4D Write®

User Reference
Mac OS/Windows Version

4D Write®
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4D Write® User Reference
Version Mac OS and Windows

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Preface

4D Write is a plug-in that extends word-processing capabilities to your 4th Dimension databases. It is one of several plug-ins that, together with 4th Dimension, form the 4th Dimension environment.

About this Manual

This manual introduces 4D Write and describes how to create and use 4D Write documents in 4th Dimension. It explains how to use 4D Write to create letters, memos, and other documents. It explains how to enter and edit text in these documents and how to use these documents in conjunction with data in your database and in other plug-ins.

Cross-Platform Considerations

This manual explains how to use 4D Write on both the Windows and Mac OS platforms. Although the concepts and functionality of both versions are nearly identical, the manual addresses any differences where necessary. Such differences may include the graphical user interface and/or keyboard commands.

The graphics in this manual illustrate 4D Write in the Windows environment. Both versions of the same screen are only presented when there are major differences between them.

Hypertext Navigation

If you are reading this manual in electronic format (Adobe™ Acrobat PDF), you can take advantage of the hypertext links that it contains. Each word that appears in blue has a hypertext link. However, text in the “Table of Contents” and “Index” is not in blue, but each entry has a built-in hypertext link.

When you click a hypertext link, you immediately move to the page that contains more information. To return to your original page, click the Previous page button .

You can also navigate the document by clicking the bookmarks, which are located to the left of the window that displays the manual pages.

Chapter Descriptions

This manual is divided into the following chapters:

- Chapter 1, "Introduction," provides an overview of 4D Write.
- Chapter 2, "Interface," provides a detailed description of the 4D Write interface.
- Chapter 3, "Managing 4D Write Documents," explains how to create and open 4D Write documents within your database and in external windows.
- Chapter 4, "Entering and Editing Text," describes how to perform basic text operations in 4D Write document windows.
- Chapter 5, "Formatting Text," shows how to customize the appearance of 4D Write documents.
- Chapter 6, "Working With Pictures," describes the 4D Write built-in features for managing pictures.
- Chapter 7, "Using Dynamic References," explains how to use information from your 4th Dimension database in 4D Write documents.
- Chapter 8, "Printing," describes how to print 4D Write documents.
- Appendix A, "4D Write Shortcuts", describes various keyboard shortcuts.

Conventions

This manual uses certain conventions to help you understand the material.

The following explanatory notes are used:

Note Text emphasized like this provides annotations and shortcuts that will help you use 4th Dimension more productively.

4D Server Throughout the manual, 4th Dimension and 4D Server/4D Client are referred to simply as 4th Dimension. Differences between the operation of the two products are explained in 4D Server notes, which provide information about using 4D Server/4D Client. This information is provided only when the operation of 4D Server/4D Client differs from that of 4th Dimension.

Notes like this alert you to important pieces of information and to situations where data might be lost.

In addition, all table names are shown in brackets in the text to help distinguish them from the names of fields, forms, and other items. For instance, the Companies table is written as the [Companies] table.

1 Introduction

This chapter provides basic information about 4D Write. It includes the following:

- An overview of 4D Write's capabilities
- Integration with 4th Dimension

Overview

The 4D Write plug-in extends word-processing capabilities to your 4th Dimension databases. It is one of several plug-ins that, together with 4th Dimension, form the 4th Dimension environment. 4D Write allows you to include documents such as letters, reports, memos, and notes in your 4th Dimension forms. When used in a form, a 4D Write area appears as part of your data, just like a name or any other piece of information.

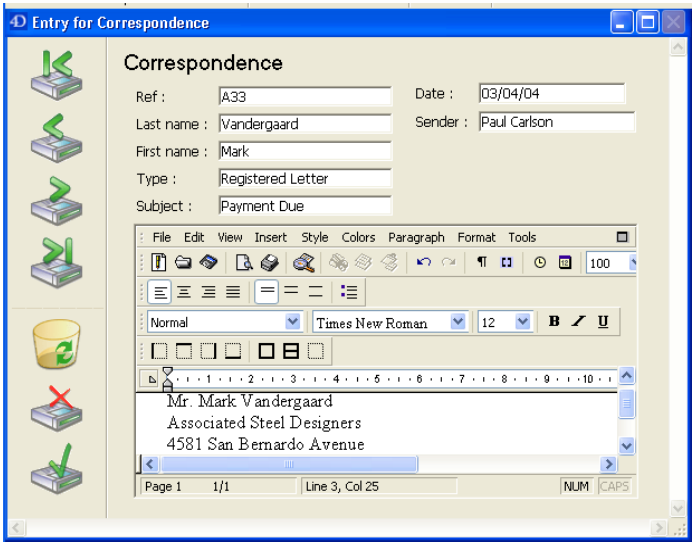
You can also treat 4D Write as a separate application by using it in external windows. Your work within these windows can be independent of your database or linked to information in your database or in other plug-ins.

Integration with 4th Dimension

4D Write with a 4th Dimension Database

4D Write offers more than the typical word-processing features. As part of the 4th Dimension environment, 4D Write operates in conjunction with 4th Dimension databases.

4D Write enables you to attach word-processing documents to each record in your database. The following figure shows a letter attached to a record of the Correspondence table.



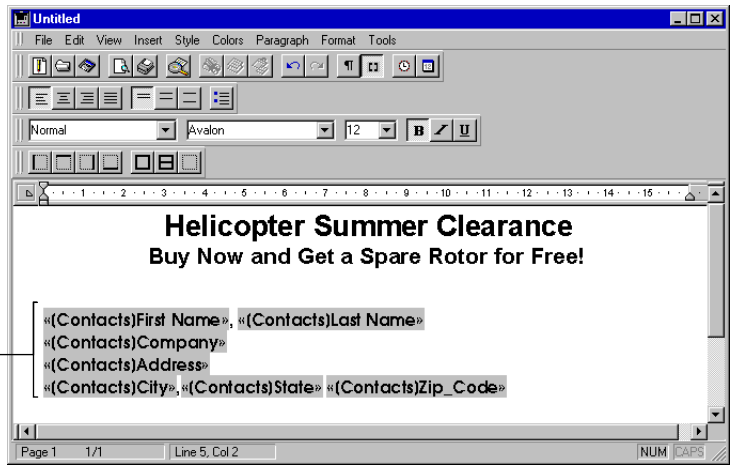
Text is typed directly in the document and is saved with the record, like any other field entry.

4D Write documents can also use data from 4th Dimension records. You can write reports and letters that automatically import or extract information from the database. For example, the letter shown in the above figure draws the person's name and address from the record to which it is attached.

4D Write as an Independent Application

You can also use 4D Write in an external window as a stand-alone application with special access to the 4th Dimension database.

The following figure shows a promotional letter that includes fields from a 4th Dimension database.



Field references in text

2 Interface

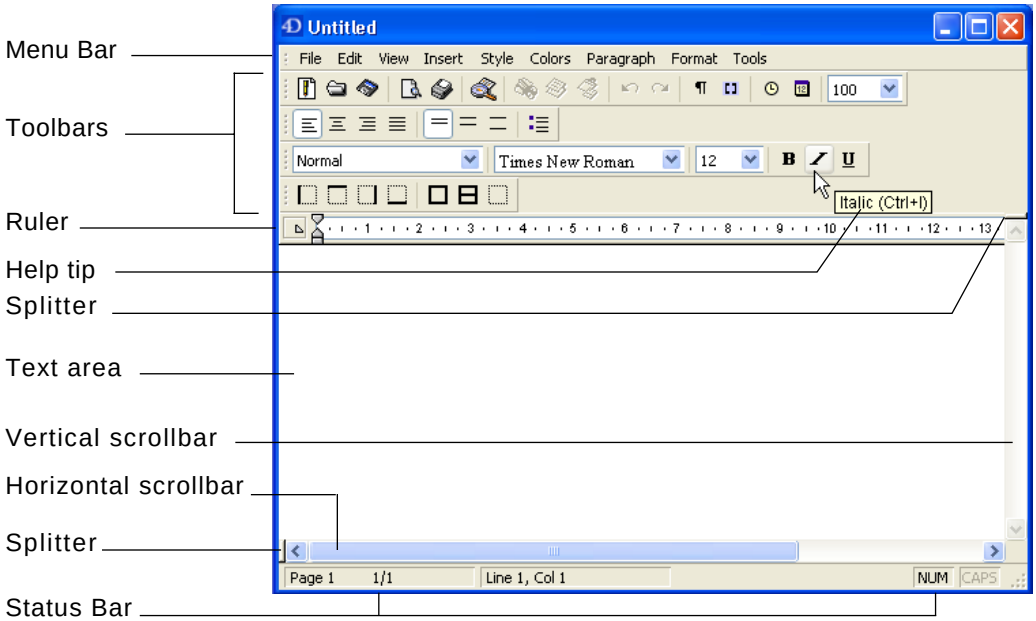
Introduction

4D Write can either be used in an included area or in an external window. Whichever you choose, the interface elements remain identical. The purpose of this chapter is to describe the 4D Write interface and to explain how it allows you to access the 4D Write features.

Note In this chapter, we will usually use the term window to designate either a 4D Write area or a 4D Write window. When necessary, the distinction will be made explicitly.

The 4D Write Window

The 4D Write window appears as follows:



The 4D Write window consists primarily of the following elements:

- A text area, which you can divide;
- A menu bar, located at the top of the 4D Write window;
- Four toolbars, located below the menu bar;
- A horizontal ruler, located above the text area;
- A status bar, located at the bottom of the window; and
- Two scroll bars and two splitters.

Splitting the 4D Write Window

4D Write allows you to split the text area into several panes. Dividing the text area into panes enables separate scrolling of each part of the document. The document area can be divided both horizontally and vertically. Splitting the document area is useful when you want to simultaneously enter, modify or compare text located in different places in the document.

Splitting the document area vertically allows you to display several areas of the current document side by side.

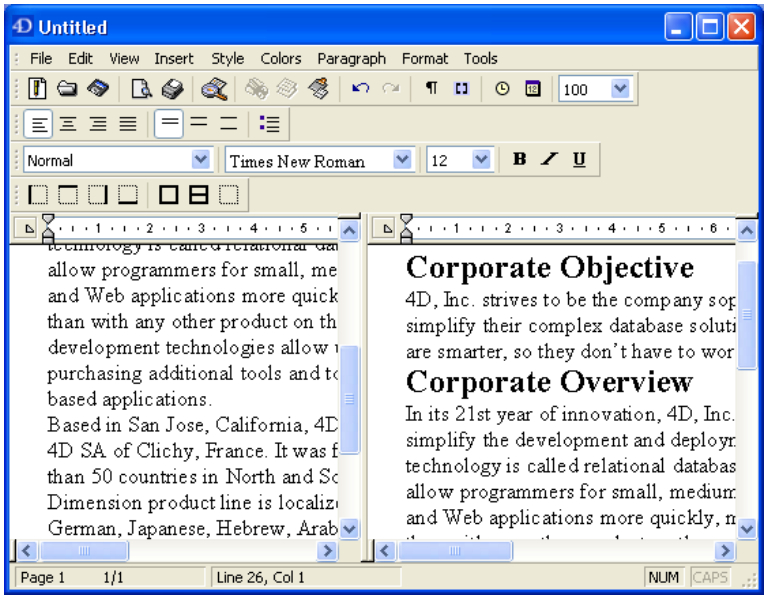
► To split a window vertically:

1 **In the 4D Write window, move the cursor over the split box located to the left of the horizontal scroll bar.**

The cursor becomes a split indicator.

2 **Drag the split indicator to where you want to position the border of the new pane.**

You will now have two independent sub-windows:



► To split a window horizontally:

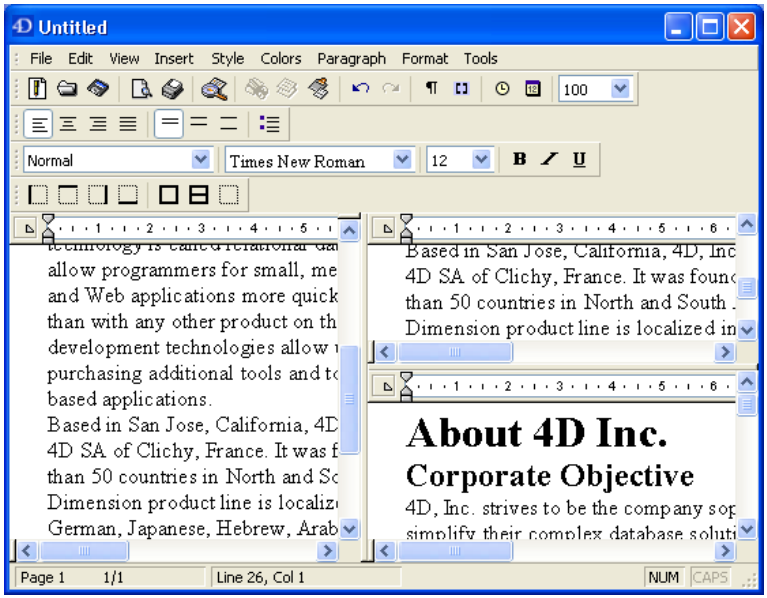
1 **In the 4D Write window, move the cursor over the split box located above the vertical scroll bar.**

The cursor becomes a split indicator.

2 **Drag the split indicator to where you want to position the border of the new pane.**

You will now have two independent sub-windows.

You can easily combine two different kinds of divisions - vertical and horizontal:



Of course, any changes made in one sub-window are immediately reflected in the others.

► To remove a pane:

1 **Move the cursor over the border of the pane you want to delete.**

The cursor becomes a split indicator.

2 **Double-click on the border.**
OR
Drag the line to the starting point of the sub-window in order to close it.

The pane disappears.

► To move the border between two panes:

1 **Move the cursor over the border that you want to move.**
The cursor becomes a split indicator.

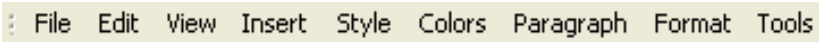
2 **Drag the border to its new location.**

► To move the insertion point into a particular pane:

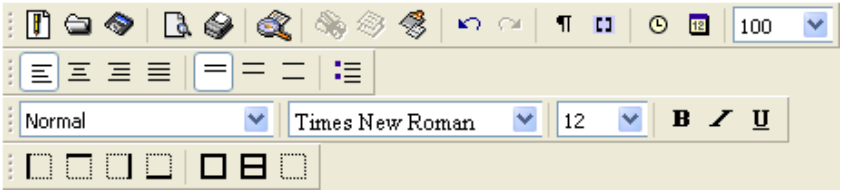
1 **Click or drag in the pane to locate the insertion point or make a selection, just as you would normally.**
Note that only one pane will show the current selection or insertion point at a time. Any keys which would normally scroll the window or change the insertion point or the selection will only affect the view or the selection in that pane, until you click or make a selection in a different pane.

The Menu Bar and the Toolbars

The menu bar is displayed at the top of the 4D Write window:



There are four toolbars in 4D Write:



These toolbars are designed to provide quick access to certain features that would otherwise require the use of menu commands. For more information on the functions of these toolbars, refer to "4D Write Toolbars" on page 52.

Moving the Menu Bar or a Toolbar

The 4D Write menu bar as well as the toolbars can be moved to any side of the 4D Write window. They can also be displayed as floating palettes when located above the text area or outside the 4D Write Window.

► To move the 4D Write menu bar or a tool bar:

1 **Place the mouse cursor above the handle located to the left of the menu or tool bar.**

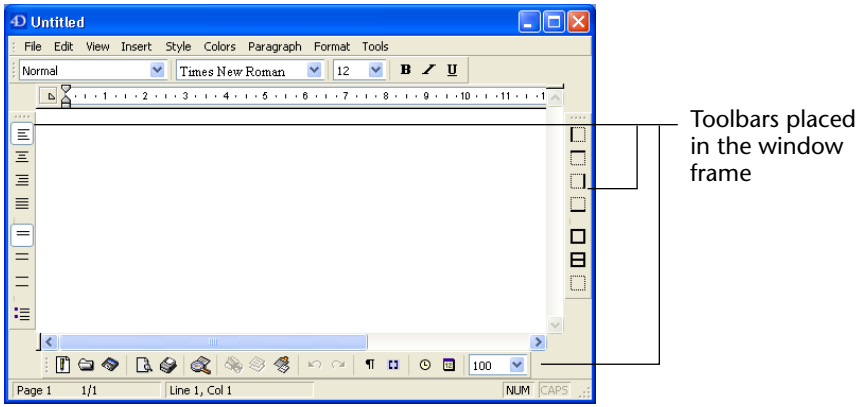
2 **Click and hold down the left mouse button.**

The cursor becomes a cross and you can drag the menu bar.

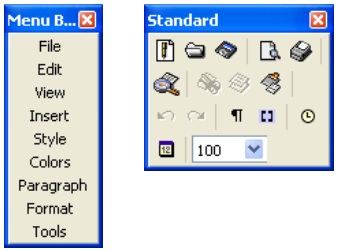
3 **Drag the bar to another location in the upper part of the window.**
OR
Drag the bar to the left, right or bottom edge of the editing area .
OR
Move the bar over the text area or outside the 4D Write window.

4 **Release the mouse button.**

- If you have moved the bar in the upper part of the 4D Write window, it appears at its new location.
- If you have moved the bar to the left, right, or bottom edge, it appears attached to that side of the window.



- If you have moved the bar to the text area or outside the 4D Write window, it is then displayed as a palette:

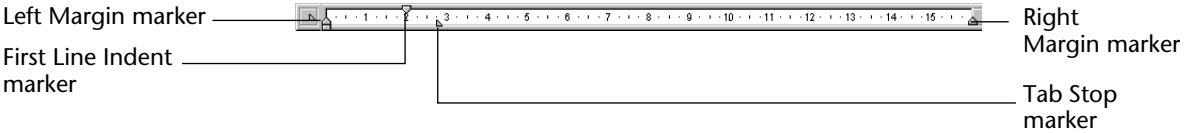


Note If you close the Menu bar palette, you will need to use the following key combination to display the menu bar again:
Ctrl+Shift+M on Windows
Cmd+Shift+M on Mac OS

The Ruler

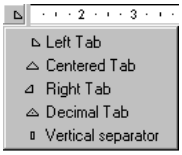
The ruler displays the position and type of tab stops, the position of margins and the position of the first line indent. The ruler consists of two main parts:

- The ruler itself:



This part displays the location and type of tab stops as well as the location of the margins.

- A pop-up menu is located at the left end of the ruler.



This menu allows you to select the type of tab to set when you click in the ruler.

For more information about how to use the ruler, refer to "Setting Tabs" on page 118.

The Status Bar

The status bar is located at the bottom of the 4D Write window. It displays, from left to right: the current page number; the total number of pages in the document; the line and column number of the cursor location; and the status of the CAPS LOCK and NUM LOCK keys. It also displays a progress bar when a time-consuming operation is being executed.

The 4D Write Menus

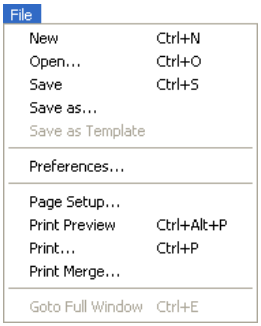
4D Write has nine menus, as well as a contextual menu which is available at all times:

- The **File** menu
  This menu is used for printing, for managing files and to access preferences.

- The **Edit** menu
  This menu is used to access standard features such as Cut/Paste, undo or re-do operations and to access Find/Replace features. It also allows you to modify the character case and to select the whole document.
- The **View** menu
  This menu is used to choose how the document is displayed.
- The **Insert** menu
  This menu is used to insert variables (date and time, page number), pictures, page breaks, columns, tables and 4D expressions.
- The **Style** menu
  This menu is used to define the style and case attributes of the selected text.
- The **Colors** menu
  This menu is used to select a color for characters or style attributes.
- The **Paragraph** menu
  This menu allows you to define the line spacing and the justification of the currently selected paragraph or paragraphs. It also allows you to select and insert bullets, and to copy/paste the ruler.
- The **Format** menu
  This menu provides access to the format dialogs for style sheets, characters, paragraphs, tab stops, borders and columns.
- The **Tools** menu
  This menu lets you display the table wizard, check the spelling, display and edit the document information (title, subject, author and notes) and display document statistics (word count, number of characters, paragraphs and so on). It also allows you to update or freeze 4D references in the document.
- The contextual menu
  This menu can be used to access different actions depending on where you click.

The File Menu

The **File** menu allows you to access the standard file management features, the printing features and the preferences:



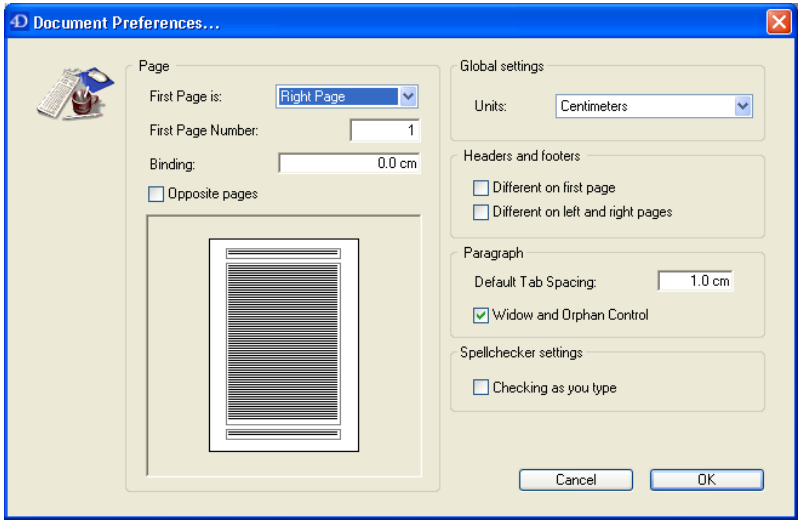
- **New**
  Selecting this command displays a new blank document in the text area. If the document on which you are working is not saved, a dialog box appears to give you the option of saving that document first.

- **Open**
  Selecting the **Open** menu command opens the standard Open file dialog box that corresponds to the platform you are working on.

- **Save**
  Selecting the **Save** menu command saves the current document at its current location. If the document on which you are working is a new document, selecting the **Save** menu command has the same effect as selecting the **Save as...** menu command.

- **Save as...**
  Selecting the **Save as...** menu command displays the standard Save file dialog box of the operating system.

- **Preferences...**
  Selecting the **Preferences...** menu command displays the Document Preferences dialog box:

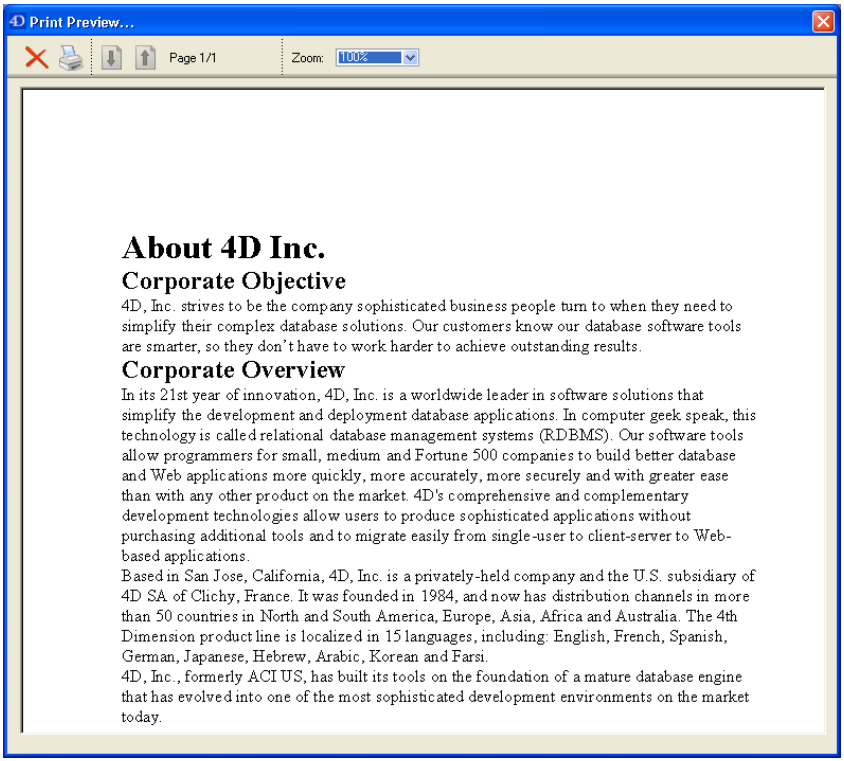


  This dialog box lets you set document preferences, such as ruler units, header and footer options, binding options, widow and orphan control and the spellchecking mode. For more information on how to use this dialog box, refer to "Setting Preferences" on page 78.

- **Page Setup...**
  Selecting the **Page Setup...** menu command displays the Page Setup dialog of the current printer.

- **Print Preview**

  Selecting the **Print Preview** menu command displays the print preview window:

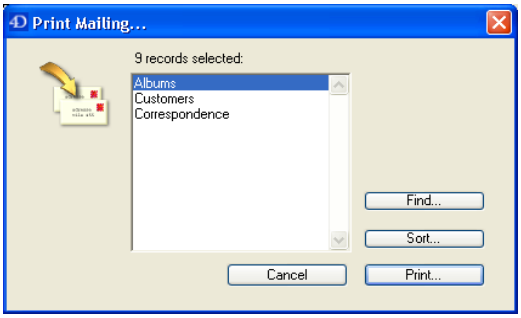


  The Print Preview window displays the pages of the document as it will be printed. It also allows you to start or cancel the printing. For more information about this window, refer to "Previewing the Document" on page 206.

- **Print...**

  Selecting the **Print...** menu command displays the Print dialog box for the current printer.

- **Print merge...**
  Selecting the **Print merge...** menu command displays the Print Mailing dialog box:



  This dialog allows you to choose a selection of records for each of which a version of the current document will be printed. For more information about how to use this dialog box, refer to "Printing a Merge Document" on page 204.

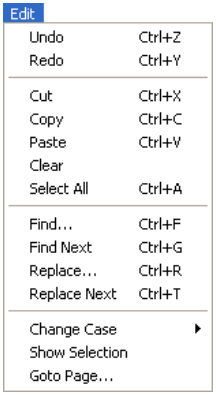
- **Goto Full Window**
  This command expands the 4D Write window to full-screen size (Mac OS) or to the size of the application window (Windows). The 4D Write menu bar temporarily replaces the 4th Dimension menu bar.

The Edit Menu

The **Edit** menu allows you to:

- Copy/Paste text and pictures,
- Cancel or repeat the last operation executed by the program,
- Find and replace formatting or text,
- Select all of the text (including the pictures that are in the text flow),
- Modify the character case for the current selection,
- Display the current selection,
- Go to a specific page.

The **Edit** menu offers the following commands:



- **Undo**
  Selecting the **Undo** menu command reverses the last action taken by the user. If the last action cannot be undone, the command menu is dimmed and its title becomes **Cannot Undo**.

- **Redo**
  Selecting the **Redo** menu command repeats the last action cancelled by the user. If the last action cannot be repeated, the menu command is dimmed and its title becomes **Cannot Redo**.

- **Cut**
  Selecting the **Cut** menu command removes the current selection and places it in the clipboard.

- **Copy**
  Selecting the **Copy** menu command copies the current selection and places it in the clipboard.

- **Paste**
  Selecting the **Paste** menu command inserts a copy of the contents of the clipboard at the location of the insertion point, or replaces a selection with the contents of the clipboard if anything is selected.

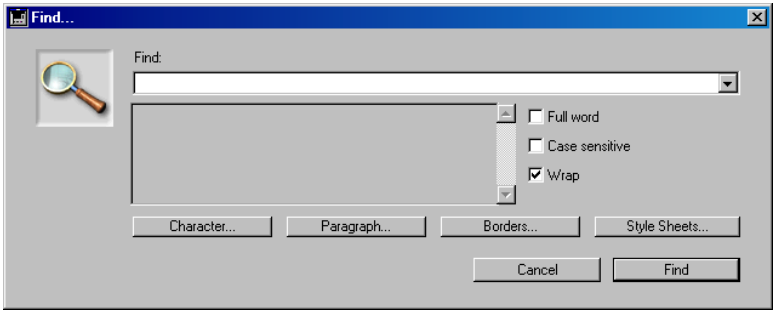
Note If the contents of the clipboard is a picture, 4D displays the Paste Picture... dialog box. This dialog box allows you to set where the picture will be pasted (floating or within the text, for example). For more information, refer to "Inserting a Picture in the Text or in the Page" on page 170.

- **Delete**
  Selecting the **Delete** menu command deletes the current selection.

- **Select All**
  Selecting the **Select All** menu command selects all the elements present in the area being edited (characters, tables and pictures).

Note If Page View mode is selected, and the cursor is located in either the header or footer area, only the contents of that area will be selected.

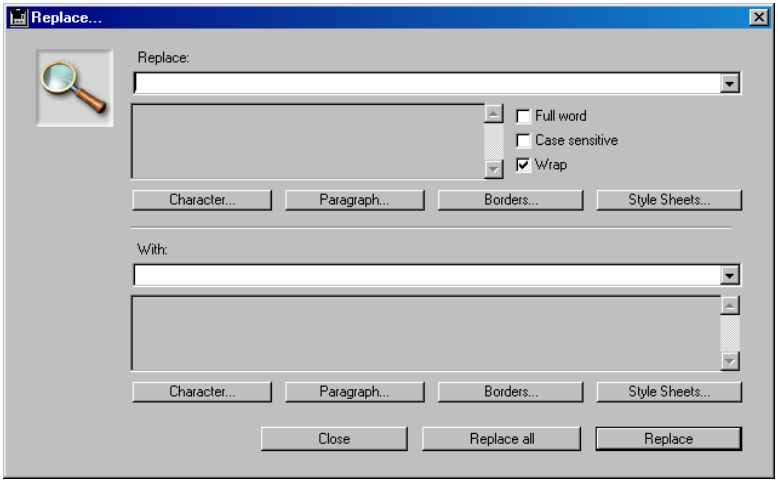
- **Find...**
  Selecting the **Find...** menu command displays the Find dialog box:



The Find dialog box is used to define character, style, border or format searches. For more information on how to use this dialog box, refer to "Finding Text" on page 93.

