular section of a document, you'll use the Insert Ruler command. Rulers you insert can be selected, and can therefore be deleted, cut, copied, and replaced.

To Hide Rulers

■ Choose Hide Rulers from the Format Menu or press ⌘M.

All rulers in the active document window are hidden and their settings can no longer be changed. The Hide Rulers command changes to Show Rulers on the Format Menu. To display the rulers again, choose Show Rulers or press ⌘M again.

To Copy a Ruler

■ Select the ruler to be copied.

■ Choose Copy from the Edit Menu or press ⌘C.

The selected ruler is copied to the Clipboard. It can now be inserted in another part of the document or into other documents using the Paste command.

To Delete a Ruler

With the Cut Command

■ Select the ruler to be deleted.

■ Choose Cut from the Edit Menu or press ⌘X.

The selected ruler is cut from the document and stored on the Clipboard, where it will remain until another cut or copy is performed.

You can use the Cut command to move a ruler from one part of a document to another part or from one document to another. Just select the insertion point where you want to move the ruler and choose Paste from the Edit Menu or press ⌘V.

With the *delete* Key

■ Select the ruler to be deleted.

■ Press *delete*.

The selected ruler is removed from the document. To restore the ruler, choose Undo from the Edit Menu or press ⌘Z.

To Insert a Ruler

With the Insert Ruler Command

■ Select the insertion point at the place in the document where you want to change the format of subsequent text.

■ Choose Insert Ruler from the Format Menu or press ⌘Y.

A ruler is placed in the text following the insertion point and the insertion point is moved to the left margin of the line below the ruler.

The new ruler is a copy of the one preceding it, and it won't change the format of the text following it until you change its settings. See "Changing the Settings on a Ruler to Format Text" in this chapter.

With the Paste Command

■ Cut or copy the ruler to be inserted.

■ Select the insertion point where you want to insert the ruler.

■ Choose Paste from the Edit Menu or press ⌘V.

A copy of the ruler on the Clipboard is placed in the document following the insertion point and the insertion point is moved to the left margin of the line following the ruler.

To Replace a Ruler

With Text

■ Cut or copy text to the Clipboard.

■ Select the ruler to be replaced.

■ Choose Paste from the Edit Menu.

OR

■ Type new text.

The text you Paste or type takes the place of the ruler in the document. This text (and the text following it) is reformatted with the settings on the ruler preceding the replaced ruler.

With Another Ruler

■ Select the replacement ruler.

■ Choose Cut or Copy from the Edit Menu or press ⌘X or ⌘C.

Choose Cut if you want to move the replacement ruler to a new place in the document; choose Copy if you want to replace the second ruler with the formatting of another ruler but don't want to alter the formatting in the first part of the document.

■ Select the ruler to be replaced.

■ Choose Paste from the Edit Menu or press ⌘V.

A copy of the ruler on the Clipboard is put in the document in place of the ruler you're replacing. Text following the new ruler is reformatted with the settings of the new ruler.

With A Page Break

■ Select the ruler to be replaced.

■ Choose Insert Page Break from the Format Menu or press ⌘-.

A page break appears in the document in place of the ruler. The text following the new page break is renumbered accordingly and reformatted with the settings on the ruler preceding the replaced ruler.

Changing the Settings on a Ruler to Format Text

Changing the settings on a ruler changes the format of all text following the ruler and up to the next ruler in the document, or to the end of the text, if it is the last ruler in the document. No changes to the text are displayed in the document window until you move the pointer out of the ruler.

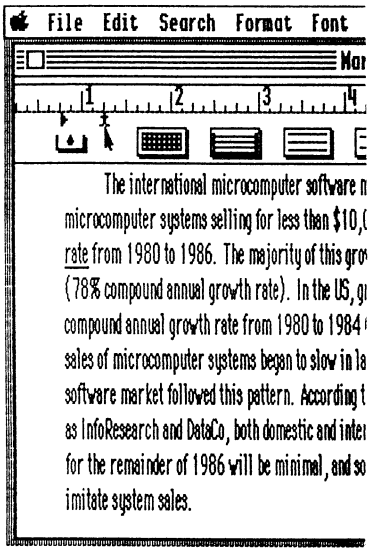
To Change Indentation

- Drag the indentation marker to the desired position on the inch scale.
- Move the pointer back into the text part of your document or resume typing.

For no indentation (block-style paragraphs): place the indentation marker over the left margin marker.

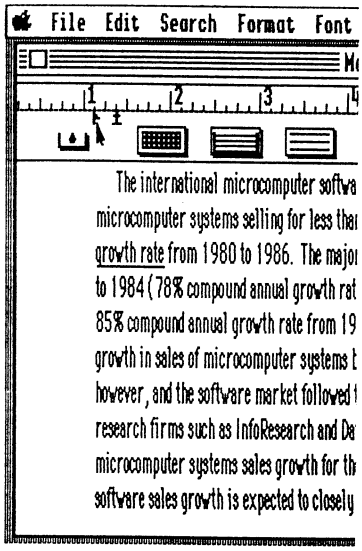
For regular indentation (semi-block paragraphs): move the indentation marker to the right of the left margin marker.

For hanging indentation: move the indentation marker to the left of the left margin marker.



To Change Margins

- Drag the left or right margin marker to the desired position on the inch scale.
- Move the pointer back into the text part of your document or resume typing.



To Set or Remove a Tab

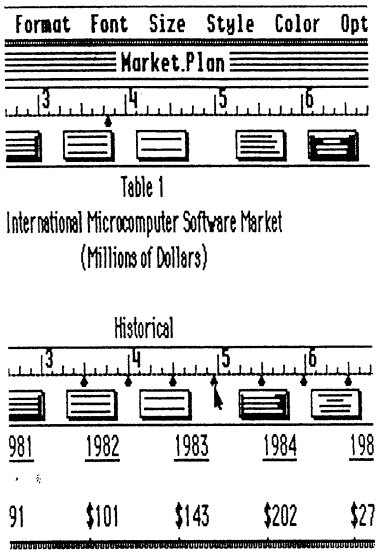
■ *To move a tab*, drag the tab you wish to move to the desired position on the inch scale.

■ *To add a tab*, drag it from the tab well and move it to the desired position on the inch scale.

■ *To remove a tab*, drag it down from the inch scale and release the mouse button.

■ Move the pointer back into the text part of your document or resume typing.

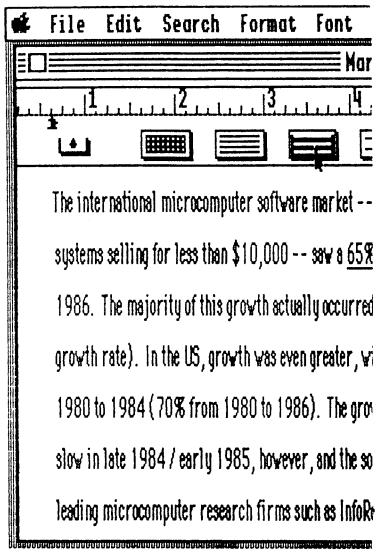
One tab is always present in each ruler and cannot be removed from the ruler; this tab is initially set at 5 1/2 inches, but it can be moved.



To Change Line Spacing

■ Click the appropriate line spacing box.

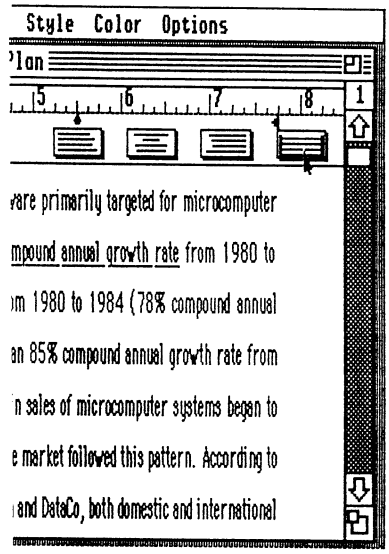
■ Move the pointer back into the text part of your document or resume typing.



To Change Text Alignment

■ Click the appropriate text alignment box.

■ Move the pointer back into the text part of your document or resume typing.



Changing the Format as You Enter Text

While working on a document, you may at times find you need to change the format and continue typing. You can do this by inserting a ruler, changing the appropriate settings, and then continuing to type. All text following the inserted ruler and up to the next ruler in the document (or to the end of the document, if it is the last ruler) is changed according to your new settings.

❶ Select the insertion point where you want to start a new format.

You can also select something — text, another ruler, a page break — to be replaced by the ruler you insert.

❷ Choose Insert Ruler from the Format Menu.

A copy of the preceding ruler is placed in the document at the insertion point. The insertion point moves to the left margin on the line below the inserted ruler.

❸ Adjust the settings on the inserted ruler.

See "Changing the Settings on a Ruler to Format Text" in this chapter for instructions on changing margins, tabs, line spacing, and text alignment.

Your new settings remain in effect for all text following the inserted ruler until you insert a new ruler or reach the end of the document.

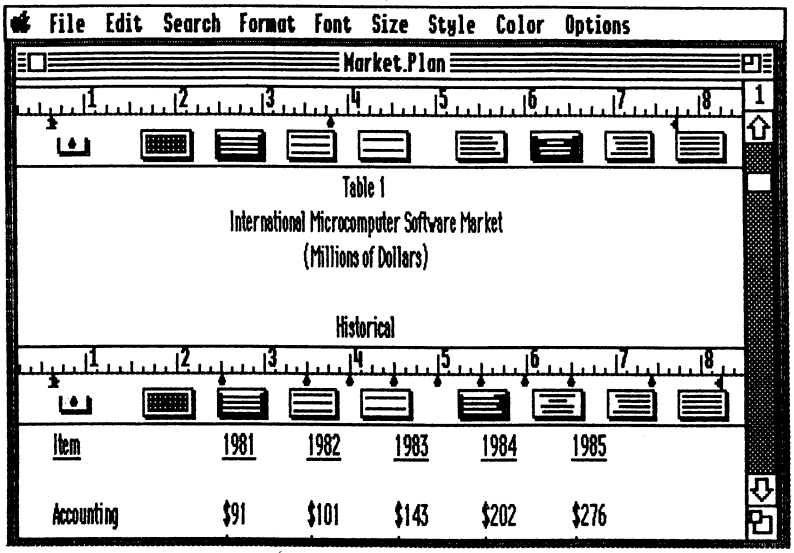
❹ Continue typing text.

To return to the previous format later in your text, you can:

- insert another ruler and adjust its settings to match those of the previous format

OR

- copy the first ruler, select the insertion point where you want to restore the previous format, and choose Paste from the Edit Menu



Changing the Format of Existing Text

Rather than change the format of a document as you type, you may find it easier to create an entire document with one format and later reformat specific sections of the document.

To change the format of a section of text without changing the format of the text which follows it, insert two rulers, one at the top of the section of text to be changed and one at the bottom. Change the settings on the first inserted ruler while leaving the settings on the bottom ruler intact.

❶ Select the insertion point where you want to start a new format.

You can also select something — text, another ruler, a page break — to be replaced by the ruler you insert.

❷ Choose Insert Ruler from the Format Menu.

A copy of the preceding ruler is inserted in your document at the insertion point. The insertion point moves to the left margin of the line below the inserted ruler.

❸ Select the insertion point at the end of the section of text to be reformatted.

Again, you can also select text, another ruler, or a page break to be replaced by the ruler you insert.

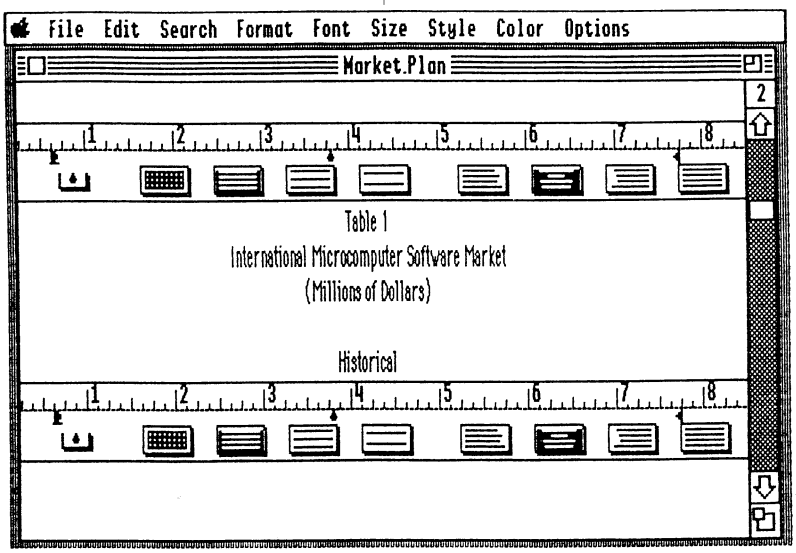
❹ Choose Insert Ruler from the Format Menu again.

A copy of the previous ruler is placed in the document at the insertion point. The insertion point moves to the left margin on the line below this second newly-inserted ruler.

❺ Adjust the settings on the first ruler you inserted.

See "Changing the Settings on a Ruler to Format Text" in this chapter for instructions on changing margins, tabs, line spacing, and text alignment.

The first ruler you inserted changes the format of all text down to the second ruler, which restores the previous format for the text following it.



Creating the Header and Footer

The top and bottom margins of a MultiScribe GS document are set by the document's header and footer, which you create with the Show Header and Show Footer commands. When you choose Show Header, a window appears with "Header — " and the name of its document in the title bar; Show Footer displays a similar window with "Footer — " and the name of its document in the title bar. Once created, the header and footer appear on every page of the document when you print.

You can control the size of the top and bottom margins by creating blank lines in the header and footer: the number of lines, the line spacing, and the current point size control the amount of space taken up by the blank lines.

In addition to blank lines, you can also add text information to the header and footer to create titles, chapter headings, job project numbers, etc. You can also have the page number, time, and date appear in the header or footer. The page number is preset to 1, unless you use Set Page # to change the initial page number value.

You can size or zoom a header or footer by dragging its size box or clicking its zoom box, and a header or footer can be dragged like any other window by dragging its title bar.

❶ Choose Show Header or Show Footer from the Format Menu.

The header or footer window appears, containing one blank line, the default top and bottom margin. The Show Header or Show Footer command on the Format Menu becomes Hide Header or Hide Footer, and a number of the commands on the menus are dimmed.

❷ To set the top or bottom margin, press *return* up to six times.

Each return enters a blank line in the header or footer. For additional control over the size of the margin, change the point size before pressing *return*. You can also change the margin size by clicking the appropriate line spacing box in the ruler.

❸ Select the insertion point and type text, or choose Paste to insert the Clipboard contents.

Change the font, size, style, or color as needed by selecting the insertion point or a range of text as you would in a document window.

You can set the indentation marker, margin markers, and tabs on the header or footer ruler as you would on a ruler in the document window. For information on formatting text with rulers, see "Using Rulers" in this chapter.

❹ Choose the desired line spacing and alignment.

■ Click the appropriate line spacing box on the header or footer ruler to change the line spacing.

■ Click the appropriate alignment box to change the text alignment.

❺ Drag the page number, date, or time icons to the desired place in the header or footer.

When your document is printed, these icons print the page number, current time, and current date at the location in the header where they're placed. The font, size, style, and color of the page number, time, or date will be the same as that of the first character (including invisible characters, such as carriage returns) in the header or footer. To change the font, size, style, or color, select the insertion point at the beginning of the first line in the header or footer, make the necessary changes from the Font, Size, Style, and Color Menus, and press the space bar.

❻ Close the header or footer.

■ Click on the header or footer's document window (or on any other document window).

OR

■ Choose Hide Header or Hide Footer from the Format Menu.

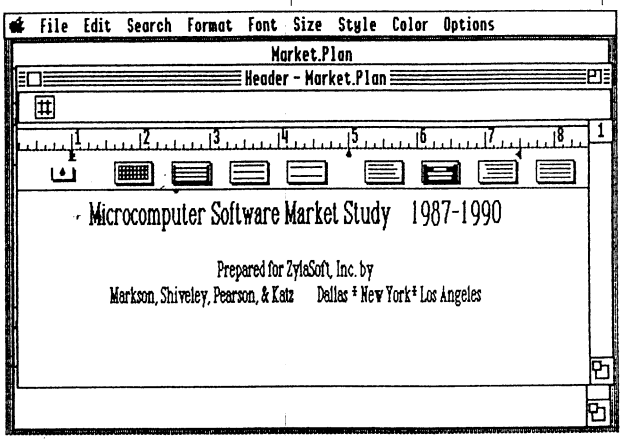
OR

■ Click the close box of the header or footer.

OR

■ Choose Close from the File Menu.

The header or footer disappears and you return to its document window, or the newly activated window if you clicked on a different document window.



Changing a Header or Footer

You can change a header or footer once it's created by using the Show Header or Show Footer command to display the header or footer for editing.

❶ Activate the appropriate document window and choose Show Header or Show Footer.

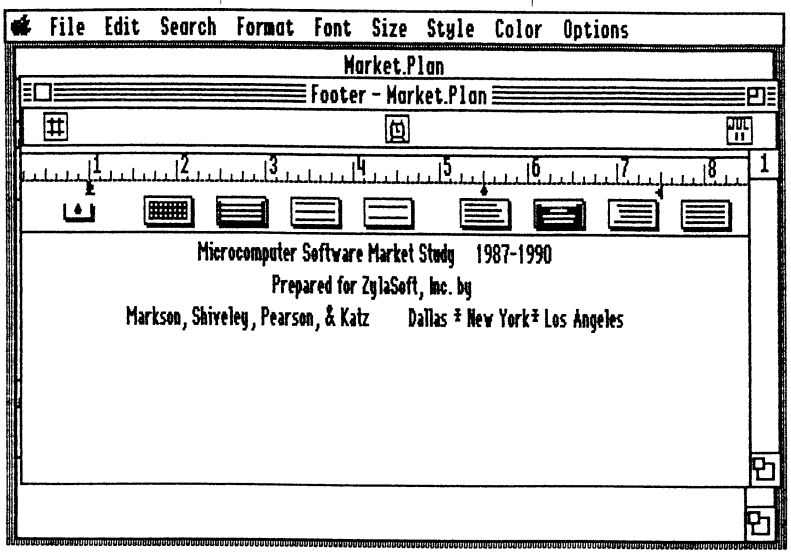
The header or footer window appears, with either "Header — " or "Footer — " and the name of its document in the title bar.

❷ Make the necessary changes to the header or footer.

You can change anything in the header or footer window: change the page number, time, or date by dragging the appropriate icon; change text by editing the text as you would text in a document window; change the text formatting by changing the appropriate ruler settings.

❸ Close the header or footer again.

Choose Close or Hide Header/Hide Footer, or click the header's or the footer's close box or click in its document window.



Inserting Page Breaks

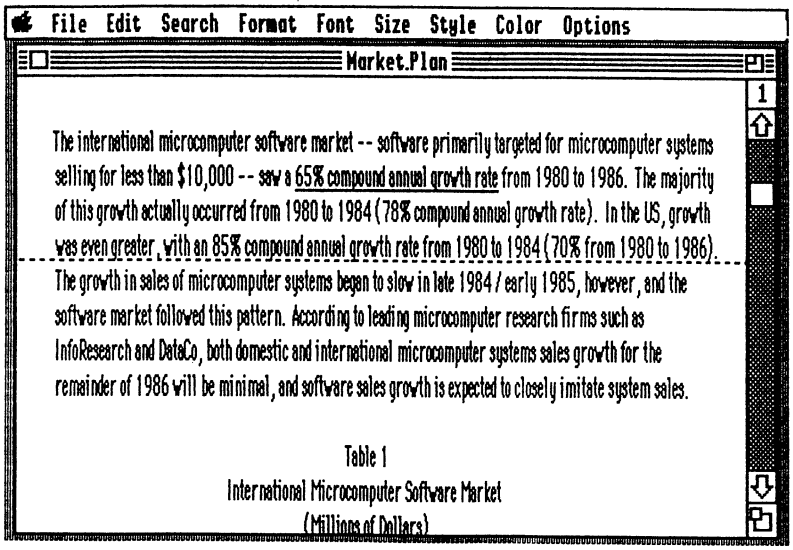
When you want to start a new page at some point in a document, you'll insert a page break. The page break starts a new page following the insertion point and automatically renumbers subsequent pages accordingly.