- **Find Next**
  Selecting the **Find Next** menu command triggers a search based on the last character or format search you performed.

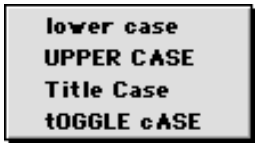
- **Replace...**
  Selecting the **Replace...** menu command displays the Replace dialog box:



  This dialog box allows you to define searches in the same way the Find dialog box does. It also allows you to define a character string that will replace the string you searched for. Replacements are not limited to characters and can be extended to character, paragraph, border and style formats. For more information about replacing characters, refer to "Finding and Replacing Sequences of Characters" on page 104.

- **Replace Next**
  Selecting the **Replace Next** menu command triggers a search based on the last character or format search you performed, followed by a replacement identical to the last replacement executed.

- **Change Case**
  Selecting the **Change Case** menu command displays a submenu:



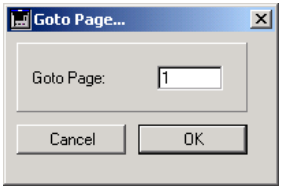
  This submenu allows you to modify that character case of the current selection.

  - **lower case** converts the selected text to lower case.
  - **UPPER CASE** converts the selected text to upper case.

- **Title Case** converts the first letter of each word in the selection to upper case.
- **tOGGLE CASE** converts all upper case letters in the selection to lower case and vice-versa.

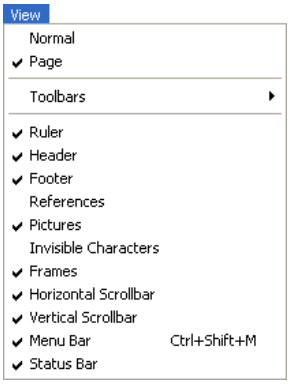
- **Show Selection**
  Selecting the **Show Selection** menu command scrolls the document in order to display either the insertion point or the current selection. If either is already displayed, this command has no effect.

- **Goto Page...**
  Selecting the **Goto Page...** menu command displays the Goto Page dialog box:



For more information about this dialog box, refer to "Going to a Specified Page" on page 86
Once you have entered a page number, clicking **OK** displays the corresponding page.

The View Menu



The **View** menu allows you to:

- Select **Page** View mode.
- Select the elements that you want to display in the 4D Write window (toolbar, rulers, headers, footers, 4D references, pictures, invisible characters, frames, menu bar and status bar).

The menu commands of the **View** menu are the following:

- **Normal**
  Selecting the **Normal** menu command displays the document as an uninterrupted series of paragraphs without headers or footers. When this mode is selected, a check mark is displayed next to the **Normal** menu command. Selecting this option unchecks the **Page** menu command.

- **Page**
  Selecting the **Page** menu command displays the document as a succession of separate pages, with header and footer areas. When this mode is selected, a check mark is displayed next to the **Page** menu command. Selecting this option unchecks the **Normal** menu command.

- **Toolbars**
  Selecting the **Toolbars** menu command displays a submenu:

  In this submenu, toolbars whose names are preceded by a check mark are displayed. When there is a check mark next to it, selecting the name of a toolbar hides the corresponding toolbar. When there is no check mark next to it, selecting the name of a toolbar displays the corresponding toolbar.

- **Rulers**
  Selecting the **Rulers** menu command can either hide or display the rulers. When rulers are displayed, a check mark is displayed next to the **Rulers** menu command.

Note When the **Page** mode is selected, both horizontal and vertical rulers are displayed. When the **Normal** mode is selected, only the horizontal ruler is displayed. The **Rulers** menu command only affects the rulers that are displayed by the current view mode.

- **Header**
  When in **Page** mode, selecting the **Header** menu command displays the document's header area. The header area is displayed in a separate area located at the top of the current page. When the **Normal** mode is selected, this command is disabled since the **Normal** mode cannot display the header area.

- **Footer**
  When in **Page** mode, selecting the **Footer** menu command displays the document's footer area. The footer area is displayed in a separate area located at the bottom of the current page. When the **Normal** mode is selected, this command is disabled since the **Normal** mode cannot display the Footer area.

Note For more information, refer to "Creating Headers and Footers" on page 112.

- **References**
  Selecting this command displays the values of the references. When a check mark appears before the **References** menu command, references are displayed; otherwise the computed values of references are displayed.

Note For more information about displaying values or references, refer to "Showing References or Values" on page 198.

- **Pictures**
  When a check mark is displayed next to the **Pictures** menu command, 4D Write displays the pictures. When no check mark is displayed next to the **Pictures** menu command, 4D Write displays frames instead of pictures. This makes the display faster.

Note This menu command also affects the printing and displaying of pictures. For more information, refer to "Working with Pictures" on page 169.

- **Invisible Characters**
  When a check mark is displayed next to the **Invisible Characters** menu command, 4D Write displays invisible characters. Selecting this menu item when it is checked un-checks it, and vice-versa.

Note For more information, refer to "Showing Invisible Formatting Characters" on page 129.

- **Margins**
  This menu command is only accessible when **Page** mode is selected. In this case, selecting the **Margins** menu command displays or hides the margins of the document. When margins are displayed, a check mark is displayed next to the **Margins** menu command.

- **Horizontal Scrollbars**
  Selecting **Horizontal Scrollbars** displays or hides the horizontal scrollbar. When the horizontal scrollbar is displayed, a check mark is displayed next to the **Horizontal Scrollbars** menu command.

- **Vertical Scrollbars**
  Selecting **Vertical Scrollbars** displays or hide the vertical scrollbar. When the vertical scrollbar is displayed, a check mark is displayed next to the **Vertical Scrollbars** menu command.

- **Menu Bar**
  Selecting **Menu Bar** displays or hides the menu bar. When the menu bar is displayed, a check mark is displayed next to the **Menu Bar** menu command. When the menu bar is hidden, you can display it again by pressing the following combinations of keys: **Ctrl+Shift+M** (Windows) or **Command+Shift+M** (Mac OS).

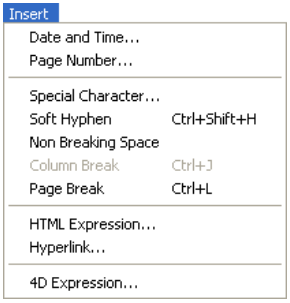
Note For more information, refer to "The Menu Bar and the Toolbars" on page 21.

- **Status Bar**
  Selecting **Status Bar** displays or hides the status bar. When the status bar is displayed, a check mark is displayed next to the **Status Bar** menu command.

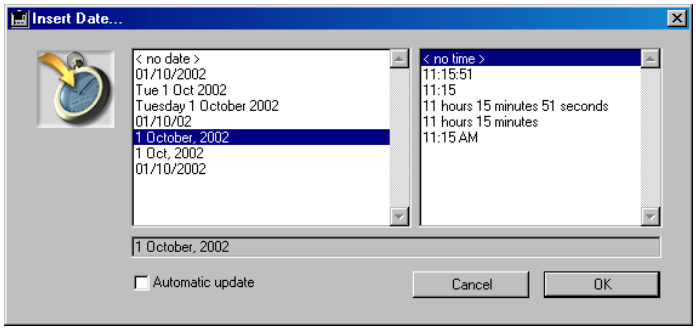
The Insert Menu

The **Insert** menu allows you to insert variables (date and time, page number), pictures, page breaks, column breaks, HTML expressions, hypertext, and 4D expressions. If the insertion point is located in the text, the element is inserted at the insertion point; otherwise it replaces the current selection.

The **Insert** menu includes the following menu commands:

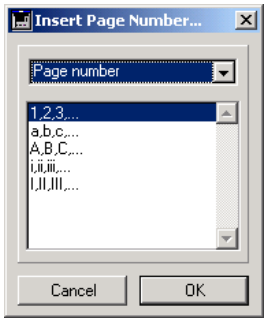


- **Date and Time...**
  Selecting the **Date and Time...** menu command displays the Insert Date dialog box.



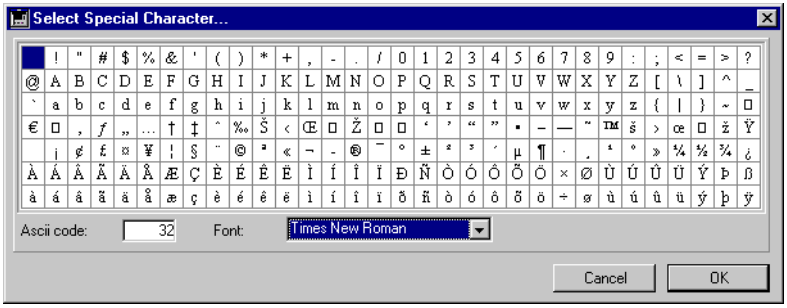
  This dialog box lets you select the current date, the current time, or both as well as their display formats. For more information about this, refer to "Inserting the Date and Time" on page 182.

- **Page Number...**
  Selecting the **Page Number...** menu command displays the Insert Page Number dialog box.



  Once the type and format are selected, clicking **OK** inserts the page number or the number of pages at the location of the insertion point. For more information, refer to "Inserting the Page Number or the Number of Pages" on page 183.

- **Special Character...**
  Selecting **Special Character...** displays the Select Special Character dialog box:



  This dialog box allows you to pick a specific character while viewing it beforehand. For more information, refer to "Inserting a Special Character" on page 92.

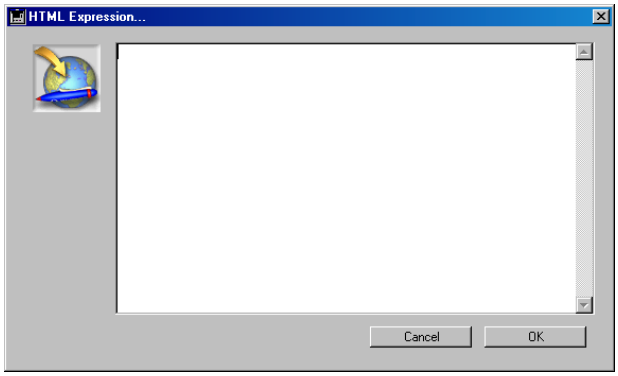
- **Soft Hyphen**
  Selecting the **Soft Hyphen** menu command inserts a hyphen at the cursor location. For more information, refer to "Inserting and Removing Hyphens" on page 91.

- **Non Breaking Space**
  Selecting the **Non Breaking Space** menu command inserts a non breaking space at the insertion point. For more information, refer to "Inserting a Non-Breaking Space" on page 92.

- **Column Break**
  Selecting the **Column Break** menu command inserts a column break at the insertion point. For more information, refer to "Managing Column Breaks" on page 166.

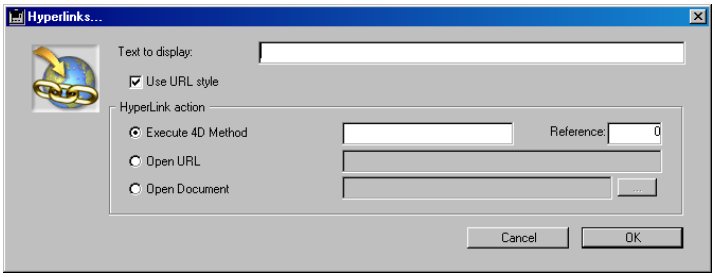
- **Page Break**
  Selecting **Page Break** inserts a page break at the insertion point. For more information, refer to "Creating a Page Break" on page 167.

- **HTML Expression...**
  Selecting **HTML Expression...** displays the HTML Expression dialog box:



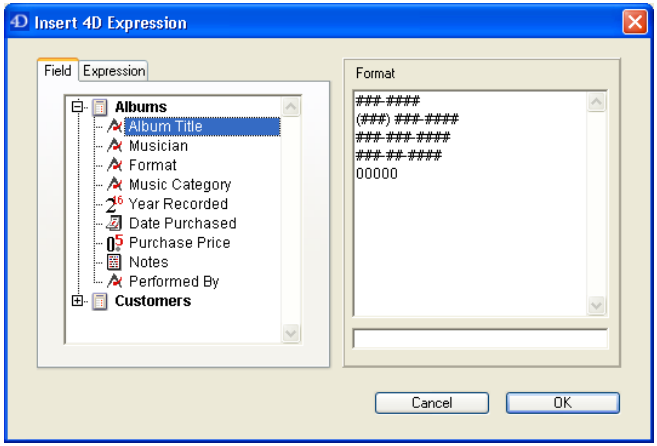
  This dialog box allows you to insert all types of HTML expressions (URLs, style tags, photos, etc.) where the cursor is located. For more information, refer to the chapter "Using Dynamic References" on page 181.

- **Hyperlink...**
  Selecting **Hyperlink...** displays the following dialog box:



  This dialog box allows you to insert various types of hypertext links into your 4D Write documents. For more information, refer to the chapter "Using Dynamic References" on page 181.

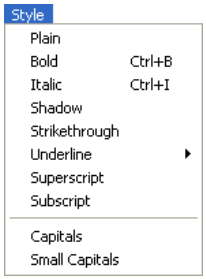
- **4D Expression**
  Selecting the **4D Expression** menu command displays the Insert 4D Expression dialog box:



  This dialog box allows you to select a field or to define a 4D expression. For more information about this dialog box, refer to "Referencing 4D Fields and Expressions" on page 185.

The Style Menu

The **Style** menu allows you to modify style attributes for the current selection. Style attributes can be combined by selecting styles sequentially.



- **Plain**
  Selecting the **Plain** menu command allows you clear all the style attributes that may have been applied to the current selection. Case, font, size and color attributes are not affected by this function.

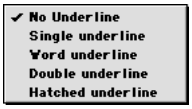
- **Bold**
  Selecting the **Bold** menu command applies the bold style to the current selection.

- **Italic**
  Selecting the **Italic** menu command applies the italic style to the current selection.

- **Shadow**
  Selecting the **Shadow** menu command applies the shadowed style to the current selection. This style is not the standard Mac OS Shadow effect, but an attribute defined by 4D Write. This makes the attribute available on both Windows and Mac OS platforms.

- **Strikethrough**
  Selecting the **Strikethrough** menu command scores out the current selection.

- **Underline**
  Selecting the **Underline** command menu displays a submenu that allows you to choose a type of underline.



  - **No underline** removes any underlining applied to the current selection.
  - **Single underline** underlines the selection with a single stroke.
  - **Word underline** underlines only the individual words of the selection with a single stroke.
  - **Double underline** underlines the current selection with a double line.
  - **Hatched underline** underlines the current selection with a dotted line.

- **Superscript**
  Selecting **Superscript** applies the superscript attribute to the current selection.

- **Subscript**
  Selecting **Subscript** applies the subscript attribute to the current selection.

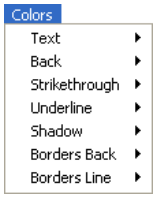
- **Capitals**
  Selecting **Capitals** displays the characters in the current selection in upper case (the case in which the text was typed is still stored but not shown).

- **Small Capitals**
  Selecting **Small Capitals** displays the current selection, using uppercase characters of the next lower size to display text entered in lower case.

Note Please note that, during a character search, a small capitals character is not considered as an uppercase character. In other words, an "a" character will be displayed as "A" if you select the small capitals style attribute. It will however be returned by a search for the "a" character. For more information, refer to "Changing Text Attributes" on page 131.

The Colors Menu

The **Colors** menu will allow you to modify color attributes of the selected elements.



For a selected piece of text, the elements for which you can set the color are the following:

- Characters
- Character background
- Stroke of the Strikethrough effect
- Line that underlines a piece of text
- Shadow for the Shadowed effect
- Paragraph background
- Text borders

The menu commands of the **Colors** menus and their effects are the following:

- **Text**
  Selecting the **Text** menu command displays a color submenu. The color selected using this submenu will be applied to the current text selection.

- **Back**
  Selecting the **Back** menu command displays a color submenu. The color selected using this submenu will be applied to the background of the current text selection.

- **Strikethrough**
  Selecting the **Strikethrough** menu command displays a color submenu. If the **Strikethrough** style is selected for the current selection, the selected color will apply to the stroke of the Strikethrough effect. If the Strikethrough style is not selected for the current selection, the selected color will be stored and will appear if the Strikethrough style is selected at a later time.

- **Underline**
  Selecting the **Underline** menu command displays a color submenu. If the **Underline** style is selected for the current selection, the selected color will apply to the line of the Underline effect. If the Underline style is not selected for the current selection, the selected color will be stored and will appear if the Underline style is selected at a later time.

- **Shadow**
  Selecting the **Shadow** menu command displays a color submenu. If the **Shadow** style is selected for the current selection, the selected color will apply to the shadow of the Shadow effect. If the Shadow style is not selected for the current selection, the selected color will be stored and will appear if the Shadow style is selected at a later time.

- **Borders Back**
  Selecting the **Borders Back** menu command displays a color submenu. The selected color will apply to the background of all the paragraphs of the current selection.

- **Borders Line**
  Selecting the **Borders Line** menu command displays a color submenu. If borders are selected for the current selection, the selected color will apply to those borders. If no borders are selected for the current selection, the selected color will be stored and will appear if borders are selected at a later time.

Note For more information, refer to "Setting Colors" on page 126.

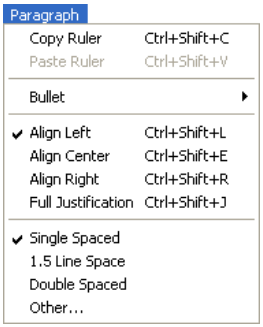
The Paragraph Menu

The **Paragraph** menu allows you to modify the following settings for the selected paragraphs:

- Whether or not the paragraph has a bullet, as well as the character used for the bullet,
- The alignment,
- The line spacing.

It also allows you to copy the contents of the ruler for a paragraph and apply it to other paragraphs.

The commands of the **Paragraph** menu are the following:



- **Copy Ruler**
  Selecting the **Copy Ruler** menu command copies the current settings of the ruler. The copied settings are the following: tab type and location, first line indent, and margin settings as well as all the paragraph attributes.

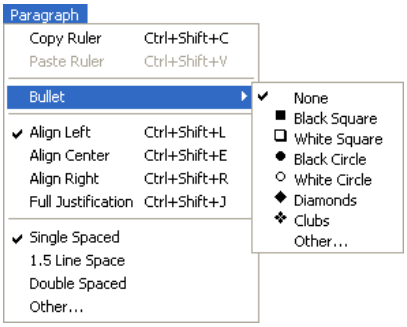
Note If you select several paragraphs, the ruler can only be copied if it is identically defined for each of those paragraphs.

- **Paste Ruler**
  Selecting **Paste Ruler** pastes the ruler that was copied previously onto the clipboard using the **Copy Ruler** menu command. The pasted information concerns the type and location of tabs as well as all paragraph attributes (alignment, line spacing, margins, borders).

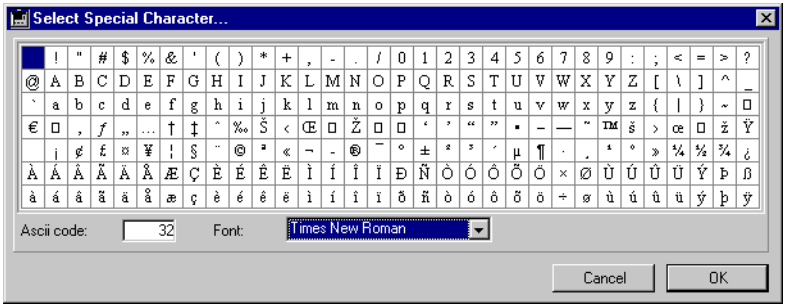
Note For more information, refer to "The Ruler" on page 113.

- **Bullets**

  Selecting the **Bullets** menu command displays the following submenu:



  This submenu allows you to select a specific type of bullet for the paragraphs of the current selection. The selected bullet will appear at the beginning of the first line of the paragraph. If you select the **Other** submenu command, the Select Special Character dialog box is displayed[1].



  For more information on the use of the Select Special Character dialog box, refer to "Setting Bullets" on page 122.

Note Only the default bullets share the same appearance on both Windows and Mac OS platforms.

- **Align Left**

  Selecting the **Align Left** menu command aligns the paragraphs in the selection with their left margins.

- **Align Center**

  Selecting the **Align Center** menu command centers all the paragraphs of the selection between their margins.

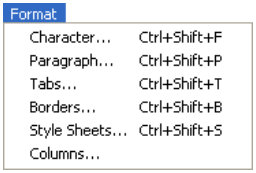
1. The standard fonts *Zapf Dingbats* (Mac OS) and *Windings* (Windows) must be installed on the machine.

- **Align Right**
  Selecting the **Align Right** menu command aligns the paragraphs in the selection with their right margins.
- **Full Justification**
  Selecting the **Full Justification** menu command fully justifies all paragraphs of the selection between their margins.
- **Single Spaced**
  Selecting the **Single Spaced** menu command applies the default line spacing to all the paragraphs of the selection.
- **1.5 Line Space**
  Selecting the **1.5 Line Space** menu command applies a line spacing of one and a half lines to all the paragraphs of the selection.
- **Double Spaced**
  Selecting the **Double Spaced** menu command applies a line spacing of two lines to all the paragraphs of the selection.
- **Other**
  Selecting the **Other** menu command displays the Other Line Spacing dialog box:

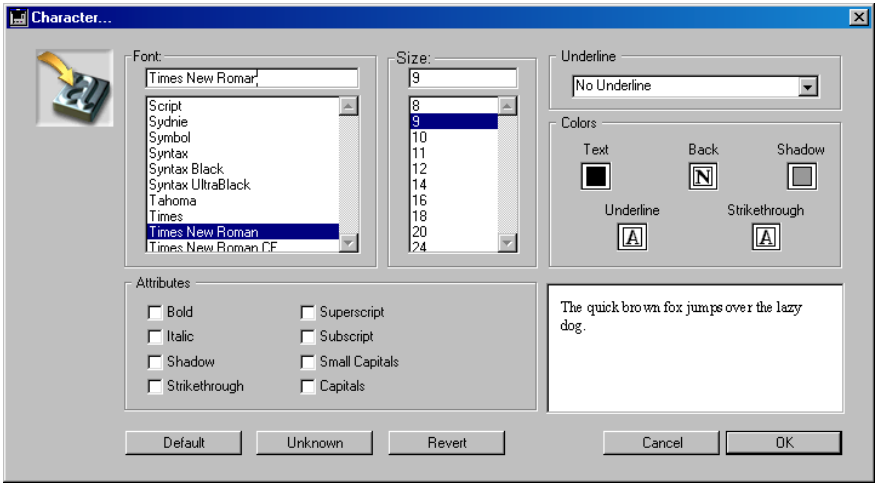
The line spacing that is entered in this dialog box will be applied to the selected paragraphs. For more information, refer to "Setting Line Spacing" on page 117.

The Format Menu

The **Format** menu allows you to access the dialog boxes that set character, paragraph, tab, border and column formats. It also enables you to access the style sheet management dialog box.

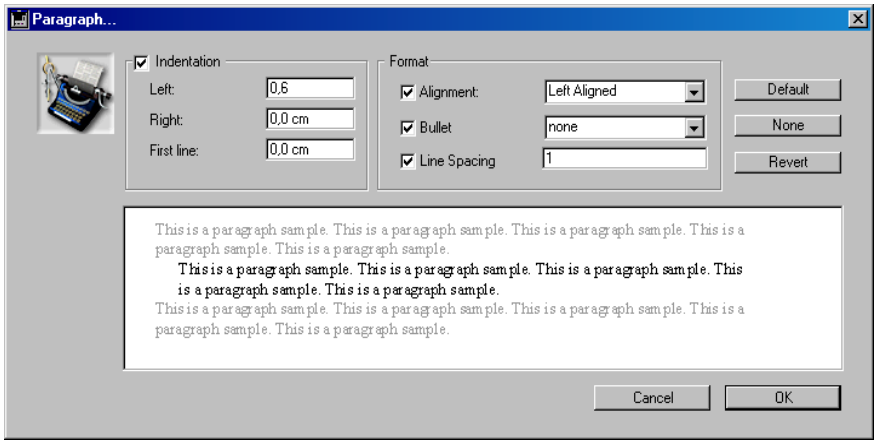


- **Character...**
  Selecting the **Character...** menu command displays the Character dialog box.



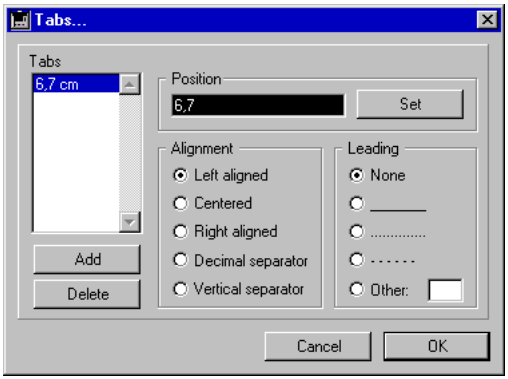
This dialog box allows you to set several character attributes of the selection at once. For more information on how to use this dialog box, refer to "Changing Several Text Attributes at Once" on page 133.

- **Paragraph...**
  Selecting the **Paragraph...** menu command displays the Paragraph dialog box.



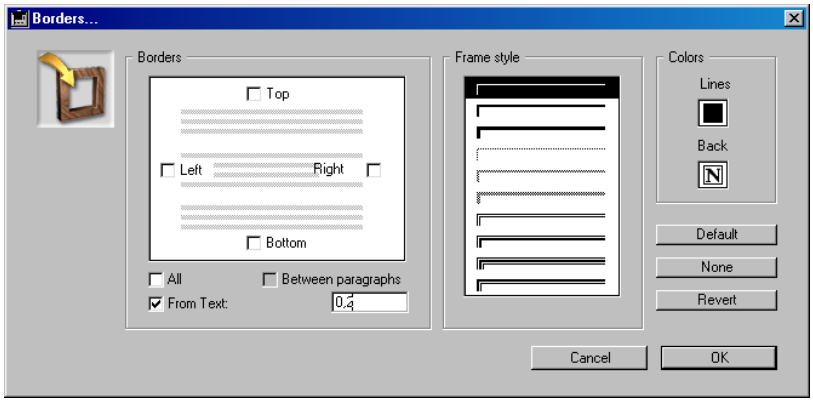
This dialog box allows you to set the paragraph properties for the selected paragraphs. For more information on how to use this dialog box, refer to "Formatting Paragraphs" on page 113.

- **Tabs...**
  Selecting the **Tabs...** menu command displays the Tabs dialog box.



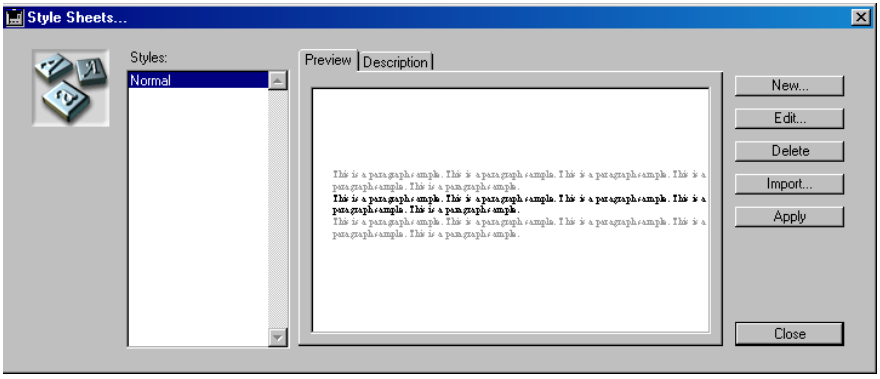
  This dialog box allows you to define the location and type of the tab stops for the selected paragraphs. For more information on how to set tabs, refer to "Setting Tabs" on page 118.

- **Borders...**
  Selecting the **Borders...** menu command displays the Borders dialog box:



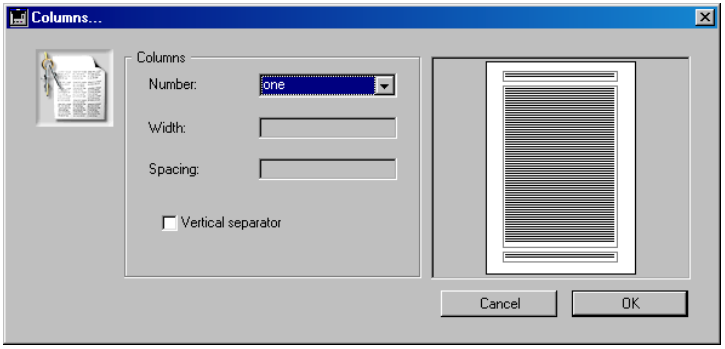
  This dialog box allows you to select the location and type of borders you want to apply to the selected paragraphs. For more information on this point, refer to "Setting Borders for a Paragraph" on page 143.

- **Style Sheets...**
  Selecting the **Style Sheets...** menu command displays the Style Sheets dialog box:



  This dialog box allows you to create, modify, import and apply style sheets. For more information on style sheets, refer to "Managing Style Sheets" on page 135.

- **Columns...**
  Selecting **Columns...** displays the Columns dialog box.

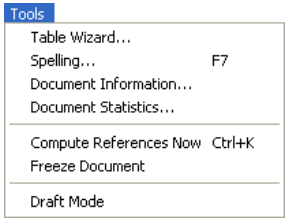


  This dialog box allows you to set the width, spacing and number of columns in the document. For more information about columns in 4D Write, refer to "Managing Columns" on page 162.

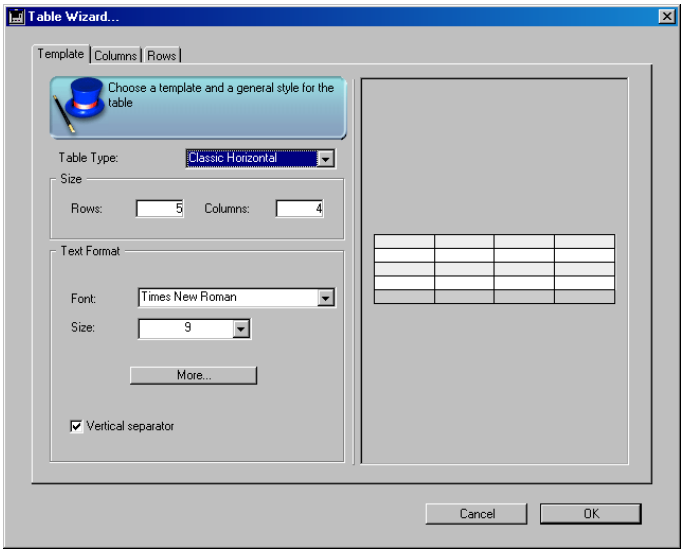
The Tools Menu

The **Tools** menu lets you select several utility features such as the table wizard, spellchecking, document statistics and information. Using the **Tools** menu also allows you to display either values or references and to either force an update of the references or to freeze them, as well as to activate or deactivate the Draft mode.

The **Tools** menu contains the following menu commands:

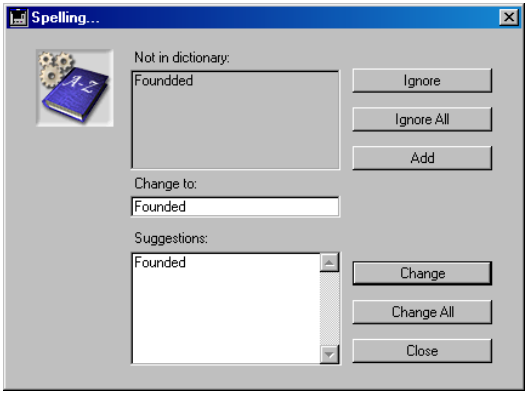


- **Table Wizard...**
  Selecting the **Table Wizard...** menu command displays the table wizard:



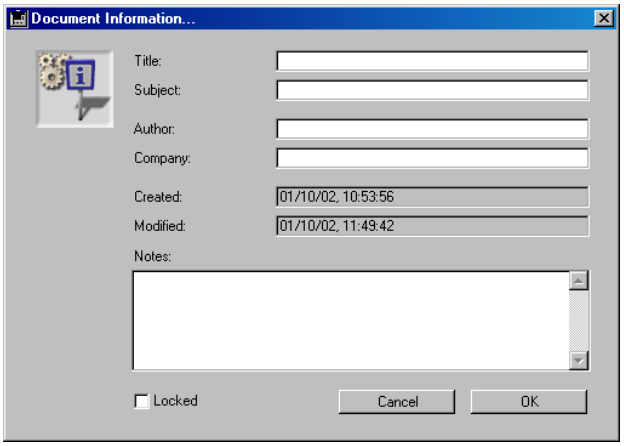
The table wizard allows you to define the table settings when creating a table. For more information about creating tables, refer to "Managing Tables" on page 148.

- **Spelling...**
  Selecting the **Spelling...** menu command starts the checking of the document from the current cursor position. If the spellchecker encounters a mistake, the following dialog box is displayed:



  For more information, refer to "Using a Spellchecker" on page 107.

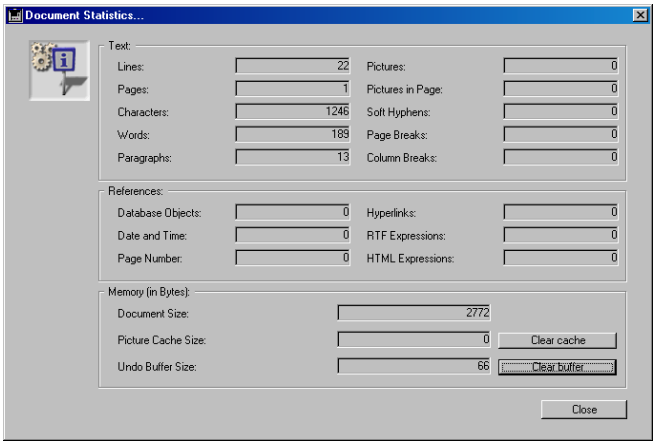
- **Document Information...**
  Selecting the **Document Information...** menu command displays the Document Information dialog box:



  In this dialog box, you can store additional information with your document. This includes a title, subject, author, company and any notes. Once you have entered this data, click **OK** to close the dialog box and validate your entry or **Cancel** to ignore the changes.

Note For more information, refer to "Managing Document Information" on page 80.

- **Document Statistics...**
  Selecting **Document Statistics...** displays the Document Statistics dialog box:



  This dialog box displays statistics related to the current document. It includes the total number of lines, pages, characters, words, paragraphs, pictures, and database references (fields, formulas) as well as memory-related information. For more information, refer to "Viewing Document Statistics" on page 82.

- **Compute References Now**
  Selecting the **Compute References Now** menu command recomputes all references and expressions in the document based on the current values in the database. For more information, refer to "Computing References" on page 201.

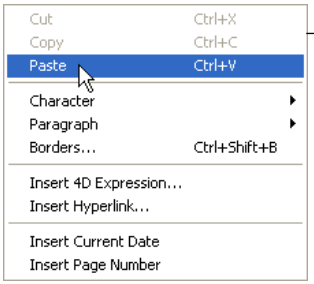
- **Freeze Document**
  Selecting the **Freeze Document** menu command replaces each reference by its current value and converts it into a character string. This action cannot be canceled. For more information, refer to "Freezing References" on page 200.

- **Draft Mode**
  Selecting the **Draft Mode** menu command enables you to activate or deactivate this mode during data entry in a 4D Write document. When this mode is activated, a check mark appears next to the command in the menu. Draft mode enables an accelerated display of characters in certain cases. For more information, refer to "Activating the Draft Mode" on page 109.

The Contextual Menu

A contextual menu appears when the user **right clicks** (Windows and Mac OS) or **Control+clicks** (Mac OS) in a 4D Write document.

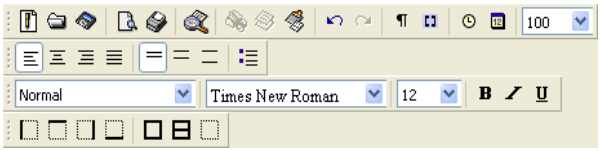
This menu offers several standard actions (editing actions such as copy or paste), access to various editors, as well as insertion functions. The actions offered in the menu will differ depending on where the user clicks: headers, footers, text or pictures.



Example of the contextual menu (click on header)

4D Write Toolbars

4D Write toolbars are located in the upper part of the 4D Write window.



Toolbars are used to quickly access features that are used often. There are four toolbars in 4D Write:

- The Standard toolbar

- The Format toolbar

- The Style toolbar

- The Borders toolbar

The Standard Toolbar

The Standard toolbar is organized into several groups of buttons:

- File management buttons
- Print management buttons
- Character search buttons
- Cut/Copy/Paste buttons
- Undo and Redo buttons
- View management buttons
- Insertion of current date and time buttons
- Zoom management pop-up menu.

The File Management Icons

These are the file management buttons:

From left to right, these buttons are: the **New Document** button, the **Open Document** button and the **Save Document** button.

Clicking the **New Document** button displays a new blank document in the text area. If the document on which you are working is not saved, a dialog box appears asking if you want to save the current file before opening a new document.

Clicking the **Open Document** button opens the standard Open file dialog box that corresponds to the platform you are working on. If the document on which you are working is not saved, a dialog box is displayed asking if you want to save the current file before opening another document.

Clicking the **Save Document** button saves the current document at its current location. If the current document is a document that was never saved before, a Save file dialog box is displayed.

The Print Management Buttons

The print management buttons consist of the following two buttons:

From left to right the two buttons are: the **Print Preview** button and the **Print** button.

Clicking the **Print Preview** button has the same effect as selecting the **Print Preview** menu command in the **File** menu. For more information, refer to "The File Menu" on page 25.

Clicking the **Print** button has the same effect as selecting the **Print** menu command in the **File** menu. For more information, refer to "The File Menu" on page 25.

The Find Button

Clicking the **Find** button has the same effect as selecting the **Find** menu command in the **Edit** menu. For more information, refer to "The Edit Menu" on page 28.

The Copy/Paste Management Buttons

The copy/paste buttons consist of the following three buttons:

From left to right the three buttons are: the **Cut** button, the **Copy** button and the **Paste** button.

Clicking the **Cut** button has the same effect as selecting the **Cut** menu command in the **Edit** menu. For more information, refer to "The Edit Menu" on page 28.

Clicking the **Copy** button has the same effect as selecting the **Copy** menu command in the **Edit** menu. For more information, refer to "The Edit Menu" on page 28.

Clicking the **Paste** button has the same effect as selecting the **Paste** menu command in the **Edit** menu. For more information, refer to "The Edit Menu" on page 28.

The Undo and Redo Buttons

The **Undo** and **Redo** buttons are displayed as follows:

Clicking the **Undo** button has the same effect as selecting the **Undo** menu command in the **Edit** menu. For more information, refer to "The Edit Menu" on page 28.

Clicking the **Redo** button has the same effect as selecting the **Redo** menu command in the **Edit** menu. For more information, refer to "The Edit Menu" on page 28.

The View Management Buttons

There are two view management buttons:

From left to right these buttons are: the **View Invisible** button and the **View References** button.

Clicking the **View Invisible** button has the same effect as selecting the **Invisible Characters** menu command in the **View** menu. For more information, refer to "The View Menu" on page 32.

Clicking the **View References** button has the same effect as selecting the **References** menu command in the **View** menu. For more information, refer to "The View Menu" on page 32.

The Insertion Buttons

There are two insertion buttons:

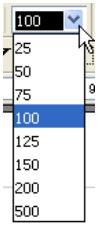
From left to right these buttons are: the **Insert Current Hour** button and the **Insert Current Date** button.

Clicking the **Insert Current Hour** button inserts the current time at the insertion point. The time format is then "HH:MM". The time is inserted as text and not as a reference (equivalent to not checking the **Automatic update** option in the date and time insertion dialog box)

Clicking the **Insert Current Date** button inserts the current date at the insertion point. The date format is then "Day, Month Day of the month, YYYY" (Friday, March 5, 1999 for example). The date is inserted as text and not as a reference (equivalent to not checking the **Automatic update** option in the date and time insertion dialog box).

Zoom Menu

This combo box is used to set the zoom value for displaying the 4D Write area:



You can choose a predefined value to enlarge or reduce the display or enter a custom value (in %) between 25 and 500.

The Format Toolbar

The Format Toolbar consists of three button sets:

- Text alignment buttons;

- Line spacing buttons; and

- The bullet button.

The Text Alignment Buttons

There are four text alignment buttons:

From left to right, the buttons are: the **Align Left** button, the **Align Center** button, the **Align Right** button and the **Full Justification** button. This set of buttons allows you to set the text alignment of the current selection.

Clicking the **Align Left** button aligns the paragraphs of the current selection to the left. The effect of this button is identical to the **Align Left** menu command from the **Paragraph** menu.

Clicking the **Align Center** button centers the selected paragraphs between their margins. The effect of this button is identical to the **Align Center** menu command from the **Paragraph** menu.

Clicking the **Align Right** button aligns the paragraphs of the current selection with their right margins. The effect of this button is identical to the **Align Right** menu command from the **Paragraph** menu.

Clicking the **Full Justification** button fully justifies the current selection. The effect of this button is identical to the **Full Justification** menu command from the **Paragraph** menu.

The Line Spacing Buttons

There are three line spacing buttons:

From left to right, these buttons are: the **Single Spaced** button, the **1.5 Line Space** button and the **Double Spaced** button. These buttons allow you to modify the line spacing for the current selection.

Clicking the **Single Spaced** button applies the default line spacing to the current selection. The effect of this button is identical to the **Single Spaced** menu command of the **Paragraph** menu.

Clicking the **1.5 Line Space** button applies a line spacing of one and a half lines to all the paragraphs of the selection. The effect of this button is identical to the **1.5 Line Space** menu command of the **Paragraph** menu.

Clicking the **Double Spaced** button applies a line spacing of two lines to the current selection. The effect of this button is identical to the **Double Spaced** menu command of the **Paragraph** menu.

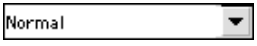
The Bullet Button

Clicking the **Bullet** button inserts a bullet at the beginning of the first line of each paragraph that belongs to the current selection. The style of bullet shown is determined by the bullet paragraph formatting option of each paragraph. Clicking once more on the **Bullet** button will remove the bullets.

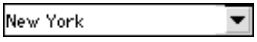
The Style Toolbar

The Style Toolbar consists of the following:

- Style Sheet drop-down list



- Font drop-down list



- Font size drop-down list

- Style buttons

The Style Sheet Drop-down List

The style sheet drop-down list allows you to select a style sheet and apply it to the current selection. The style sheets that appear in that list are the style sheets that are available in the current document.

The Font Drop-down List

The font drop-down list allows you to select a font and apply it to the current selection. The fonts that appear in this list are the fonts that are currently installed in your system. These fonts are the same as the fonts available in the Characters dialog box.

The Font Size Drop-down List

The font size drop-down list allows you to select a font size and apply it to the current selection.

The Style Buttons

There are three style buttons:

From left to right these buttons are: the **Bold** button, the **Italic** button and the **Single Underline** button.

Clicking the **Bold** button applies the Bold style to the current selection or removes it if it was already selected. The effect of this button is identical to that of the **Bold** menu command from the **Style** menu.

Clicking the **Italic** button applies the Italic style to the current selection or removes it if it was already selected. The effect of this button is identical to that of the **Italic** menu command from the **Style** menu.

Clicking the **Single Underline** button applies the Single underline style attribute to the current selection or removes it if it was already selected.

The Borders Toolbar

The Borders toolbar consists of two button sets:

- Individual border buttons

- Frame buttons

The Borders toolbar allows you to separately or globally define borders for the paragraphs of the current selection.

Note The default frame style is the 1-pt standard line. If a special frame style has been defined for the current paragraph, it is applied. For more information about frame style, refer to "The Borders Dialog Box" on page 143.

The Separate Borders Buttons

There are four separate borders buttons:

From left to right these buttons are: the **Left Border** button, the **Top Border** button, the **Right Border** button and the **Bottom Border** button. These buttons allow you to define the borders of the paragraphs in the current selection separately.

Clicking the **Left Border** button displays the left border of the paragraphs of the current selection.

Clicking the **Top Border** button displays the top border of the paragraphs of the current selection.

Clicking the **Right Border** button displays the right border of the paragraphs of the current selection.

Clicking the **Bottom Border** button displays the bottom border of the paragraphs of the current selection.

The Frame Buttons

There are three frame buttons:

From left to right these buttons are: the **All Borders** button, the **Inside Borders** buttons and the **No Borders** buttons. These buttons allow you to set several paragraph borders at once.

Clicking the **All Borders** button displays the external borders that outline the paragraphs of the current selection.

Clicking the **Inside Borders** button displays the external borders that outline the paragraphs of the current selection as well as the inside borders of all the paragraphs of the selection.

Clicking the **No Borders** button removes any borders present in the selection.

3 Managing 4D Write Documents

This chapter explains how to create, open, and save 4D Write documents in both database records and in external windows.

The following topics are covered in this section:

- Multi-platform and format document management
- Opening a document in an external window
- Creating a 4D Write area in a form
- Creating, opening and saving a document
- Setting preferences for a document
- Viewing document information
- Viewing document statistics.

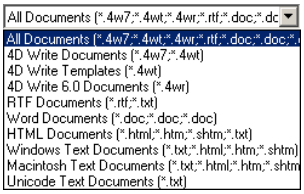
Multi-platform Document Management

4D Write, like 4th Dimension and 4D Server, is a multi-platform program. This means that a database created under Mac OS that uses 4D Write can be opened and run under Windows with no modifications, and vice versa.

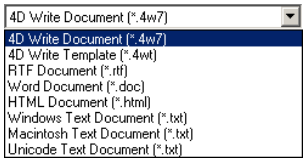
Format Management

4D Write allows you to use different file formats when opening or saving a file. Those formats appear in the drop down lists in the Open File and Save File dialogs boxes.

Open File dialog box



Save File dialog box



The file formats available in 4D Write are the following :

- **4D Write Document**
  This format is the 4D Write native format. A 4D Write document saved using this format will keep all its features. This format is available for both opening and saving a document.

- **4D Write Template**
  This format is the 4D Write native format for templates. For more information about the templates in 4D Write and their use, refer to "Saving a Document as a Template" on page 76. This format is available for both opening and saving a document.

- **4D Write 6.0 Document**
  This is the native format for the previous version of 4D Write. This format is available only when opening a document.

- **RTF Document**
  RTF stands for *Rich Text Format*. It allows file transfer between platforms while keeping basic formatting intact. This format is available for both opening and saving a document.

- **Word Document**
  This format is the Microsoft Word® documents' native format. This format is available for opening and saving documents. 4D Write saves these documents in Word 97 format under Windows and in Word 98 format under Mac OS.

- **HTML Document**
  HTML stands for *Hypertext Mark-up Language*. This format is primarily used for generating Web pages. This format is available for both opening and saving a document. 4D Write uses CSSs in order to convert the styles and formats as closely as possible to the original document. For more information about the elements supported, refer below to paragraph "Conversion of Documents into HTML" on page 63.

- **Windows Text Document**
  This format is the basic Windows text format. It does not embed any character formatting and it uses the Windows extended ASCII table. This format is available for both opening and saving a document.

- **Macintosh Text Document**
  This format is the basic Mac OS text format. It does not embed any character formatting and uses the Mac OS extended ASCII table. This format is available for both opening and saving a document.

- **Unicode Text Document**
  The unicode format is designed to avoid the character conversion that takes place when a document is opened on another platform, or on another system. It also allows the contents to be always retrieved independently of the script manager.

Conversion of Documents into HTML

The table below specifies the elements that are supported when converting 4D Write documents into HTML:

Attributes	HTML Conversion
Normal Style	Yes
Bold Style	Yes
Italics Style	Yes
Strikethrough Style	Yes
Superscript Style	Yes
Subscript Style	Yes
Shadow Style	No
Underline	Yes (single underline) - other variants of underlining are converted into single underlining
Font	Yes
Font size	Yes

Foreground and background colors	Yes (texts and borders) - colors for strikethrough and shadow text and for underlines are not converted.
Bullets	Yes (“black square” and “white circle” bullets) - other types of bullets are replaced by standard bullets
Alignment	Yes
Spacing	Yes
Indentation	Yes
Borders	Yes
Tabs	Yes, replaced by spaces (nbsp)
Pictures in text	Yes (QuickTime must be installed on the machine doing the conversion)
Background picture	No
Hypertext links	Yes (standard links) - links that open a document or execute a 4D method are not converted.

Note 4D Write uses QuickTime by Apple® to convert pictures contained in your documents to the JPEG format. For this conversion to be correct, make sure that you have installed the **complete version** of QuickTime on your machine (the “minimum” version does not enable the creation of JPEG files).

File Equivalents under Mac OS and Windows

The following table indicates the file equivalents of 4D Write documents on Mac OS and Windows.

Document	Mac OS		Windows
	Type	**Creator**	**Extension**
4D Write Document	4WR7	4DW7	4W7
RTF	TEXT	4DW7	RTF
Windows Text only	TEXT	4DW7	TXT
Mac OS Text only	TEXT	4DW7	TXT
Unicode Text Document	TEXT	4DW7	TXT
HTML Document	TEXT	MOSS	HTML
Word6/95 Document	W6BN	MSWD	DOC
Word98 Document	W8BN	MSWD	DOC

Opening a 4D Write Document in an External Window

You can use 4D Write in its own window. When used in its own window, 4D Write operates as if it were a separate application.

► To open 4D Write in an external window:

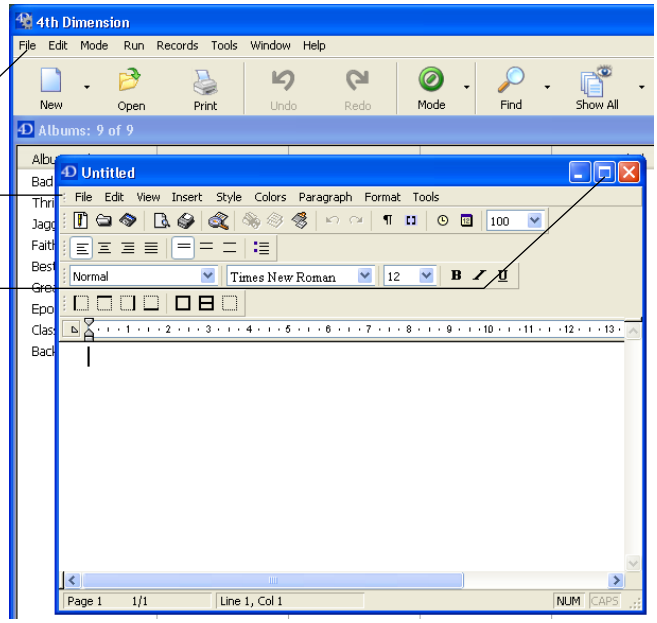
1 **If you are not in the User environment, choose User in the Mode menu.**

2 **Choose 4D Write from the Tools menu.**

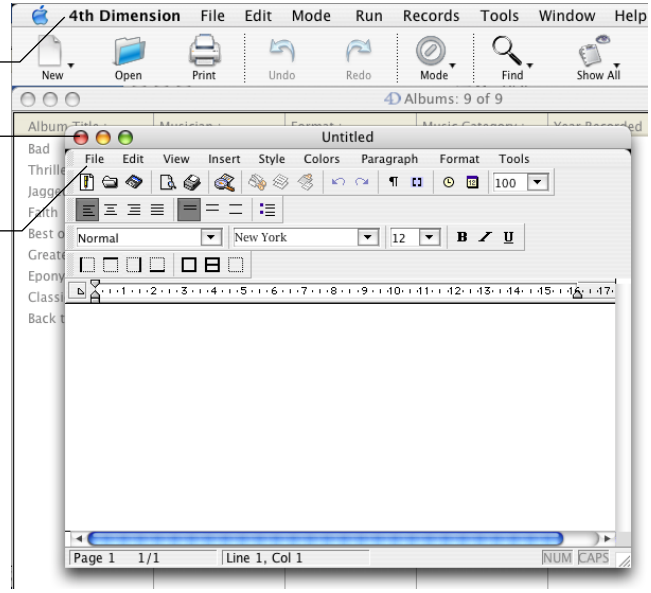
Note If the **4D Write** menu command is not available from the **Tools** menu, 4D Write has not been correctly installed in your environment. In this case, refer to the *4th Dimension Installation Guide*.

A 4D Write document opens in an external window.

Windows



Macintosh



The external window contains the 4D Write menu bar. The menus in this menu bar allow you to manage your document. For example, use the **Style** menu to apply a different style to selected text. The 4th Dimension menus remain available in the standard menu bar at the top of your screen.

The external window also contains four toolbars. The role of these toolbars is to make access to specific features easier and faster. For example, to apply the Bold character style you can either select **Bold** from the **Style** menu or click the **B** icon in the Character toolbar. Toolbars also increase your control over the 4D Write interface since they can be moved within the 4D Write window or be used separately as palettes.

The ruler below the 4D Write toolbars allows you to set the margins, first line indent, and tabs.

The Standard toolbar allows you to quickly access some of the features that are accessible through the **File**, **Display**, and **Insert** Menus.

The Format toolbar allows you to set paragraph alignment, line spacing and the presence of bullets at the beginning of paragraphs.

The Style toolbar allows you to set the format of characters and to select a style.

The Borders toolbar allows you to set the features of the borders for a paragraph.

4D Write windows also contain splitters that allow you to divide the document area and therefore display different areas of the same document at the same time. For more information about splitters, refer to paragraph “Splitting the 4D Write Window” on page 19.

The document area below the ruler is where you edit your document.

Opening Multiple Documents

You can open additional 4D Write windows by choosing **4D Write** from the **Tools** menu. Operating several 4D Write documents at the same time enables you to compare documents, copy and paste between documents, and move from one document to another simply by clicking in the appropriate window.

The titles of all the open windows appear at the bottom of the **Window** menu. You can bring a 4D Write document to the front by choosing it from the **Window** menu.

Adjusting the Window Size and Proportions

► To adjust the window size under Windows:

1 **Click on the lower right-hand corner of the window.**

The pointer becomes a double-headed arrow.

2 **Drag the corner or border until the window is the desired size.**

Note You can also modify the height and width of a window under Windows by clicking on its borders.

► To adjust the window size on the Macintosh:

1 **Drag the Size box in the bottom right-hand corner of the window.**

Maximizing the Window

► To expand a 4D Write window to take up the full screen:

1 **Under Windows, click the Maximize button, or choose Maximize in the Control menu.**
On the Macintosh, click the Zoom box.
Note that the 4th Dimension menu bars remain at the top of the screen unlike in Full page mode (see the paragraph "Expanding a 4D Write Area to Full Screen" on page 73).

Closing Documents

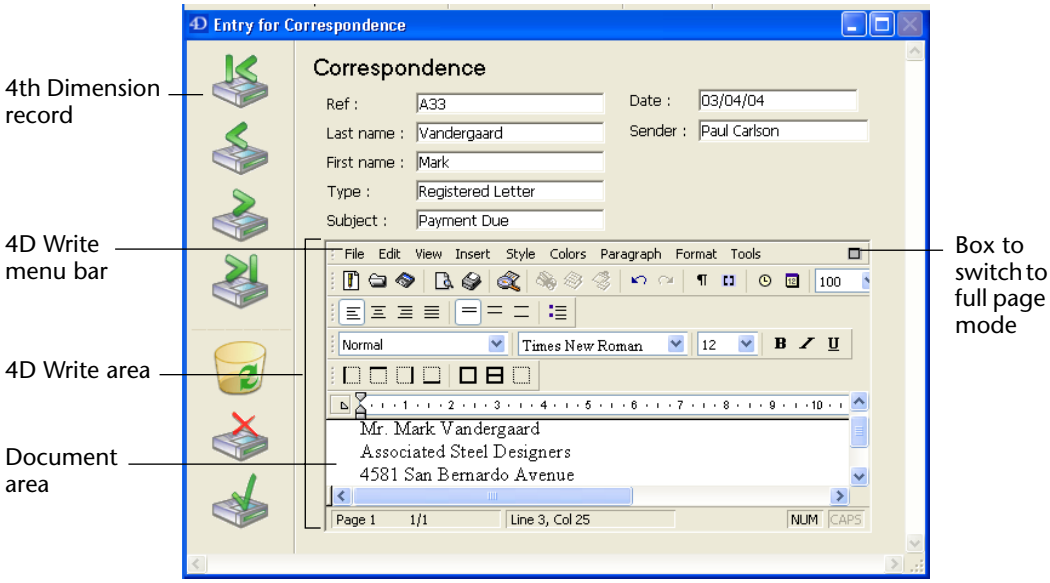
To close an external window at any time:

1 **Click on the Close box of the window.**
OR
Under Windows, choose the Close command in the Control menu.

Creating and Using a 4D Write Area in a Form

You can create 4D Write areas in any database form. You can use 4D Write in an input form, providing a document in each record for notes, reports, letters, or other information. You can also use a 4D Write area in an output form to display or print a document.

The following figure shows a 4D Write area in an input form. A letter is being created for Mark Vandergaard. The letter will be saved automatically with Mark's record when the record is accepted.



Creating the 4D Write Area

► To create a 4D Write area in a form:

1 **If you are not already in the Design environment, choose Design from the Mode menu.**

The Structure window appears, showing the database tables and fields.

To save the contents of the 4D Write area with each record in a table, you must create a Picture or BLOB field in a way that associates it with the area. As with all plug-ins, the contents of a 4D Write area can be stored in a Picture field. You can also store a 4D Write area in a BLOB field.

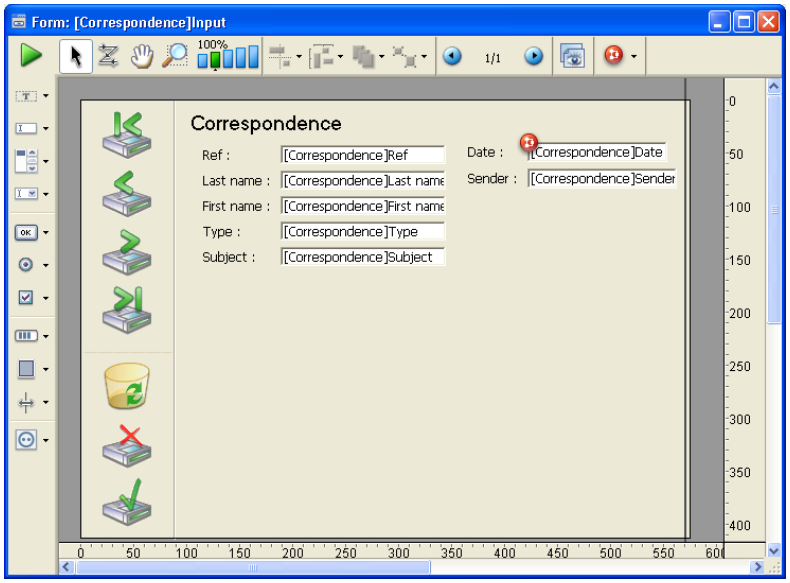
Steps 2, 3 and 7 are only necessary if you want to save the contents of the area with each record.