❶ Select the insertion point at the place in the document where you want to begin a new page.

You can also select a ruler or text to be replaced by the inserted page break.

❷ Choose Insert Page Break from the Format Menu or press ⌘-.

The insertion point and the text immediately following it move to the first line of a new page.



Changing the Initial Page Number

To automatically number pages on your printed document, you must place the page number icon in the header or footer. See "Creating the Header and Footer" in this chapter for instructions.

MultiScribe GS automatically sets the first page number of a document at 1, but you can change the initial page number of a document (automatically renumbering every page in the document) with the Set Page # command on the Format Menu.

❶ Choose Set Page # from the Format Menu or press ⌘=.

A dialog box appears. The Set Page # dialog box contains an input bar with the page number preset at 1.

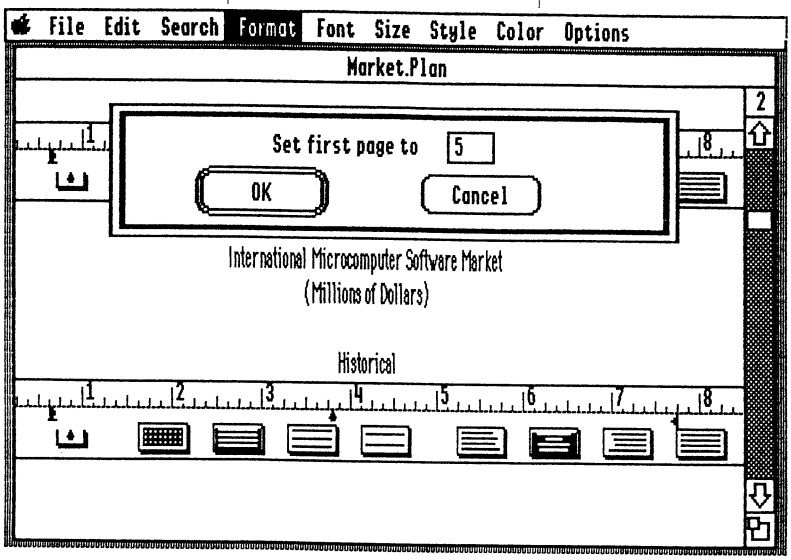
❷ Type a new number for the first page in the document.

You can enter any number from 1 to 999.

❸ Click OK or press *return* or *enter*.

The page number of the first page of the document is set to the new value you entered. All subsequent pages are renumbered accordingly.

The page number change is reflected in the page number box.



Working With Documents

Most of the commands in MultiScribe GS are for editing and formatting text. The commands on the File Menu let you work with entire documents — naming and saving documents on disk, opening and closing existing documents, and printing documents. These commands all use dialog boxes requesting that you provide more information about the procedure and requiring confirmation before the command is executed.

If you're using the DeskTop system, most of these procedures can be done from the desktop as well as from MultiScribe GS, although the procedures are different. The *DeskTop System Software User's Guide* provides instructions for working with documents from the desktop.

Starting or Quitting MultiScribe GS

To begin working with MultiScribe GS, you start the application from either the Program Launcher or the IIGS DeskTop System. If you're using the DeskTop System, you can start the program by double-clicking the MultiScribe.GS icon or by adding MultiScribe.GS as an entry on the Selector.

When you're finished working with MultiScribe GS, you quit the application and return to either the Program Launcher or the DeskTop System. If you have open documents when you choose to quit, MultiScribe GS displays dialog boxes to allow you to save the documents.

To Start MultiScribe GS from the Program Launcher

■ Insert your MultiScribe GS disk into the drive and turn on your Apple IIGS and monitor.

The Program Launcher dialog box appears, containing a list of the applications, documents, and folders on the disk.

■ Open the application titled "MultiScribe.GS" by double-clicking its name or by selecting its name and clicking Open or pressing *return*.

The MultiScribe GS menu bar and desktop appear, and a new document, "Untitled1," is opened.

To Start MultiScribe GS from the IIGS DeskTop

■ Insert the disk which contains MultiScribe GS and the DeskTop System into the drive and turn on your Apple IIGS and monitor.

The Selector box appears.

■ If you've installed MultiScribe GS as an entry on the Selector, you can start it up from the Selector by double-clicking the entry name you've given for MultiScribe GS.

See pages 25-26 of the *DeskTop System Software User's Guide* for instructions on adding MultiScribe GS as an entry on the Selector list box.

■ Otherwise, choose DeskTop from the Selector or press Q.

■ Select the MultiScribe GS application icon.

■ Choose Open from the File Menu or double-click the application icon.

The MultiScribe GS menu bar and desktop appear, and a new document, "Untitled1," is opened.

To Quit MultiScribe GS

■ Choose Quit from the File Menu or press ⌘Q.

If you've saved the most recent changes to each of your open documents, you leave MultiScribe GS and return to the program you started the MultiScribe GS application from — the Program Launcher or the IIGS DeskTop. Otherwise, a dialog box appears for each document with unsaved changes to allow you to save the changes.

Opening and Closing Documents

Opening a MultiScribe GS document means reading a document from disk and displaying it in a document window, or opening a new, empty document window for the creation of a new document. Once a document is opened, you can use all the MultiScribe GS commands to modify it to your satisfaction.

You use two different commands to open documents: the Open command opens a document already saved to disk; New opens a new, empty document window. Opening a document with either command activates the document window for that document.

Frequently, you'll want to use the Close command to close documents and clear the desktop before opening new documents.

If you close all documents on the desktop, the desktop is cleared and all menus except the Menu, the File Menu, and the Edit Menu are dimmed.

To Open a New Document

■ Choose New from the File Menu or press ⌘N.

A new, empty document window appears.

When you open a new document, it has no real name and won't have one until you save it. The document is temporarily named "Untitled," plus the number of the order in which that document was created. For example, if you used New to create three new documents, the last one you opened would have the name "Untitled3" in its title bar.

MultiScribe GS allows you to have as many as eight documents open at one time. If you choose New with eight windows open, a dialog box appears to tell you that you've reached the limit. Close a window and choose New again.

To Open an Existing Document

To open a document previously saved on disk, you'll use the Open command. You can open up to eight document windows at one time.

❶ Choose Open from the File Menu or press ⌘O.

A dialog box appears with a list of documents on the current disk or path.

❷ Choose the drive or path that contains the document you want to open, if necessary.

To change the drive, click Disk. To change the path, open or close the appropriate folders.

■ To open a folder, select the folder and click Open or double click the folder name.

■ To close a folder, click Close or click the pathname displayed above the file list.

❸ Click the name of the document you want to open.

Scroll the list of document names, if necessary, to find the name you want. You can scroll the list by clicking the appropriate scroll arrow or by pressing the ↑ or ↓ key.

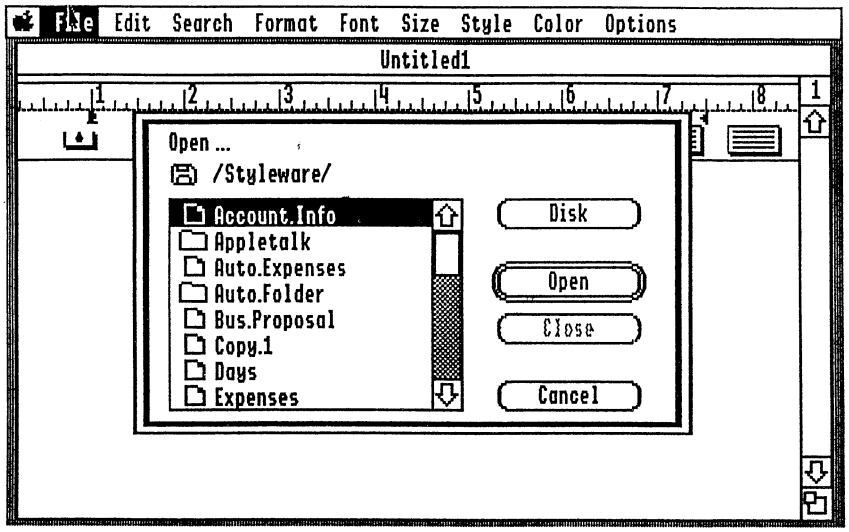
❹ Click Open to open the selected document.

A copy of the document is read from disk and displayed in a document window. Any changes you make to the document won't affect the copy of the document on disk until you save the changes back to disk.

Clicking Cancel cancels the Open operation.

If you're using a one-drive system and you've changed the disk by ejecting your MultiScribe GS disk and inserting another disk, a dialog box appears asking you to insert your MultiScribe GS disk.

You can also open a document by double-clicking its name in the list.



To Close a Document

Closing a document means to close its document window and remove it from the desktop. When you're finished editing a document, you'll save it on disk and close it, to make room for your other documents on the desktop.

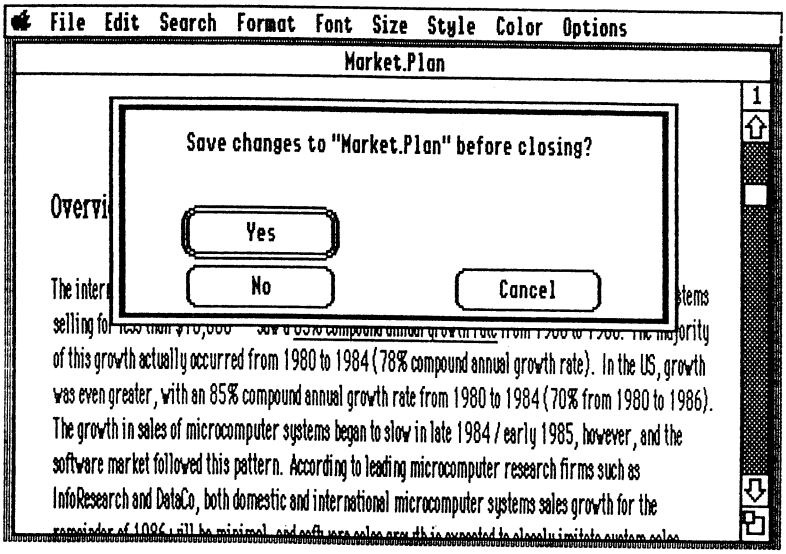
■ Activate the window of the document you want to close by clicking anywhere inside it.

A document must be the active document to be closed.

■ Choose Close from the File Menu.

If you're closing a document with unsaved changes, a dialog box appears to let you save the changes.

You can also close a document by clicking the close box on its title bar.



Saving Documents

Saving a document means writing a copy of a document you've created or modified to disk. You should save documents frequently as you work, to guarantee that you have a copy of the most recent version of your document on disk.

The File Menu contains two commands for saving documents: Save and Save As. You'll use Save to save changes to a document that's been named. You'll use Save As when you want to save the current document without replacing the old version of the document or when you want to save a document under a different name or path. You'll also use Save As when you want to save a document with a different file format, such as ASCII text.

To Save a Document

The Save command lets you periodically save a file which has already been named. If you're saving a file for the first time, the Save As dialog box appears (see "To Save a Document with a Different Name" in this chapter). Otherwise, the only dialog box to appear when you choose Save is a message telling you the name of the document being saved to disk and whether it's being saved as a MultiScribe GS file or as an ASCII text file.

To Save a Document with a Different Name

The Save As command lets you save a document under a different filename or pathname, and so is especially useful for backing up a document on a different disk or under a different name.

❶ Choose Save As from the File Menu or press ⌘A.

A dialog box appears with a list of folders and documents on the current path and the current name of the document in the input bar.

❷ Change the name of the document, the path, or both.

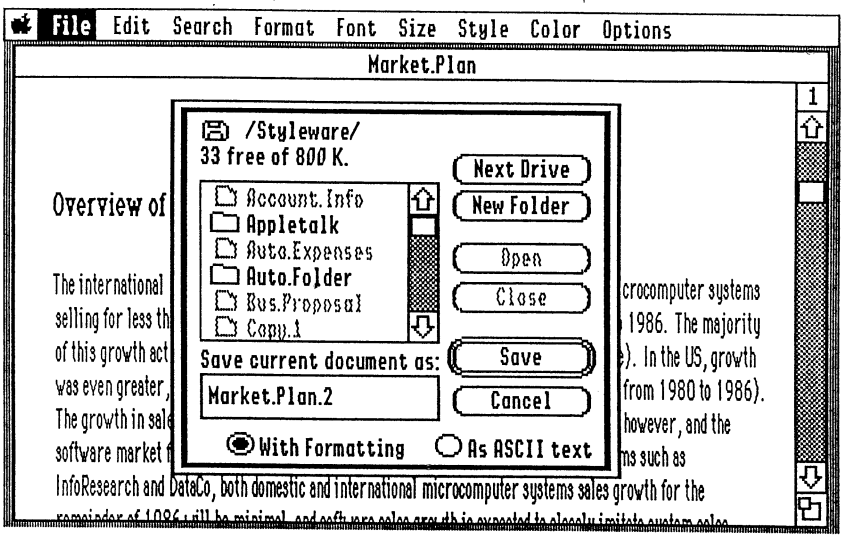
To change the path on the current disk, click Open or Close with the appropriate folders until the desired pathname is displayed above the document name list box. You can also close the current folder by clicking the pathname above the list box. To save the document in a new folder, type a name for the folder in the input bar and click New Folder. To change the current drive, click Next Drive, or change disks and click Next Drive if you're using a single-drive system.

❸ Click Save or press *return* or *enter*.

If you've entered the name of an existing document, a dialog box appears when the document is saved to ask you if you want to replace the document on disk with the one you're saving. Confirm or cancel the Save As command.

If MultiScribe GS can't find the specified pathname, a dialog box appears asking you to insert the disk containing the path in the current drive. Insert the appropriate disk and click OK or cancel the Save As command.

If you've given the document a new name, a new document is created on the disk and its name appears in the title bar of the active document window.



To Save an ASCII Text Document

You can save a MultiScribe GS document as a text-only document — without special fonts, character sizes or styling, or special formatting options, such as headers and footers, rulers, and forced page breaks. This is useful if you want to use MultiScribe GS to create files for use with communications software or other word processing programs, such as AppleWorks. You also lose all the special information which makes a MultiScribe GS file unique, however, so you'll want to be careful with this feature of the Save As command.

❶ Choose Save As from the File Menu or press ⌘A.

The Save As dialog box appears, with a list of folders and documents on the current path and the current name of the document in the input bar. (See "To Save a Document with a Different Name" in this chapter for more information on the Save As dialog box.)

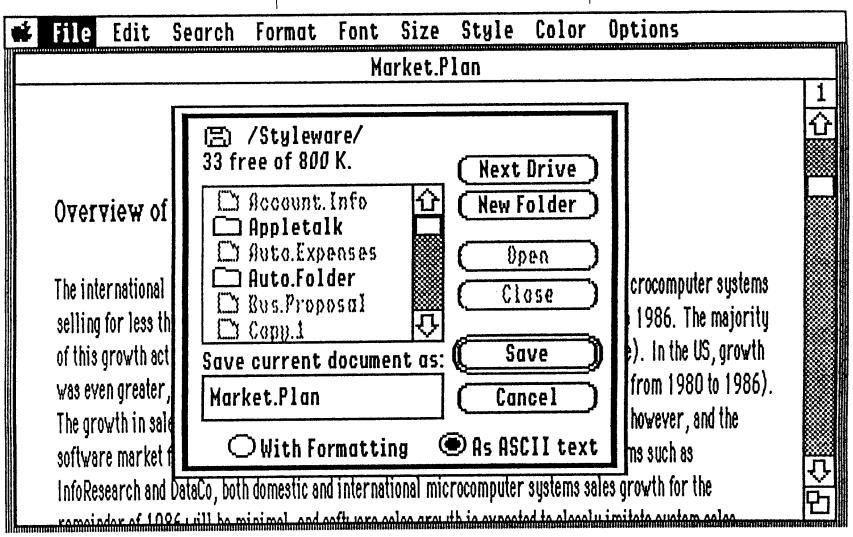
❷ If you want , change the name and path of your ASCII text document.

To change the path on the current disk, click Open or Close with the appropriate folders until the desired pathname is displayed above the document name list box. You can also close the current folder by clicking the pathname above the list box. To save the document in a new folder, type a name for the folder in the input bar and click New Folder. To change the current drive, click Next Drive, or change disks and click Next Drive if you're using a single-drive system.

❸ Click the As ASCII Text setting and then click Save or press Return.

The file is saved to disk as ASCII text only.

If you try to save the document with the name of a document previously saved to disk, a dialog box appears, asking if you want to replace the old document on disk with a new file with ASCII text format. Confirm or cancel the Save As command.



Printing with the ImageWriter or Other Dot Matrix Printer

If you haven't told MultiScribe GS what printer and printer port you're using before you start printing, you may have to provide this information to the program by choosing the Choose Printer command from the File Menu. For more information about specifying a printer and printer port, see "Choose Printer" in Chapter 4.

❶ Choose Page Setup from the File Menu.

A dialog box appears containing page setup specification options.

❷ Set the desired page setup specifications by clicking the appropriate settings.

8 1/2 inches wide by 11 inches tall

8 1/2 inches wide by 14 inches tall

International standard: 8 1/4 inches wide by 12 inches tall

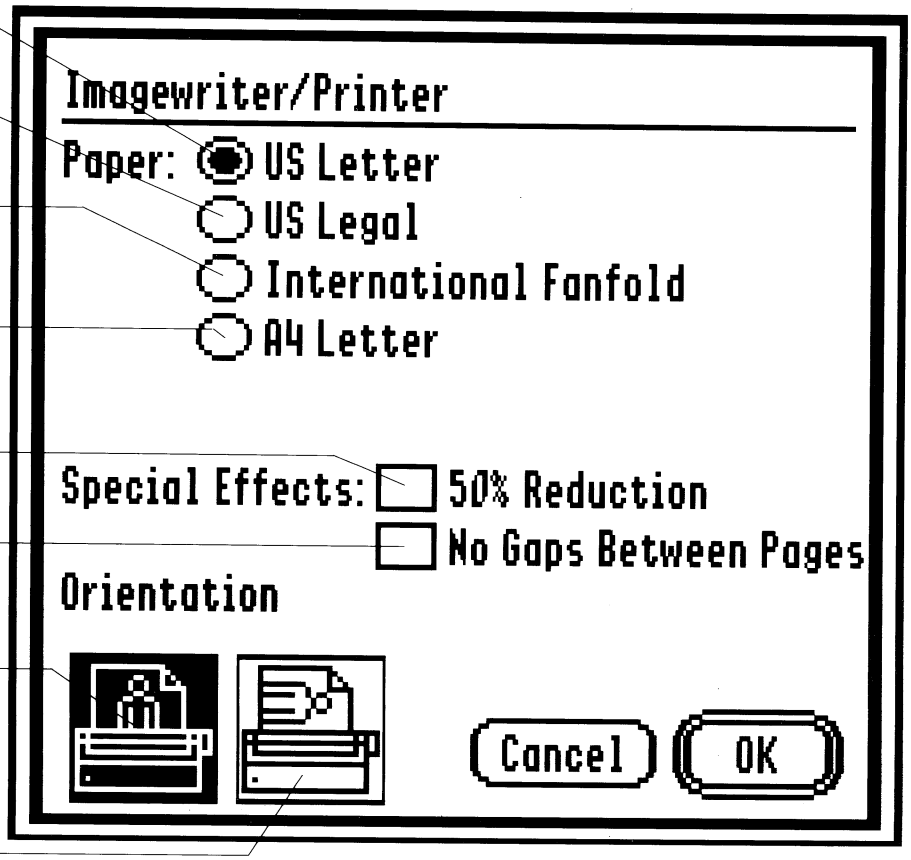
European standard: 8 1/4 inches wide by 11 2/3 inches tall

Prints at 50% of original size

Prints continuously, without skipping over page breaks

Prints vertically on the page.

Prints sideways on the page, with the top line across the right margin of the page



❸ Click OK or press *return* to confirm your settings.

Once you specify your page setup specifications, they're saved with the document so you won't have to set them again.

❹ Choose Print from the File Menu.

A dialog box appears containing print specification options.

❺ Set the desired print specifications by clicking the appropriate settings.

❻ Click OK or press *return* to confirm your settings.

Your printer begins printing the document. A dialog box appears to tell you that MultiScribe GS is printing your document. You can cancel printing at any time by simultaneously pressing the ⍁ and . keys.

Highest quality printing

Standard quality printing, faster than Best. Prints text exactly as it appears on screen.

Prints text only, without different fonts or sizes

Prints all the pages in a document, from first to last

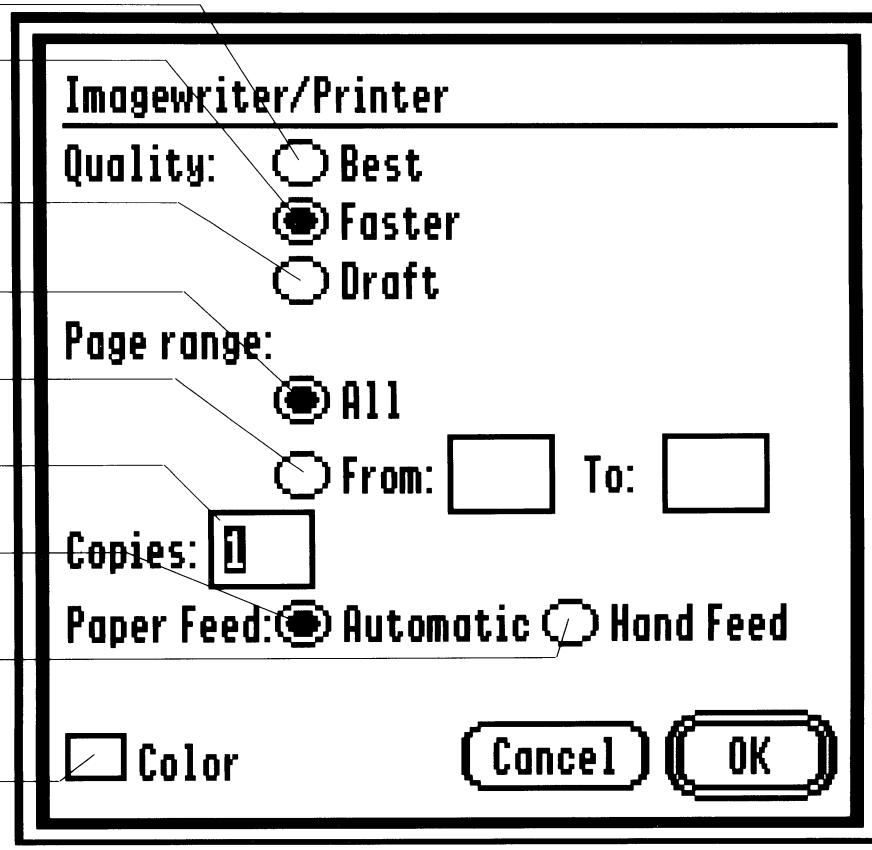
Prints the range of pages you specify

Prints the specified number of copies of a document

Prints continuous-feed paper.

Prints one sheet at a time. Prompts you to feed each sheet into the printer individually.

When selected, this setting uses the color ribbon on your Imagewriter II to print in color.



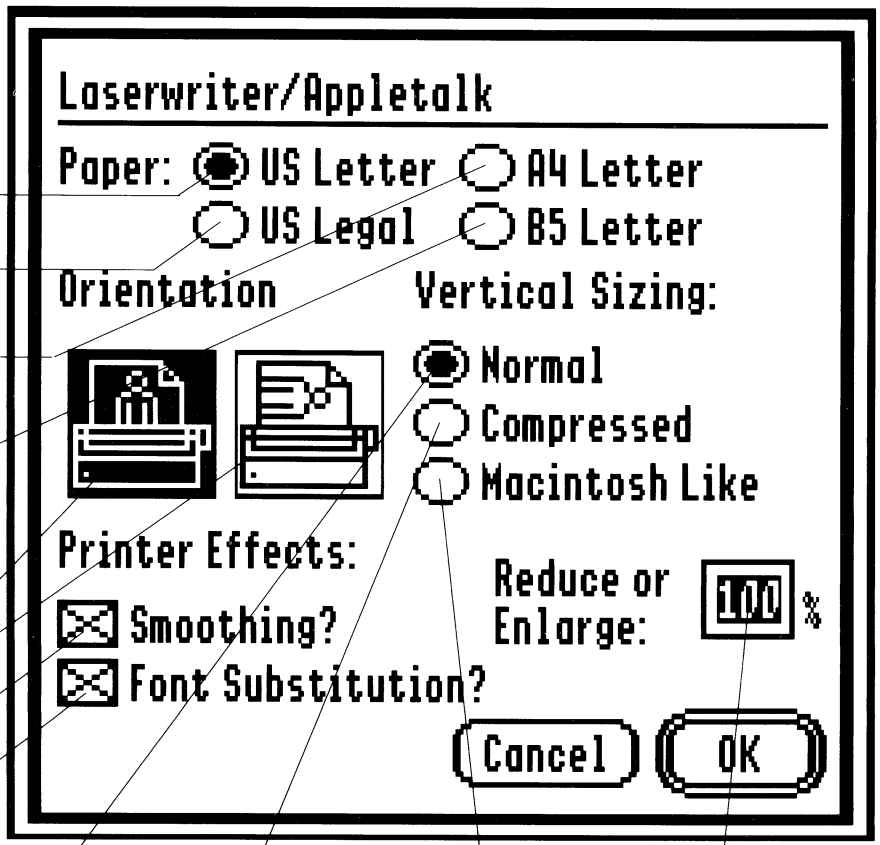
Printing with the LaserWriter

Before printing with the LaserWriter, be sure to use the Choose Printer command on the File Menu to select the LaserWriter as your printer and Appletalk as your printer port. For more information about this command, see "Choose Printer" in Chapter 4.

❶ Choose Page Setup from the File Menu.

A dialog box appears containing page setup specification options.

❷ Set the desired page setup specifications by clicking the appropriate settings.



8 1/2 inches wide by 11 inches tall

8 1/2 inches wide by 14 inches tall

European standard: 8 1/4 inches wide by 11 2/3 inches tall

A Japanese standard: 7 1/4 inches wide by 10 1/4 inches tall

Prints vertically on the page.

Prints sideways on the page, with the top line across the right margin of the page

Smooths out the rough edges of graphics and non-LaserWriter fonts

Substitutes fonts built into the LaserWriter for regular fonts.

Use for printing graphics:80 dpi (dots per inch) wide by 36 dpi tall

Intermediate vertical sizing:80 dpi wide by 54 dpi tall

Use for best MultiScribe GS printing results: 80 dpi wide by 72 dpi tall

Reduces or enlarges the print by the percentage you specify

❸ Click OK or press *return* to confirm your settings.

Once you specify your page setup specifications, they're saved with the document so you won't have to set them again.

❹ Choose Print from the File Menu.

A dialog box appears containing print specification options.

❺ Set the desired print specifications by clicking the appropriate settings.

❻ Click OK or press *return* to confirm your settings.

Your printer begins printing the document. A dialog box appears to tell you that MultiScribe GS is printing your document. You can cancel printing at any time by clicking Cancel or pressing *esc*.

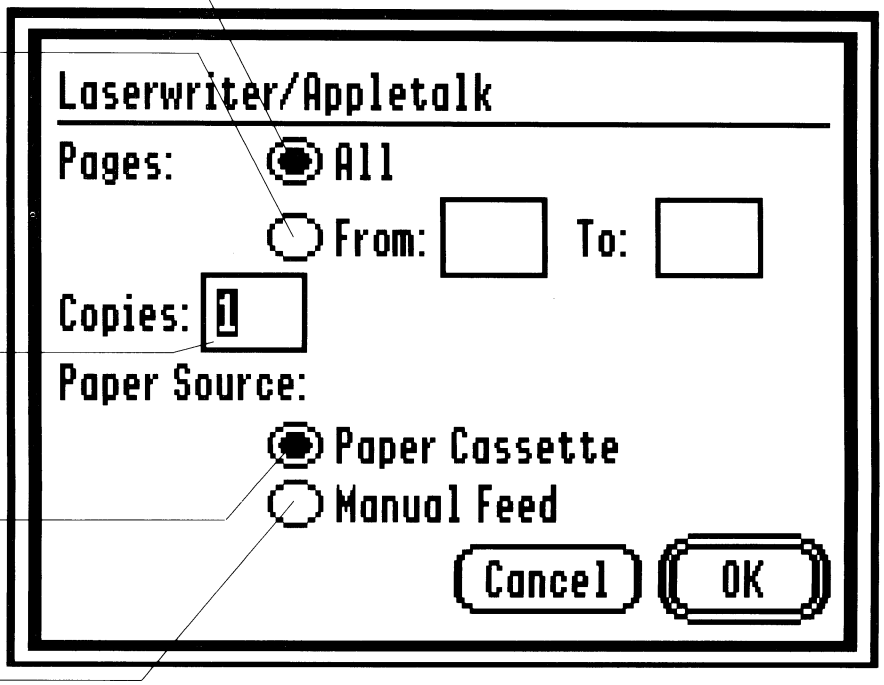
Prints all the pages in a document, from first to last

Prints the range of pages you specify. Select the insertion point in each of the input bars and specify the first and last pages in the page range you want to print.

Prints the specified number of copies of a document. Select the insertion point in the input bar and type in the number of copies you want to print.

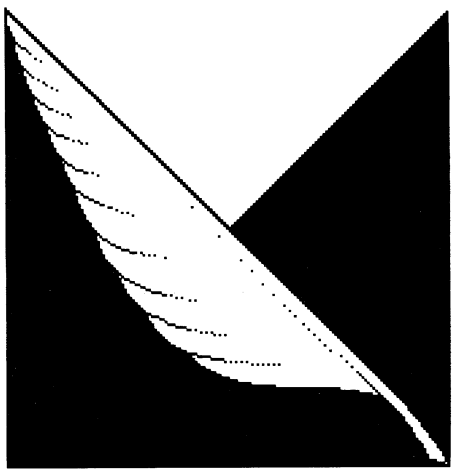
Specifies automatic feed from the LaserWriter's paper casette.

Specifies that you'll feed the paper into the LaserWriter by hand.



Chapter 3

MultiScribe GS Shortcuts



Contents

129 Introduction

130 Moving the Insertion Point with Keyboard Commands

133 Selecting with Keyboard Commands

135 Deleting with Keyboard Commands

136 Mouse Shortcuts

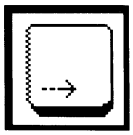
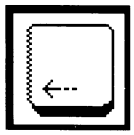
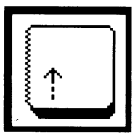
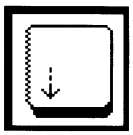
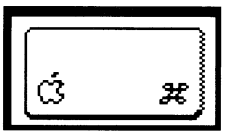
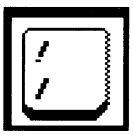
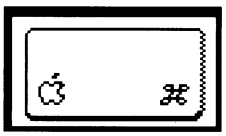
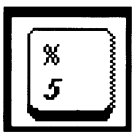
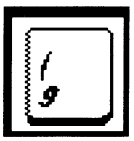
Introduction

MultiScribe GS offers a number of shortcuts, both with keyboard commands and, to a lesser degree, with the mouse. This chapter does not discuss keyboard equivalents, those keyboard commands which are the equivalent of pull-down menu commands and which are discussed where appropriate throughout this manual. Rather, the keyboard shortcuts discussed here offer the user commands not available on any of the menus and are intended for experienced users of MultiScribe GS who want some "power user" shortcuts or for those who like combining keyboard-based word processing commands with mouse techniques.

This chapter is divided into four sections. *Moving the Insertion Point with Keyboard Commands*, the first section, shows keyboard techniques for scrolling and moving the insertion point around on the screen. The second section, *Selecting with Keyboard Commands*, explains keyboard commands for selecting text, rulers, and page breaks. The third section, *Deleting with Keyboard Commands*, covers different keyboard techniques for removing text. *Mouse Shortcuts*, the fourth and final section, shows mouse shortcuts for selecting text quickly.

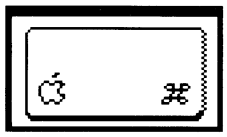
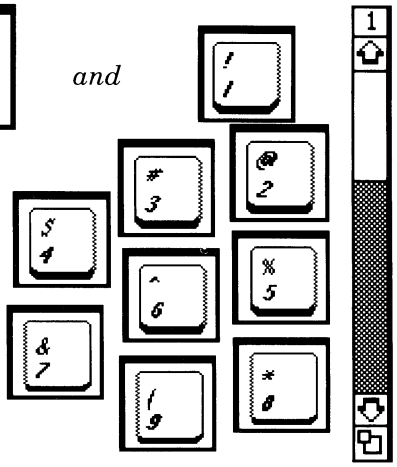
Moving the Insertion Point with Keyboard Commands

To Move the Insertion Point

- One character to the right — *Press* 
- One character to the left — *Press* 
- One line up — *Press* 
- One line down — *Press* 
- To the beginning of a document — *Press*  *and* 
- To the middle of a document — *Press*  *and* 
- To the end of a document — *Press* *and* 

■

Pressing ⌘1-⌘9 moves the insertion point to the place in the document represented by the number you press. Pressing ⌘1 moves the insertion point to the beginning of the document; pressing ⌘3 takes you one-fourth of the way through the document; pressing ⌘7 takes you three-fourths of the way through the document; etc.

Press  *and* 

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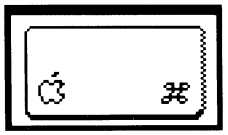
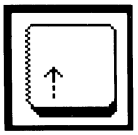
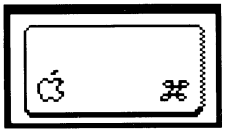
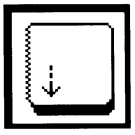
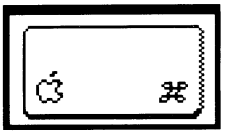
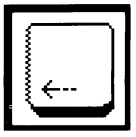
To the top of the screen *Press*  *and* 

■

To the bottom of the screen *Press*  *and* 

■

To the left margin *Press*  *and* 

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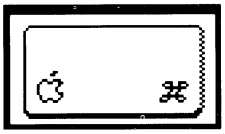
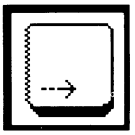
To the right margin *Press*  *and* 

To Move the Insertion Point

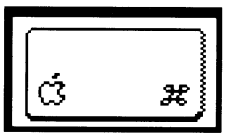
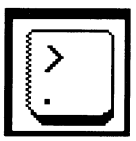
- To the beginning of the current or previous word — *Press*

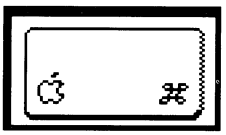
and

- To the beginning of the next word — *Press*

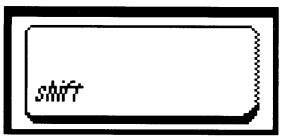
and

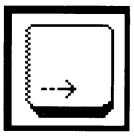
To Scroll Text

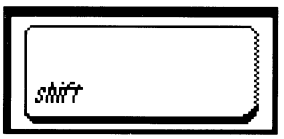
- To scroll text up one window — *Press* 
and 

- To scroll text down one window — *Press* 
and

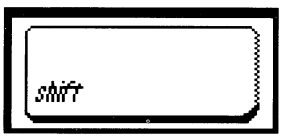
To Select

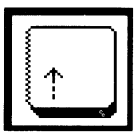
- One character to the right — *Press* 

and 

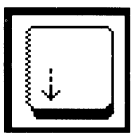
- One character to the left — *Press* 

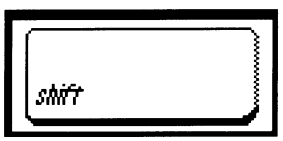
and

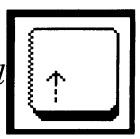
- One line up — *Press* 

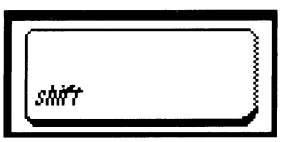
and 

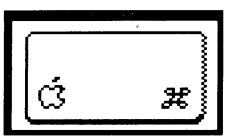
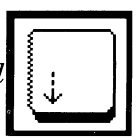
- One line down — *Press*

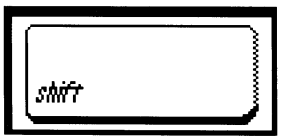
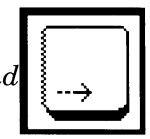
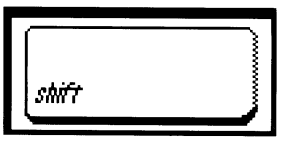
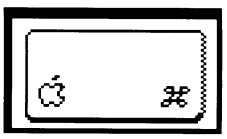
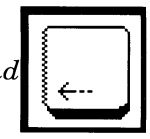
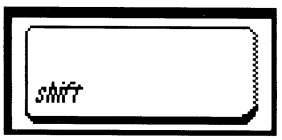
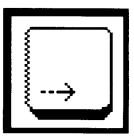
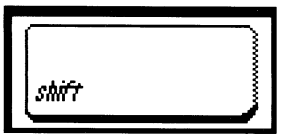
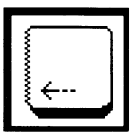
and 

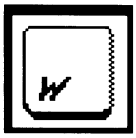
- To the top of the screen — *Press* 

and
and 

- To the bottom of the screen — *Press* 

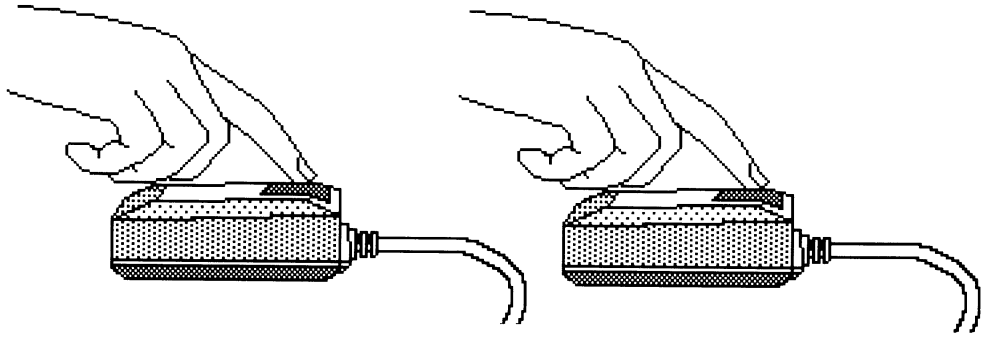
and 
and 

To Select						
■ To the right margin	*Press*		*and*		*and*	
■ To the left margin	*Press*		*and*		*and*	
■ To the beginning of the next word	*Press*		*and*		*and*	
■ To the beginning of the current or previous word	*Press*		*and*		*and*	

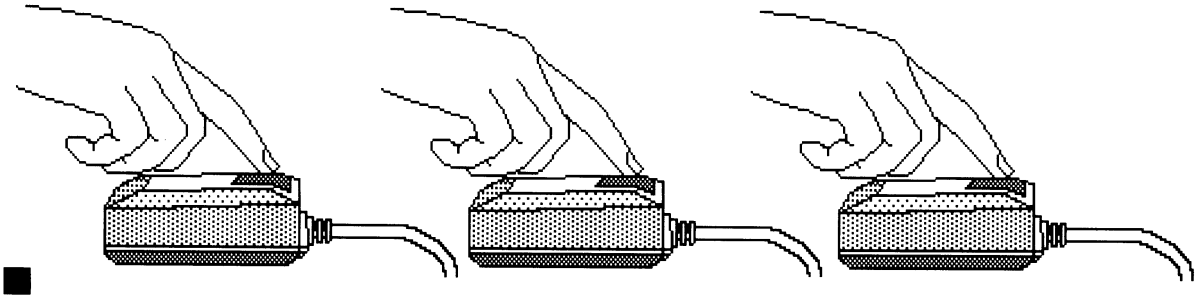
To Delete				
■ The next character	*Press*		*and*	
■ The current word	*Press*		*and*	
■ The current line	*Press*		*and*	

Selecting with the Mouse

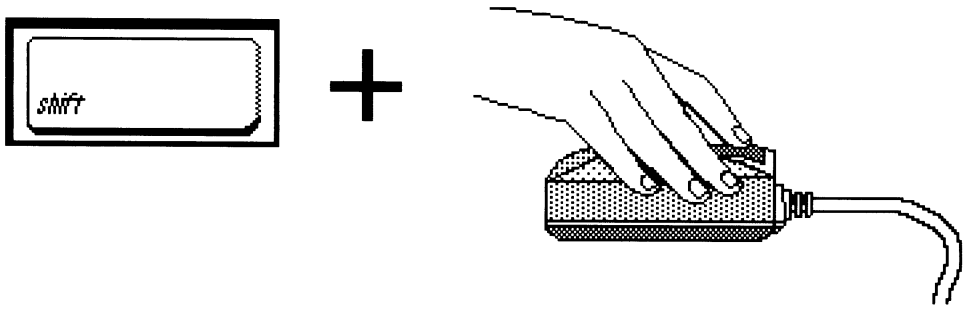
- To select a word — Double-click on the line you want to select



- To select a line of text — Triple-click on the line you want to select

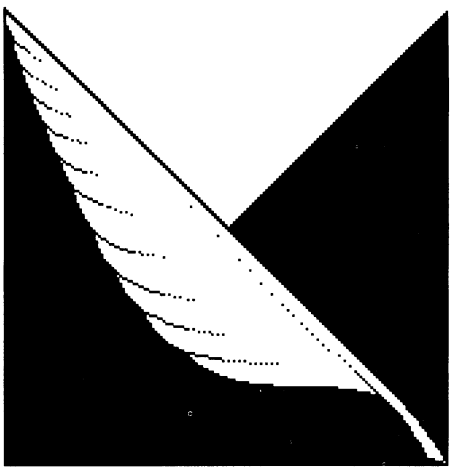


- To select a word at a time — Hold down the *shift* key and drag the mouse



Chapter 4

MultiScribe GS Reference



Contents

139 Introduction

140 MultiScribe GS Menus

140 Apple Menu
140 About MultiScribe GS
140 Desk Accessories

140 File Menu
140 New
141 Open...
142 Close
143 Save
144 Save As...
146 Choose Printer...
147 Page Setup...
149 Print...
151 Quit

151 Edit Menu
151 Undo
152 Cut
152 Copy
153 Paste
153 Clear Document
154 Select All
154 Show Clipboard/ Hide Clipboard

155 Search Menu
155 Find
157 Replace
159 Go To Page #

159 Format Menu
159 Insert Ruler
160 Show/Hide Rulers
160 Insert Page Break
160 Set Page #...
161 Show Header.../ Hide Header...
162 Show Footer.../ Hide Footer...