2 **Add a Picture or BLOB field to the table whose form will have the 4D Write area.**

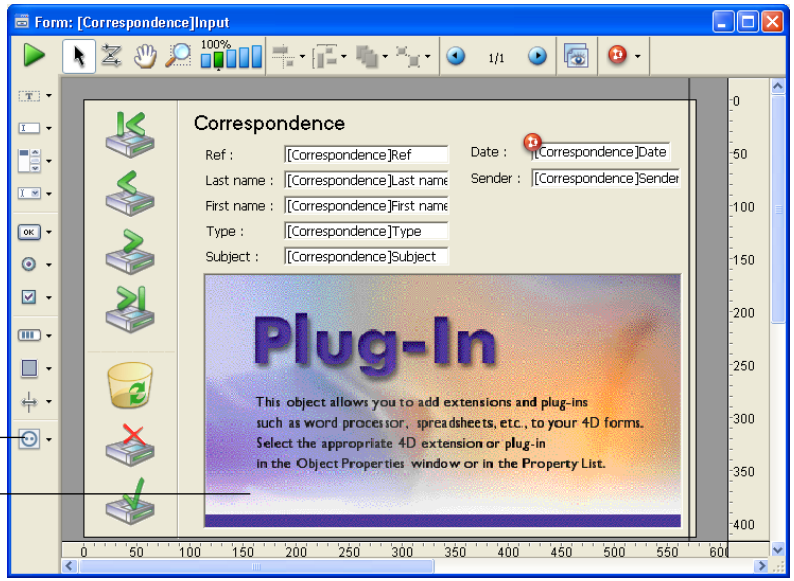
For information on creating a Picture or BLOB field, refer to the 4th Dimension *Design Reference* manual.

3 **Give the Picture or BLOB field a name ending with an underscore (_).**
For example, you can name the field Letter_.

4 **In the Form editor, open the form where you want to add a 4D Write area.**
This form must belong to the table containing the Picture or BLOB field associated with the area.

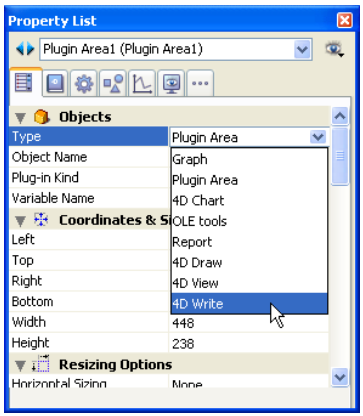


5 **Use the Plug-in area Object tool to draw an area for 4D Write.**



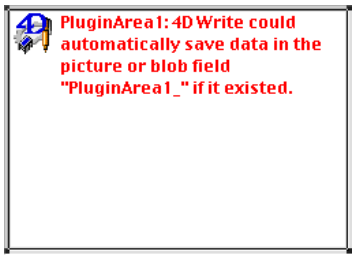
Of course, it may be necessary to resize the areas so that they fit the form.

6 **Click the Type drop-down list of the Property List and select 4D Write:**



The **Type** list contains all the plug-ins installed in the database.

In the form editor, the object now displays the following message:

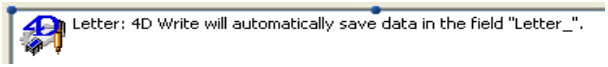


7 **In the Variable name box, name the 4D Write area by entering the name of the Picture or BLOB field, minus the underscore.**

For example, if you named the Picture or BLOB field Letter_, you would name the 4D Write area Letter.

Giving the 4D Write area this name associates it with the field, ensuring that its contents will automatically be saved with each record. In this case, use the automatic 4D buttons otherwise you will have to manually save the area using 4D commands. If you do not automatically save the contents of the area, 4D Write will give you the opportunity to save the contents of the area on disk when you accept the record.

The plug-in area displays the 4D Write icon, the area name, and the message that the document will be saved with the Picture or BLOB field.



Proper Naming of 4D Write Areas

If the area name does not correspond with the Picture or BLOB field name or if the field does not exist, 4D Write warns you that the document will not be saved with the record— the document *could* be saved *if* a Picture or BLOB field with the appropriate name existed.

Note The 4D Write plug-in area name is a variable. This variable can only be a process variable. It is not possible to use inter-process variables (where names start with <>) or local variables (where the names start with $) as plug-in area names. For more information on the different types of variables in 4D, please see the *4th Dimension Language Reference* manual.

Saving the 4D Write Document as a Separate File

In some cases, you may not want the document to automatically be saved with the record. For example, you might want to store your documents on disk and load them procedurally. In this case, you would not want to create a Picture or BLOB field to store the documents.

Renaming the Area

If you later want to automatically save the document with the record, you can go back and rename the 4D Write area. If the area name does not correspond with the Picture or BLOB field name, you can correct the name by double-clicking on the 4D Write area in the form. This shows the property list for the 4D Write area, so you can type the correct name in the Variable name box.

If the Picture or BLOB Field Does Not Exist

If the Picture field or BLOB does not yet exist, you can create the Picture or BLOB field in the Structure window. In fact, it does not matter which you create first—the Picture field or the 4D Write area. If you wish, you can create the 4D Write area on the form first and then go back and create the corresponding Picture or BLOB field.

Using the 4D Write Area in a Form

When using 4D Write in a form (in the User environment), the program menu bars appear above the 4D Write area. You can select the 4D Write menu commands as well as those of 4th Dimension menus.

The possibilities offered using this mode are plentiful. For more information, refer to the chapter "Using Dynamic References" on page 181.

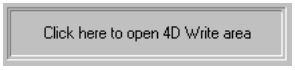
4D Write allows you to use the included area as a full-screen as with any document.

Expanding a 4D Write Area to Full Screen

► To view a 4D Write area at full screen size:

■ **Choose Goto Full Window from the File menu.**
OR
Click the Maximize button or choose Maximize from the Control menu (Windows).

On both platforms, the document expands to fill the entire screen and 4D Write's menu bar temporarily replaces 4th Dimension's menu bar. If the 4D Write area on the form is too small to be used without being expanded, it is displayed as a grey area:



When you click this area during data entry, the document area automatically expands to full screen size.

Note The size below which the 4D Write area is displayed as a button is 400 pixels wide and 550 pixels high (if these settings are set lower the area will be displayed as a gray area in User mode). You can modify these values as well as the title of the 4D Write area using the WR SET AREA PROPERTY command. This mechanism does not apply to the area display in the form editor in Design mode.

Returning to the Form

When the document window is expanded, **Goto Full Window** in the **File** menu changes to **Return to Form**.

► To reduce the window and return to the form:

1 **Choose Return to Form from the File menu,**
OR
Click the Close box.
OR
Under Windows, select Close from the Control menu.

Creating a New Document

You can create a new blank document in either an external window or a 4D Write area at any time. In either case, the new document replaces the current document. If you have made changes to the current document, you will be prompted to save the changes before 4D Write opens the new document.

► To create a new document:

1 **Choose New from the 4D Write File menu.**

Opening Documents in 4D Write

You can open documents in any 4D Write external window or 4D Write area. The file formats 4D Write can open are described in paragraph "Format Management" on page 62.

► To open a document in an external window or 4D Write area:

1 **Choose Open from the 4D Write File menu.**

A standard Open File dialog box appears.

2 **Choose a file format from the Format pop-up menu in order to see only the corresponding files.**

3 **Select a document.**

4 **Click Open.**

The newly opened document replaces the current document in the current 4D Write window.

Note Only native 4D Write documents remain open. When a native document is displayed in the 4D Write window, it cannot be accessed by any other application. Conversely, non-native 4D Write documents are read and then closed. When such a document is displayed in the 4D Write window, the standard Save file dialog box is opened if the user selects the **Save** menu command, as for a new document.

Saving 4D Write Documents

You can save the text entered in a 4D Write document regardless of whether the document was created in an external window or in a form. 4D Write offers several ways to save documents.

- As part of a record
- As a Mac OS or Windows file
- As a template for a 4D Write area

Saving a Document with a Record

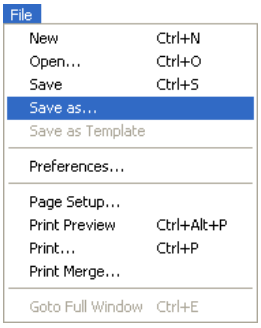
If you have created a 4D Write area on a form and have created a Picture or BLOB field to store the area's contents, any text entered in the area is automatically saved with each record when the record is accepted. For more information, refer to the paragraph "Creating and Using a 4D Write Area in a Form" on page 68.

You can also save a document created in a 4D Write area as a separate file. Saving a Document as a File

Saving a Document as a File

Any document that you create using 4D Write can be saved as a separate file. You use the familiar **Save** and **Save As...** menu items from the 4D Write **File** menu to save and update individual documents.

Documents you have saved can be opened by choosing **Open** from the 4D Write **File** menu. It makes no difference whether the document has been created in an external window or in a form; the document can be saved or opened in either place.



► To save a 4D Write document as a file:

1 **Choose Save as... from the 4D Write File menu.**

Note that you choose this menu item from the 4D Write **File** menu, rather than from the 4th Dimension **File** menu.

4D Write displays the Export dialog box.

2 **If necessary, choose the file format in which you would like to save the document from the Save as type: pop-up menu.**

By default, 4D Write documents are saved in the standard 4D Write file format. You can also save the current document in other formats.

For more information about the file formats and their meanings, please refer to "Format Management" on page 62.

3 **Enter a unique filename for the document.**

4 **Click Save.**
4D Write saves the document under the filename you entered.

► To update a document you have saved:

1 **Choose Save from the 4D Write File menu.**
The original file is updated.

Saving a Document as a Template

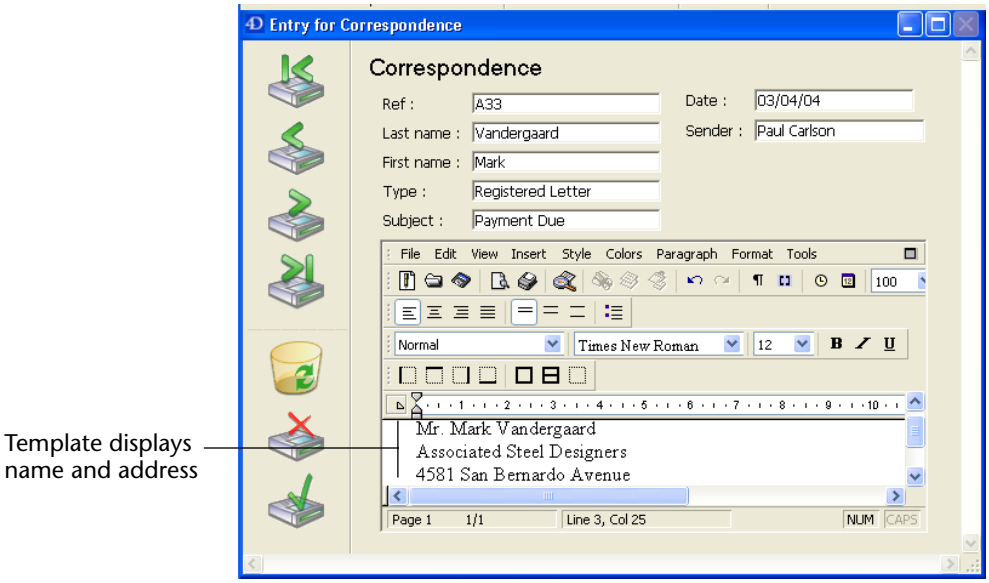
You may need to create a standard document containing elements that are the same for every document, such as a standard report format or letter heading. Instead of recreating the elements each time, you can save the document as a template used by every document displayed in a particular 4D Write area in a form.

- Static areas (labels, pictures...) will never change.
- Variable areas (database field references, 4D expressions...) will be computed dynamically, depending on the current record data.

Note You can create templates only for 4D Write areas on forms; they cannot be used for external windows. When you use 4D Write in an external window opened using the **Tools** menu, the **Save as Template** menu item is disabled.

The saved template is used by every document displayed in the 4D Write area. Each document starts with the same template, but any unique modifications you make to a document are saved with the record. There can be only one template for each 4D Write area on a form.

The 4D Write area in the following figure uses a template to display the name and address from the person's record. Each person's record displays the name and address in the same manner.



► To save a 4D Write document as a template:

■ **Choose Save as Template from the 4D Write File menu.**

4D Write automatically assigns the filename and location of the templates, so no Save File dialog box is displayed when you choose **Save as Template**.

4D Write saves the document, giving it the same name as the 4D Write area on the form, plus an underscore and the ".4wt" extension. For example, the template file for the "WPArea" area is named "WPArea_.4wt".

By default, with 4th Dimension and 4D Server, templates are stored in the database folder.

However, in a client-server configuration, it is possible to store and/or load templates onto client machines using the WR SET AREA PROPERTY command. In this case, each client machine can have its own templates. These templates are then stored:

- Under Mac OS, at the following location: *(User folder)* Library:Application Support:4D:4D Write Templates:DatabaseName folder

- Under Windows, at the following location: Documents and settings*User*\Application data\4D\4D Write Templates\DatabaseName folder

You can also create a template by saving a 4D Write document as a 4D Write Template type and giving it the same name as the 4D Write area, plus an underscore and the ".4wt" extension. It must be put in the templates folder.

You can temporarily disable the use of a particular template file by changing the template filename.

► If you modify the template and want to incorporate the changes:

■ **Choose Save as Template from the 4D Write File menu again.**

4D Write asks if you would like to replace the existing template file. Clicking the **OK** button updates the template.

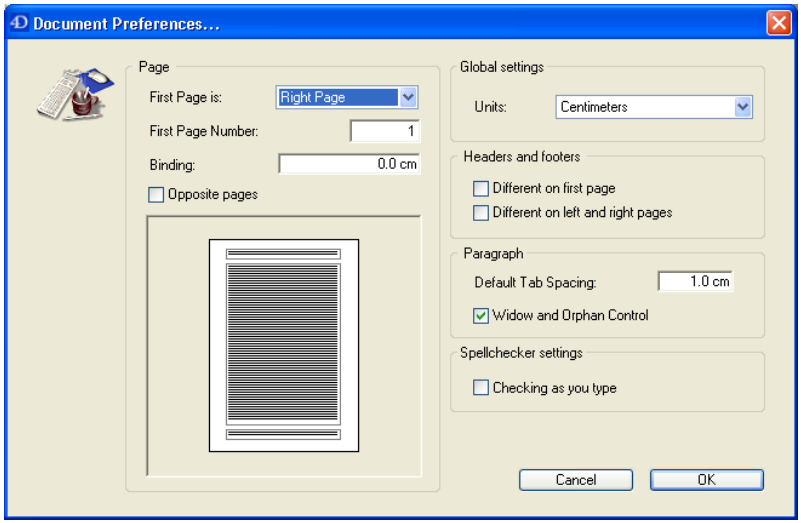
Setting Preferences

4D Write lets you set preferences for a document. You can choose the ruler units as well as various page layout and numbering characteristics for the document.

► To set preferences for the current document:

■ **Choose Preferences... from the 4D Write File menu.**

The Document Preferences dialog box appears



Page

The “Page” area allows you to set the following options:

- **First Page is:**
  This menu allows you to select the side of the first page. Selecting Right sets the side of the first page to Right. Selecting Left sets the side of the first page to Left.
- **First Page Number:**
  This box allows you to set the page number of the first page. Automatic page numbers will be updated accordingly.

Tip You can start page numbering at 1 in 4D Write regardless of the actual page number within the document. In order to do this, select a value equal to 2-X in the **First Page Number** area, where X is the actual page number of the document.
If, for example, you wanted to begin numbering with 1 but starting on page 12, enter -10 in the Preferences dialog box. The reason for this is that 4D Write does not consider page numbers that are ≤ 0.

- **Binding:**
  This box allows you to set the value of the space left for the binding of your document. If the Opposite pages option is checked, the value entered will be applied to opposite pages as it is required when binding a book of double-sided pages. If the Opposite pages option is not checked, the value of the binding is always applied to the same side of the page, as required in binding a book of single-sided pages. The Binding value is expressed in the unit selected in the Units drop-down list.
- **Opposite pages:**
  The space allocated to the binding is set to manage double-sided pages when this option is checked. When this option is not selected the space allocated to the binding remains constant for left and right pages, as required for single-sided pages.

Global Settings

This area has only one option: **Units**. This option is used to set the unit used to display the ruler of the document as well as, in general, all the dimensions expressed in 4D Write, whether directly in the interface or by programming.

Headers and Footers

This area is used to configure specific headers and footers.

- **Different on first page**: Checking this check box will allow you to set different headers and footers for the first page of the document.

- **Different on left and right pages**: Checking the option will allow you to set different headers and footers for the left and right pages. If this option is left unchecked, the headers and footers will be set once for both types of pages.

Paragraph

This area is used to configure the following options:

- **Default Tab Spacing**
  This box allows you to set the default value for "automatic" tab spacing in your document. This value will be applied to all the paragraphs that do not have custom settings.
- **Widow and Orphan Control**
  Checking this box will prevent the first line of a paragraph from being left at the end of a page, and it will also prevent the last line of a paragraph from being left at the beginning of a page.

Spellchecker Settings

This area has only one option: **Checking as you type**. It is used to set the spellchecker to verify the text being edited. When this option is checked, any words that seem to be spelled incorrectly are immediately underlined in the document.
When this option is not checked, spellchecking must be carried out using the **Spelling...** command in the **Tools** menu of 4D Write (for more information about this, refer to paragraph "Using a Spellchecker" on page 107).

Note This is a global option for the 4D Write plug-in: it is set for all the documents opened during the session.

Managing Document Information

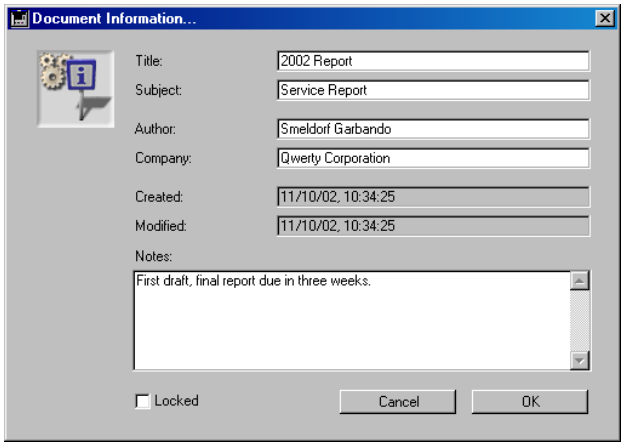
4D Write allows you to enter or view additional information about a document. This information can be valuable in the case of multi-user databases.

You can give a title, a subject, an author and a company name to each document. You can also write additional notes, or set the document in read-only mode.

► To view or modify the document information:

1 **Select Document Information... from the Tools menu.**
The Document Information dialog box appears.

2 **Add or modify any information you need:**



3 **Click OK to save the information.**

Locking a Document

You can lock a 4D Write document. A locked document can be opened or viewed by any user, but cannot be modified.
When a locked document is open, all 4D Write functions allowing text modification are disabled. Only viewing, printing and searching commands are allowed. Interface management commands are also enabled.

► To lock a document:

1 **Check the Locked option in the Document Information dialog box for that document.**

2 **Click OK.**

The document is immediately locked. Any menu commands or icons allowing text modification are disabled.

► To unlock a document:

1 **Uncheck the Locked option in the Document Information dialog box of the document.**

2 **Click OK.**

The document again becomes freely editable.

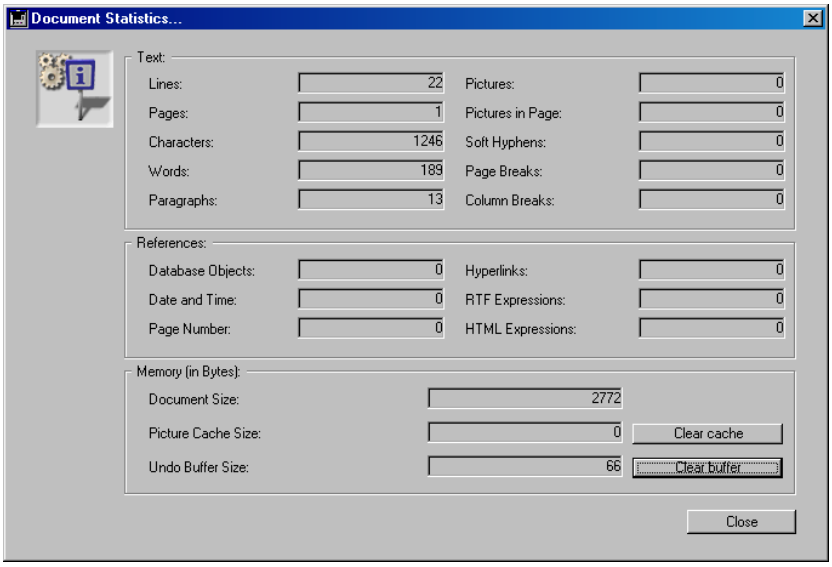
Viewing Document Statistics

You can display the number of lines, pages, characters, words, paragraphs, and pictures in your document, as well as the size of your document and the number of database objects it includes. In some cases, it will allow you to free memory.

► To view these statistics:

1 **Choose Document Statistics... from the 4D Write Tools menu.**

4D Write displays a Document Statistics dialog box with information about the document.



Text

- **Lines**: number of lines in the document. A paragraph is made of one or several lines.
- **Pages**: number of pages in the document.
- **Characters**: characters are the smallest units of a document. Spaces and carriage returns are characters.
  Characters from inserted references or page numbers are not taken into account.
- **Words**: a word is a set of chained characters located between two space characters or a space character and a punctuation character.
- **Paragraphs**: paragraphs are the basic units of a document. Each carriage return character creates a new paragraph.

- **Pictures**: number of pictures pasted in text flow.
- **Pictures in Page**: number of pictures pasted on a page of the document. When a picture is pasted to a page “on every page”, a single occurrence is made compatible.
- **Soft Hyphens**: number of hyphens inserted into the document.
- **Page Breaks**: number of manual page breaks inserted into the document.
- **Column Breaks**: number of manual column breaks inserted into the document.

References

- **Database Objects**: number of fields, expressions or 4D methods inserted in the document.
- **Date and Time:** number of date and time references inserted into the document.
- **Page Number**: number of page number references inserted into the document.
- **Hyperlinks**: number of hypertext links inserted into the document.
- **RTF Expressions**: number of RTF expressions inserted into the document.
- **HTML Expressions**: number of HTML expressions inserted into the document.

Memory

- **Document Size**: size in bytes of document.
- **Picture Cache Size**: size in bytes of application memory occupied by the picture cache. If you need to free up memory you can click on the **Clear cache** button. In this case, the picture display will be momentarily slowed.
- **Under Buffer Size**: size in bytes of application memory occupied by the cancel buffer. This buffer is designed to sequentially save operations that you have completed within your document so that you can eventually cancel an operation. If you need to free up memory, you can click on the **Clear buffer** button. Be careful, you cannot undo a previous operation once the buffer is cleared.

4 Entering and Editing Text

This chapter describes how you interact with the 4D Write windows in your database. It also explains how to perform basic text editing operations, such as entering, deleting, selecting and searching for text.

The chapter includes explanations of the following:

- Navigating in a document
- Entering and editing text
- Finding and replacing text
- Using a spellchecker
- Activating the Draft mode.

Browsing the 4D Write Window

The 4D Write window contains a blank area in which you can type and display documents. You can display the 4D Write window as an external window or as part of a record.

Scrolling

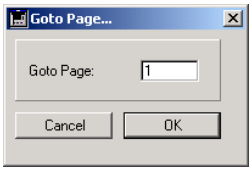
The vertical and horizontal scroll bars work as in all Macintosh and Windows applications, regardless of whether you are using 4D Write in an external window or in a form. Use the scroll bars to move through the document and bring hidden areas into view.

Scrolling does not change the position of the insertion point (the flashing vertical bar which shows where your typing will appear) or the current selection. After scrolling to another part of the document, you can return to the location of the insertion point or the selection by choosing **Show Selection** from the **Edit** menu. If a large block of text is selected, **Show Selection** scrolls the document to the top of the selected text.

Note In addition to the standard scroll keys, 4D Write also allows you to use shortcuts to facilitate document navigation. These shortcuts are listed in Appendix A on page 211.

Going to a Specified Page

The **Goto Page...** command in 4D Write's **Edit** menu presents a dialog box where you enter the number of the page to which you want to go:



▶ To go to a specific page:

1 **Choose Goto page... from the Edit menu.**

The Goto Page dialog is then displayed.

2 **Enter the page number of the page to which you want to go.**

3 **Click OK.**

Note The page number you enter is the page number as the document will be printed, taking into account the page numbering as it is defined in the Preferences.

Entering and Selecting Text

You enter text by typing on your keyboard. In a new document, you start on the first line. In a document already containing text, you can enter text on any existing line.

▶ To enter text:

1 **Position the pointer where you want to enter text, then click.**

A blinking insertion point appears where you clicked. When you start a new document, the insertion point automatically appears at the beginning of the first line.

2 **Begin typing your document.**

4D Write automatically wraps at the paragraph margin to create new lines as you type. This is commonly referred to as "word wrap." Press **Return** (Macintosh) or **Enter** (Windows) only when you want to start a new paragraph.

You can also enter text copied into the Clipboard. Choose **Paste** from either the 4th Dimension or the 4D Write **Edit** menu to enter the contents of the Clipboard into your document at the insertion point, or to replace the current selection with the contents of the clipboard if you have part of the document selected.

Correcting Mistakes

If you make a mistake, you can correct it using standard word-processing techniques.

► To remove one or more characters to the left of the insertion point:

■ **Under Windows, use the Backspace key.**
On the Macintosh, use the Delete key.

► To remove the character to the right of the insertion point:

■ **Under Windows, press the Delete key.**
On the Macintosh, press Shift-Delete or the Del key (available on some keyboards).

► To type over text:

■ **Select the text and type the replacement text.**

Undo/Redo

In order to provide you with more flexibility when editing your document, 4D Write manages a sequential queue of all the "Undoable" actions. If you have modified your document and do not like the result, you can undo, one at a time, all the actions you have performed on the text. You can undo many kinds of changes, including typing, text replacements, and formatting changes.

If, when canceling actions, you cancel some actions that you did not want to cancel, 4D Write allows you to "redo" those actions. Once you start canceling actions the **Redo** command becomes activated. This command operates in the same way as the **Undo** command does. It manages the same queue of actions as the **Undo** command does.

Note The only actions that cannot be undone are changes to the document settings (margins, tabulations, preferences and picture settings).

► To undo a change you made to your document:

■ **Choose Undo from the 4D Write Edit menu.**

Choosing this menu item will undo the *last* change you made.

► To redo an action that was just canceled:

■ **Choose Redo from the 4D Write Edit menu.**

Choosing this menu item will re-do the *last* change you undid.

Note If you edit the text after having undone a queue of actions, you cannot redo them.

Selecting Text to Edit

You can revise text after you've typed it. Select the text—anything from a single character to the entire document—and then apply a command or action to it.

► To select an area of text:

■ **Click to set the insertion point and drag the cursor in either direction.**

To extend the selection after you have released the mouse button, hold down the **Shift** key while you click and drag some more.

► To select a single word and its following space (if any):

■ **Double-click the word.**

To extend the selection by whole words, select a word by double-clicking it and then **Shift-click** in either direction, or hold down the mouse button on the second click and drag.

► To select all the text in the document:

■ **Choose Select All from the 4D Write Edit menu.**

Note 4D Write also offers several keyboard shortcuts to speed up text selection. For more information, refer to Appendix A on page 211.

Removing Text

You can discard text completely or keep a copy of it on the Clipboard. Text copied into the Clipboard can be pasted into another document or another application.

► To remove text permanently:

1 **Select the text you want to remove.**

2 **Choose Clear from the 4D Write Edit menu.**
OR
Press the Backspace or Delete key.

► To remove selected text while keeping a copy of it on the Clipboard:

1 **Select the text you want to remove.**

2 **Choose Cut from the 4D Write Edit menu.**

You usually cut text from your document when you want to move it to a new location.

Any text you remove can immediately be restored to its original position by choosing **Undo** from the 4D Write **Edit** menu.

Replacing Text

► To replace text:

1 **Select the text you want to replace.**

2 **Type the new text over the selection.**
OR
Choose Paste from the 4D Write Edit menu to replace the text with the contents of the Clipboard.

► To replace text with a blank line (carriage return):

1 **Select the text you want to replace.**

2 **Under Windows, press the Enter key.**
On the Macintosh, press the Return key.

To restore any text that you have replaced, choose **Undo** from the 4D Write **Edit** menu.

Moving or Copying Text

Revisions often involve moving text from one place to another. You can cut a sentence from one paragraph and paste it into another. You can also copy a selection, leaving the original in place, and paste the copy onto another page.

▶ To move or copy text:

1. **Select the text you want to move or copy.**
2. **Choose Cut or Copy from the 4D Write Edit menu.**

   Cut removes the selection. **Copy** leaves the original selection in place. Both commands store the selected material in the Clipboard, where it remains until it is replaced by the next selection you cut or copy.
3. **Click to set the insertion point where you want to place the material from the Clipboard.**

   You can insert the text into the original document or into another one.
4. **Choose Paste from the 4D Write Edit menu.**

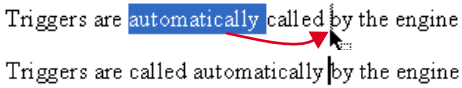
   The cut or copied text appears at the insertion point.

Note
- When using other applications that support RTF format, you can use the clipboard to copy/cut and paste in order to transfer text from one application to the other. In this case, the styles will be maintained.
- When you copy then paste text between two 4D Write areas, any style sheets present in the selection are also moved. If necessary, the style sheets of the selection are created in the destination document.