164 Font Menu

165 Size Menu

166 Style Menu

167 Color Menu

168 Options Menu
168 Stack Windows
168 Show Pictures/ Hide Pictures

171 MultiScribe GS Specifications

169 Preset Options and Formats

171 Using MultiScribe GS with AppleWorks

173 Using MultiScribe GS with MultiScribe

Introduction

This chapter provides detailed explanations of each MultiScribe GS command — what the command does, how it works, what sort of dialog boxes it uses, and the options offered by the command. In addition, this chapter also provides specifications for limitations on MultiScribe GS documents as well as preset options and format specifications, and concludes with instructions for using MultiScribe GS with AppleWorks.

MultiScribe GS Menus

The menu bar contains the menus from which you choose MultiScribe GS commands. Commands which are dimmed can't currently be chosen: for example, Cut and Copy appear dimmed if you have nothing selected, because you must specify what you want MultiScribe GS to cut or copy. Commands followed by an ellipsis (...) display dialog boxes requesting you to provide more information.

The Menu

The Menu is the standard application GS Menu: it contains a command for telling you about the current application (About MultiScribe GS), as well as the names of any desk accessories installed.

- About MultiScribe GS...

This command tells you the version number of your program and the amount of memory available for your documents.

- Desk Accessories

MultiScribe GS will display on the Menu any desk accessories you install on your disk. Choose desk accessories as you would MultiScribe GS commands.

File Menu

The File Menu contains commands for managing, maintaining, and printing documents, and lets you leave MultiScribe GS to return to ProDOS or the IIGS DeskTop, so that you can run other applications or power down.

- New

The New command creates a new, empty document window.

If you already have one or more documents on the screen, New will place the new, untitled document on top of the other documents. The other documents have not been closed or deleted; they are beneath the new window, and you can see them by: using the size box to shrink the new window; dragging the new window by its title bar until the previous windows are in view; or closing the new document.

MultiScribe GS allows you to open up to eight documents at once. If you choose New with eight documents open, a dialog box appears, asking you to close one of your open documents to make room for the new document. Close one of the document windows and choose New again.

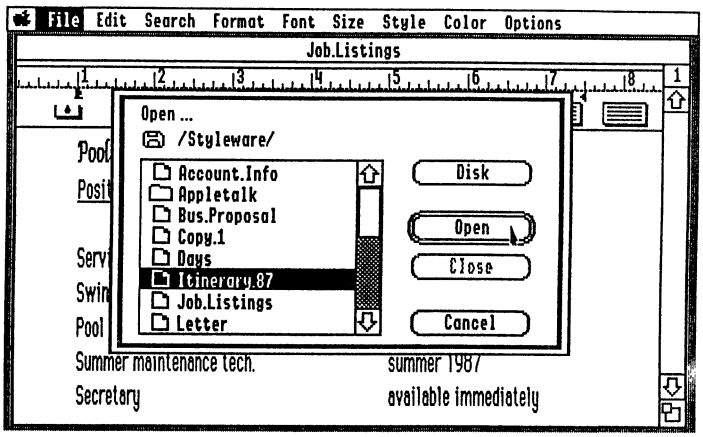
■ Open

The Open command reads a document from disk and displays it in a document window on the screen.

If you already have one or more documents on the screen, Open will place the new document window over the documents already on the screen.

MultiScribe GS allows you to open a maximum of eight documents at once. If you choose Open with eight documents open, a dialog box appears, asking you to close a document. Close a document and choose Open again.

When you choose Open, a dialog box appears.



The Open dialog box contains the name of the current path and a list of MultiScribe GS documents, ASCII text documents, and directories on the current path. Documents are represented by document icons to the left of the document names, directories by folder icons.

To open a document, click the name of the document you wish to open. If necessary, scroll the list to find the name of the document you want. Click Open to open the document or press Return. You can also open a document by double-clicking its name. When you open a folder (directory), the directory name is appended to the current pathname and documents and subdirectories located on that path are displayed in the list box.

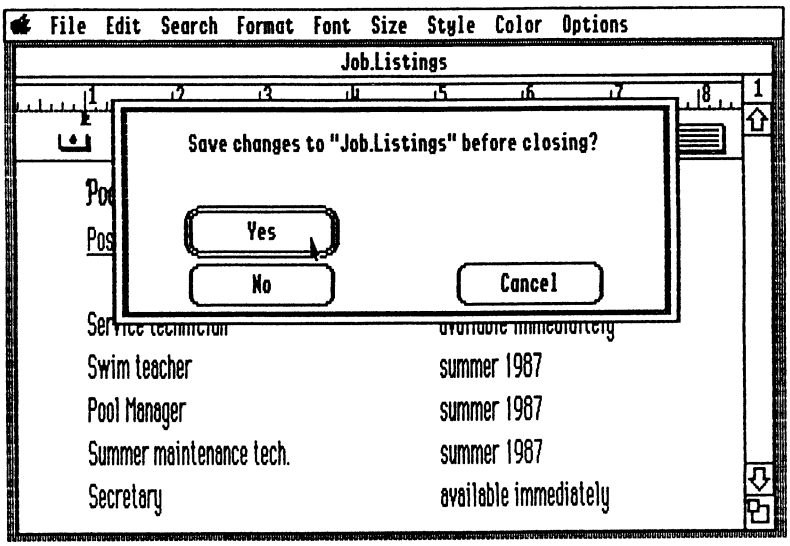
To close a folder and open the next highest directory, click Close or click the pathname above the list box. The names of the documents and subdirectories are displayed in the list box.

If you want to open a document on another volume, click Disk until the name of the volume you want is displayed as the current pathname. To cancel the operation and return to the last active window, click Cancel.

■ Close

The Close command closes the active document window.

If you try to close a document with unsaved changes, MultiScribe GS will display a dialog box asking if you want to save your changes. Click Yes to save the changes (if the document has not been saved before, the Save As dialog box appears to let you name the document and specify the pathname to which you want to save it). Click No to close the document without saving your changes; click Cancel or press *esc* to cancel the operation.



When you close a document with two or more documents on the screen, the document window immediately below the document you close becomes the active window. If you close the only document window on the screen, the empty MultiScribe GS desktop appears.

You can also close a document window by clicking its close box.

■ Save

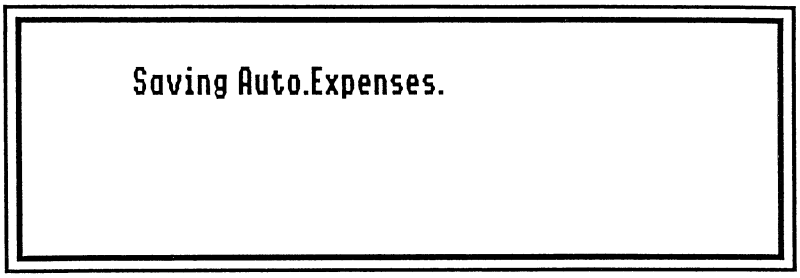
The Save command writes a copy of the document in the active window to disk.

If you're saving a new, untitled document or a document previously saved with ASCII text format, a dialog box appears to let you name the document and specify its path (see "Save As" for an explanation of this dialog box). If you give the document the name of a document previously saved on disk, a dialog box appears, asking if you want the document you're saving to replace the old document of the same name already on disk.

Clicking Yes on this dialog box saves the document under the name you specify. Clicking No returns you to the previous dialog box to give the document another name.

When you've named and saved the document, a copy of the document is written on disk and its name appears in the title bar of its document window.

After you've opened or created a document and saved it, the next time you save that document a dialog box will appear to tell you the file is being automatically saved with the name under which it was last saved.



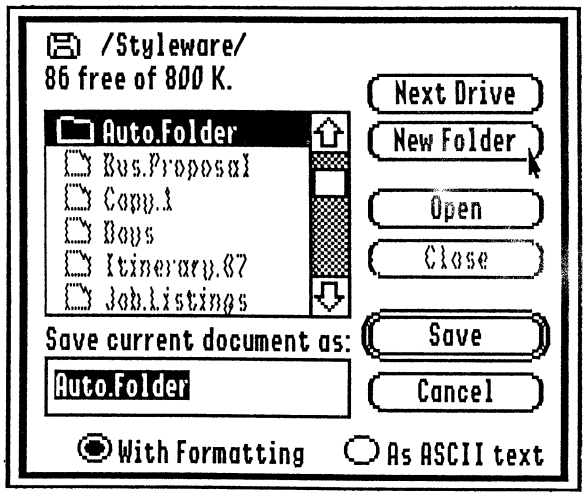
You'll want to use the Save command when you want to save an updated version of the document in the active window on disk. You'll use Save As when you want to:

- save a changed document with a new name while retaining the old version of the document under its existing name
- make a backup or copy of an existing document with a different path or document name from the original
- save a document with a different file format (as ASCII text, for example)

■ Save As...

Save As lets you name or rename the document in the active document window and save it on a different path or with a different file format.

When you choose Save As, a dialog box appears.

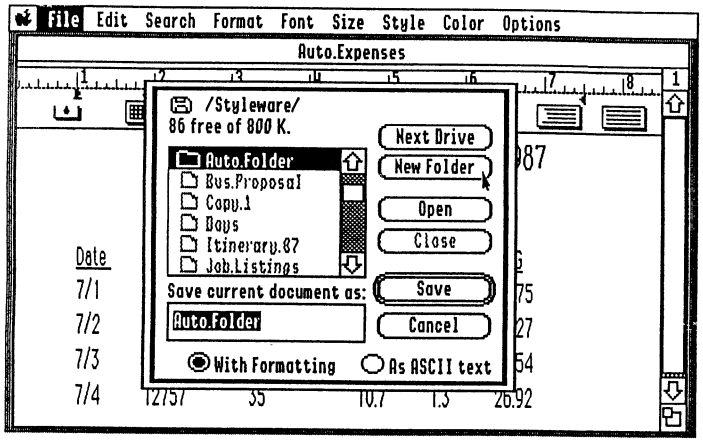


The Save As dialog box contains the name of the current path, the amount of space left on the disk, and a list of MultiScribe GS documents, ASCII text documents, and directories on the current path. Documents are represented by document icons to the left of their names, directories by folder icons. The dialog box also contains an input bar for the document name and settings for saving a document with MultiScribe GS formatting or as ASCII text.

The name in the input bar is highlighted. If you're saving a new document, the name in the input bar is "Untitled," followed by a number; this number represents the order in which that untitled document was created with the New command. (For example, if the document was created while two other untitled documents were open, the document is named "Untitled3.") If you're saving a document that has already been named and saved on disk, the input bar contains the current document name.

If you want to save the document under a different name, enter a new name in the input bar. You can enter any name that conforms to the ProDOS guidelines for filenames.

Save As offers you a variety of ways to save a document on a different path. If you want to open a document on another volume, click Next Drive until the name of the volume you want is displayed as the current pathname. To close a folder and open the next highest directory, click Close or click the pathname above the list box. The names of the documents and subdirectories on the new directory are displayed in the list box. To create a new folder, enter the name of the new folder in the input bar and click New Folder; a folder with the name you specified appears in the list box. You can open a new folder or an existing one by double-clicking the folder name or clicking the folder name and then clicking Open. The new folder name is added to the pathname displayed above the list box.



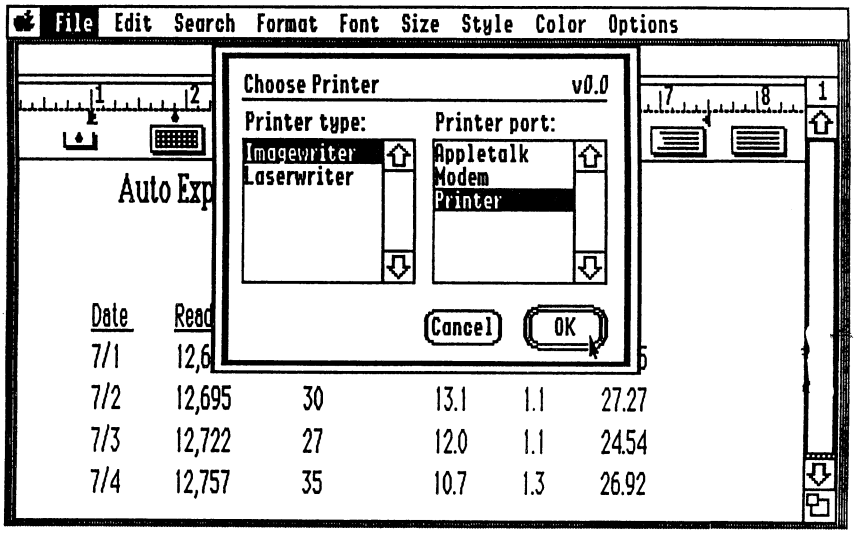
MultiScribe GS lets you save your documents with two different file formats. The default setting is With Formatting, which saves your files with MultiScribe GS formatting. Click the As ASCII Text setting if you want to save the document as an ASCII text file for use with other ProDOS programs which read ASCII files, such as AppleWorks. When you save a MultiScribe GS document as an ASCII text file, however, you save the text of your document only — without MultiScribe GS fonts, sizes, styles, colors, or special ruler formatting.

When the input bars contain the document name, pathname, and file format with which you want the document saved and you've selected the appropriate file format, click the Save button. The document is saved to disk.

To cancel the operation and return to the current active document window, click Cancel or press *esc*.

■ Choose Printer...

The Choose Printer command tells MultiScribe GS what printer and printer port you're using. Once you've provided these specifications, you won't have to choose this command again until you change your printer or the printer port you're using.



When you choose the Choose Printer command, a dialog box appears on the screen. The Choose Printer dialog box contains two lists — a printer list and a printer port list. Click the name of the printer and printer port you're using; scroll the lists using the scroll arrows, if necessary. *If you're using a Laserwriter, be sure to select Appletalk as your printer port specification.* When you've made your selection, click OK or press *return*. Your specifications are saved to your MultiScribe GS disk. Clicking Cancel cancels the operation.

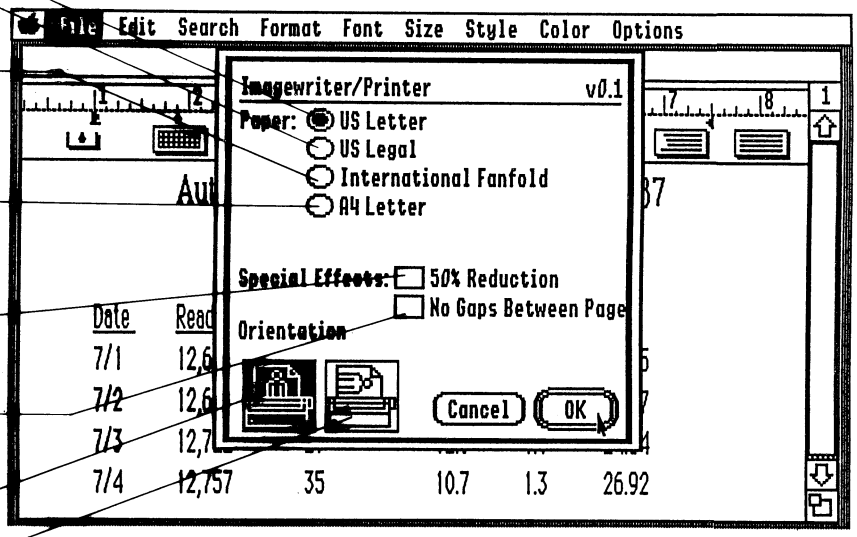
For more information on printers and the Apple IIGS, consult the pages listed beside "printer port" and "Printing" in the **Apple IIGS Owner's Guide**.

■ Page Setup...

The Page Setup command lets you specify the size of the paper you'll be printing on, whether it will be printed vertically or horizontally, and whether you want it printed with "special effects," such as 50% reduction or with no gaps (for perforated tractor feed paper) between pages.

When you choose Page Setup, a dialog box appears. This dialog box differs depending on which printer resources you have installed on the system path (system folder) of your boot disk and which printer and port you've chosen with the Choose Printer command (see "Choose Printer..." in this chapter). If there's no printer resource on your boot disk, a warning dialog box appears.

If you're using an ImageWriter printer, the following dialog box appears. Change the page setup options by clicking the appropriate settings.



8 1/2 inches wide by 11 inches tall

8 1/2 inches wide by 14 inches tall

International standard: 8 1/4 inches wide by 12 inches tall

European standard: 81/4 inches wide by 11 2/3 inches tall

Prints at 50% of original size

Prints continuously, without skipping over page breaks

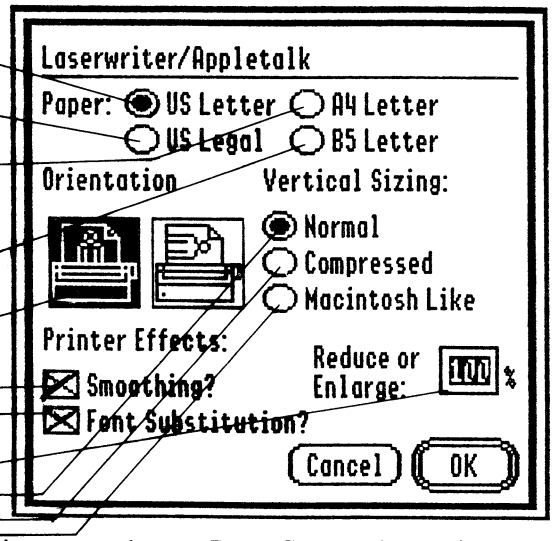
Prints vertically on the page.

Prints sideways on the page, with the top line across the right margin of the page

The first time you choose Page Setup, the options are preset to US Letter and vertical orientation, with no special effects. Any changes you make to these settings are saved when you save the document which was active when you made the changes. Activating another document changes the page setup to the settings saved with the document if it's a document opened from disk or to the preset settings if it's a new document.

When you've chosen the Page Setup you want, click OK or press *return*. Clicking Cancel or pressing *esc* cancels the Page Setup operation and leaves your old settings intact.

If you're using a LaserWriter printer, a different dialog box appears.



8 1/2 inches wide by 11 inches tall

8 1/2 inches wide by 14 inches tall

European standard: 81/4 inches wide by 11 2/3 inches tall

A Japanese standard: 7 1/4 inches wide by 10 1/4 inches tall

Prints vertically on the page.

Prints sideways on the page, with the top line across the right margin of the page

Use for printing graphics: 80 dpi (dots per inch) wide by 36 dpi tall

Intermediate vertical sizing: 80 dpi wide by 54 dpi tall

Use for best printing results: 80 dpi wide by 72 dpi tall

Smooths out the rough edges of graphics and non-LaserWriter fonts

Substitutes fonts built into the LaserWriter for regular fonts.

Reduces or enlarges the print by the percentage you specify

The first time you choose Page Setup, the options are preset to US Letter, vertical orientation, and normal vertical sizing, with both Smoothing and Font Substitution selected and 100% scaling. Any changes you make to these settings are saved when you save the document which was active when you made the changes. Activating another document changes the page setup to the settings saved with the document if it's a document opened from disk or to the preset settings if it's a new document.

Selecting Font Substitution causes the following font substitutions:

- New York becomes Times
- Geneva becomes Helvetica
- Monaco becomes Courier
- Shaston becomes 6 point Helvetica

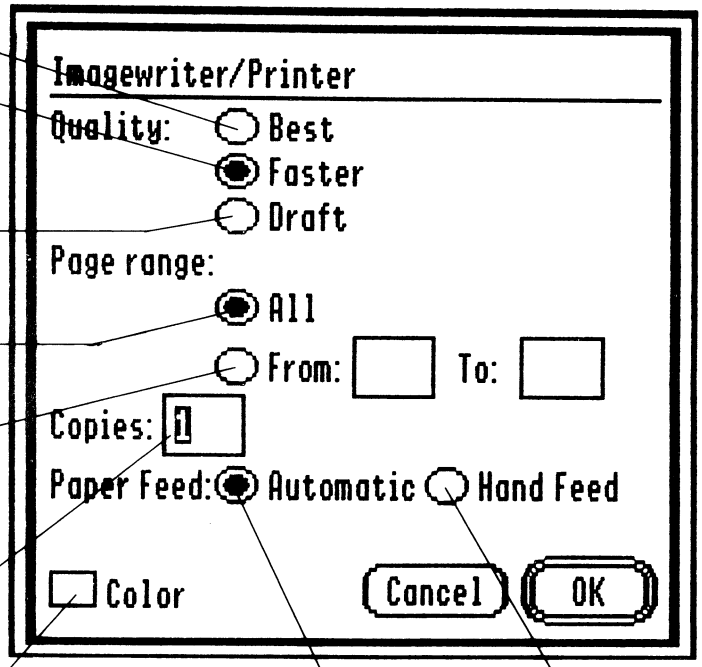
All other non-LaserWriter fonts are printed as bit-mapped graphics. If you choose to print without font substitution, printing time will increase if you're not using LaserWriter fonts. Choosing Smoothing will speed up printing and make non-LaserWriter fonts look better.

When you've chosen the Page Setup you want, click OK or press *return*. Clicking Cancel or pressing *esc* cancels the Page Setup operation and leaves your old settings intact.

■ Print...

The Print command prints a copy of the current document according to your specifications.

If you're printing with an Imagewriter printer, the following dialog box appears when you choose the Print command.



Highest quality printing

Standard quality printing, faster than Best. Prints text exactly as it appears on screen.

Prints text only, without different fonts, sizes, or styles

Prints all the pages in a document, from first to last

Prints the range of pages you specify. Select the insertion point in each of the input bars and specify the first and last pages in the page range you want to print.

Prints the specified number of copies of a document. Select the insertion point in the input bar and type in the number of copies you want to print.

When selected, this setting uses the color ribbon on your Imagewriter to print in color.

Prints tractor-feed paper fed continuously into the printer.

Prints one sheet at a time. Prompts you to feed each sheet into the printer individually.

The preset options for printing with an ImageWriter are shown above.

Once you've selected the settings you want, click OK or press *return*. Clicking Cancel or pressing *esc* cancels the operation.

If you're printing with a LaserWriter, a different dialog box appears.

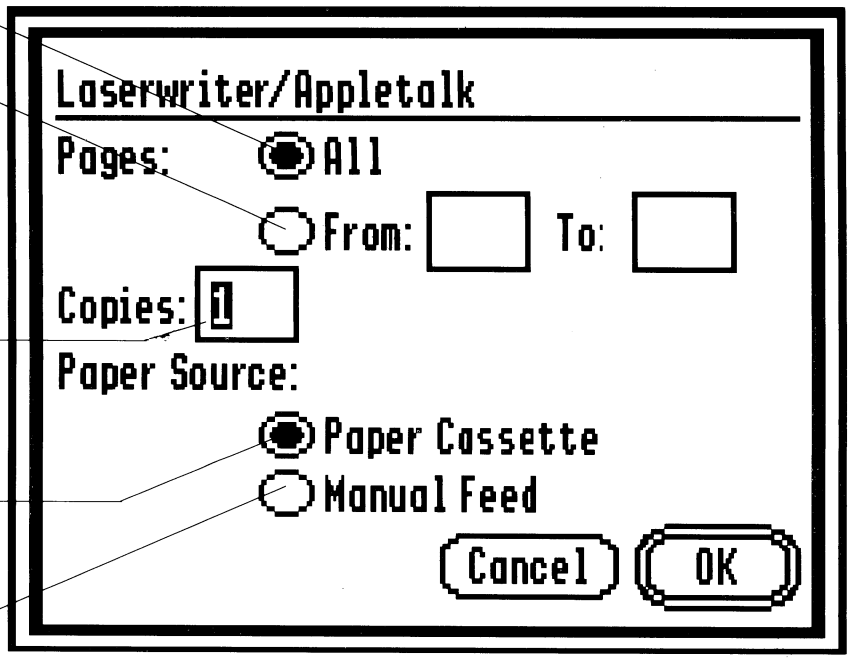
Prints all the pages in a document, from first to last

Prints the range of pages you specify. Select the insertion point in each of the input bars and specify the first and last pages in the page range you want to print.

Prints the specified number of copies of a document. Select the insertion point in the input bar and type in the number of copies you want to print.

Specifies automatic feed from the LaserWriter's paper casette.

Specifies that you'll feed the paper into the LaserWriter by hand.



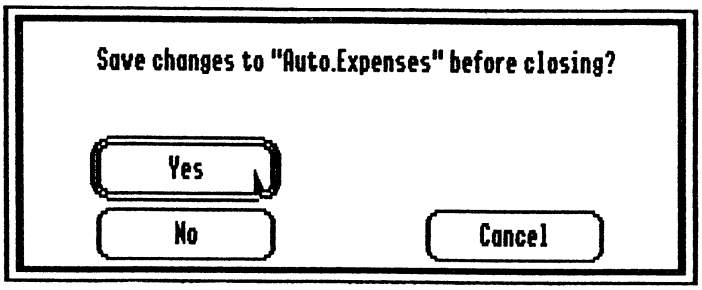
The preset option settings are shown above.

Once you've selected the settings you want, click OK or press *return*. Clicking Cancel or pressing *esc* cancels the operation.

■ Quit

The Quit command lets you quit and exit to the program you started MultiScribe GS from — the IIGS DeskTop or the Program Launcher.

If you've made unsaved changes to the current document, a dialog box appears, asking if you want to save the most recent version of the current document before quitting.



Edit Menu

On the Edit Menu you'll find the standard Apple IIGS editing commands — Undo, Cut, Copy, and Paste. These commands make use of the Clipboard, where cut or copied text is stored; the contents of the Clipboard can be displayed with the Show Clipboard command. The Edit Menu also includes commands for selecting and clearing entire documents.

■ Undo

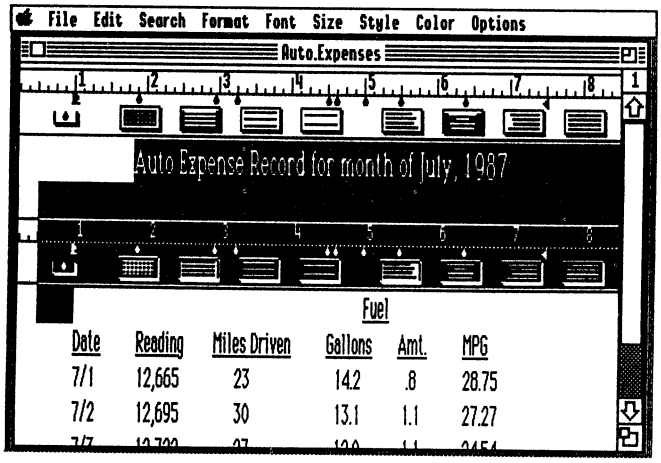
The Undo command lets you undo changes you've made to a document by deleting. Undo will undo any press of the *delete* key, whether you delete one character, a selected block of text, or a selected ruler, picture, or page break.

To undo a delete, you must choose Undo immediately after performing the delete. If you type or choose a command after deleting and then attempt to undo the delete, the Undo command will have no effect.

■ Cut

The Cut command removes selected text, rulers, and page breaks from and a document and stores the selected material on the Clipboard, replacing the Clipboard's current contents. The cut material remains on the Clipboard until the next Cut or Copy task is performed.

This command may be used only when you've selected text, pictures, rulers, or page breaks and otherwise remains dimmed.



■ Copy

This command copies selected text, rulers, and page breaks to the Clipboard, replacing the Clipboard's current contents.

Like Cut, this command may be used only when you've selected text, pictures, rulers, or page breaks and otherwise appears dimmed.

■ Paste

The Paste command places the contents of the Clipboard into your document at the insertion point. If you've selected text, rulers, or page breaks, the selection is replaced by the contents of the Clipboard. The insertion point moves to the beginning of the pasted Clipboard material.

When you paste a picture, the picture is placed in your document centered on the page. You can paste a picture into another selected picture, but you can't replace a selection of text with a picture.

The contents of the Clipboard are saved on disk and are not removed if you choose Quit to exit MultiScribe GS. The Paste command appears dimmed if you have no document windows opened or if the Clipboard window is active.

■ Clear Document

This command allows you to clear the active document window.

If you've made any unsaved changes to your document when you select Clear Document, a dialog box appears to let you save your changes.

If the document has been saved to disk before and you choose Yes, your file is saved to disk. If the document has never been saved to disk and you choose Yes, the Save As dialog box appears to let you save your changes under a filename of your choosing. For more information about using this dialog box to save documents, see "Save As" under "The File Menu" in this chapter. If you choose Cancel or press *esc*, the operation is cancelled, and you're returned to the unchanged current document. If you choose No, the Clear operation continues without displaying the Save dialog box.

When the Clear Document operation is executed, the entire current document is cleared, leaving the document window empty. Any new text you enter in the document window will completely replace the last document you saved under that document's name when you choose Save, so choose Save As and save the document under a different filename if you don't wish to replace the old document with the current contents of the document window.

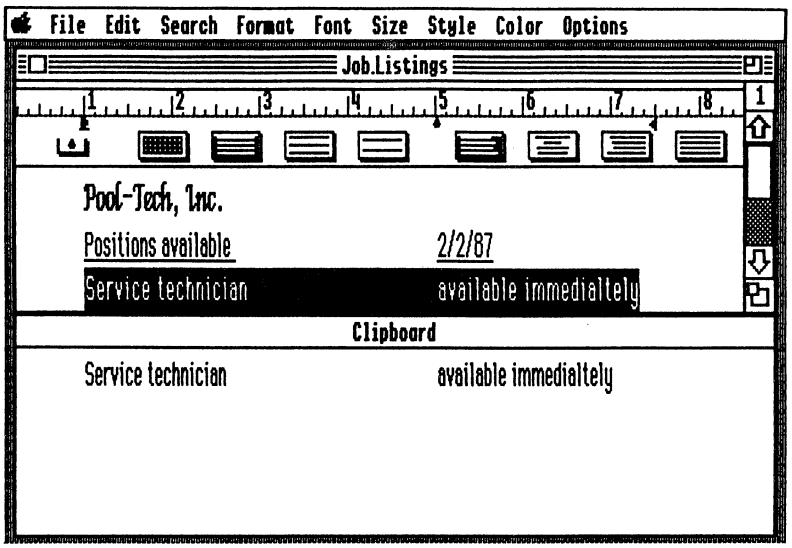
■ Select All

This command allows you to select an entire document at once.

When you choose the Select All command, the active document is selected in its entirety and therefore appears highlighted. With the entire document selected, you can make any changes to it which you would make to any other selected text: you can change the font, character size, or style; you can cut or copy the entire document to the Clipboard; you can replace the document with the current contents of the Clipboard; you can delete the document by pressing *delete* or *clear*. As with any selection, the selected document remains selected if you activate another document window.

■ ShowClipboard/ Hide Clipboard

The Show Clipboard command opens the Clipboard window and displays the current contents of the Clipboard (whatever you last cut or copied). The Clipboard window can be viewed like a document window: it can be moved by dragging its title bar, resized with the zoom box, and closed by clicking its close box.



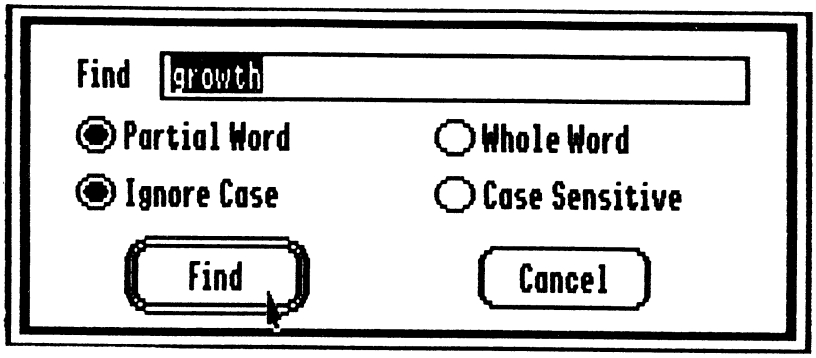
When the Clipboard window is open, Show Clipboard is changed to Hide Clipboard on the Edit Menu. To close the Clipboard window, click its close box or choose the Hide Clipboard command. You can also close the Clipboard by choosing Close from the File Menu or click on another window.

Find

The Search Menu contains commands for finding and modifying specific text or finding a specific place in a document window.

The Find command searches for all the occurrences of a specified group of characters, word, or group of words in the active document window from the insertion point to the end of the document.

When you choose Find, a dialog box appears.



The Find dialog box contains an input bar for the text you want to locate, settings for Whole Word or Partial Word and Case-sensitive or Ignore Case, and buttons for Find and Cancel.

Enter in the input bar the sentence, phrase, word, or other text which you want to locate. You can enter up to 32 characters of text.

Choose the option settings you want by clicking on the appropriate radio buttons.

If you choose Whole Word, MultiScribe GS looks for every occurrence of the specified text as a **distinct word**. MultiScribe GS considers a distinct word to consist of a group of letters separated from other text by spaces, punctuation and other special characters, and numbers.

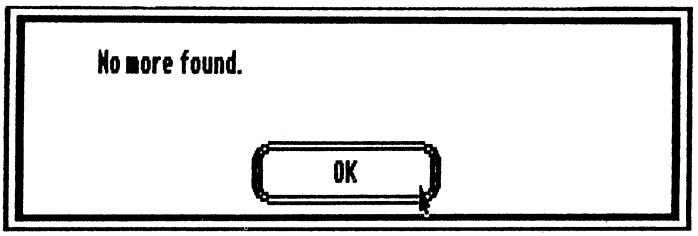
MultiScribe GS would consider the following italic text to be distinct words:

- MultiScribe GS is a *word* processor.
- */word/*
- (*word*)
- ?*word*;
- 1*word*2

If you choose Partial Word, MultiScribe GS looks for every occurrence of the specified text, whether it's a distinct word or part of a larger word or phrase.

If you choose Case, the search is case-sensitive, meaning that MultiScribe GS is looking for text which matches the specified text exactly — including lowercase and uppercase letters. If you choose Ignore Case, on the other hand, MultiScribe GS looks for text that matches except with regard to case.

When you've selected the settings you want, click the Find button or press Return. If MultiScribe GS fails to find text to match the specified word or phrase, a dialog box appears to tell you the specified search text was not found.



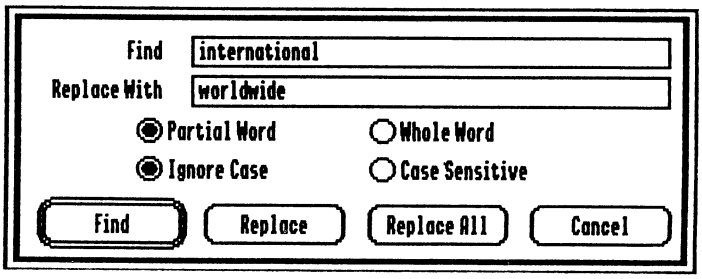
If MultiScribe GS finds matching text, the text is highlighted and the Find dialog box appears again. If you want to continue the search, click the Find button again. If you want to stop searching, click Cancel or press *esc*. The specified search text remains in the input bar until you enter different text.

When you stop searching, the last occurrence of the search text that MultiScribe GS found remains selected.

■ Replace

The Replace command searches for all the occurrences of a specified word, group of words, or part of a word in the active document window from the insertion point to the end of the document and gives you the option of replacing each occurrence of matching text with different replacement text.

When you choose Replace, a dialog box appears.



The Replace dialog box is much like the Find dialog box; it contains an input bar for the text you want to locate, an input bar for the replacement text, settings for Whole Word or Partial Word and Case-sensitive or Ignore Case, and buttons for Find and Cancel.

Enter in the Find input bar the sentence, phrase, word, or other text which you want to locate. Enter in the Replace With input bar the text with which you want to replace the found text. You can enter up to 32 characters of text in each input bar.

The settings apply to the search. If you choose Whole Word, MultiScribe GS looks for every occurrence of the specified text as a **distinct word**. MultiScribe GS considers a distinct word to consist of a group of letters separated from other text by spaces, punctuation and other special characters, and numbers.

MultiScribe GS would consider the following italicized text to be distinct words:

- MultiScribe GS is a *word* processor.
- */word/*
- (*word*)
- ?*word*;
- 1*word*2

If you choose Partial Word, MultiScribe GS looks for every occurrence of the specified text, whether it's a distinct word or part of a larger word or phrase.

Choosing Case-sensitive tells MultiScribe GS to look for text which matches the specified text exactly, including uppercase and lowercase letters. If you choose Ignore Case, MultiScribe GS looks for text that matches except with regard to case.

When you've chosen the settings you want, click the Find button. If MultiScribe GS fails to find text to match the specified word or phrase, a dialog box appears to tell you that no occurrences of the specified text were found in the text from the insertion point to the end of the document.

If MultiScribe GS finds matching text, the text is highlighted and two additional buttons, for Replace and Replace All, appear in the dialog box.