Dragging and Dropping Text

4D Write lets you move or copy text (as well as pictures) within the same area or between two different areas.

A selection of text or a picture can be moved using the mouse. Under Windows, the cursor changes to in order to indicate that a drag and drop is being carried out. Under MacOS, a shadow follows the object being moved. An insertion point indicates the destination of the moved object:



Note When a picture is inserted in a 4D Write area using drag and drop, it is automatically pasted into the text. For more information about managing pictures, refer to the chapter "Working with Pictures" on page 169.

Data are *moved* when the drag and drop is carried out within the same or between two different 4D Write areas, i.e. they are removed from the original area. If you only want to *copy* the data, hold down the **Ctrl** (Windows) or **Command** (MacOS) key during the operation.

Note Dragging and dropping can also be managed by programming, for example to trigger custom actions. For more information about this, refer to the 4D Write *Language Reference* manual.

Inserting and Removing Hyphens

After text is written, you can insert hyphens within words to enhance the page layout. You can manually insert "hard" hyphens into your 4D Write documents using the "-" key. You can also use 4D Write **Edit** menu commands to insert and remove hyphens automatically; these are "soft" hyphens. If a word with a soft hyphen is relocated to where it does not require the hyphen (for example, in the middle of a line), the hyphen does not appear. It will reappear if the word is later put in a position where it requires it again. You can insert any number of soft hyphens in a word to make it break at the proper place when it is at the end of a line.

The **Soft Hyphen** command is disabled if the insertion point is next to a punctuation character, such as a period, comma, or parenthesis.

► To insert a soft hyphen:

1 **Place the cursor where the word is to be separated at the end of a line.**

2 **Select the Soft Hyphen command in the 4D Write Insert menu.**

The word is hyphenated.

You can view hyphens which have been inserted when invisible characters are shown (see "Showing Invisible Formatting Characters" on page 129).

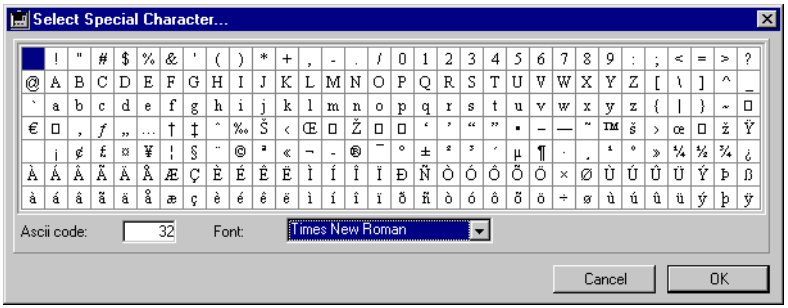
Inserting a Special Character

4D Write can assist you to insert any character in the current font. This is particularly useful with foreign-language characters or symbols for which you can't remember the correct keystrokes.

► To Insert a special character:

1 **Choose Special Character from the Insert menu.**

The Select Special Character dialog box is then displayed:



2 **Select the font in which the character is supposed to be displayed.**

The characters available in that font are displayed.

3 **Select the character you want to insert**
OR
Enter its ASCII code in the text box.

4 **Click OK.**

The character is then inserted at the insertion point.

Inserting a Non-Breaking Space

4D Write allows you to insert non-breaking space characters. A non-breaking space replaces a standard space character in order to keep two words together on one line rather than allowing a line to break between them.

► To insert a non-breaking space character:

1 **Click where you want to insert a non-breaking space character.**

2 **Choose Non Breaking Space from the Insert menu.**
OR

Under Windows: press the Alt key and type 0160.
Under Mac OS: press Option+Space bar.

4D Write inserts a non-breaking space. When invisible characters are displayed, non-breaking spaces appear as blank characters, while standard space characters appear as points (.).

Finding Text

You can use 4D Write to locate occurrences of:

- a particular character sequence,
- particular character formatting,
- particular paragraph formatting,
- particular border formatting,
- a paragraph or sequence of characters that uses a particular style sheet,
- any combination of the conditions listed above.

To perform such a search, you will use the Find dialog box, in which all the search criteria will be defined.

Overview

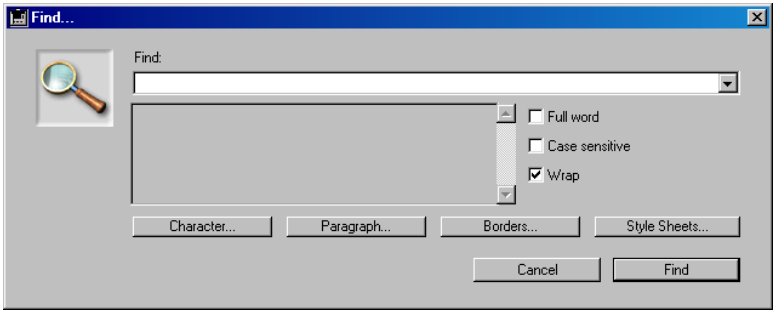
In 4D Write, a character search is based on two types of criteria:

- the actual sequence of characters,
- the character, paragraph and border formats as well as the style sheet that are applied to the sequence of characters.

If more than one format is specified, text will only be located that matches all of the formats specified. For example, specifying both the sequence of characters and the format parameters focuses the search on that sequence of characters with that specific formatting. Specifying only a format will focus the search on all the sequences of characters to which this format was applied. For more information about setting a character search, refer to the section “Setting a Character Search” on page 98

The Find Dialog Box

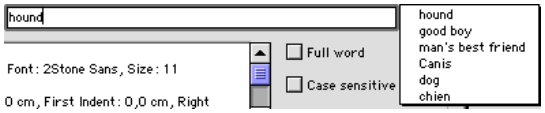
You can access the Find dialog box by choosing **Find** from the **Edit** menu or by clicking on the icon in the Standard toolbar.



The Find dialog box includes one entry area, one display area, three check boxes and four format buttons. It also includes the standard **Cancel** and **Find** buttons that allow you to respectively cancel or trigger the search.

The Entry Area

The Entry area is the area in which you will enter the actual sequence of characters you are looking for in your document. 4D Write records all the sequences of characters you have looked for since the opening of the current document. Clicking on the arrows located next to the entry area displays a drop-down menu that includes all the sequences of characters you have been looking for in that document:



This feature allows you to select a sequence of characters you have already searched for, without having to re-enter it.

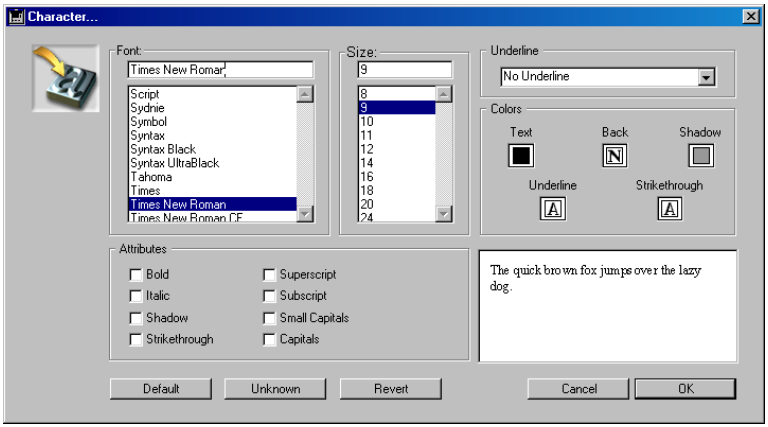
The Format Buttons

The format buttons give you access to specific settings you may search for. These settings are dealt with in four separate categories, each of which corresponds to a button: Character, Paragraph, Borders and Style Sheets. This allows you to extend the search to a sequence of characters with a specific character format or, for instance, to search for any paragraph that uses a specific style sheet.

► To set a character format for a search:

1 **Click on the Character button** Character... .

The following dialog is then displayed:



This dialog box is identical to the Character format dialog box.

2 **Set the character format you want to search for by setting it as you would in the Character format dialog box.**

For more information on how to set a character format, refer tothe section “Changing Several Text Attributes at Once” on page 133.

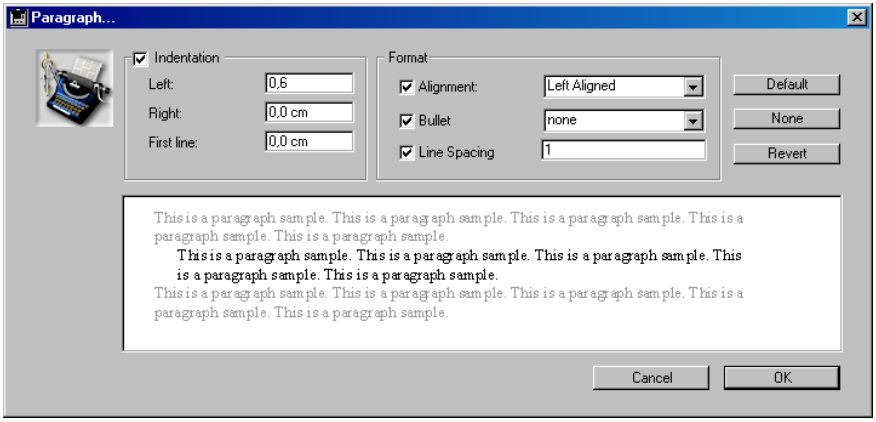
3 **Click OK to confirm your settings.**

The Find dialog box is then displayed and the preview area displays the character settings you just entered.

► To set a paragraph format for a search:

1 **Click on the Paragraph button** [Paragraph...].

The following dialog box is then displayed:



This dialog box is identical to the Paragraph format dialog box.

2 **Set the paragraph format you want to search for by setting it as you would in the Paragraph format dialog box.**

For more information on how to set a paragraph format, refer tothe section "Setting Paragraph Formats Using the Paragraph Dialog Box" on page 123.

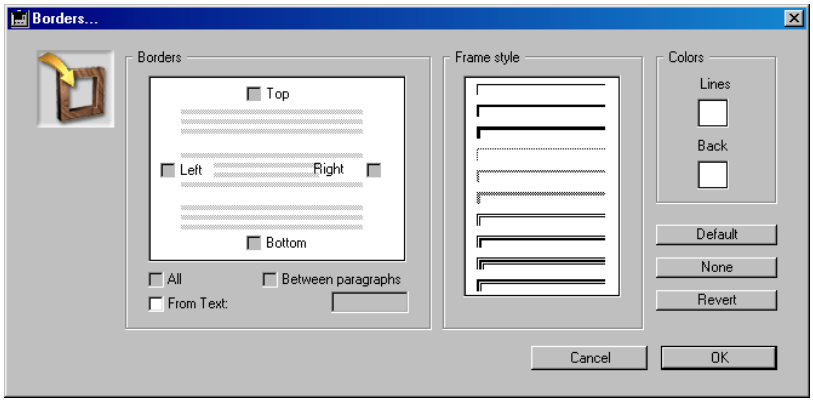
3 **Click OK to confirm your settings.**

The Find dialog box is then displayed and the preview area displays the paragraph settings you just entered.

► To set a border format for a search:

1 **Click on the Borders button** [Borders...].

The following dialog box is then displayed:



This dialog box is identical to the Borders format dialog box.

2 **Set the border format you want to search for by setting it as you would in the Borders format dialog box.**

For more information on how to set a border format, refer tothe section "Setting Borders for a Paragraph" on page 143.

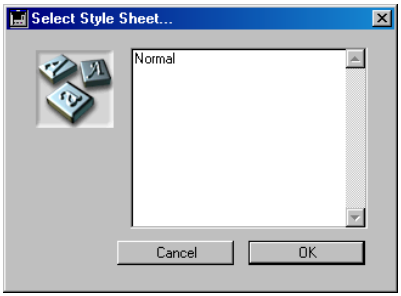
3 **Click OK to confirm your settings.**

The Find dialog box is then displayed and the preview area displays the border settings you just entered.

► To select a style sheet for a search:

1 **Click on the Style Sheets button** [Style Sheets...].

The following dialog box is then displayed:



This dialog box displays the list of style sheets available for the document.

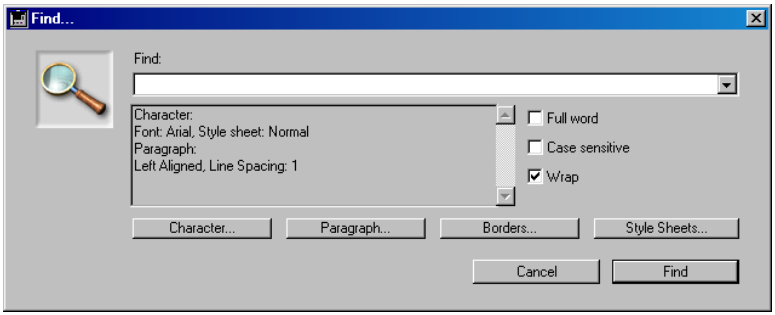
2 **Click on the style sheet to be included in the search.**

3 **Click OK to confirm your settings.**

The Find dialog box is then displayed.

The Preview Area

The preview area displays the format criteria, other than the sequence of characters, that you have defined in your search. The following is an example of what the preview area would display if you had set the options to find any sequence of characters that uses the Arial font located in a single-spaced paragraph with left alignment.



The Search Options

There are three character options that can be set using the three check boxes of the Find dialog box:

- **Full word**
  When this option is selected, 4D Write will look for the sequence of characters that was entered in the entry area, but will only select the occurrences where the sequence is a specific word. For example if the sequence of characters you are looking for is “part”, 4D Write will select “part” as a whole word but will not select “part” in “partition”.

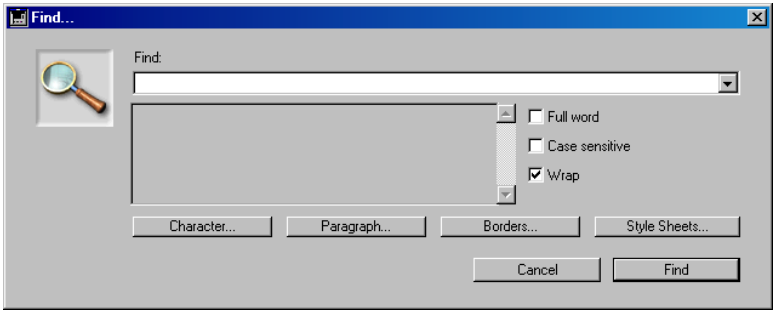
- **Case sensitive**
  When this option is checked, 4D Write will only stop on the sequence of characters whose case matches the one entered in the entry area.

- **Wrap**
  When this option is selected the search will loop through the entire document. If this option is not selected, the search will go from the insertion point to the end of the document.

Setting a Character Search

► To define a character search:

1 **Choose Find from the Edit menu.**
OR
Click the Find icon .
4D Write displays the Find dialog box.



2 **Type the text you want to locate in the Find text box.**
In addition to entering text, you can paste **Tab** or **Return** characters in the Find area to search for those characters.

3 **Select all options you want.**
To find the text only when it appears as a whole word, click the **Full word** check box.

To find the text only when it occurs with the capitalization as you typed it in the Find area, click the **Case sensitive** check box.

To perform the character search in the whole document, click the **Wrap** check box. For more information about the Wrap option, refer to the section "The Search Options" on page 97.

You can add more specific search criteria by defining specific formats using the format buttons. For information about how to use those possibilities, refer to the section "The Format Buttons" on page 94.

4 **Click the Find button.**

4D Write closes the dialog box and locates and selects the first occurrence of text that matches the criteria you entered in the dialog box.

5 **To locate and select the next occurrence of the text, choose Find Next from the 4D Write Find menu.**

4D Write continues the search until it either encounters another occurrence of the sequence of characters, or reaches the end of the document (if the **Wrap** option was not selected), or the insertion point (if the **Wrap** option was selected).

Finding and Replacing Text and Formats

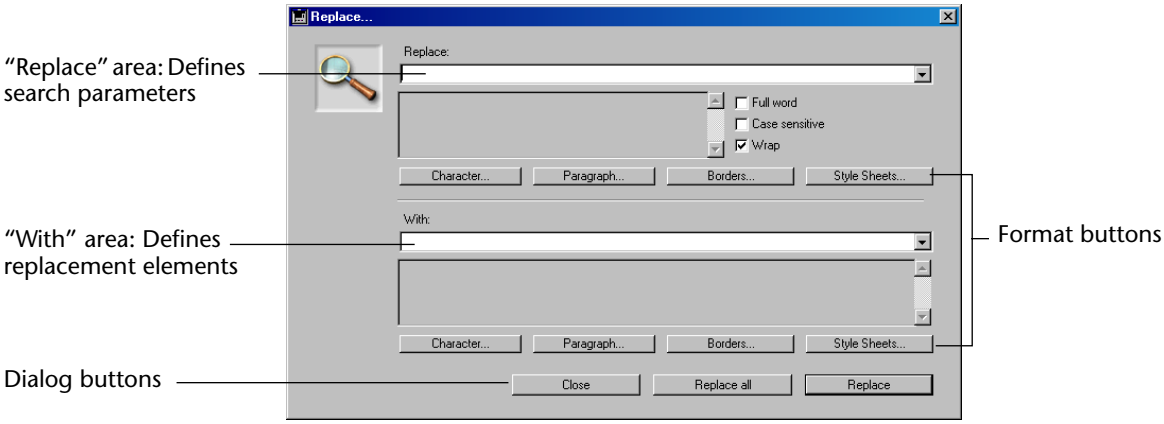
4D Write allows you to locate and replace the following:

- a particular character sequence,
- particular character formatting,
- particular paragraph formatting,
- particular border formatting,
- a paragraph or sequence of characters that uses a particular style sheet,
- any combination of the conditions listed above.

A "Find and Replace" operation can be of two types. You can locate a sequence of characters and replace them with another sequence of characters. For more information about finding and replacing sequences of characters, refer to the section "Finding and Replacing Sequences of Characters" on page 104. You can also locate formats or style sheets and replace them by other formats or style sheets. For more information about finding and replacing formats, refer to the section "Finding and Replacing Formats" on page 105.

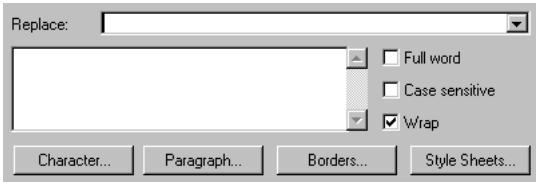
The Replace Dialog Box

The Replace dialog box is the dialog box in which you define both the Find criteria and the Replace criteria.



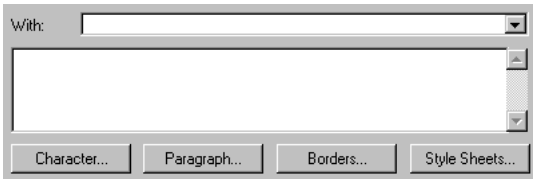
It consists of the following elements:

- **The "Replace" area**, which is identical to the Find area in the Find dialog box (see "The Find Dialog Box" on page 94).



This area is where you define the sequence of characters or format you want to replace. If you have already searched for a sequence of characters or a format in the current document, the replace area reflects the last search you performed.

- **The "With" area**



This area is where you define the sequence of characters or format that is intended to replace the sequence of characters or format 4D Write is searching for. In the case of a format replacement, it also is the area in which the new format to apply will be defined.

4D Write records all the sequences of characters you have used in the Replace dialog box since the opening of the current document. Clicking on the arrows located next to the entry area displays a drop-down menu that includes all the sequences of characters you have used as replacement sequences:

This feature allows you to select a sequence of characters already used in the Replace dialog box, without having to re-enter it.

- **The dialog buttons**

These buttons allow you to command the Replace actions or to close the Replace dialog box.

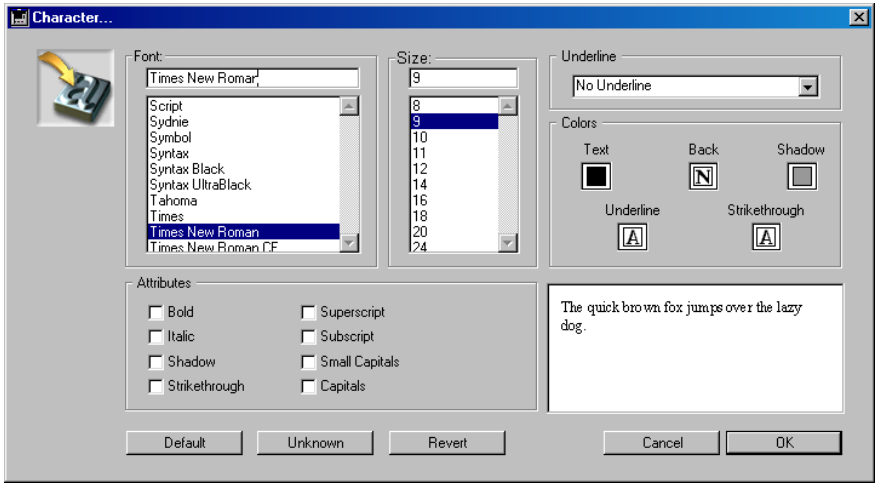
- **The format buttons**

The format buttons give you access to specific settings you may want to set. These settings are dealt with in four separate categories, each of which corresponds to a button: Character, Paragraph, Borders and Style Sheets. This allows you to define replacement formats that will either be applied to the replacement sequence or to the sequence selected by the search.

► To set a replacement character format:

1 **Click on the Character button** Character... .

The following dialog box is then displayed:



This dialog box is identical to the Character format dialog box.

2 **Set the character format you want to apply by setting it as you would in the Character format dialog box.**

For more information on how to set a character format, refer tothe section “Changing Several Text Attributes at Once” on page 133.

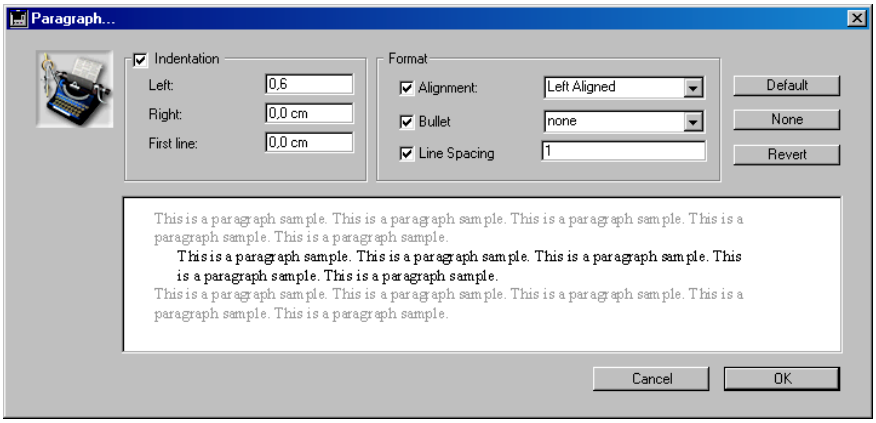
3 **Click OK to confirm your settings.**

The Replace dialog box is then displayed and the preview area displays the character settings you just entered.

► To set a paragraph format to apply:

1 **Click on the Paragraph button** [Paragraph...] **.**

The following dialog box is then displayed:



This dialog box is identical to the Paragraph format dialog box.

2 **Set the paragraph format you want to apply by setting it as you would in the Paragraph format dialog box.**

For more information on how to set a paragraph format, refer tothe section “Setting Paragraph Formats Using the Paragraph Dialog Box” on page 123.

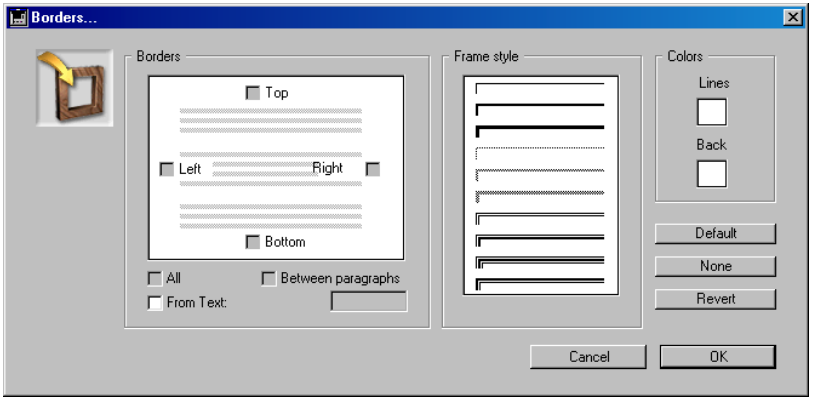
3 **Click OK to confirm your settings.**

The Replace dialog box is then displayed and the preview area displays the paragraph settings you just entered.

► To set a border format to apply:

1 **Click on the Borders button** [Borders...] **.**

The following dialog box is then displayed:



This dialog box is identical to the Borders format dialog box.

2 **Set the border format you want to apply by setting it as you would in the Borders format dialog box.**

For more information about how to set a border format, refer to the section "Setting Borders for a Paragraph" on page 143.

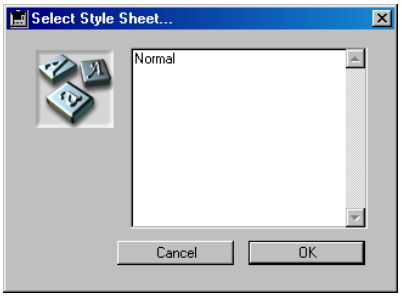
3 **Click OK to confirm your settings.**

The Replace dialog box is then displayed and the preview area displays the border settings you just entered.

► To select a style sheet for a search:

1 **Click on the Style Sheets button** Style Sheets... .

The following dialog box is then displayed:



This dialog box displays the list of style sheets available for the document.

2 **Click on the style sheet you want to apply.**

3 **Click OK to confirm your settings.**

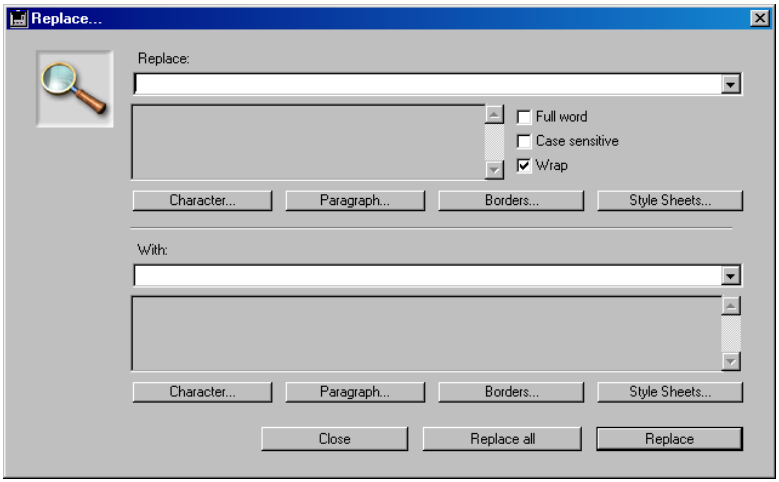
The Replace dialog box is then displayed.

Finding and Replacing Sequences of Characters

► To locate and replace a sequence of characters:

1 **Choose Replace... from the Edit menu.**

4D Write displays the Replace dialog box.



2 **Type the text you want to locate in the Replace text box.**

3 **Select all options you want in the Replace area.**

To find the text only when it appears as a whole word, click the **Full word** check box.

To find the text only when it occurs with the capitalization as you typed it in the Replace text box, click the **Case sensitive** check box.

To perform the character search throughout the whole document, click the **Wrap** check box. For more information about the Wrap option, refer to the section "The Search Options" on page 97

You can add more specific search criteria by defining specific formats using the format buttons. For information about how to use those possibilities, refer to the section "The Format Buttons" on page 94.

4 **Type the replacement text in the With text box.**

In addition to entering text, you can paste Tab or Return characters in the With area to use them as replacement characters.

5 **Select all options you want in the With area.**

You can add specific formats to the replacement sequence. For information about how to use these possibilities, refer to the section "The Format Buttons" on page 94.

6 **Click the Replace button**
OR
Click the Replace all button

If you click on the **Replace** button, 4D Write closes the dialog box, then locates and replaces the first occurrence of text that matches the criteria you entered in the dialog box.

If you click on the **Replace all** button, 4D Write closes the dialog box, then locates and replaces all the occurrences of text that matches the criteria you entered in the dialog box.

7 **To locate and replace the next occurrence of the text, choose Replace Next from the 4D Write Find menu.**

4D Write continues the search until it either encounters another occurrence of the sequence of characters, or reaches the end of the document (if the **Wrap** option was not selected) or the insertion point (if the **Wrap** option was selected).

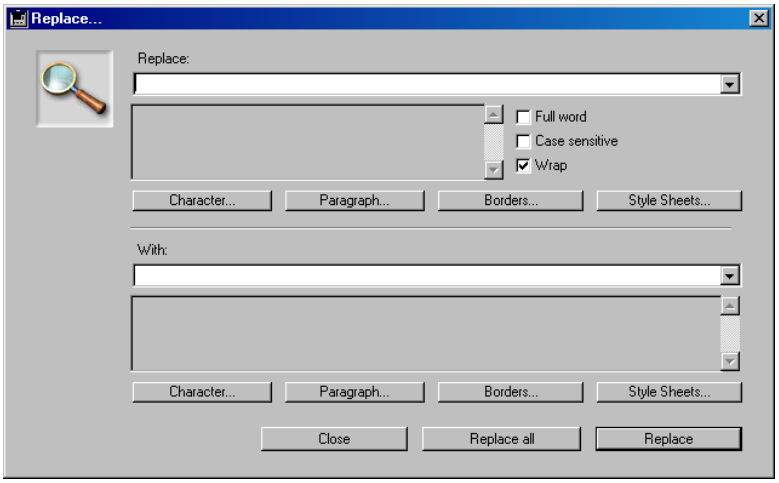
Note **Selecting Check Boxes in the Borders and Characters dialogs:**
You may need to click a check box twice to select it. When you first enter the expanded Replace dialog box, the check boxes appear greyed (Windows) or strikethrough (Mac OS) to indicate that the style attributes are not part of the search or replace criteria. When you click such a check box, it is deselected and becomes empty. When you click it again, the check box is selected.