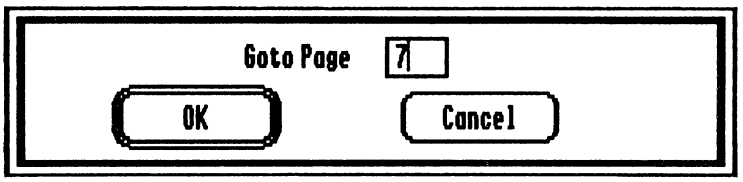
If you want to replace the highlighted text with the specified replacement text, click Replace. The text is replaced and the next occurrence of the search text is located. To replace all occurrences of the search text in the document with the replacement text, click Replace All. To find the next occurrence of the specified text without replacing the currently highlighted text, click Find again.

Whenever you want to end the search, click Cancel or press *esc*. The specified search and replacement text remains in the input bar until you enter different text.

■ Go To Page

The Go To Page # command moves the insertion point to the top of a specified page in the active document window.

When you choose Go To Page #, a dialog box appears.



The dialog box contains an input bar and buttons for OK and Cancel. The input bar contains the number of the page on which the insertion point is currently located. Enter in the input bar the number of the page at which you want to set the insertion point and click OK or press *return*. The insertion point is set at the top line of the page you specify.

Clicking Cancel or pressing *esc* cancels the Go To Page # operation.

Format Menu

The commands on the Format Menu let you define the page format of the current document — line spacing, margin and tab placement, how text is aligned, where pages begin, and with what number page numbering begins. In addition, the Format Menu contains commands for creating headers and footers, which allow you to add titles and footer text, dating, time-stamping, and page numbering to your documents.

■ Insert Ruler

The Insert Ruler command places a ruler in your document at the insertion point and moves the insertion point and the text following it below the newly inserted ruler. If the insertion point is part of a selection, the selection is replaced by the ruler.

When you choose Insert Ruler, the inserted ruler is a copy of the ruler immediately preceding the insertion point in your document. All format settings on the new ruler will be set as they were on the preceding ruler. Choosing Insert Ruler automatically performs the Show Rulers operation, and all hidden rulers are shown along with the newly inserted one.

■ Show Rulers/ Hide Rulers

The Show Rulers command allows you to see all rulers in a document. Hide Rulers makes all rulers invisible while preserving their formatting effects on the text.

Choosing Show Rulers puts Hide Rulers on the Format Menu in its place, and vice versa. Choosing Insert Ruler automatically performs the Show Rulers operation and replaces Show Rulers on the Format Menu with Hide Rulers.

■ Insert Page Break

The Insert Page Break command starts a new page at the insertion point, making the insertion point and the text following it appear at the top of the new page. Subsequent pages are renumbered automatically.

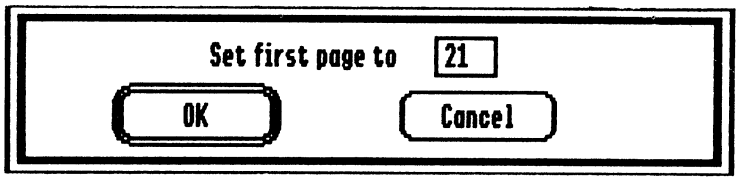
The place where you insert a page break becomes the border between the old page — all the text on the current page to the left of the insertion point when you choose Insert Page Break — and the new page — all the text to the right of the insertion point. You can still add text to the old page, however; the remaining space on the old page is automatically resized as you add and delete text from it.

You can select a page break by selecting the blank space created by the page break between the old and new pages. You can then cut, copy, paste, and delete the page break, or replace it with the contents of the Clipboard.

■ Set Page #...

The Set Page # command lets you set the number of the first page in the document, renumbering all subsequent pages in the document accordingly. When you print the document, the page numbering will reflect changes you make with Set Page #. The page number character in the page number box is changed to reflect the initial page change as well.

When you choose the Set Page # command, a dialog box appears.



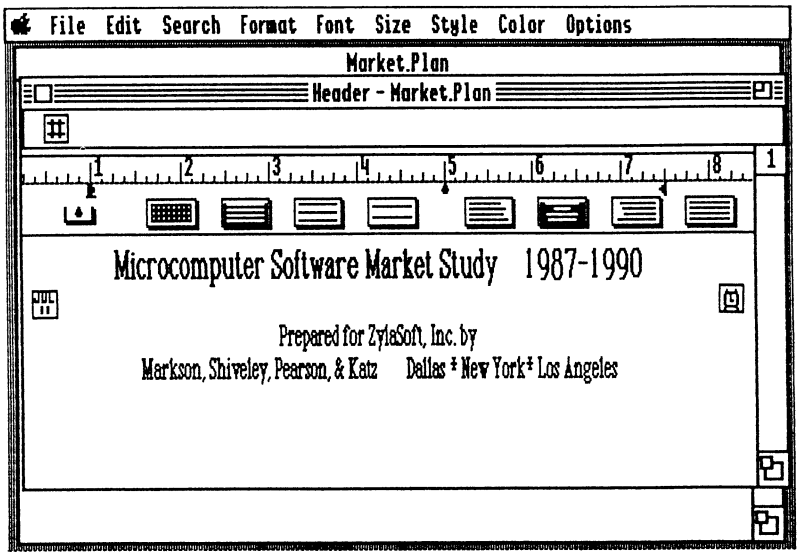
The Set Page # box contains an input bar for the new page number, an OK button, and a Cancel button. The input bar contains the current number of the first page in the document; the preset value is 1. To enter a new page number, use the *delete* key to delete the current value and type in a new number. When you've entered the new number, click on the OK button or press the Return key.

Clicking on the Cancel button or pressing *esc* cancels the Set Page # operation .

■ Show Header.../ Hide Header...

Show Header lets you set the top margin of your document and place text, page number, time, and date information at the top of every page in the document.

When you choose Show Header, the command changes to Hide Header on the Format Menu and the header window appears, with the name "Header — " and the name of its document in the title bar. This window can be sized or zoomed like a document window, by dragging its size box or clicking its zoom box. To move the header window, click on its title bar and drag it to the desired place on the screen.



The header window contains icons for setting page number, time, and date; the margin area for up to six lines of text or six blank lines; and a ruler for formatting text.

To create a top margin, enter up to six blank lines. You can further change the size of the margin by adding and deleting lines, and by changing the line spacing and point size. The default value is one blank line.

Select the insertion point beneath the ruler in the margin area and type text, if you wish. You can also insert text from the Clipboard by selecting the insertion point and choosing Paste from the Edit Menu or pressing ⌘V. Change the font, size, style, and color of the text using the Font, Size, Style, and Color Menus. Format the text by changing the settings on the ruler.

To print the page number, time, or date, drag the appropriate icon to the place in the margin where you want the information to appear when printed. Page number, time, and date information is printed in the font, size, style, and color of the first character in the header.

To close a header, choose Hide Header from the Format Menu or Close from the File Menu, or click the close box in the header title bar. You can also close a header by clicking on a document window. Closing the header changes the command back to Show Header on the Format Menu.

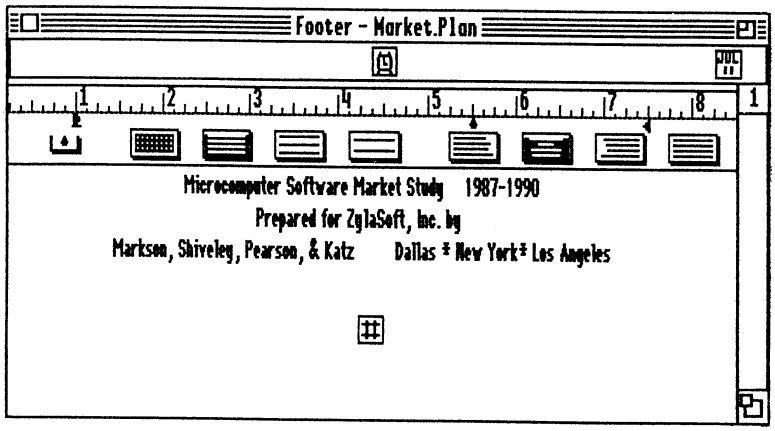
To change anything in a header, choose Show Header from the Format Menu again, and make the appropriate changes to the text, ruler settings, and page number, time, and date icons.

■ Show Footer.../ Hide Footer...

Footers are very similar to headers, except that they're in the bottom margin of the page, and the Show Footer command works much like Show Header. Show Footer lets you set the bottom margin of your document and place text, page number, time, and date information at the bottom of every page in the document.

When you choose Show Footer, the command changes to Hide Footer on the Format Menu and the footer window appears, with the name "Footer — " and the name of its document in the title bar. This window can be sized or zoomed like a document window, by dragging its size box or clicking its zoom box. To move the footer window, click on its title bar and drag it to the desired place on the screen.

The footer window contains icons for setting page number, time, and date; the margin area for up to six lines of text or six blank lines; and a ruler for formatting text.



To create a bottom margin, enter up to six blank lines. You can further change the size of the margin by adding and deleting lines, and by changing the line spacing and point size. The default value is one blank line.

Select the insertion point beneath the ruler in the margin area and type text, if you wish. You can also insert text from the Clipboard by selecting the insertion point and choosing Paste from the Edit Menu or pressing ⌘V. Change the font, size, style, and color of the text using the Font, Size, Style, and Color Menus. Format the text by changing the settings on the ruler.

To print the page number, time, and date, drag the appropriate icon to the place in the margin where you want information to appear when printed. The page number, time, and date information is printed in the font, size, style, and color of the first character in the footer.

To close a footer, choose Hide Footer from the Format Menu or Close from the File Menu, or click the close box in the footer title bar. You can also close a footer by clicking on a document window. Closing the footer changes the command back to Show Footer on the Format Menu.

To change anything in a footer, choose Show Footer from the Format Menu again, and make the appropriate changes to the text, ruler settings, and page number, time, and date icons.

Font Menu

The Font Menu lets you choose fonts for selected text or for text to be typed in at the insertion point. The preset font is Geneva.

When you choose a font, a check mark (√) appears beside that font on the Font Menu. If you move the insertion point to a different font in your text, the font where the insertion point is positioned is the chosen font and is checked on the Font Menu. If selected text is all of one font, that font is checked on the Font Menu; otherwise, the first font in the selection is checked.

If you use the mouse to position the insertion point between text of two different fonts, the chosen font is the first of the two fonts. If you use the → key to position the insertion point between text of two different fonts, the font to the left of the insertion point is the chosen font. If you use the ← key to position the insertion point between text of two different fonts, the font to the right of the insertion point is the chosen font.

When you cut or copy text, the text retains its font along with its size, style, and color.

Size Menu

The Size Menu contains options for changing the point size of text. The preset font size is 12 point. If a certain point size of a font is on your MultiScribe GS disk, that size is available on the Size Menu; otherwise it appears dimmed.

When you choose a font size, selected text or text typed in at the insertion point is automatically changed to the specified point size and the chosen size appears checked on the Size Menu.

If you move the insertion point to a place in text with a different size, the size where the insertion point is positioned is the chosen size and is checked on the Size Menu.

If you use the mouse to place the insertion point between text of two different sizes, the chosen size is the size of the character preceding the insertion point. If you use the → key to position the insertion point between text of two different sizes, the size of the character preceding the insertion point is the chosen size and appears checked on the size Menu. If you use the ← key to position the insertion point between text of two different sizes, the chosen size is the size of the text to the right of the insertion point.

When you cut or copy text, it retains its size as well as its font, style, and color.

Style Menu

The Style Menu contains options for changing the style of text, allowing you to choose a style or combination of styles for selected text or for text to be typed in at the insertion point. The preset style is Plain.

When you choose a style, a check mark (√) appears beside the style on the Style Menu. You can mix styles in any combination you wish; as each new style is chosen, it appears checked on the Style Menu. The only styles which cannot be used in combination with other styles are Plain, which removes all other styles, and Uppercase/Lowercase and Subscript/Superscript, which are mutually exclusive and never appear checked at the same time on the Style Menu.

You can deselect a style if that style alone has been chosen — by choosing the checked style again. Once you've combined styles, however, the only way to remove a style is to choose Plain, thereby removing all styles.

If you move the insertion point to a place in text with a different style, the style where the insertion point is positioned is the chosen style and is checked on the Style Menu. If selected text is all of one style, that style is the chosen style and is checked on the Style Menu; otherwise the style or combination of styles of the first character in the selection is the chosen style or style combination.

If you use the mouse to place the insertion point between text of two different styles, the chosen style is the style of the character preceding the insertion point. If you use the → key to position the insertion point between text of two different styles, the style of the character preceding the insertion point is the chosen style and appears checked on the Style Menu. If you use the ← key to position the insertion point between text of two different styles, the chosen style is the style of the text to the right of the insertion point.

When you cut or copy text, it retains its style as well as its size, font, and color.

Color Menu

The Color Menu contains options for changing the color of text, allowing you to choose from one of seven colors. The color text appears on the screen and will appear on your printout if you're using a color printer such as an Imagewriter II.

When you choose a color, a box (▭) appears around that color on the Color Menu. The preset color is black.

If you move the insertion point to a place in text with a different color, the color of the text where the insertion point is positioned is the chosen color and is boxed on the Color Menu. If selected text is all of one color, that color is the chosen color and is boxed on the Color Menu; otherwise the color of the first character in the selection is the chosen color.

If you use the mouse to place the insertion point between text of two different colors, the chosen color is the color of the character preceding the insertion point. If you use the → key to position the insertion point between text of two different colors, the color of the character preceding the insertion point is the chosen color and appears boxed on the Color Menu. If you use the ← key to position the insertion point between text of two different colors, the chosen color is the color of the text to the right of the insertion point.

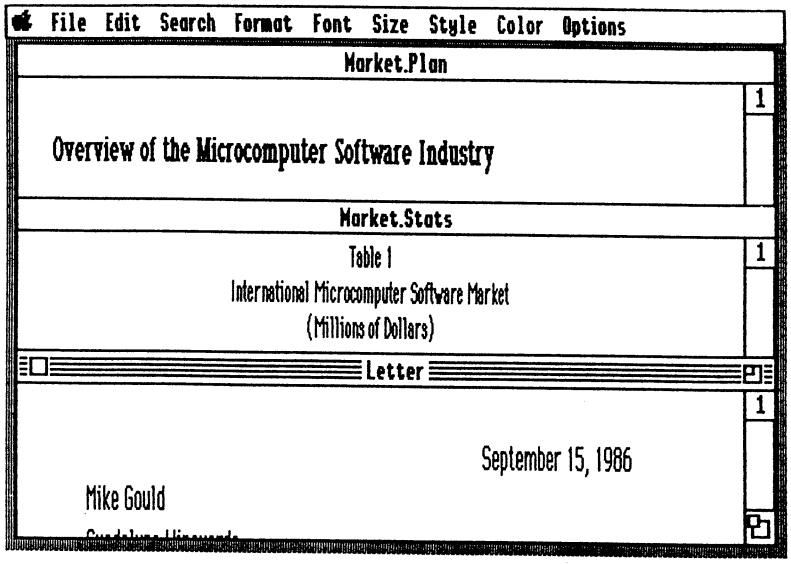
When you cut or copy text, it retains its color as well as its size, font, and style.

Options Menu

The Options Menu contains miscellaneous commands which perform functions that don't fall under any other menu heading categories.

■ Stack Windows

Stack Windows organizes the document windows you have open by placing them on top of each other in the order in which they were opened, with the last active document window remaining the active window.



Stack Windows works with a maximum of three document windows; if you have more than three windows open, a dialog box appears to remind you that MultiScribe GS can't stack more than three windows.

■ Show Pictures/ Hide Pictures

The Show Pictures command displays all pictures in the active document, allowing you to move, copy, delete, and replace these pictures. While pictures are displayed, they can be moved, deleted, and replaced.

When you choose Show Pictures, the command on the Options Menu changes to Hide Pictures, and, while you can see your text, you can't edit it. Choosing Hide Pictures hides the pictures from view and allows you to again edit text. If you begin typing while pictures are displayed, the pictures are automatically hidden and the text is typed into the document at the insertion point.

When you paste a picture (created by an Apple IIGS graphics program such as **TopDraw**) from the Clipboard into a document, Show Pictures is automatically executed and the picture on the Clipboard is pasted into the document in the center of the screen.

- To move a picture, click anywhere on the picture to select it and, holding down the mouse button, drag the picture to the appropriate place in the document.

- To delete a picture, click anywhere on the picture to select it and press *delete* or choose Cut from the Edit Menu. Pressing *delete* while a picture is selected permanently removes the picture from the document. Choosing Cut while a picture is selected removes the picture from the document and places it on the Clipboard, where it remains until the next Cut or Copy command. You can use the Cut command to move a picture by cutting it from its current place in the document, scrolling to another part of the document, and choosing Paste to insert the picture at the new place in the document.

- Pictures cannot be replaced by text, rulers, or page breaks — nor can text, a ruler, or a page break be replaced by a picture. Pictures can, however, both replace and be replaced by other pictures. To replace a picture, first Cut or Copy the replacement picture to the Clipboard either from your graphics program or from MultiScribe GS. Next, select the picture to be replaced and choose Paste from the Edit Menu. The picture you paste into the document replaces the selected picture.

Preset Options and Formats

Character Options

Font:	Geneva
Font size:	12 Point
Font style:	Plain
Color:	Black

Format

Paragraph indentation:	at 1 inch
Left margin:	at 1 inch
Preset tab:	at 5 1/2 inches
Right margin:	at 7 1/2 inches
Line spacing:	single
Alignment:	left
Header:	none
Footer:	none
Initial page number:	1

Printer Setup

Printer:	ImageWriter
Printer Port:	Printer

Page Setup

ImageWriter

Paper size:	US Letter (8 1/2 X 11inches)
Special Effects:	none
Orientation:	vertical

LaserWriter

Paper size:	US Letter (8 1/2 X 11inches)
Orientation:	vertical
Vertical Sizing:	Normal
Printer Effects:	Smoothing on Font Substitution on
Reduce or Enlarge:	100%

Print Specifications

ImageWriter

Quality:	Faster
Pages:	All
Copies:	1
Paper Feed:	Automatic
Color:	Unselected

LaserWriter

Pages:	All
Copies:	1
Paper Source:	Paper Cassette

MultiScribe GS Specifications

Maximum number of open document windows:	8
Maximum document size:	limited by available memory
Maximum Clipboard size:	64K
Tabs per ruler:	10
Minimum left margin:	at 1/4 inch
Maximum right margin:	at 8 1/2 inches

Using MultiScribe GS with AppleWorks

Because both MultiScribe GS and AppleWorks allow you to save documents as ASCII text files, documents from the two programs can be exchanged. If you use both programs frequently, you'll really appreciate this mutual compatibility. You can make copies of your old AppleWorks documents, save the copies as ASCII text files, and read these files with the Open command in MultiScribe GS . You can then use MultiScribe GS to stylize your old AppleWorks files — by selecting text and changing fonts, sizes, styles, colors, and formatting.

In the same way, you can save MultiScribe GS files and then use these files with AppleWorks. Of course, your documents will lose font, style, formatting, and other special MultiScribe GS features when they're saved as ASCII files.

If you're using version 2.0 (or greater) of AppleWorks, the ASCII files created by AppleWorks will have a carriage return automatically placed at the end of each line of text. This affects both formatting (MultiScribe GS will treat each line of such a document as a new paragraph) and word wrap.

To Use AppleWorks Files with MultiScribe GS

1. Start up AppleWorks.
2. Choose option 1, "Add files to the Desktop," from the AppleWorks Main Menu.
3. Use the commands on the Add Files Menu to read an AppleWorks file from disk or make a new word processor file.
4. Press ☆P to choose the Print command.
5. Choose the last option on the Print Menu, "Printing from: A text (ASCII) file on disk," to save your document as an ASCII text file on disk.

6. Start up MultiScribe GS and use the Open command to read the text file you've just created with AppleWorks.

Once you've read the text file into the MultiScribe GS document window, you can use all the MultiScribe GS commands to customize the text file and save it as a MultiScribe GS document file on disk.