Finding and Replacing Formats

► To locate and replace a format:

1 **Choose Replace... from the Edit menu.**

4D Write displays the Replace dialog box.



2 **DO NOT type any text in the Replace text box and make sure this text box is empty.**

3 **Define the format or combination of formats you want to replace, using the four format buttons.**

For information on how to use the format dialogs, refer to the section "The Format Buttons" on page 94.

4 **Define the replacement formats, using the four format buttons of the With area.**

For information on how to use the format dialogs, refer to the section "The Format Buttons" on page 94.

5 **DO NOT type any text in the With text box and make sure this text box is empty.**

6 **Click the Replace button**
OR
Click the Replace all button

If you click on the **Replace** button, 4D Write closes the dialog box, then locates the first occurrence of characters whose formats match the formats you entered in the dialog box and replaces them by the replacement formats.

If you click on the **Replace all** button, 4D Write closes the dialog box, then locates every occurrence of characters whose formats match the formats you entered in the dialog box and replaces them by the replacement formats.

7 **To locate and replace the next occurrence of formats, choose Replace Next from the 4D Write Find menu.**

4D Write continues the search until it either encounters another occurrence of the sequence of characters, or reaches the end of the document (if the **Wrap** option was not selected) or the insertion point (if the **Wrap** option was selected).

Using a Spellchecker

4D Write includes a spellchecker available in several languages.

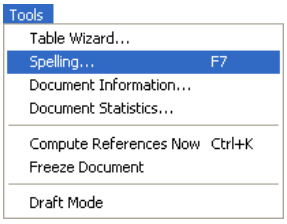
The current language of the 4D application will be used for checking the spelling. The SET DICTIONARY command of the 4th Dimension language can be used to change the current dictionary.

You can spellcheck your document "on the fly" (i.e. when typing the text), or at any time using the menu command.

On-the-fly checking (a global option for the 4D Write plug-in) is set in the document preferences (seethe section "Spellchecker Settings" on page 80).

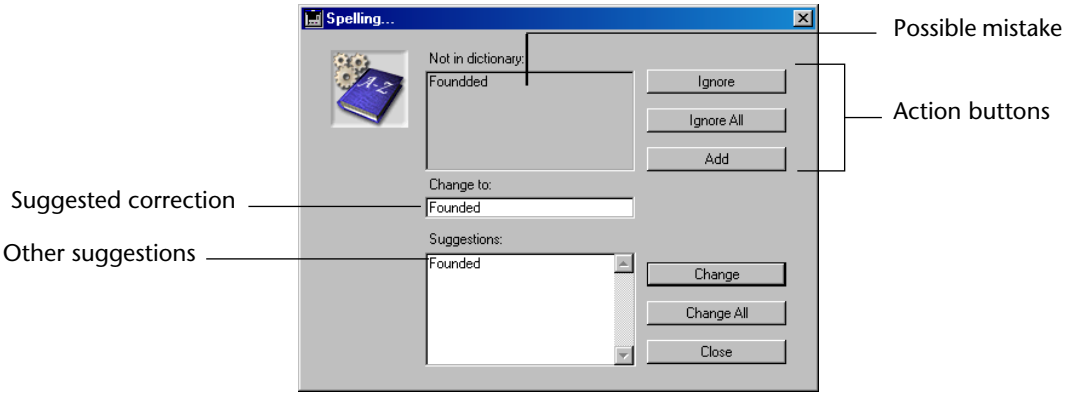
► To check the spelling in your document:

1 **Place the insertion point in the document where you want to perform the check.**
OR
If you want to check part of the document, select that part of the document.



2 **Choose Spelling... from the 4D Write Tools menu.**

The checking begins immediately. If the spellchecker encounters a mistake, the following dialog is displayed:



The following options are available:

- **Ignore**: The possible mistake will not be corrected and the checking resumes.
- **Ignore All**: Any occurrence of the current possible mistake will be ignored and the checking resumes.
- **Change**: The selected possible mistake is replaced by the suggested correction displayed in the Change to area, and the checking resumes.
- **Change All**: The selected possible mistake and all its other occurrences are replaced by the suggested correction displayed in the Change to area, and the checking resumes.
- **Add**: The possible mistake is left untouched and is added to the current user dictionary, then the checking resumes.
- **Close**: Stops the checking and closes the dialog. The text is left untouched.

If the correction displayed in the Change to area does not suit your needs, you can either select another one from the Suggestions area by clicking it or manually enter a new correction in the Change to area.

3 **Choose an option.**

If you choose to continue checking, the dialog box will appear again when a new error is encountered.

When the spellchecker has finished checking the document or selected text, 4D Write displays a warning dialog box to indicate that the spellcheck has been completed.

Activating the Draft Mode

By default, character entry is carried out in 4D Write using the WYSIWYG mode; in other words, data presentation on the screen is identical to what you get when printing. This mode uses character font definitions supplied by the driver of the current printer.

This feature can sometimes entail a noticeable slowdown of character display during data entry. The cause is generally either the operating system, the print driver or the utilities installed on the computer.

In this case, you can deactivate the WYSIWYG mode by selecting the **Draft Mode** command in the **Tools** menu. Note that printing is always carried out in WYSIWYG mode.

5 Formatting Text

4D Write enables you to customize the appearance of documents. You can perform basic formatting changes to paragraphs by setting paragraph margins, first line indent, alignment, line spacing, and tabs. You can also modify selected text to display and print in a different font, font size, style, or color. For example, you can select the title of a book and make it italic.

You can use custom style sheets to apply several text attributes at once. For example, if you want document headings to appear in 14 point text and in the Avant Garde font, you can define a Heading style sheet with these attributes. Once a style sheet is defined, you can apply it to text anywhere in your document.

In this chapter, you will learn how to:

- Create headers and footers
- Set the margins, first line indent, borders and tabs for a paragraph
- Set text alignment and line spacing
- Change the font, font size, style, and color attributes of text
- Manage character and paragraph style sheets
- Manage colors for the text and its style separately
- Insert page breaks
- Insert arrays
- Manage columns
- Insert column breaks

Creating Headers and Footers

Initially, a document consists of only the main body of text. In 4D Write, the main body of text is called the document portion of the text. A document first opens in the Normal view mode. In this mode, you can modify anything in the main body of text.

Later, you may want to add headers and footers to your document. The header of a document contains material that appears at the top of each page, such as the name of the document or your company logo. The footer contains material that appears at the bottom of each page, such as the chapter name and/or the page number.

You can display or modify headers and footers only if your document is in the Page view mode. 4D Write also allows you to differentiate headers and footers depending on which page type they are (first page, left page or right page). For more information on this feature, refer to "Setting Preferences" on page 78.

► To create a header or footer:

1 **Choose Page from the View menu.**

4D Write displays both header and footer areas.

2 **Enter the text you want in the header or footer.**

In addition to entering text, you can add pictures, references to data or the current date or page number. A current date reference automatically displays the current date. For more information on how to insert the current date or the current page number, refer respectively to "Inserting the Date and Time" on page 182 or to"Inserting the Page Number or the Number of Pages" on page 183. For information on referencing data, refer to Chapter 7.

3 **To return to the main document, click in the main editing area.**

Resizing Headers and Footers

► To resize a header or footer area:

1 **Choose Page from the View menu.**

4D Write displays both header and footer areas and the vertical ruler is displayed.

2 **Click in the Header or Footer area.**

The vertical limits of the area are displayed on the vertical ruler.

3 **Place the mouse cursor over the upper or lower limit of the area.**

The cursor becomes a double-sided arrow.

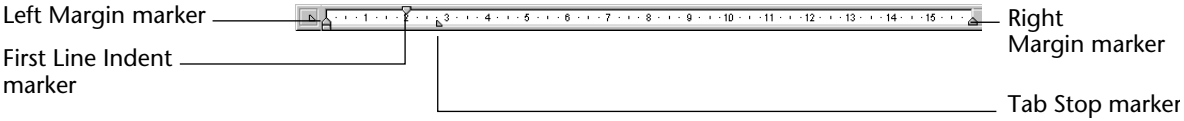
4 **Drag the upper or lower limit of the area to its new location.**

The footer or header area is then modified accordingly.

Formatting Paragraphs

The Ruler

The 4D Write ruler appears just below the toolbars. You can use the ruler to set margins, vertical separators and tab stops.



The ruler shows the settings for the paragraph in which you are working. The Left and Right Margin markers show the margin settings. The tab stop markers and the First Line Indent marker indicate where the tabs and first line indent are located.

After you press **Return** (Mac OS) or **Enter** (Windows), 4D Write creates a new paragraph with the same ruler settings as the previous one. This lets you continue the document with the same formatting from one paragraph to the next. You can use the ruler to change some of the settings for the paragraph in which you are typing. When you select one or more paragraphs, you can change the settings for all of them at once.

The ruler lets you change the position of:

- left and right margins
- tab stops
- the first line indent.

Displaying and Hiding the Ruler

You can hide the ruler when you do not need it by choosing **Ruler** from the 4D Write **View** menu. To show the ruler again, simply choose **Ruler** from the 4D Write **View** menu once more. When the ruler is displayed, a check mark is displayed next to the **Ruler** menu command.

Selecting Paragraphs

► To select a single paragraph:

■ **Click anywhere in the paragraph.**

► To select several paragraphs:

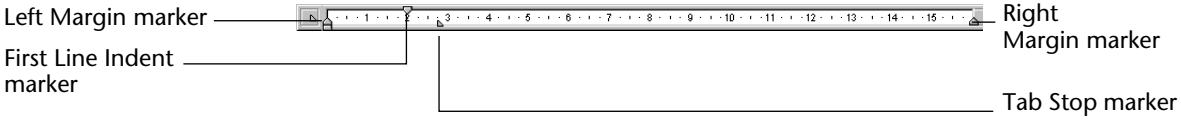
■ **Drag through the paragraphs to select them.**

► To select every paragraph in the body of the document:

■ **Choose Select All from the 4D Write Edit menu.**

Setting the Margins and First Line indent

Using the ruler, you can position the left and right margin for the currently selected paragraphs.



On the ruler, grey triangles mark the left and right margins. The First Line Indent marker indicates where the first line of each paragraph begins.

When you open a new document, the margins are preset based on the width of a standard 8.5 inch page. The left and right margins are located 2.5 cm away from the paper borders. Using the ruler you can change those values as long as they remain smaller than the values set for the document margins. When moving the left paragraph margin, the first line indent is moved accordingly.

You can change the location of the left margin, the right margin, and the first line indent by dragging their markers to the left or right. All three markers move independently and you can position the left and right margins to within an inch apart.

► To set the left or right margin using the ruler:

■ **Drag the Left or Right Margin marker to the desired position.**

4D Write displays dotted lines down the page as guides to help you align margins.

Note When dragging the markers, they snap to a grid set to 0.25 cm (or 1/8 of an inch or 10 pixels). To temporarily deactivate the grid, hold down the **Command** key (Mac OS) or the **Ctrl** key (Windows) while dragging the marker.

► To set the left or right document margin using the ruler:

1 **Select the Page mode by choosing Page from the view menu.**

2 **Drag the Left or Right Margin marker to the desired position.**

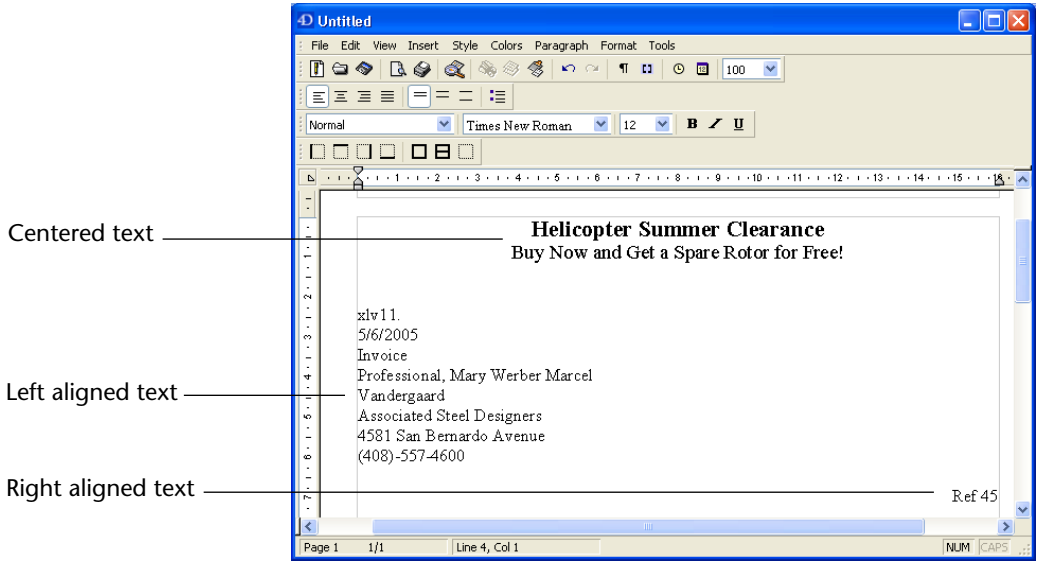
4D Write displays margin guides to help you align margins. Left and Right margin guides appear as dotted lines when you drag the margin markers.

To set the first line indent:

■ **Drag the First Line Indent marker.**

Aligning Text

4D Write lets you align text with the left or right margin, center text between the margins, or fully justify text so it is aligned with both margins like text in newspaper columns.



You can set text alignment using the text alignment icons on the Format toolbar or the menu items in the **Paragraph** menu.

► To align text with the left margin using the ruler:

■ **Click the icon or choose Align Left from the Paragraph menu.**

► To align text with the right margin using the ruler:

■ **Click the icon or choose Align Right from the Paragraph menu.**

► To center text between the left and right margins using the ruler:

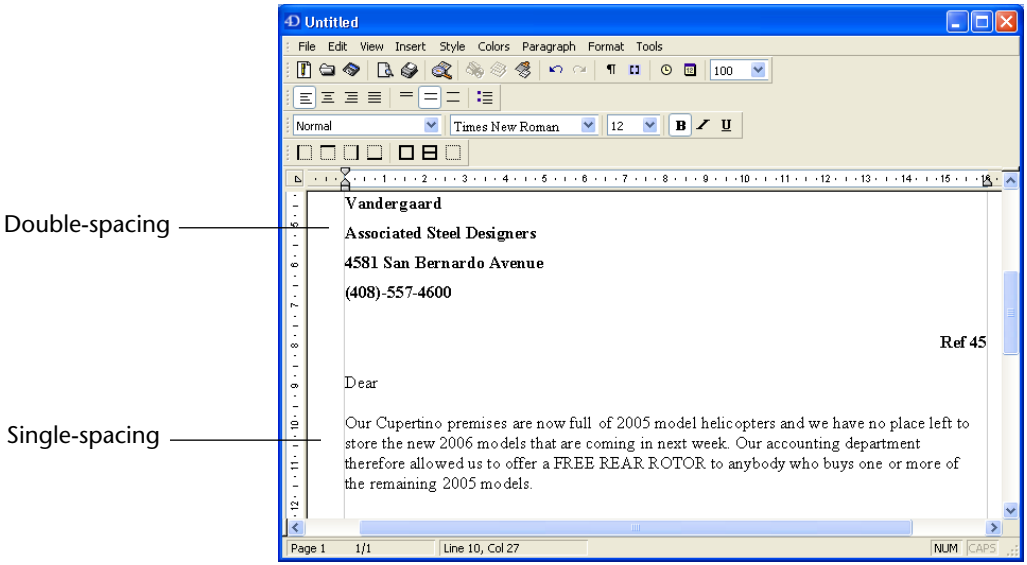
■ **Click the icon or choose Align Center from the Paragraph menu.**

► To align text to both the left and right margins using the ruler:

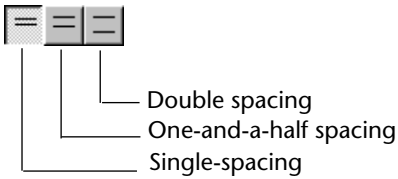
■ **Click the icon or choose Full Justification from the Paragraph menu.**

Setting Line Spacing

4D Write lets you determine the spacing between lines in a paragraph. The following figure shows a paragraph with double-spacing and another paragraph with single-spacing.



To change line spacing, you can use either the Format toolbar or the 4D Write **Paragraph** menu. Both offer single, one-and-a half, and double-spacing.



You can also use the **Paragraph** menu to set the line spacing to a different value.

► To choose single-spacing:

■ **Click the icon or choose Single Spaced from the Paragraph menu.**

► To choose one-and-a-half-spacing:

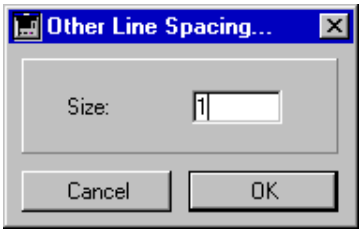
■ **Click the icon or choose 1.5 Line Space from the Paragraph menu.**

► To choose double-spacing:

■ **Click the icon or choose Double Spaced from the Paragraph menu.**

► To set a custom value for the line spacing:

1 **Select Other... from the Paragraph menu.**
The Other Line Spacing dialog box is then displayed:



2 **Enter the number of lines that you want to set the new line spacing to.**

3 **Click OK.**

Setting Tabs

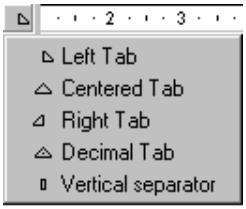
By default, documents are preset with tab stops every centimeter across the page. You can use these tab stops even though they do not appear on the ruler. Just press Tab to move the insertion point to the next tab stop. You can also set other tab stops anywhere along the ruler. The default spacing between tabs can be set in the Preferences dialog box. For more information on this point, refer to "Setting Preferences" on page 78.

Note When you set a tab stop, any preset tab stops to the left of it are removed.

Creating Tabs Using the Ruler

► To set a tab stop using the ruler:

1 **Click on the drop-down menu located on the left of the ruler.**



This menu allows you to select the type of tab stop that you want to insert.

2 **Select the type of tab stop.**

3 **Click in the ruler to insert the tab stop.**

The tab stop is inserted where you click. You can modify its location by dragging it on the ruler.

► To move a tab marker:

■ **Drag it to the right or left.**

Note When dragging the markers, they snap to a grid set to 0.25 cm (or 1/8 of an inch or 10 pixels). To temporarily deactivate the grid, hold down the **Command** key (Mac OS) or the **Ctrl** key (Windows) while dragging the marker.

► To delete a tab marker:

■ **Drag it anywhere below the ruler.**

For more information, refer to "Changing Tab Alignment and Fill Characters" on page 121.

Creating Tabs Using the Tabs Dialog Box

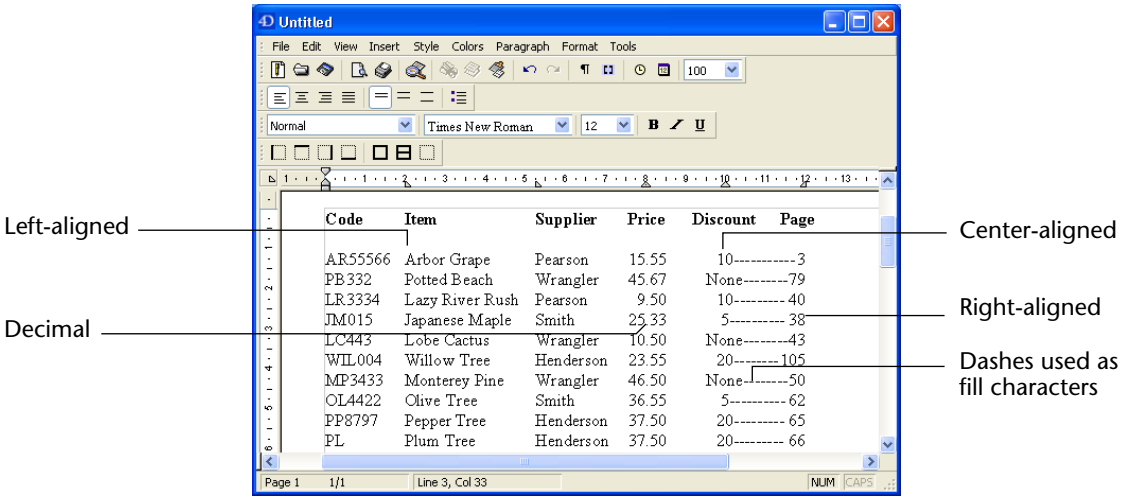
When you want to set one or more tabs at the same time for a paragraph, it is more convenient to use the Tabs dialog box. Using this dialog box you can define the type of a tab stop, its position and the fill character you want to use.

4D Write uses different tab markers to indicate tab alignment.

Tab Marker	Alignment
	Left-aligned
	Decimal
	Center-aligned
	Right-aligned
	Vertical separator

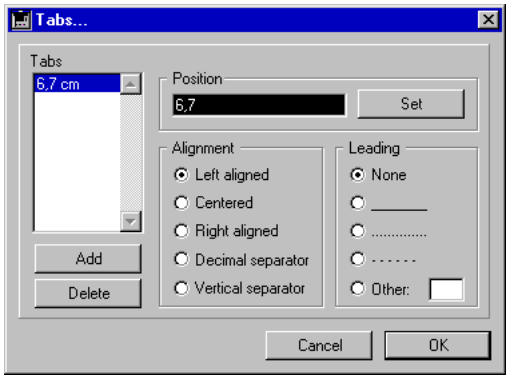
Note The vertical separator operates like a left-aligned tab but it also displays a vertical separator at its location. It is mainly used in tables.

The following table illustrates the use of tabs and fill characters.



► To create a tab setting, follow these steps:

1 **Choose Tabs... from the Format menu.**
OR
Double-click in the ruler.
The Tabs dialog box appears.



The tab markers defined for the current paragraph are listed in the Tabs area. The types of tab markers are listed in the Alignment area. The types of fill characters for leaders are listed on the right.

2 **Click on the Add button to create a tab stop.**
The **Add** button creates a new entry in the Tabs area.

3 **Enter the new position value in the position area.**

4 **Click the Set button.**

The new position value for the tab is then updated in the Tabs area.

5 **Click the Alignment radio button for the type of tab you want.**

6 **Click the Leading radio button for the fill character you want.**

4D Write lets you select dots, dashes or a solid line. You can also enter any character by clicking the **Other** radio button and by entering the fill character you want.

7 **Click OK.**

To close the dialog box without putting the changes you made into effect, click the **Cancel** button.

► To delete a tab setting, follow these steps:

1 **Choose Tabs... from the Format menu.**

The Tabs... dialog box appears.

2 **In the scrollable area, select the tab you want to delete.**

3 **Click the Delete button.**

The tab stop is removed from the scrollable area.

4 **Click the OK button.**

The setting for this Tab is removed from the current paragraph.

Changing Tab Alignment and Fill Characters

► To change the type, alignment or fill character of a tab, follow these steps:

1 **On the ruler, double-click the tab marker.**
OR
Choose Tabs... from the Format menu.

The Tabs dialog box appears.

The tab markers defined for the current paragraph are listed in the Tabs area. The types of tab markers are listed in the Alignment area. The types of fill characters for leaders are listed on the right.

2 **Click on the tab stop you want to modify.**

3 **Enter the new position value in the position area.**

4 **Click the Set button.**

The new position value for the tab is then updated in the Tabs area.

5 **Click the Alignment radio button for the type of tab you want.**

6 **Click the Leading radio button for the fill character you want.**

4D Write lets you select dots, dashes or a solid line. You can also enter any character by clicking the **Other** radio button and by entering the fill character you want.

7 **Click OK.**

To close the dialog box without putting the changes you made into effect, click the **Cancel** button.

Setting Bullets

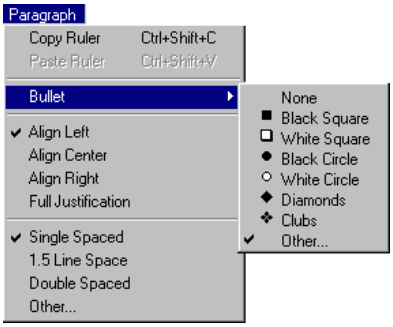
4D Write allows you to set a bullet type for the paragraph currently selected. You can choose between six standard bullets (black square, white square, black circle, white circle, diamonds and clubs), or set your own character as a bullet.

Note Bullets use the *Windings* font under Windows and the *Zapf Dingbats* font under Mac OS — except the Black Circle bullet which uses the current font.

► To select a standard bullet:

1 **Choose Bullet from the Paragraph menu.**

A hierarchical menu is then displayed.



2 **Select the standard bullet you want to display.**

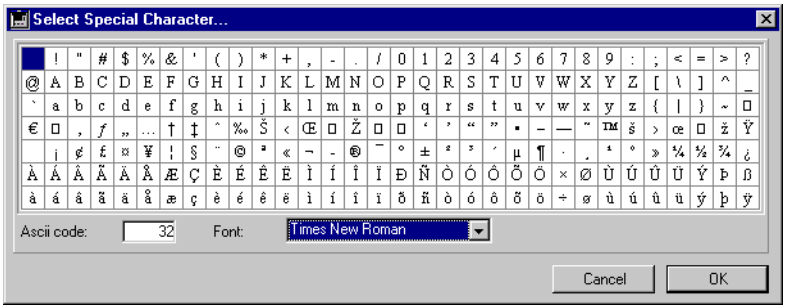
► To select a customized bullet:

1 **Choose Bullet from the Paragraph menu.**

A hierarchical menu is then displayed.

2 **Select Other...**

The Select Special Character dialog box is then displayed:



3 **Select the character you want to use as a bullet.**
OR
Enter its ASCII code in the text box.

4 **Click OK.**

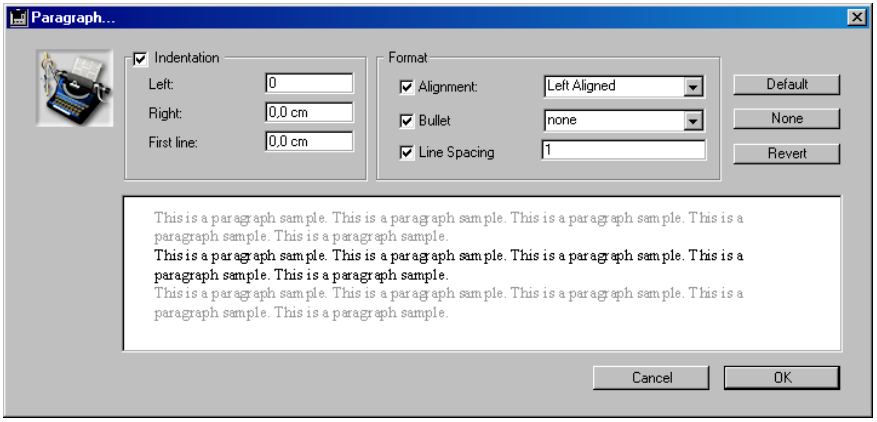
The bullet is then displayed at the beginning of the paragraph and will remain as a paragraph setting.

Setting Paragraph Formats Using the Paragraph Dialog Box

Using the Paragraph dialog box you can define various formats for a paragraph:

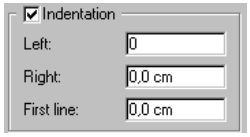
- The left and right margins
- The first line indent
- The bullet character
- The line spacing
- The alignment.

The Paragraph dialog box is displayed by selecting **Paragraph...** from the **Format** menu.

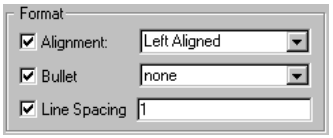


The Paragraph dialog box is divided into three main areas.

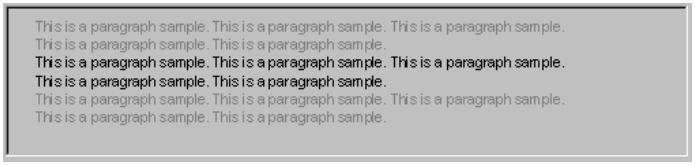
- The Indentation area
  This area is where you can set the values for the margins and the first line indent.



- The Format area
  This area is where you can set the alignment, the bullets and the line spacing.



- The preview area
  This area is the area where the preview of the current properties you selected is displayed. Each time you modify the settings of the dialog box, the preview is updated.



The Paragraph dialog box also includes five buttons:

- The **Cancel** button closes the paragraph dialog box and cancels any modification that was done since it was last opened.
- The **OK** button applies the selected formatting to all paragraphs in the current selection.
- The **Default** button sets all the paragraph formatting back to the default values set for the current style sheet (if any).
- The **None** button removes any formatting applied to the paragraph.
- The **Revert** button reverts the formatting options to their initial values.

► To set the margins in the Paragraph dialog box:

1 **Check the Indentation check box.**

This activates the spaces for entering values for the indents.

2 **Enter the values for setting the margins.**

Left corresponds to the left margin, Right corresponds to the right margin and First line corresponds the first line indent.

► To set the alignment:

1 **Check the Alignment check box.**

When the check box is checked, it activates the drop-down menu.

2 **Select the setting you want to use from the Alignment drop-down menu.**

► To select a bullet:

1 **Check the Bullet check box.**

Once it is checked, it activates the Bullet drop-down menu.

2 **Select the setting you want to use from the Bullet drop-down menu.**

If you choose the **Other...** item, the Select Special Character dialog box is then displayed. For more information on how to use this dialog box, refer to "Setting Bullets" on page 122.

► To set the line spacing:

1 **Check the Line Spacing check box.**

When the check box is checked, it activates the entry area.

2 **Enter the line spacing value you want to use.**

This number must be expressed in number of lines.

Setting Colors

4D Write allows you to assign colors to the text and to its style attributes separately. You can, for instance, set a different color for a piece of text and for the line that underlines it. Different colors can be set for the following:

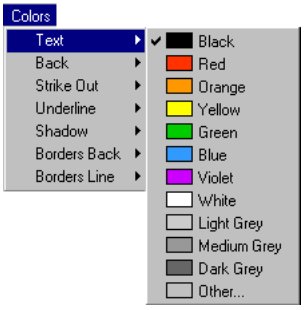
- Text characters
- Background of the text
- Strikethrough line
- Underline line
- Shadow effect
- Border background
- Border line

Setting a Color for a Character

► To set a color for the current selection of characters:

1 **Select Text in the Colors menu.**

A hierarchical menu is then displayed.



2 **Select the color you want to apply to the selection.**

Once you have selected the color, it is applied to the characters of the current selection. If you choose to define a custom color, select **Other...** For more information on how to define a custom color, refer to "Setting a Custom Color on Windows" on page 128 or to "Changing Several Text Attributes at Once" on page 133, depending on the platform you are currently using.

Setting a Color for a Style Effect

To set a color for a style effect applied to the current selection of characters:

1 **Select the style effect in the Colors menu.**

The corresponding hierarchical menu is then displayed.

Back

Strikethrough

Underline

Shadow

Borders Back

Borders LIne

Notes

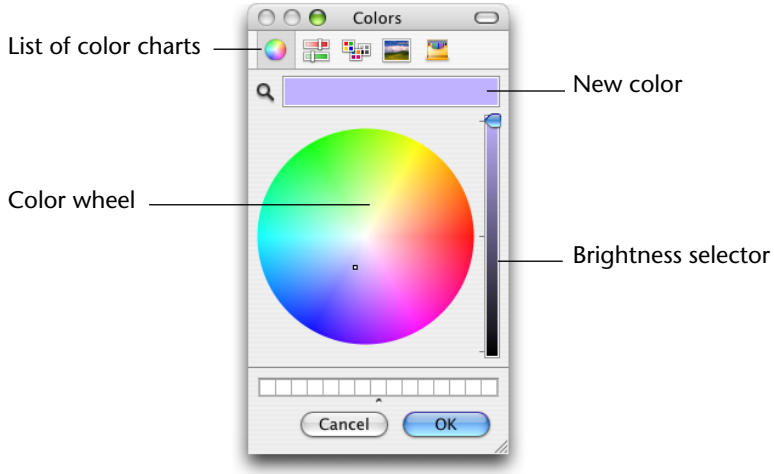
- For the **Strikethrough** and **Underline** menu commands, an "Automatic" item is displayed at the top of the hierarchical menu. Selecting this item will assign the color that is currently selected for the text.
- For the **Back** and **Borders Back** menu commands, a "None" command is displayed at the top of the hierarchical menu. Selecting this item will assign no color to the corresponding style effect, making the background transparent.

2 **Select the color you want to apply to the selection.**

Once you have selected the color, it is applied to the style effect for the current selection. If you choose to define a custom color, select **Other...** For more information, see the following paragraphs.

Setting a Custom Color on Mac OS

After you choose **Other...** from the **Colors** submenu, the Apple color picker dialog box appears, enabling you to create a custom color.

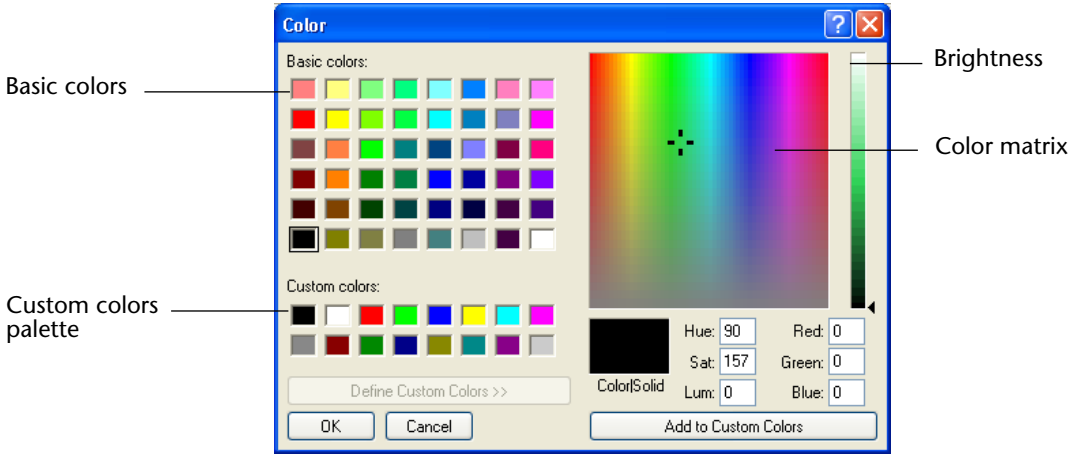


The Apple color picker dialog box will vary according to the Mac OS version that you are using and the color chart selected. For more information, refer to the Mac OS documentation.

Once you have chosen the color, click **OK** to apply it to the selection.

Setting a Custom Color on Windows

After you choose **Other...** from the **Colors** submenu, the expanded Color dialog box appears, enabling you to select a basic or custom color. Click on the **Define Custom Colors** button to display the color palette.



For more information about this dialog box, refer to the Windows documentation.

Once you have created a new color, click on the **Add to Custom Colors** button to insert it in the custom colors palette. To apply the new color to 4D Write, select it in the custom colors palette and click on **OK**.

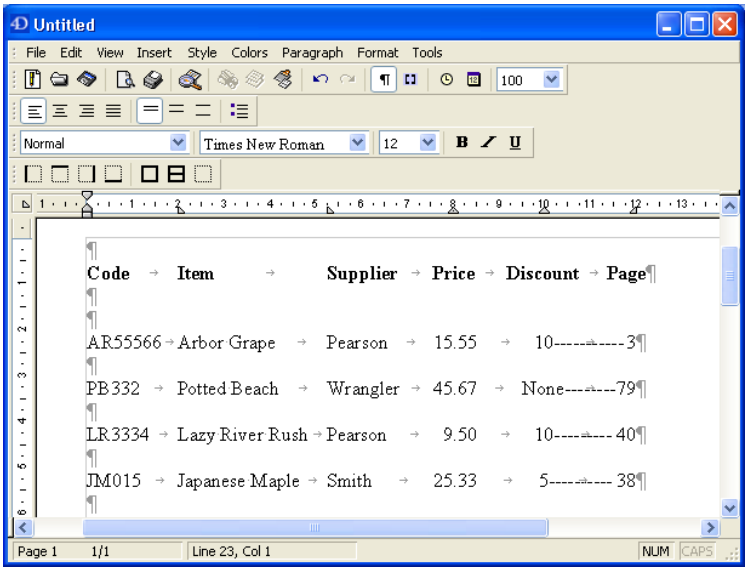
Showing Invisible Formatting Characters

You can display the characters that show where the Tab, Return (or Enter), spaces, hyphens, page breaks and column breaks (in Page mode) are located. Ordinarily, these characters are invisible.

► To show invisible formatting characters:

■ **Choose Invisible Characters from the 4D Write View menu.**

The invisible characters appear:



The following table describes each formatting character.

Character	Description
→	Indicates a tab
¶	Indicates a hard carriage return
·	Indicates a space
⋮	Indicates a soft hyphen
....page break....	Indicates a page break
....column break....	Indicates a column break

Copying Paragraph Formatting

You can copy paragraph settings and apply them to other paragraphs to ensure that all paragraphs to which you apply the settings have exactly the same formatting. Copying paragraph settings also lets you quickly change an element of a document. For example, after you change the formatting of a heading, you can easily apply the new formatting to headings throughout the document.

The following paragraph format settings are copied. These settings are shown in the 4D Write formatting Ruler.

- Margins and first line indent
- Alignment
- Line spacing
- Tabs
- Borders
- Background colors

► To copy paragraph formatting:

1. **Click in the paragraph whose formatting you want to copy.**
2. **Choose Copy Ruler from the 4D Write Paragraph menu.**

   4D Write stores the paragraph settings separately from the normal clipboard. The contents of the Clipboard are not affected.
3. **Click in the paragraph to which you want to apply the copied settings.**

   You can apply the paragraph settings to more than one paragraph by selecting them before the next step.
4. **Choose Paste Ruler from the 4D Write Format menu.**

   The formatting you copied is applied to the selected paragraphs.

Changing Text Attributes

The font, type size, style, and color used for text are *text attributes*. When you create a new document, 4D Write automatically sets the font to Arial under Windows or New York under Mac OS, the size to 12 point, the style to plain, and the color to black. Any text that you type will have those attributes.

If you change any text attributes, 4D Write applies the new settings to text as you type. You can apply different attributes to text you have already typed by selecting the text and then changing the attributes. You can view the attributes of any text by clicking within the text and choosing **Characters** from the **Format** menu or using the **Style** Toolbar. Check marks appear in the menus next to the text attributes that are in effect.

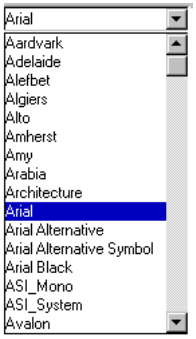
Changing the Font

All fonts installed in your system appear in the font drop-down list of the **Style** toolbar menu and are available for use in your documents.

► To change the font:

1 **Select the text you want to change or click where you want to type text using a new font.**

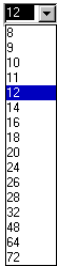
2 **Choose the font from the font drop-down list of the Style toolbar.**



If you had selected text before this step, the font of the selection changes to the one chosen. If you type new text, it will appear in the chosen font.

Changing Text Size

Text size is measured in points. A point is roughly equal to 1/72 inch. The font size drop-down list shows sizes ranging from 8 to 72 points.



► To change the text size:

1 **Select the text you want to resize or click where you want to type using a different text size.**

2 **Choose the size from the font Size drop-down menu.**

When you choose a size, it is applied to your selection. 4D Write adjusts the line spacing, if necessary, to accommodate the new size.

Note You can enter a value directly into the value box if you want to assign a size that is not available in the list. The value must range from 1 to 255.

Changing Text Style

Styles can help you emphasize text or enhance a document's appearance.

► To change the style of text:

1 **Select the text you want in a different style or click where you want to type using a new style.**

2 **Choose a style from the 4D Write Style menu.**

Styles include Plain, Bold, Italic, Underline, Strikethrough, Shadow, Superscript, and Subscript. You can apply more than one style to selected text. If you want to modify the case of the selection you can also select Capitals or Small capitals.

After you choose a style, your selection changes to the new style and a check mark appears next to the style in the **Style** menu. If a style is in effect for only part of your selection, a dash is displayed to the left of the style name.

Note If you want to select the Bold, Italic or Underline style you can use the respective icons **B** *I* U located in the **Style** toolbar.

Changing Several Text Attributes at Once

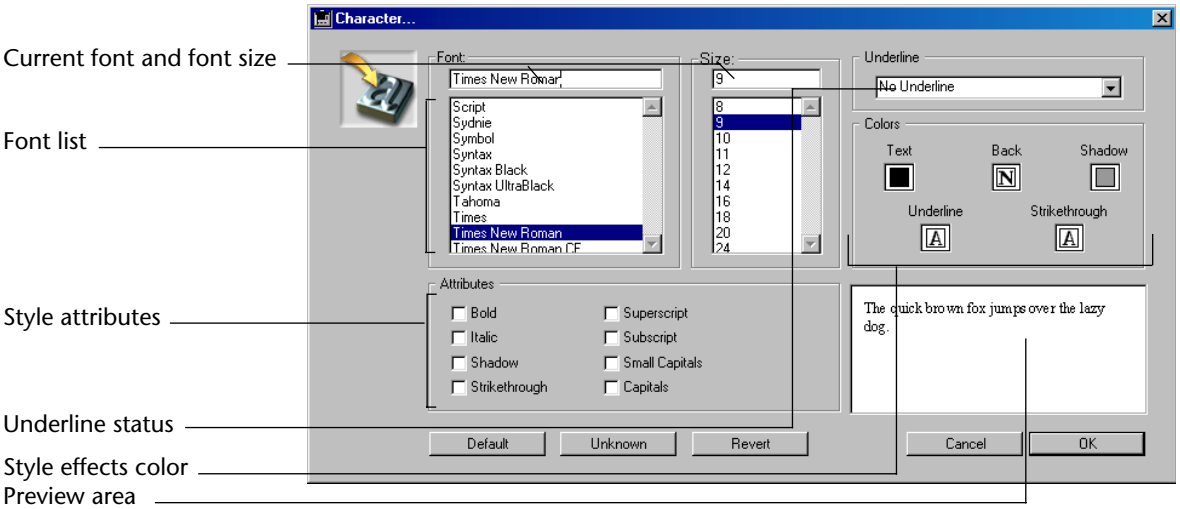
You can easily change several text attributes at once. Using the Character dialog box, you can change the font, size, color, and style of text. You can also set the color for the style effects. These attributes are applied to the currently selected text or, if no text is selected, to the text that you type.

If you want to use the same combination of attributes many times, you can create a custom style sheet. A style sheet specifies a collection of attributes. You apply a style sheet to text by selecting the text and choosing the style sheet name from the Style Sheet drop-down list in the **Style** toolbar.

► To change several text attributes in the Character dialog box:

1 **Select Character... from the 4D Write Format menu.**

The Character dialog box appears.



The dialog box shows the font, font size, color, and styles currently in effect and provides sample text with those attributes.

2 **To change the font, choose the font from the Font scrollable list.**
OR
Enter its name in the Font area.

3 **To change the color for either the text or the style effects selected, choose the color from the Colors picture menus.**

You can choose any of the basic colors available in the picture menu or create a custom color by selecting **Other...** For information on creating a custom color, refer to the "Setting a Custom Color" sections in this chapter.

4 **To change the text size, enter the size in the Size area or select a size in the Size list.**

5 **Select the check boxes for the style attributes you want.**

Styles include Bold, Italic, Shadow, Strikethrough, Superscript, and Subscript. You can also select the character case using the Capitals and Small Capitals check boxes.

- Clicking once on a check box will select it.
- Clicking twice will "gray" it, which means that this attribute will be left unchanged in your selection. If, for instance, the Bold attribute is set only for certain characters in your selection, the Bold check box will appear in grey. Leaving that check box in gray will leave the Bold attribute untouched.
- Clicking a third time will deselect it. When a checkbox is deselected, the attribute will be removed from the selection if it was applied; otherwise, it will just be ignored.

Note Some attributes cannot be selected concurrently. For example, you can't select both the Small Capitals and Capitals attributes.

6 **Select the underline attribute you want in the Underline drop-down list.**

Single underline
Word underline
Double underline
Hatched underline

You can choose Single underline to display only one line under the selection, Word underline to underline only individual words, Double underline to display two lines under the selection or Hatched underline to display a dotted underline.

7 **To validate the attributes you set, click OK.**

To return to the original text attributes and start over, click on the **Revert** button. To close the dialog box without applying any changes, click the **Cancel** button. To go back to the default settings (if any) that apply to the current selection, click the **Default** button. To remove all the attributes for the current text selection, click the **Unknown** button.

Managing Style Sheets

4D Write manages two types of style sheets. Style sheets that apply only to characters and style sheets that apply to paragraphs. You can create your own style sheets in a document. Each character style sheet specifies a combination of attributes that can be applied to text. For example, you might specify a Header style sheet that creates text in 18 point, Bold style, in the Avant Garde font. A paragraph style sheet allows you to set attributes for a paragraph, which includes the character formats, border settings, tab settings and paragraph settings.

The Style Sheet pop-up menu lists the available style sheets for the document. You use this menu to apply existing style sheets to the text in your document.

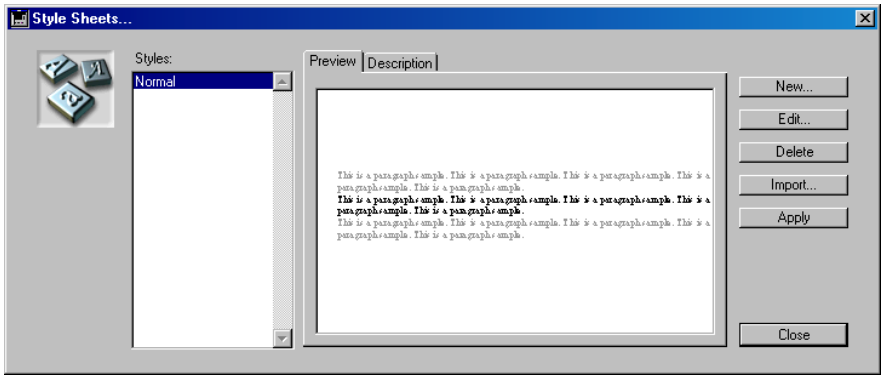
Style sheets apply only to the current document. They do not apply to all documents, even if the documents are in a 4D Write area. You can save style sheets and load them into other documents. You can also use documents containing style sheets as templates for 4D Write areas. For more information on templates, refer to the paragraph "Saving a Document as a Template" on page 76.

When copying text, 4D Write includes the style sheets present in the selection. When pasting, 4D Write checks that each style sheet exists in the destination document. If the style sheet does not exist, it is created; if the style sheet exists and its properties are identical, it will be used. However, if the style sheet exists but its properties are different, it is used but the text keeps its original appearance. To use the style sheet properties of the destination document, it will be necessary to re-apply them.

Defining a Custom Style Sheet

► To define a new custom style sheet:

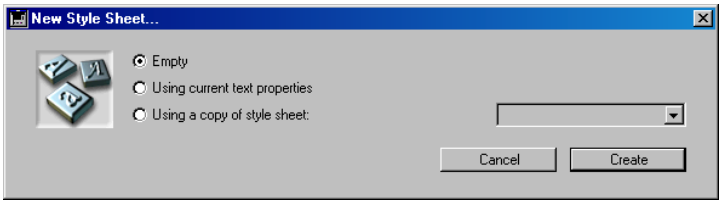
1 **Choose Style Sheets... from the Format menu.**



The Style Sheets dialog box appears. It displays the list of style sheets for the current document. In the center, the preview area can either display the definition or a sample of the style sheet currently highlighted in the style sheet list.

2 **Click the New... button to create a new style sheet.**

The following New Style Sheet dialog box is displayed.



This dialog box allows you to specify which properties you want to use as a starting point:

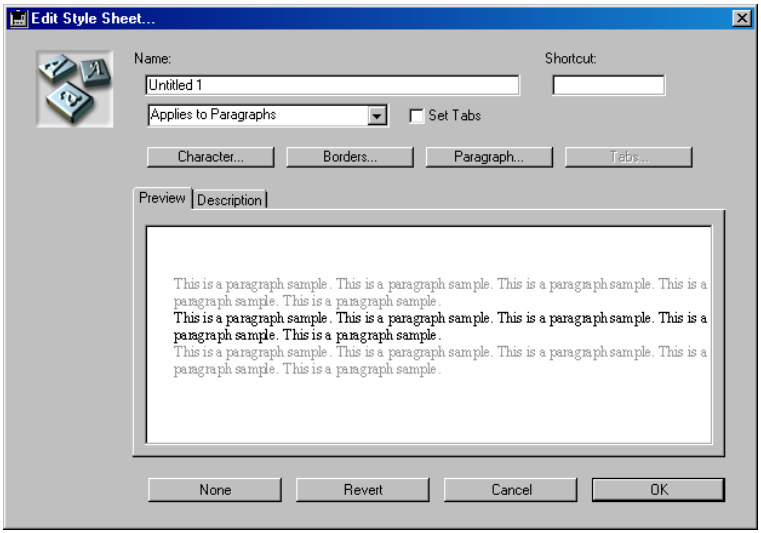
- the current text properties,
- the properties of an existing style sheet,
- no text properties at all.

3 **Choose the option you want to start with.**

Selecting **Empty** will define no properties for the new style sheet. Selecting **Using current text properties** will assign the properties of the current selected text to the new style sheet. Selecting **Using a copy of style sheet** will assign the properties of that style sheet to the new style sheet. If you choose this option, you need to select a style sheet from the drop-down list located to the right of the radio buttons.

4 Click the Create button.

The following dialog box is then displayed:



If you chose a starting point that uses preset properties this dialog box displays them accordingly.

In this dialog box you can define a shortcut that will trigger the application of the style sheet, edit the name of the style sheet and define the settings of the style sheet.

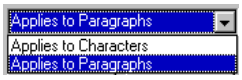
5 Click in the Name text box and edit the name of the style sheet.

6 Click in the Shortcut text box and enter the character you want to use as a shortcut.

This character will have to be used with the combination of the **Command-Shift** keys on Mac OS and **Ctrl-Shift** under Windows.

Note It is recommended that you use numbers as shortcuts in order to avoid potential conflicts with normal 4D Write shortcuts.

7 Using the drop-down list, select whether the style sheet will apply to paragraphs or to characters.



If you choose Applies to Characters, the Borders, Paragraph and Tabs buttons become disabled.

8 **Click the Character button to set the character properties.**

For more information on how to set character attributes, refer to "Changing Several Text Attributes at Once" on page 133.
If you selected Applies to Characters as the scope of this style sheet, you will not need to set any parameters for borders, tabs and paragraphs, therefore you can directly go to step 12.

9 **Click the Borders button to set the borders properties of the style sheet.**

For more information on how to set border attributes, refer to "Setting Borders for a Paragraph" on page 143.

10 **Click the Paragraph button to set the paragraph properties of the style sheet.**

For more information on how to set paragraph attributes, refer to "Setting Paragraph Formats Using the Paragraph Dialog Box" on page 123.

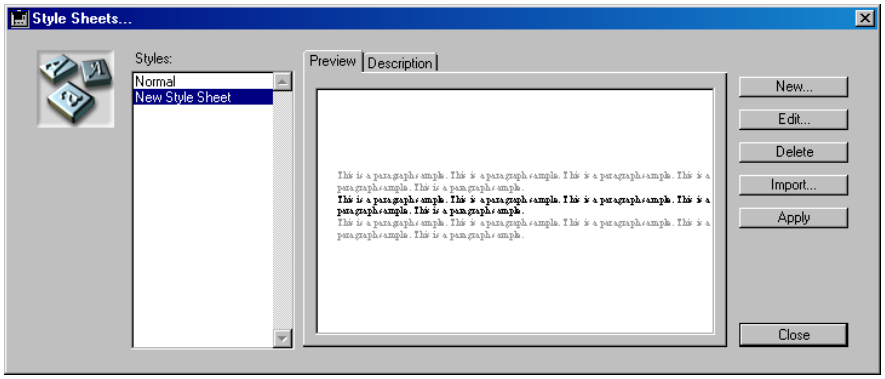
11 **Click the Tabs button to set the tab properties of the style sheet.**
OR
Deselect the Set Tabs check box if you do not want to set tab properties.

For more information on how to set tab properties, refer to "Setting Tabs" on page 118.

You can now make sure the properties you have defined are correct by checking the preview area. If you want to check the style sheet definition, click the Description tab control. The preview area will then display the settings defined for that style sheet.

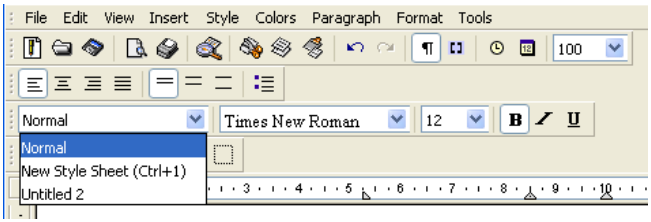
12 **Click the OK button to create the style sheet.**
OR
Click the None button to reset all the settings to zero and start over.
OR
Click the Revert button to go back to the original settings.
OR
Click the Cancel button to cancel all the settings and go back to the Style Sheets dialog box.

Once you click **OK**, the style sheet is automatically saved and the Style Sheets dialog box is displayed again.



13 **Click the Close button.**

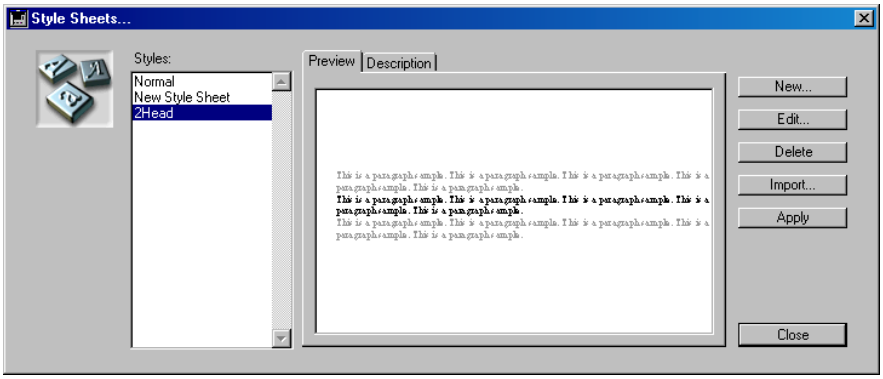
This style sheet can then be selected from the Style sheet drop-down list.



Modifying a Style Sheet

► To modify an existing style sheet:

1 **Choose Style Sheets... from the Format menu.**



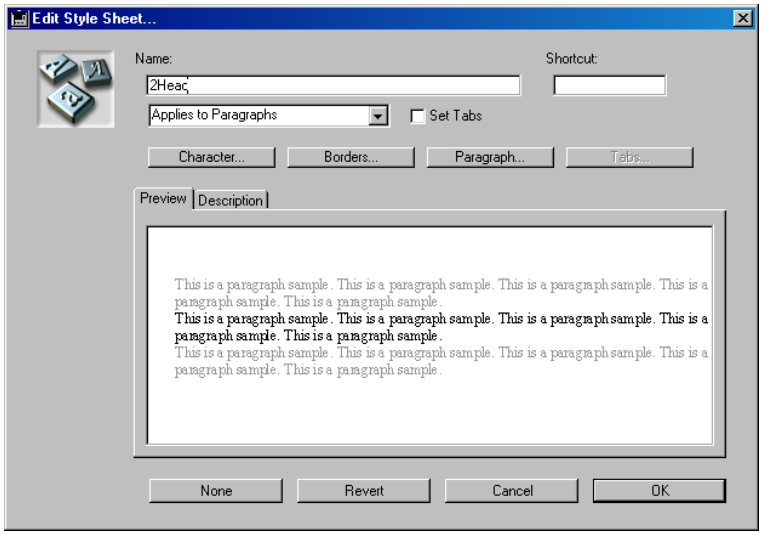
The Style Sheets dialog box appears. It displays the list of style sheets for the current document.

2 **In the Styles list, click on the style sheet you want to edit.**

3 **Click the Edit... button.**

The Edit Style Sheet dialog box is then displayed.

The preview area as well as the style sheet settings reflect the current settings of the selected style sheet.



4 **Modify any style sheet attribute, according to your needs.**

For more information on the Edit Style Sheet dialog box, refer to "Defining a Custom Style Sheet" on page 136.

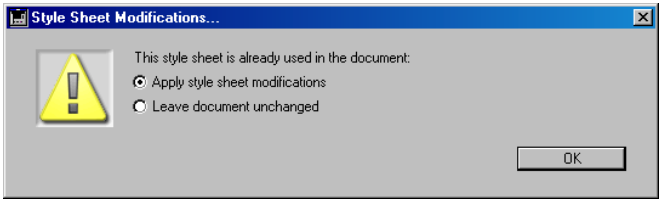
You can now make sure the properties you have defined are correct by checking the preview area. If you want to check the style sheet definition, click the **Description** tab control; the preview area will then display the settings defined for that style sheet.

5 **Click the OK button to validate the modifications of the style sheet.**
OR
Click the None button to reset all the settings to zero and start over.
OR
Click the Revert button to go back to the original settings.
OR
Click the Cancel button to cancel all the settings and go back to the Style Sheets dialog box.

Once you click **OK**, the style sheet is automatically modified and the Style Sheets dialog box is displayed again.

6 **Click the Close button.**

If the style sheet was already applied in the document, the following dialog box appears:



- **Apply style sheet modifications** will dynamically apply all modifications anywhere the style sheet was used.
- **Leave document unchanged** will apply modifications only when the style sheet is used subsequently.

Saving and Loading Style Sheets

Style sheets created in the Style Sheets dialog box are saved in the document file. You can then import the style sheets into any other 4D Write document.

► To import style sheets from another document:

1 **Select Style Sheets from the Format menu.**

The Style Sheets dialog box appears.

2 **Click the Import... button.**

An Open File dialog box appears.

3 **Select the document from which you want to import the style sheets file and click the Open button.**

The style sheets are loaded into the document. After the style sheets are loaded, they immediately become available to the document.

Imported style sheets are added to existing style sheets. You can import style sheets with the same names as existing ones.

4 **Click the Close button.**

The Style Sheets dialog box closes.

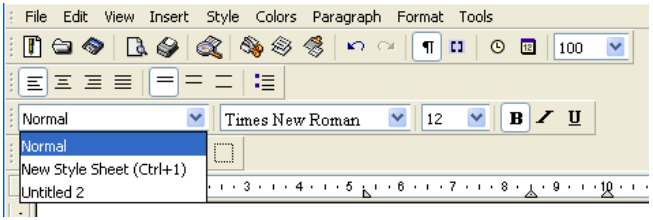
Applying Custom Style Sheets

Applying a Character Style Sheet

► To apply a character style sheet to text:

1 **Select the text to which you want to apply the style sheet.**

2 **Choose the character style sheet from the Style Sheet drop-down list in the Style toolbar.**



OR

Use the shortcut (if any) associated with the style sheet.

The text is given the attributes of the selected style sheet.