To Use MultiScribe GS Files with AppleWorks

1. Start up MultiScribe GS.
2. Read a document file from disk with the Open command or create a new one by entering text.
3. When you've finished modifying your document, choose the Save As command from the File Menu.
4. A dialog box appears to let you specify the path and filename under which you want to save your document. Choose the ASCII text option setting to save the text as an ASCII text file. For more information on this command, see "Save As" in Chapter 4, "MultiScribe GS Reference."
5. Start up AppleWorks.
6. Choose option 3, "Make a new file for the: Word Processor," from the Main Menu.
7. Choose option 2, "Make a new file: From a text (ASCII) file," from the Word Processor Menu.
8. Type in the pathname and filename under which you saved your document.
9. Type in a name for the new file.

Once you've read the text file from disk, you can treat it as you would any other AppleWorks document.

Using MultiScribe GS with MultiScribe

Since both MultiScribe and MultiScribe GS can both read and create ASCII text files, you can use MultiScribe files with MultiScribe GS, and vice versa. Because the procedure for saving a file as ASCII text in version 2.0 of MultiScribe is different than in earlier versions of MultiScribe, two different procedures for using MultiScribe files with MultiScribe GS are provided below.

To Use MultiScribe (Version 2.0) Files with MultiScribe GS

1. Start up MultiScribe.
2. Choose Open from the File Menu and open the document you wish to edit with MultiScribe GS.
3. Choose Save As from the File Menu.
4. Type in the Name input bar of the Save As dialog box the name you wish to give the ASCII text version of your document.
5. Click the ASCII text option setting to save the text as an ASCII text file. For more information on this command, see "Save As" in Chapter 4, "MultiScribe GS Reference."
6. Click the Save button or press Return.
7. Start up MultiScribe GS and use the Open command on the File Menu to read and edit the document.

To Use MultiScribe (Version 1.1 and Earlier) Files with MultiScribe GS

1. Start up MultiScribe.
2. Choose Open from the File Menu and open the document you wish to edit with MultiScribe GS or create a new one by entering text. .
3. Choose Save As Text from the File Menu.
4. Type in the Name input bar the name you wish to give the ASCII text version of your document.
5. Click the Save button or press Return.
6. Start up MultiScribe GS and use the Open command on the File Menu to read and edit the document.

To Use MultiScribe GS Files with MultiScribe

1. Start up MultiScribe GS.
2. Read a document file from disk with the Open command or create a new one by entering text.
3. When you've finished modifying your document, choose the Save As command from the File Menu.
4. Type in the Name input bar of the Save As dialog box the name you wish to give the ASCII text version of your document.
5. Click the ASCII text option setting to save the text as an ASCII text file. For more information on this command, see "Save As" in Chapter 4, "MultiScribe GS Reference."
6. Click the Save button or press Return.
7. Start up MultiScribe and use the Open command on the File Menu to read and edit the document.

Open Apple key
Also known as the Open Apple or Command key and represented by both the open apple (Open Apple) and the propeller symbol, this key is used in combination with other keys for executing commands, for moving the insertion point, and for selecting text.

Apple Menu
This menu displays the names of any desk accessories you have installed on your system disk; unlike the other menus, which have words as titles, its title is simply the closed apple symbol.

active window
The window on the MultiScribe GS desktop displayed on top of all other windows; the window where you last clicked or performed some action and where the next action will occur. Whereas inactive windows have title bars which appear empty except for the title itself, the active window's title bar contains close, zoom, and size boxes, and is shaded with lines to show that it's selected.

arrow keys
The four keys with arrow symbols on the right side of the bottom row of the Apple IIGS keyboard. These keys can be used to move the insertion point and can also be used in combination with the *shift*, *option*, and Open Apple keys to select text.

arrow pointer
One of the three types of pointers used by MultiScribe GS. With the arrow pointer you choose commands from the menu bar, specify option settings, activate windows, and scroll with the scroll bar. See also **pointer**.

ASCII text
ASCII is an acronym for American Standard Code for Information Interchange, a uniform code used by almost all microcomputers to represent characters. To save a document as ASCII text means to save the document in a standardized format which can be read by other programs and which can be transmitted via modem using communications software.

auto-repeat
Means to cause to happen over and over automatically. When we say that the *delete* key and other keys on the Apple IIGS keyboard are auto-repeat keys, we mean that if you hold one of these keys down the character is generated again and again automatically.

button
A small box with rounded corners containing a label which appears in a dialog box. Clicking a button confirms or cancels an operation.

Cancel button
A button which appears in most dialog boxes which you click to cancel a command before it is executed.

***caps lock* key**
A key on the bottom left corner of the Apple IIGS keyboard which, when depressed, causes the letters generated by subsequent character keypresses to be capitalized. The caps lock key has no effect on number or symbol keys.

carriage return
An invisible character generated by the *return* key which tells MultiScribe GS that a paragraph has ended and a new paragraph is beginning.

character
Anything typed into a document by pressing a character key — a letter, number, or symbol.

character keys
Keys on the Apple IIGS keyboard which, when pressed, generate characters. Character keys include keys for letters, numbers, special characters, and punctuation marks, as well as the *tab* key, the space bar, and the *return* key.

choose
To pick a command from a MultiScribe GS menu by dragging the mouse down the menu until the desired command is highlighted and then releasing the mouse button.

***clear* key**
A key on the numeric keypad on the Apple IIGS keyboard which, when pressed, deletes anything selected in the document window.

click
To position the pointer on something and then quickly press and release the mouse button. You click in order to choose commands and options, select the insertion point, or confirm an operation.

Clipboard
A place in memory reserved by MultiScribe GS for holding text, pictures, and non-text material (such as rulers and page breaks) which you cut or copy. You can then paste the contents of the Clipboard into a document at the insertion point. The Show Clipboard command displays the contents of the Clipboard.

close box
The small box on the far left corner of the title bar of an active window. Clicking this box closes the window.

command
A word or phrase on a menu that specifies a task for MultiScribe GS to perform. You choose a command by dragging down a menu until the command is highlighted and then releasing the mouse button. Commands can also be executed by simultaneously pressing the ⍁ key and a character key.

***control* key**
A key on the Apple IIGS keyboard which, when used in combination with other keys, lets you perform some action, such as deleting text.

date icon
A picture of a desk calendar which you drag to the place in the header or footer window where you want the date to appear when the document is printed.

***delete* key**
A key on the Apple IIGS keyboard which removes a selection or the character to the left of the insertion point when pressed.

desk accessories
Minor applications — such as a clock or calendar — which you run from the desktop of a main application program without having to quit the main program. If you have desk accessories installed, they'll appear on the Menu, regardless of the application program you're running.

desktop
The MultiScribe GS desktop is the working area on your screen when you use MultiScribe GS; it consists of the menu bar and the empty light blue area beneath it. When you open a document, it's as if you're putting a typewritten document on top of a real desktop. The desktop is not to be confused with the DeskTop System software for the Apple IIGS, which lets you perform file handling functions on a similar desktop (see **DeskTop System software**).

DeskTop System software
A collection of system utilities packaged with your Apple IIGS which lets you perform file handling functions in the same sort of desktop environment supported by Apple IIGS application programs. For more information, see the **Apple II DeskTop System Software User's Guide**, published by Apple Computer, Inc.

dialog box
A box which appears on the desktop whenever you're performing an operation which requires additional information, a choice of several options, or your approval before proceeding. Some dialog boxes display warnings telling you that you're trying to perform a task which can't be done or which will do something — like destroy important information — that can't be undone.

dimmed
When a command, menu title, or dialog box option is dimmed, it appears to be faded or grey, indicating that it cannot be chosen, chosen from, or selected.

directory
A file which contains a list of other filenames, including other directories. A directory can be a catalog of all files on a ProDOS volume — represented by a disk icon — or subdirectories — represented by folder icons — which are directories contained within other directories on a disk and which can help you keep your files organized. See also **folder**, **subdirectory**, **volume**.

distinct word
Any group of alphabetic characters separated from other alphabetic text by spaces, numbers, punctuation marks, or other special characters.

document
Anything you create at one time with MultiScribe GS or any other Apple IIGS application program. A MultiScribe GS document consists of text and formatting saved as a file on disk with a ProDOS filename.

document window
A window through which you view and edit documents. MultiScribe GS allows you to have up to eight document windows open at once.

double-click
To position the pointer on something and rapidly press and release the mouse button twice. Double-clicking on a word in MultiScribe GS selects that word; double-clicking a disk, folder, or document name or icon opens the directory or document.

drag
To simultaneously press and move the mouse in order to continuously select something (like text), move something — such as a window or icon — or to choose a command from a mouse.

***enter* key**
A key on the numeric keypad of the Apple IIGS keyboard of the Apple IIGS keyboard which, when pressed, inserts a carriage return character in a document and can therefore be used in place of the *return* key in entering carriage returns or confirming commands.

***esc* key**
A key on the Apple IIGS keyboard which is used to cancel some commands in MultiScribe GS.

file
Any information — a word processing document, spreadsheet data, a directory, an application program — stored in one place under one name on a volume (disk, hard drive, RAM drive).

folder
A subdirectory on a volume, represented by a folder icon. Folders provide a visual analogy for what subdirectories do — which is to help you organize your documents on a volume the way real folders help you organize paper documents in a file cabinet.

font
A character set of a specific type style, including letters, numbers, punctuation marks, and other special characters. MultiScribe GS provides you with a variety of fonts, located on the Font Menu, to use in creating documents.

font size
Also known as point size, a font size is the overall size of a character set. Font size is actually a measurement of the overall height of a font, as the widths of individual characters (an "I" and a "W," for example) vary greatly. See also **font**, **point size**, **proportional spacing**.

footer
The area at the bottom of a MultiScribe GS document which can be used to set the bottom margin of the document and which can be filled with text, the page number, and the time and date.

format
The way in which text is arranged in a document. The format can be changed with rulers, which let you adjust indentation, margins, tabs, line spacing, and text alignment.

header
The area at the top of a MultiScribe GS document which can be used to set the top margin of the document and which can be filled with text, the page number, and the time and date.

highlight
To make something appear distinct from the rest of the document, with text light and its background dark. Something is highlighted to indicate that it is selected, meaning that it has been specified as the part of a document to receive the next action. See also **select**.

I-beam
One of the three forms of the MultiScribe GS pointer, the I-beam is shaped somewhat like the insertion point and is used to select the insertion point and to select text for editing, deleting, and replacing.

icon
A small picture on the desktop which can be moved, selected, opened, or otherwise acted upon to simply and graphically produce some effect which would have been much more difficult to do by typing in or choosing verbal commands. An example of an icon in MultiScribe GS is the time icon in the header and footer windows, a picture of an alarm clock which you drag to the place in the header or footer where you want the time to appear when the document is printed.

indentation marker
The cross-shaped marker on a ruler in a MultiScribe GS document which marks the place where the first word of the first line in each paragraph begins. Indentation can be block style (no indentation), semi-block (with the indentation marker set to the right of the left margin marker), or hanging indentation (the indentation marker set to the left of the left margin marker). In a new document, the indentation marker is positioned on top of the left margin marker, meaning that there is no indentation.

input bars
Input bars are boxes inside dialog boxes where you type in information requested by the dialog box. When you click on an input bar an insertion point appears, allowing you to type.

insertion point
The blinking vertical bar which marks the place in a document where you type in text or where the next action will take place. Also called the cursor.

keyboard equivalents
Some MultiScribe GS commands can be executed without pulling down a menu by pressing the ⌘ key and a character key simultaneously: these key sequences are called the keyboard equivalents to their respective commands on the menus. Commands with keyboard equivalents have their keyboard equivalents displayed to the right of the command on its menu.

margin markers
The triangular markers on the left and right sides of a ruler which can be moved to change the left and right margins. In a new document, the left margin marker is set on the 1-inch mark and the right margin marker is set on the 7 1/2-inch mark.

menu
A box containing a list of commands which appears when you pull down the menu. You choose commands by dragging down the menu and then releasing the mouse button when the command you want to use is highlighted .

menu bar
The horizontal box at the top of the screen from which you pull down menus and choose commands.

OK button
A button which appears in most dialog boxes which you click to confirm the option settings on a command's dialog box.

operation
Any word processing job performed by MultiScribe GS; also called a task.

option
Some MultiScribe GS commands display dialog boxes where you are given a choice of several different ways a task can be performed. These choices are called options.

***option* key**
The key on the left side of the bottom row of the Apple IIGS keyboard which can be used in combination with other keys to perform certain tasks, such as selecting.

page number box
The box on the top of the scroll bar where the current page number is displayed.

page number icon
A picture of a pound sign which you drag to the place in the header or footer window where you want the page number to appear when the document is printed.

pathname
The complete name of the path, or place on a disk, on which a file is located. The pathname is the name of a document or other file preceded by the name of the volume (disk) on which the file is located, as well as the names of any subdirectories (folders) the file may be in.

point size
The overall size of a font, measured in points. A point is equivalent to 1/72 of an inch, so a 12 point font, for example, is equal to 1/6 of an inch. Also known as font size, the point size of a font is actually a measurement of the overall height of the font, as the widths of individual characters (an "I" and a "W," for example) vary greatly. See also **font**, **font size**, **proportional spacing**.

pointer

A small shape on the screen that moves as you move the mouse. When you're creating text, the pointer takes the form of an I-beam and can be used to select the insertion point as well as to select text. When you move the pointer out of the text area of the document window, it becomes an arrow and can be used to choose commands from menus, select options, and drag windows. When MultiScribe GS performs an action which takes a few moments to complete, the pointer changes to a wristwatch asking you to stand by for a few moments.

press
To effect a continuous action by placing the pointer on something, such as a scroll arrow, and holding down the mouse button.

proportional spacing
While some word processors use text character sets in which all characters occupy the same amount of space on the screen, MultiScribe uses proportional spacing, where character width and the spacing between characters are determined by the shape of a particular character.

***return* key**
The large L-shaped key on the Apple IIGS keyboard which inserts an invisible carriage return character into your text when pressed. This key can also be used to confirm choices in dialog boxes instead of clicking OK. The *enter* key also generates a carriage return character and can be used in place of the *return* key.

ruler
A picture of a ruler in a MultiScribe GS document which lets you set the format for the text which follows it. Rulers contain markers for setting the left and right margins, indentation, tabs, line spacing, and text alignment. You can add rulers as you need them to change the format of different parts of a document.

scroll
To move a document up and down in its window so that you can see another part of the document.

scroll arrows
The arrows, located on the top and bottom of a scroll bar which, when pressed, cause the document to scroll down or up in its window.

scroll bar
The rectangular panel on the right side of a document window which contains an inverse box (the scroll box) which you drag up and down to scroll the document.

scroll box
The box inside the scroll bar which you drag up and down to scroll a document. The scroll box changes shape to reflect the amount of a document occupied by the text in the window as well as the relative position of that text in the document.

select
To choose something to receive the next action. When something is selected, it usually appears highlighted.

***shift* key**
There are two *shift* keys on the Apple IIGS keyboard, one on either side of the keyboard. Holding the shift key down while you type produces the uppercase letter on a letter key or the upper character on a two-character key.

size box
A box on the bottom right corner of a window that lets you change the size of the window.

space bar
The long vertical bar in the center of the bottom row of the Apple IIGS keyboard. Pressing it inserts a space character in your text.

style (of font)
One of the different stylistic effects you can give a character or a selection of text with MultiScribe GS. Except for mutually exclusive styles like Superscript and Subscript, styles can be combined for additional variety.

tab
An invisible character inserted in your text when you press the *tab* key which creates a space between your current place in a document and the location of the next tab marker.

***tab* key**
A key on the Apple IIGS keyboard that inserts an invisible tab character into your text when you press it.

tab marker
A teardrop-shaped symbol under the inch scale of a ruler which marks a tab stop. You can drag tab markers to any position inside the left and right margin markers on the inch scale. When you create a new document, the ruler contains one tab, preset at the 5-inch mark; you can place additional tabs on a ruler by dragging them from the tab well. Each MultiScribe GS ruler can have up to 10 tab markers.

tab well
The open box (containing a tab symbol) on the lower left corner of a ruler from which you drag new tab markers to add to the ruler. When you've used all 10 tab markers allotted to a ruler the well appears empty.

time icon
A picture of an alarm clock which you drag to the place in the header or footer window where you want the time to appear when the document is printed.

title bar
The bar at the top of a window that tells you the name of the document. You can move a window by dragging the window by its title bar.

triple-click
To position the pointer on something and rapidly press and release the mouse button three times. Triple-clicking on a line of text in a MultiScribe GS document selects the line.

word wrap up
A MultiScribe GS word processing feature that automatically moves the insertion point and any text you're deleting up to the end of the preceding line whenever the number of characters to the left of the insertion point equals the number of spaces available for characters at the end of the line above.

word wraparound
A MultiScribe GS word processing feature that automatically moves the insertion point and the word that you're typing from the end of the current line (at the right margin) to the beginning of the next line, freeing you from having to press *return* at the end of each line.

wristwatch pointer
One of the three types of pointers used in MultiScribe GS, the wristwatch appears when MultiScribe GS performs an action which takes a few moments to complete. The wristwatch is immovable and essentially tells you to stand by while a process occurs.

zoom box
The box on the upper right corner of a window. Clicking on a zoom box expands its window to its full size, until it almost fills the entire screen; clicking it a second time contracts the window to its former size.

Index

A

A4 letter 58, 122, 124, 147, 148
About MultiScribe GS command 140
activating windows 42-43, 64, 116
active window 42, 168, 175
adding tabs 25-26, 103
align-center box 20, 28
align-left box 20, 27, 28
align-right box 20, 28
alignment
  changing 27-28, 103
  preset 170
American Standard Code for Information Interchange
  See ASCII 175
Apple IIGS Program Launcher 7, 114
Apple IIGS Owner's Guide 146
Apple IIGS System Disk User's Guide 5-6
Apple IIGS System Utilities 6
 key 18, 130-134, 175
 Menu 140, 175
AppleTalk 146
AppleWorks 121, 145, 171-172
arrow keys 19, 130-134, 175
arrow pointer 9, 176
ASCII Text 143, 145, 171, 175
  saving MultiScribe GS files as 143, 145, 171
auto-repeat 16, 176

B

B5 Letter 124, 148
backups, making 6
blank lines
  in headers and footers 108
  inserting 16-17
Bold command 39
bottom margin 108-109, 162-163
button 176

C

Cancel button 176
caps lock key 18, 176
carriage returns 16-17, 176
  inserting 74
  removing unwanted 51
case 156, 158
Case-sensitive 89-92, 156-158
centering text 28
changing
  color 97, 167
  font 94, 164
  font size 94, 165
  font style 95, 166
  format 104-107
  format as you enter text 104-106
  format of existing text 106-107
  headers/footers 110
  indentation 102
  initial page number 112
  line spacing 103
  margins 102
  ruler settings 102-103
  tabs 55, 103
  text alignment 103
  window size 43
character keys 12, 70, 176
characters 12, 70, 176
choose 176
Choose Printer command 56-57, 122, 146
  dialog box 57, 146
choosing commands from menus 10-11
Clear Document command 65, 153
clear key 19, 176
clearing a window 65
clearing the active document window 153
clicking 9, 176
  double-clicking 33, 71, 136, 179
  triple-clicking 33, 72, 136, 185
Clipboard 35, 65, 154, 177
  closing the 65
  maximum size 171
  window 154

close box 8, 65, 177
Close button 120, 121, 145
Close command 116, 118, 142
  dialog box 142
closing 40
  windows 65
  documents 40, 116, 118, 142
  headers and footers 65
  the Clipboard 36, 65, 154
Color Menu 167
color of text
  preset 94, 169
  changing 39
Command key 18, 130-134, 175
command(s) 140-169, 177
control key 18, 177
  deleting with 135
Copy command 35, 37, 152
copying 82
  a ruler 99
  text between documents 45-46, 84-85
  text within a document 79, 82-83
creating
  footers 108-109, 162-163
  headers 108-109, 161-162
  documents 12
cursor *See* insertion point
Cut command 35, 152
  moving text in the document 47-48, 79
  to remove pictures 169

D

date
  displaying in footer 108-109, 162-163
  displaying in header 108-109, 161-162
date icon 108-109, 162-163, 177
delete key 76, 177
  auto-repeat feature 16
deleting
  an entire document 154
  carriage returns 51, 77
  selected text 34
  reversing with the Undo command 34, 76, 151
  pictures 169
  rulers 100
  text with the Cut command 35, 76
  text with the *delete* key 76
  with keyboard commands 135
deselecting
  a style 96, 166
  all styles 96, 166
  selected text 34
desk accessories 140, 176, 177
DeskTop System Software 5-6, 113-115, 140, 151, 179
  starting MultiScribe GS from 115
  the Selector 115
DeskTop System Software User's Guide 5-6, 113-115, 178
desktop, MultiScribe GS 7, 114, 115, 178
dialog boxes 178
dimmed (menus, commands, dialog options) 178
dimmed commands 10, 140, 178
directories 141, 178
Disk button 117, 141
distinct word 89, 92, 155-156, 157-158, 179
document icon 144
document(s)
  ASCII text 143, 145, 171-172, 175
  clearing 153
  closing 40, 142
  copying text within 79, 82-83
  creating 12
  creating a new 41-42, 140
  definition 179
  maximum size 171

document(s) *continued*
moving text between 78, 80-81, 84-85
naming 31, 56, 119, 120, 121, 143, 144
opening new 41, 116, 140
opening an existing 116, 141
printing 56-60, 122-125, 149-150
saving 31, 40, 56, 119-121, 143-145
scrolling 29-30, 66-68
selecting an entire document 73, 154
window(s) 116,179
double-clicking 33, 71, 136, 179
double-spacing box 20, 27
dragging 32, 179
icons 110, 162
markers 22, 23, 27, 102-103
tabs 25-26, 103

E

Edit Menu 151-154
editing
a sample letter 47-52
text 32
enter key 19, 179
entire document, selecting the 33, 73, 154
esc key 18, 179
European paper size standard
See A4 letter

F

50% Reduction (printing special effect) 58, 122, 147, 148
file 179
See also document(s)
File Menu 140-151
filenames, ProDOS 144
Find button 88, 155-158
Find command 88-90, 155-156
dialog box 155
finding text 155-156
finding and replacing text 49-50, 157
folder(s) 141, 144-145, 179
folder icon 144
font
changing 38, 94
preset 94, 169
Font Menu 164
Font Substitution printing option 148
font(s) 164, 180
footer window 108-110, 162-163
footer(s) 108-110, 161-163, 180
format 180
format preset 170
Format Menu 159-163
formatting 98-112
changing format of a sample letter 53-55
using rulers 20-28, 159-160
full-justify 20, 28
full-justify box 20, 28

G

Glossary 175-186
Go To Page # command 68, 159

H

header(s) 108-110, 161-163, 180
Hide Clipboard command 35-36, 154
Hide Footer command 108-109, 162-163
Hide Header command 108-109, 161-162
Hide Pictures command 168-169
Hide Rulers command 160
hiding pictures 168
hiding rulers 55, 59, 160
highlight 180
highlighted text 70
highlighting *See* selecting

I

I-beam pointer 9, 180
icons 109, 161, 162, 163, 181

Ignore Case option 89-92, 156, 158
ImageWriter (II) 58, 122-123
  Print dialog box for 149
  Page Setup dialog box for 147
  printing with 58, 122-123, 149
inch scale 20
indentation 20, 102
  changing 22, 102
  preset 170
indentation marker 20, 102, 181
input bars, defined 181
Insert Page Break command 75, 160
Insert Ruler command 75, 159
Insert Ruler command 75, 99, 100, 159
inserting
  blank lines 74, 75
  carriage returns 74
  page breaks 75, 111, 159, 160
  picture(s) with Paste command 153
  ruler(s) 75, 100, 159
  text 13, 74
  words 13
insertion point 8, 181
  selecting the 13
  typing at 12
International Fanfold (paper size) 58, 122, 147
International page size standard
  See International Fanfold

J

Japanese page size standard *See* B5 letter
justification 20, 27-28, 103
  centered 28
  full 28
  left 28
  right 28
  See also alignment

K

keyboard commands 130-131
  deleting with 135
  moving the insertion point with 130-132
  selecting with 133-134
keyboard equivalents 10-11, 181
keys
  auto-repeat 175
  character 12
  special 15-19, 129-135

L

LaserWriter 58, 124-125
  Font Substitution option 148
  Page Setup dialog box 148
  Print command dialog box 150
  printer port specification 146
  printing with 58-59, 124-125, 150
  Smoothing option 148
left margin
  minimum 171
  preset 170
left margin marker 20
left-align 27
left-justify 20, 27, 28
letter
  creating a sample 47-60
  editing a sample 47-52
line spacing
  changing 26-27, 55, 103
  preset 170
line spacing boxes 20
list box 141
Lowercase command 95, 166
lowercase 95

M

margin markers 181
margins 102
  changing 23-24, 54
  minimum left 171
  minimum right 171

master ruler 98, 99
memo, creating a sample 44-46
menu 182
menu bar 8, 140, 182
mouse shortcuts 136
mouse, using with MultiScribe GS 9
moving
  page breaks 79, 81, 85
  pictures 169
  rulers 79, 81, 85
  text 47-48, 79, 81, 85
  windows 64
moving text 47-48, 78-81
  between documents 45-46, 78, 80-81, 82, 84-85
  with the Cut command 47-48
  within a document 78-79
moving the insertion point with keyboard commands 130-132
MultiScribe, using with MultiScribe GS 173-174
MultiScribe GS
  preset options and format 171
  specifications 171

N

naming documents 31, 56, 119, 120-121, 143-145
New command 41, 116, 140
New folder 145
New Folder button 120, 121, 145
Next Drive button 120, 121, 145
No Gaps Between Pages (printing special effect option) 58, 122, 147

O

OK button 57, 58, 59, 68, 182
Open Apple key 18, 130-134, 175
Open button 41-42, 117, 141
Open command 41-42, 116-117, 141-142
  dialog box 141
opening
  documents 41, 116-117, 140-142
  a new folder 145
operation, defined 182
option, defined 182
option key 18, 132, 134, 182
Options Menu 168-169

P

page breaks 79-81, 85, 111, 160
page number 108-110, 161-163
page number
  Set Page # command 160
page number box 8, 182
page number icon 108-109, 162-163, 182
  in footer 108-110, 162-163
  in header 108-110, 161-162
Page Setup command 58, 122, 147-148
  orientation 124, 147
  Compressed option 124, 147
  dialog box for ImageWriter 147
  dialog box for LaserWriter 148
  Macintosh like option 124, 147
  Smoothing 124, 147
  Paper Feed option 123, 149
paragraph, defined 17
Partial Word option 89-92, 156, 158
Paste command 35, 36, 79, 83
  into a Header/Footer 109
pathnames, ProDOS 120, 142, 182
picture(s)
  deleting 76, 168-169
  displaying 168
  replacing 86, 168-169
  selecting 73, 153
point size 183
pointer 9, 183
preset
  alignment 170
  color 169
  font size 169
  font style 169

preset *continued*
indentation 170
left margin 170
font size 169
font 164, 169
format 170
options 169
print specifications 170
printer 170
printer port 170
right margin 170
press 183
Print command 59-60, 149-150
ImageWriter II dialog box 149
LaserWriter dialog box 150
printer port 57, 122, 124, 146
specification for Laser Writer 146
printing 122-125
Print command 59-60, 123
with dot-matrix printer 58, 122
with ImageWriter 58, 122
with LaserWriter 58, 124-125
ProDOS 140
Program Launcher 7, 114, 151
propeller symbol (Command key) 175
proportional spacing 183
pull-down menus 10-11

Q

Quality options (printing) 59, 123, 149
Quit command 151
quitting MultiScribe GS 114, 115, 151

R

radio button 89, 92
removing
pictures 169
rulers 100
selected text 34, 45
tabs 103
unwanted carriage returns 51
with *delete* key 34
Replace All button 93, 157, 158
Replace button 93, 157, 158
Replace command 49-50, 91-93, 157
dialog box 50, 157
replacing 79, 83, 86
a ruler with a page break 101
a ruler with another ruler 101
a ruler with text 101
a selection with the contents of the Clipboard 37, 87
finding and replacing 49-50, 91-94
selected text 49, 86, 153
text with a page break 87
text with a ruler 87
return key 14-15, 177, 183
creating a list with 17
skipping lines 16
right margin, minimum 171
right margin marker 20
ruler(s) 99-103,159-160, 183
changing settings 102
copying 99
deleting 100
formatting text with 20-28, 159-160
Hide Rulers command 55, 59, 160
inserting 75, 100, 159
maximum number of tabs 171
preset options 98, 170
replacing with a page break 101
replacingwith another ruler 101
replacing a ruler with text 100
selecting 72
Show Rulers command 99, 160

S

Save As command 56, 120, 144-145
dialog box 56, 144
to save a document as ASCII Text 121, 145
to save a document under a different name 120, 144
Save button 56, 145

Save command 31, 119, 143
dialog box 31, 143
saving 31, 119
saving a document as ASCII text 121, 145
saving a document with a different name 120, 144
with Save As command 56, 144-145
scroll arrows 66, 184
scroll bar 8, 30, 86, 184
scroll box 8, 30, 66, 184
scroll down 29, 66
scroll up 29, 66
scrolling 29-30, 66-68, 184
continuously 66
one window at a time 67
Search Menu 155-163
select 184
Select All command 33, 73, 154
selecting 70
a line 33, 72, 136
a word 33, 71, 136
an entire document 73, 154
page breaks 72
pictures 73, 169
rulers 72
text 32-33, 71
the insertion point 13, 70
with keyboard commands 133-134
Set Page # command 112, 160
dialog box 160
shift key 18, 133, 134, 184
using to select a word at a time 136
Show Clipboard command 35, 36, 154
Show Footer command 108, 162-163
Show Header command 108, 161-162
Show Pictures command 73, 168, 169
Show Rulers command 160
single-spacing 20, 21, 27
single-spacing box 20, 27
size box 64, 184
Size Menu 165
size
changing 38, 94
preset 94, 169, 181
sizing a window 43, 64
smoothing 148
space bar 18, 184
special effects, printing 58, 122, 147
special keys 18-19, 130-135
delete key 15-16, 19
return key 16-17, 19
specifications, MultiScribe GS 171
Stack Windows command 43, 65, 168
stacking windows 43, 65, 168
starting MultiScribe GS 114
Style Menu 166
style 184
changing 38, 95, 97
deselecting a 96
preset 94, 169
styles
combining 96
deselecting all 96
styling text 32, 38-39
in a sample letter 52, 94-97
multiple styling 39, 96
Subscript command 95, 97
subscripts 95, 97, 166
Superscript command 95, 97
superscripts 95, 97, 166

T

tab key 18, 185
tab markers 25, 185
tab well 20, 185
tabs 20, 25-26, 185
changing 55
dragging 25-26
maximum number per ruler 171
moving 103
removing 103
setting 103
text
changing alignment 103
definition 70
editing 32-37
finding 88-90
finding and replacing 91-93

text *continued*
formatting 98-112
moving 47-48, 78-81
styling 38-39, 94-97
typing 12-17
text alignment boxes 20
time icon 108, 109, 162-163, 185
title bar 8, 185
top margin 108, 161-162
TopDraw 169
triple-clicking 33, 72, 136, 185
typing text 12-19

U

Underline command 38
Undo command 34, 77, 151
Unidisk 3.5 (disk drive) 5
uppercase 95
Uppercase command 95, 166
US Legal (paper size) 58, 122, 147
US Letter (paper size) 58, 122, 147

W

Whole Word option 89, 92
windows
activatiing 42-43, 64, 116
changing size of 43
clearing 65
closing 65
document 116, 179
maximum number open 171
moving 64
sizing 64
Stack Windows command 43
stacking 65, 168
using 42-43, 64-65
zooming 64
word wrap 14-15
word wrap up 15, 185
word wraparound 14-15, 186
wristwatch pointer 9, 186

Y

Your Tour of the Apple II GS 5, 9

Z

zero-spacing 20, 27
zero-spacing box 20, 27
zoom box 8, 64, 186
zooming windows 64

MultiScribe GS Quick Reference Card

Keyboard Command Equivalents

■ File Menu

New	⍁N	Opens a new, empty document window.
Open	⍁O	Reads a document on disk.
Close	⍁K	Closes the active document window.
Save	⍁S	Saves a document on the disk.
Save As	⍁A	Saves a document on the disk with a specified name and pathname.
Print	⍁P	Produces a printed copy of the active document.
Quit	⍁Q	Quits MultiScribe GS .

■ Edit Menu

Undo	⍁Z	Undoes the effects of a delete.
Cut	⍁X	Cuts selected text and places it on the Clipboard.
Copy	⍁C	Copies selected text to the Clipboard.
Paste	⍁V	Places the contents of the Clipboard into a document at the insertion point.

■ Search Menu

Find	⍁F	Finds specified text in a document.
Replace	⍁R	Replaces specified text with different text.
Go To Page #	⍁G	Moves the insertion point to the top of the specified page.

■ Format Menu

Insert Ruler	⍁Y	Places a ruler in a document at the insertion point.
Show Rulers/ Hide Rulers	⍁M	Displays or hides the rulers in the active document.
Insert Page Break	⍁-	Places a page break in a document at the insertion point.
Set Page #	⍁=	Sets the number of the first page in a document, renumbering subsequent pages.

■ Style Menu

Plain Text	⍁T	Changes a selection to plain text.
Bold	⍁B	Changes a selection to bold text.
Underline	⍁U	Changes a selection to underlined text.
Superscript	⍁H	Changes a selection to superscripted text.
Subscript	⍁L	Changes a selection to subscripted text.

Formatting with Rulers

You format text in MultiScribe GS using rulers. Select the settings on a ruler by dragging tabs, the indentation marker, and the margin markers to the desired location on the inch scale and by clicking the appropriate line spacing and alignment buttons.

The **inch scale** lets you determine where to place tabs and margins.

The **left margin marker** sets the left margin of your document.

The **indentation marker** sets the indentation of the first line of each paragraph.

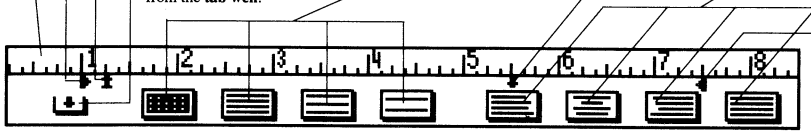
You'll get the tabs from the **tab well**.

Line spacing boxes let you set line spacing of text to zero-, single-, 1 1/2-, and double-spacing.

Tabs define where the *tab* key will move the insertion point when pressed.

Text alignment boxes let you set the alignment of text to left, center, right, and full justification.

The **right margin marker** sets the right margin of your document.



Moving the Insertion Point

With the Mouse

- Use the mouse to position the I-beam pointer at the place in your document where you want to move the insertion point and click the mouse button to select the insertion point.
- When you select something by dragging across it, the insertion point is placed at the end of the selection.
- When you select a word by double-clicking it, the insertion point is placed at the beginning of the selection — the beginning of the word.
- When you select a line of text by triple-clicking it, the insertion point is placed at the beginning of the selection — the beginning of the line.
- When you select an entire document with the Select All command, the insertion point is placed at the beginning of the selection — the beginning of the document.

With Keyboard Commands

Moving the Insertion Point with the Arrow Keys

↑ key	Moves insertion point up one line
↓ key	Moves insertion point down one line
←key	Moves insertion point one character to the left
→ key	Moves insertion point one character to the right

Moving the Insertion Point with the ⍁ and Arrow Keys

Pressing the arrow keys in combination with the ⍁ key moves the insertion point to the extreme edges of the part of a document displayed in the document window. If the document window is at its full size, these edges are the top, bottom, and sides of the monitor screen.

⍁↑ keys	Move insertion point to top of document window
⍁↓ keys	Move insertion point to bottom of document window
⍁←keys	Move insertion point to left margin of the current line
⍁→keys	Move insertion point to right margin of the current line

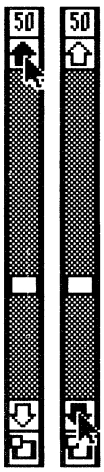
Moving the Insertion Point with the *option* and Arrow Keys

option-← keys	Move insertion point to beginning of current or previous word
option-→ keys	Move insertion point to beginning of next word

⍁1-⍁9 keys

Pressing the ⍁ key in combination with any number key from 1 to 9 moves the insertion point to the place in the document represented by the number you press. Pressing ⍁1 moves the insertion point to the beginning of the document; pressing ⍁5 moves the insertion point to the middle of the document, etc.

Scrolling a Document



With the Mouse

To Scroll Up or Down

Click on the appropriate arrow on the top or bottom of the scroll bar

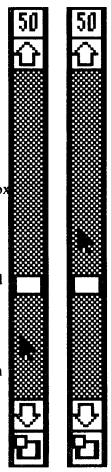
To Scroll Up or Down One Windowfull

Click inside the scroll bar above or below the scroll box

With Keyboard Commands

⌘> Scrolls text up, moving the insertion point forward in the document and the scroll box down in the scroll bar.

⌘< Scrolls text down, moving the insertion point backward in the document and the scroll bar up in the scroll bar.



Selecting

With the Mouse

To select text (and rulers, page breaks, and pictures)	Click on the place where you want to begin the selection and drag until all the desired material is selected
To select a word	Double-click the mouse button on the word you want to select
To select a line of text	Triple-click the mouse button on the line of text you want to select
To select text a word at a time	Holding down the *shift* key, drag the mouse over the text you want to select.

With Keyboard Commands

shift-↑ keys	select one line up
shift-↓ keys	select one line down
shift-← keys	select one character to left
shift-→ keys	select one character to right
shift-⌘-↑ keys	select to top of document
shift-⌘-↓ keys	select to bottom of document
shift-⌘-← keys	select to right margin
shift-⌘-→ keys	select to left margin
shift-option-← keys	select to beginning of previous word
shift-option-→ keys	select to beginning of next word

Deleting

With the Mouse

Select the material to be deleted and press *delete*. To delete a selection and place it on the Clipboard, select the material to be placed on the Clipboard and choose Cut from the Edit Menu or press ⌘X.

With Keyboard Commands

Pressing the *delete* key deletes one character at a time with each keypress or a selection with a single keypress

MultiScribe GS offers three special commands for deleting text using the *control* key:

control-F	Delete next character after the insertion point (forward delete)
control-W	Delete current word (word on which insertion point is located)
control-L	Delete current line (line on which insertion point is located)

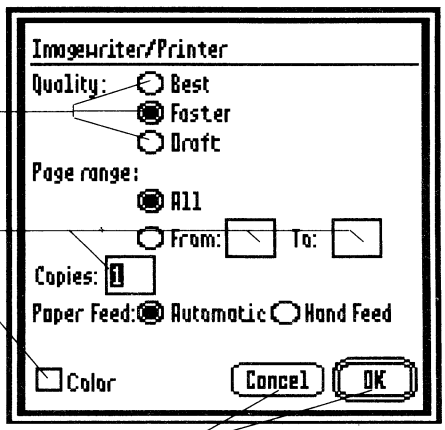
Dialog Boxes

Whenever you perform a task that requires more information or a decision on your part, MultiScribe GS displays a **dialog box**. Dialog boxes use a number of devices to gather information from you; these are explained below.

Radio buttons are mutually exclusive and are used for specifying one option from a group of options. Clicking on one radio button disables the button previously clicked.

Input bars let you type in information needed by the program to complete the operation.

Check boxes act like toggle switches (on/off), allowing you to turn an option on and off. Check boxes in a group are not mutually exclusive and can be combined, like the style options on the Style Menu.



Clicking a **button** performs the action indicated by the buttons label. Buttons are usually used for confirming (OK) or cancelling (Cancel) an operation. If a button on a dialog box has a thicker outline than the others, it is the **default button** and can be chosen by pressing *return*.

Different Pointer Shapes Used by MultiScribe GS

The **arrow** pointer is used to choose commands from the menu bar, specify option settings, activate windows, and scroll with the scroll bar.

The **I-beam** is shaped somewhat like the insertion point and is used to select the insertion point and to select text for editing, deleting, and replacing.

The **wristwatch** appears when MultiScribe GS performs an action which takes a few moments to complete.

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