Applying a Paragraph Style Sheet

► To apply a paragraph style sheet to a paragraph or a selection of paragraphs:

1 **Place the cursor in the paragraph to which you want to apply the paragraph style sheet.**
OR
Select some text in the paragraph to which you want to apply the paragraph style sheet.
OR
Select text that overlaps all the paragraphs to which you want to apply the paragraph style sheet.

2 **Choose the paragraph style sheet from the Style Sheet drop-down list in the Style toolbar.**
OR
Use the shortcut (if any) associated with the style sheet.

The paragraph is then given the attributes of the selected paragraph style sheet.

Applying a Style Throughout a Document

4D Write allows you to update the formatting of all the text in the document that uses a particular style sheet. This feature is useful when you want to make sure that all the occurrences of text that use that style sheet accurately respect the style sheet attributes.

► To update a style sheet throughout the document:

1. **Select Style Sheets... from the Format menu.**
   The Style Sheets dialog box is displayed.
2. **In the Styles list, select the style sheet you want to update throughout the document.**
3. **Click the Apply button.**
   All the attributes of that style sheet are applied to each occurrence of text that uses it.

Deleting a Style Sheet

You can delete a style sheet at any time. Text that uses that style sheet will remain unchanged but it will cease to be defined as using that style sheet.

► To delete a style sheet:

1. **Select Style Sheets... from the Format menu.**
   The Style Sheets dialog box is displayed.
2. **In the Styles list, select the style sheet you want to delete.**
3. **Click the Delete button.**
   The style sheet is deleted as well as any reference to it.

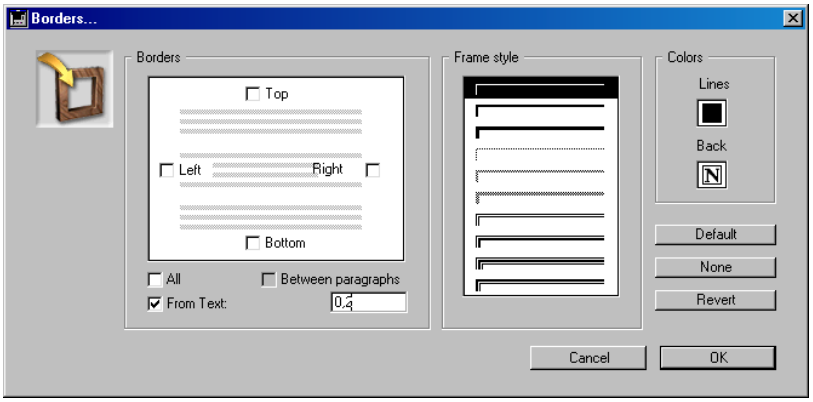
Setting Borders for a Paragraph

4D Write allows you to define borders for a paragraph. A border setting can be defined for either a separate paragraph or a paragraph style sheet.

The Borders Dialog Box

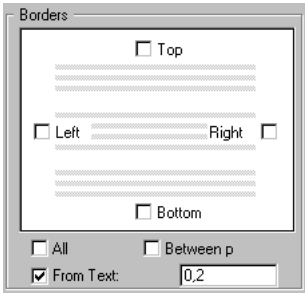
The Borders dialog box is where borders are set. This dialog box is used when you design a style sheet that uses border formats or when you want to set borders for a paragraph or a set of paragraphs.

When you click the **Borders...** button in the Edit Style Sheet dialog box, or when you select **Borders...** from the **Format** menu, the Borders dialog box is displayed:



This dialog box consists of three main areas:

- The Borders area:

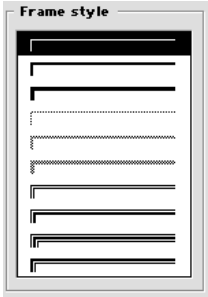


This area is where borders can be selected. It consists of seven check boxes and a preview area. The preview area displays the border according to the check boxes you selected.

- The **Left**, **Top**, **Right** and **Bottom** check boxes
  When these check boxes are selected, the corresponding border is set for the paragraph. When they are grayed, it means that the corresponding border is not selected for each paragraph that belongs to the current selection. In this case, leaving the check box untouched will leave the setting for that border untouched.
- The **All** check box
  When this check box is selected, it selects the **Left**, **Top**, **Right** and **Bottom** check boxes and the corresponding borders.

- The **Between paragraphs** check box
  When this check box is selected, a border is displayed between the paragraphs of the selection (if there is more than one).
- The **From Text** check box
  When this check box is selected, the entry area located next to it allows you to set the distance between the upper, lower, right and left limits of the characters and the border lines.

- The Frame style area:

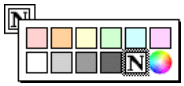


This area is where the frame of the borders can be selected. Clicking on the frame type will assign it to the borders.

- The Colors area:

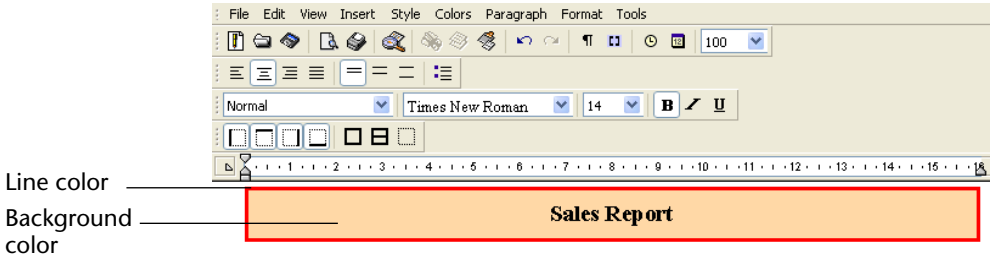
This area is where the colors for the border lines and the border background will be selected.

Lines picture menu

Back picture menu 

Note The last option will display your system Custom color palette.

The color selected in the Lines picture menu will apply to the line of the borders. The color selected in the Back picture menu will apply to the background of the borders.



The Borders dialog box also includes five buttons:

- The **Cancel** button
  This button closes the Borders dialog box. If the Borders dialog box was called from another dialog box (Edit Style Sheet, Find or Replace), clicking on the **Cancel** button brings back the dialog box from which it was called.

- The **OK** button
  This button closes the Borders dialog box and validates its contents. If the Borders dialog box was called from another dialog (Edit Style Sheet, Find or Replace), clicking on the **OK** button brings back the dialog box from which it was called.

- The **Default** button
  This button assigns the default settings to the Borders dialog box. Default settings are typically style sheet settings that were altered for the selected paragraph before the Borders dialog box was opened.

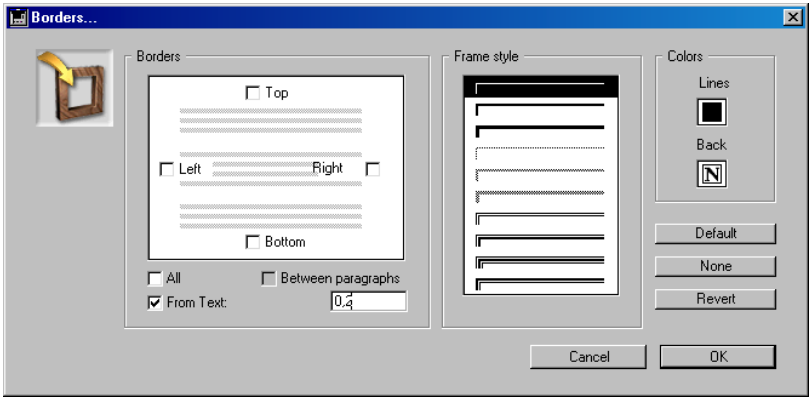
- The **None** button
  This button resets all the settings back to zero in the Borders dialog box. Clicking on the **None** button deselects any borders, frame styles or colors.

- The **Revert** button
  This button assigns the original settings back to the Borders dialog box. The original settings are the settings that were first displayed when you opened the Borders dialog box.

► To define and apply a border setting to a paragraph or a selection of paragraphs:

1 **Place the cursor in the paragraph to which you want to apply the border settings.**
OR
Select some text in the paragraph to which you want to apply the border settings.
OR
Select text that overlaps all the paragraphs to which you want to apply the border settings.

2 **Select Borders... from the Format menu.**
The Borders dialog box is then displayed:



3 **Select the borders by clicking on the corresponding check boxes.**
For more information about the meaning of these check boxes, refer to "The Borders Dialog Box" on page 143.

4 **Select the frame type by clicking on the frame in the Frame style area.**

5 **Select the colors you want to use for lines and backgrounds in the Colors area.**

6 **Click OK to validate the modifications you just made.**
OR
Click the None button to reset all the settings to zero and start over.
OR
Click the Revert button to go back to the original settings.
OR
Click the Default button to go back to the default style sheet settings.
OR
Click the Cancel button to cancel all the settings and go back to the Style Sheets dialog box.

Managing Tables

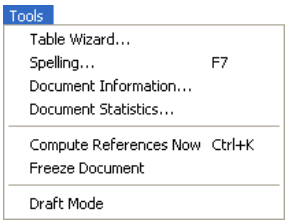
4D Write manages graphical tables, although they are actually stored as formatted paragraphs. This means that if a table needs significant modification, it is often easier to re-create it.

4D Write allows you to insert and define graphical tables in your documents. For each table you can:

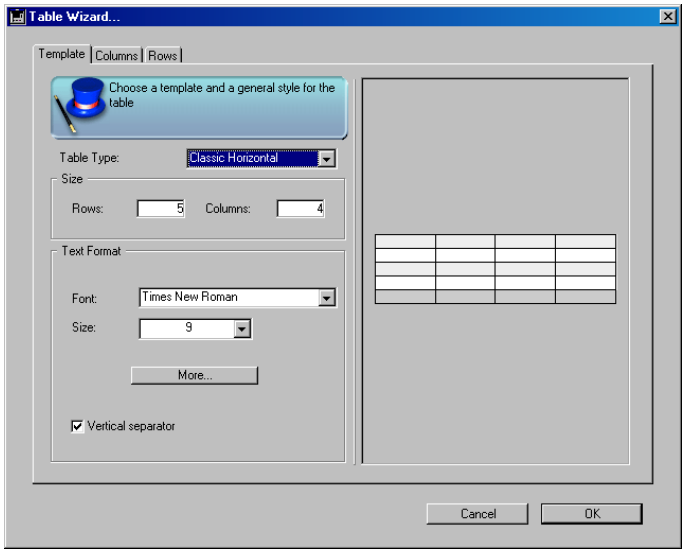
- Select predefined table templates,
- Define the number of rows and columns,
- Set an automatic text format,
- Set different automatic values and styles for each column,
- Set different automatic values, colors and styles for specific rows.

The Table Wizard

In 4D Write, tables are created and modified using 4D Write's Table Wizard. The Table Wizard is displayed by selecting **Table Wizard...** in the **Tools** menu.



The Table Wizard appears as follows:

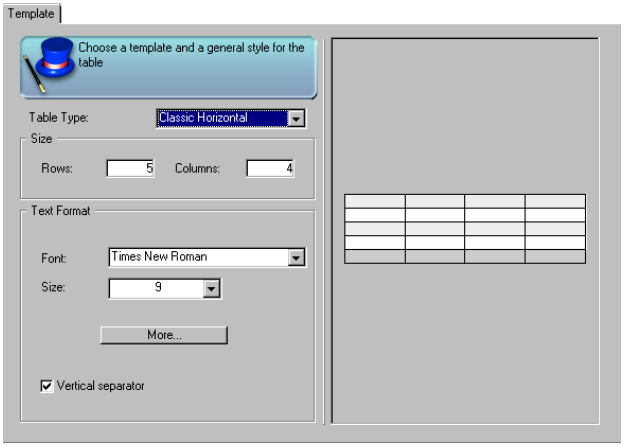


The Table Wizard mainly consist of three pages and a preview area:

- The **Template** page
  This page is where you can select a template for the table, define the table size and set the global text format.
- The **Columns** page
  The Column page is where you can define column widths, and assign automatic values as well as custom text formats.
- The **Rows** page
  The Rows page is where you can select the line spacing between rows, select predefined values for the first and last rows, and set a color and a text format for specific rows.
- The **Preview area**
  The preview area displays a preview of the table as you set it; modifications are displayed on the fly.

The Template Page

The **Template** page is the default page on which the table wizard opens:

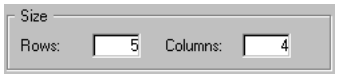


This page consists of three elements:

- The Table Type drop-down list:

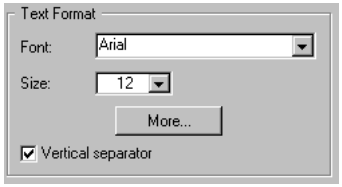
Selecting an item from this list will apply the corresponding template to the table you are creating.

- The Size area:



This is where you set the number of rows and columns for the table you are creating, by respectively entering these numbers in the Rows and Columns boxes.
You are allowed to create up to 500 rows and 100 columns.

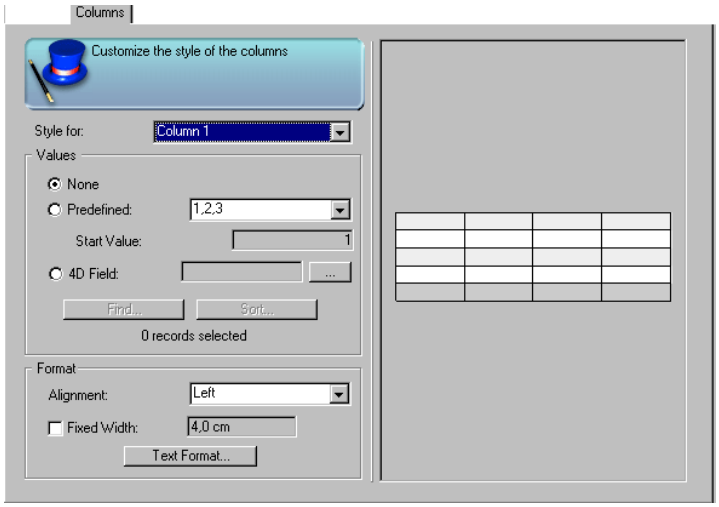
- The Text Format area:



This area is where you select the format of the text that will be entered in the table. The Font drop-down list lets you select the font that will be applied to the text. The Size drop-down list lets you select the size of the font that will be applied to the text. The **Vertical separator** check box lets you choose whether you want to display separators between columns. When you click the **More...** button, the Character dialog box is displayed. For more information on how to use this dialog box, refer to the section "To change several text attributes in the Character dialog box:" on page 133.

The Columns Page

The **Columns** page is where you define the format and automatic contents for columns:

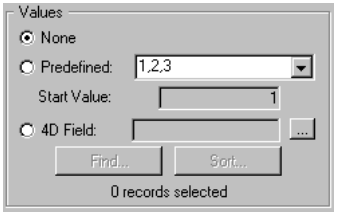


This page consists of three main interface elements:

- The **Style for** drop-down list:

This list allows you to select the column where the settings in the **Columns** page will be applied. For example, if you select **Column 1**, the settings that will be defined in the Values and Format areas will only apply to the first column. If you want to set the format of several columns, you will need to select one column at a time and define their formats separately.

- The **Values** area:

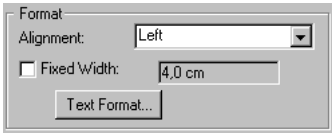


The Values area is where you select predefined values for the current column.

A radio button offers you three choices:

- **None**
  If you select this choice, no predefined value will be used for the current column.
- **Predefined**
  This can be used to fill the selected column with values that are incremented automatically by 4D Write. If you select this choice, the Start Value area is activated. You can select a predefined value type from the drop-down list, then set the value with which the sequence must start. The sequences of predefined values are the following:
  • 1,2, 3, for standard numbering,
  • a, b, c or A, B, C for "alphabetical numbering",
  • i, ii, iii or I, II, III for Roman numbering,
  • Monday, Tuesday for days,
  • January, February for months.
  For more information on selecting a predefined value, refer to "Inserting a Predefined Value as an Automatic Column Value" on page 159.
- **4D Field**
  If you select this choice, the field value is then inserted in each row and the number of rows will depend on the number of selected records. Since you then benefit from the Order by and Query features of 4D, you can narrow your record selection and rearrange it. For more information on selecting a field as a column value, refer to "Inserting a 4D Field as an Automatic Column Value" on page 156.

- The **Format** area:



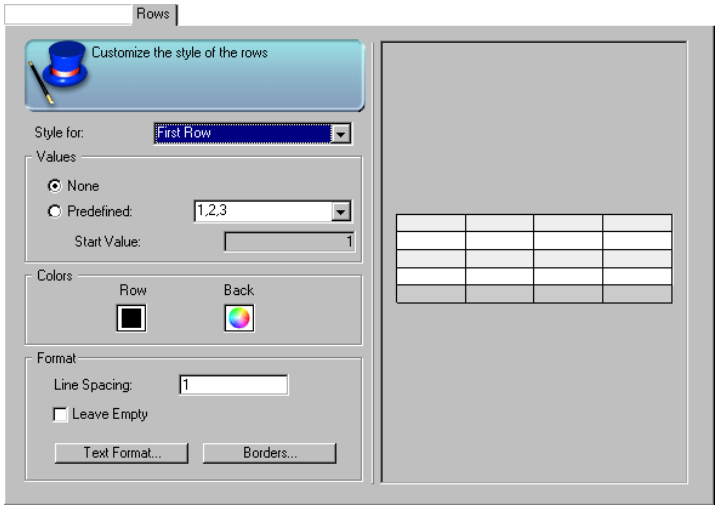
This is the area where you select the format and alignment of the text that will be entered in the column. When selected, it overrides the format defined on the Template page. It also allows you to define the alignment for the text and the column width. This area consists of the following elements:

- The Alignment drop-down list
  This list lets you choose the alignment between Left, Centered, Right and Decimal.

- The Fixed Width check box
  When this option is selected, it activates the value box located next to the check box. You can then enter a fixed value for the width of the current column.
- The Text Format button
  Clicking on this button opens the normal Character formatting dialog box, so that you can choose character formatting for the contents of the column. For more information about how to use the Character formatting dialog box, refer to the section "To change several text attributes in the Character dialog box:" on page 133.

The Rows Page

The **Rows** page is where you define the style, color and automatic contents for rows:



This page consists of three main interface elements:

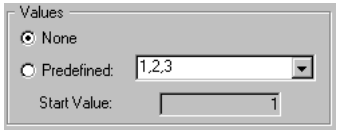
- The **Style for** drop-down list:

This list allows you to select the row to which the settings that are currently set on the Columns page will apply. For example, if you select **Odd Rows**, the settings that will be defined in the Values and Format areas will only apply to the odd rows of the table. If you want to set the format for several types of rows, you will need to select one type of row at a time and define their formats separately.

The types of rows available are:

- **First Row**
  The chosen settings will only apply to the first row.
- **Odd Rows**
  The chosen settings will only apply to odd rows, excluding the first and last rows.
- **Even Rows**
  The chosen settings will only apply to even rows, excluding the last row.
- **Last Row**
  The chosen settings will only apply to the last row.

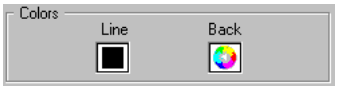
- The **Values** area:



The Values area is where you select predefined values for the current type of rows. A radio button offers you two choices:

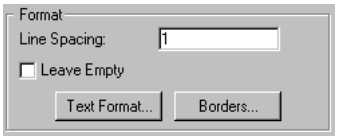
- **None**
  If you select this choice, no predefined value will be used for the current column.
- **Predefined**
  If you select this choice, the Start Value box is activated. This allows you to select a type of predefined value from the drop-down list and to define which value to start with. The values you can select are:
  • 1,2, 3, for standard numbering,
  • a, b, c or A, B, C for “alphabetical numbering”,
  • i, ii, iii or I, II, III for roman numbering,
  • Monday, Tuesday for days,
  • January, February for months.
  For more information on selecting a predefined value, refer to “Inserting a Predefined Value as an Automatic Row Value” on page 159.

- The **Colors** area:



The Colors area is where you can select a color separately for the lines and background of the current type of rows.

- The **Format** area:



This area is where you select the format and alignment of the text that will be entered in the row. When selected, it overrides the format defined on the Template page. It also allows you to define the border formats.

This area consists of the following elements:

- The **Line Spacing** value box
  This box is where you enter the line spacing value for the current type of rows.
- The **Leave Empty** check box
  When this option is selected, the row will remain empty even in columns for which you have selected automatic values.
- The **Text Format** button
  Clicking on this button calls the Character dialog box. For more information on how to use the Character dialog box, refer to the section "To change several text attributes in the Character dialog box:" on page 133.
- The **Borders** button
  Clicking on this button calls the Borders dialog box. For more information on how to use the Borders dialog box, refer to "The Borders Dialog Box" on page 143.

Setting Predefined Values

4D Write allows you to set automatic values in your tables. There are two types of automatic values:

- 4D fields and 4D formulas,
- Predefined values such as automatic numbering, months, days.

4D Write allows you to insert 4D fields or formulas in columns only and also manages predefined values in both rows and columns.

Inserting a 4D Field as an Automatic Column Value

► To insert a 4D field as an automatic column value:

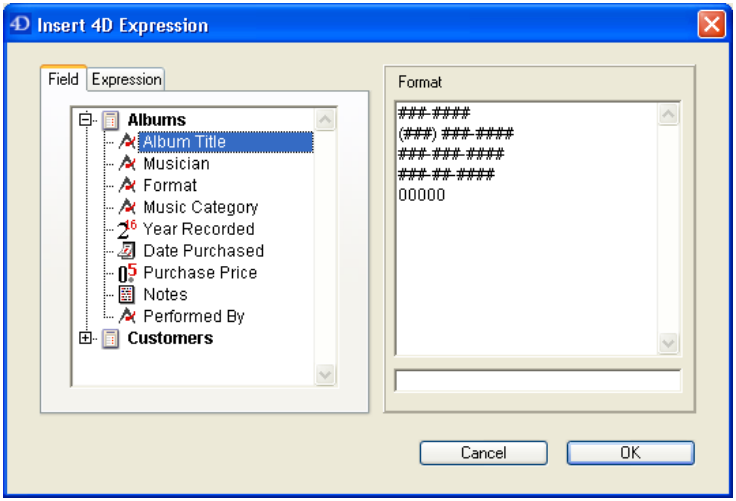
1 **Select Table Wizard... from the Tools menu.**
The Table Wizard is then displayed.

2 **Click on the Columns tab control.**
The Column page is displayed.

3 **In the Style for drop-down list, select the column in which you want the 4D field to appear.**

4 **Choose** 4D Field: **in the Value area.**

5 **Click the Field selection button** ... **.**
The Insert 4D Expression dialog box is then displayed:



On the Field page, you can select the field that will be inserted. In the Format area, you can select one of the predefined display formats or define a specific display format. For more information on display formats, please refer to the 4th Dimension *User Reference* manual. For more information on how to use the Insert 4D Expression dialog box, refer to "Referencing 4D Fields and Expressions" on page 185.

6 **Expand the hierarchical list of the table that contains the field you want to insert.**

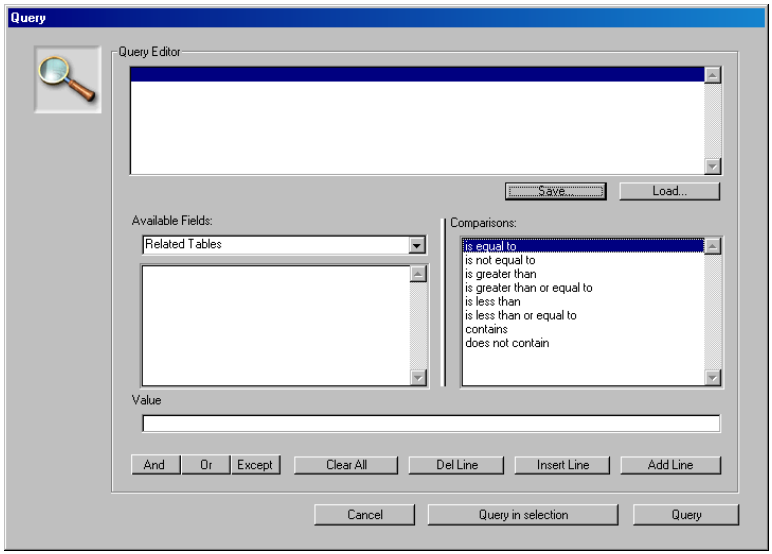
7 **Double-click on the field that you want to insert as a value.**

It is then displayed in the area next to the 4D Field button.

The numbers of selected records for that table is displayed at the bottom of the Values area. For each record, the value of the record will be displayed in a row.

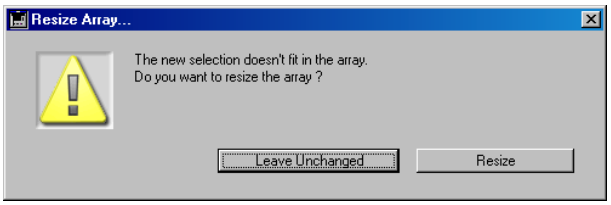
8 **If you want to select specific records, click the Find... button.**

The Query editor is then displayed:



Edit the query as you would in 4D. For more information on queries, please refer to the 4th Dimension *User Reference* manual.

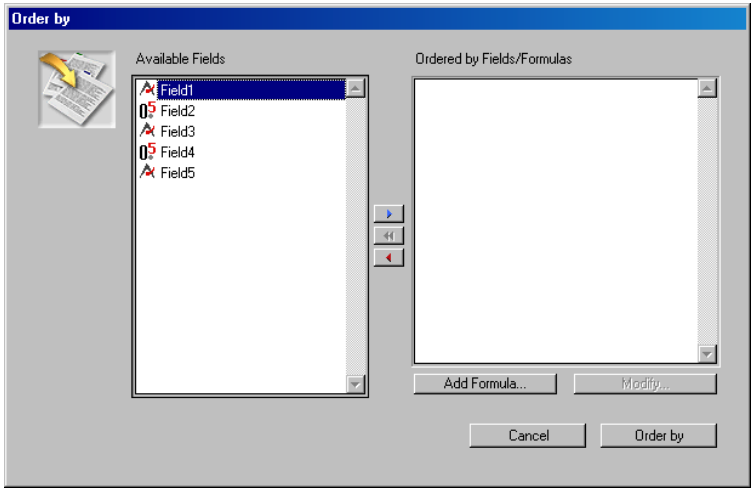
Once you are done executing your query and if the number of records matches the size of the table, the Column page is displayed again and the number of records is modified accordingly. If the number does not match the array, the following dialog box is then displayed:



If you click on the **Leave Unchanged** button, the Column page is displayed again and the size of the table remains unchanged. If you click on the **Resize** button, the Column page is displayed again with the number of rows modified to match the number of records.

9 **If you want to modify the sort order, click the Sort... button.**

The 4D Order by dialog box is then displayed:



You can then define the sort order. For more information about defining the sort order, please refer to the 4th Dimension *User Reference* manual. Once the sort is defined, it is used to set the sequence of values in the table.

10 **Once you are done defining your selection and sorting it, you are finished with the insertion of 4D fields as values.**

You can then continue with the creation of the table.

Inserting a Predefined Value as an Automatic Column Value

► To insert a predefined value as an automatic column value:

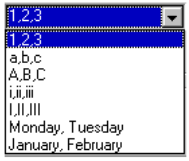
1 **Select Table Wizard... from the Tools menu.**
The Table Wizard is then displayed.

2 **Click on the Columns tab control.**
The Columns page is displayed.

3 **In the Style for drop-down list, select the column in which you want the predefined values to appear.**

4 **Choose** Predefined: **in the Values area.**

5 **Select the type of predefined value from the Values drop-down list.**



For more information on the options you can select, refer to "The Columns Page" on page 151.

6 **Select the Start Value.**
The Start Value is always a number but it will apply to any kind of selected value. For example, if you enter 2 as a start value and select the month value, the first value will be February.

7 **Once you are done with the Predefined value settings, proceed with the remainder of the table configuration.**

Inserting a Predefined Value as an Automatic Row Value

► To insert a predefined value as an automatic row value:

1 **Select Table Wizard... from the Tools menu.**
The Table Wizard is then displayed.

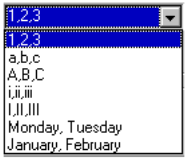
2 **Click on the Rows tab control.**
The Rows page is displayed.

3 **In the Style for drop-down list, select the row type in which you want the predefined values to appear.**

For more information on the Style for drop-down list, refer to "The Rows Page" on page 153.

4 **Choose** Predefined: **in the Values area.**

5 **Select the type of predefined value from the Values drop-down list.**



For more information on the options you can select, please refer to "The Rows Page" on page 153.

6 **Select the Start Value.**

The Start Value is always a number but it will apply to any kind of selected value. For example, if you enter 2 as a start value and select the month value, the first value displayed will be February.

7 **Once you are done with the Predefined value settings, proceed with the remainder of the table configuration.**

Creating a Table

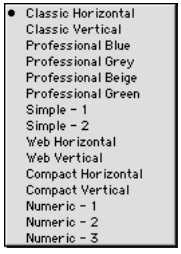
Before creating a table, you should check that the element to be entered in the table will fit in the columns. Since 4D Write does not manage the concept of cells, you must make sure that the columns are large enough to contain the data.

► To create a table:

1 **Select Table Wizard... from the Tools menu.**

The Table Wizard is then displayed.

2 **On the Template page, select the template by selecting it from the Table Type drop-down menu:**



3 **Enter the number of rows and columns in the Rows and Columns boxes.**

4 **If you want, define a global character format for the table in the Text Format area.**

For more information on the effect of the character options, refer to "The Template Page" on page 149.

5 **Click on the Columns tab control to set the column options.**

The Columns page is then displayed.

6 **Using the Style for drop-down list, select the column you want to modify.**

7 **For the current column, you can either set predefined values or a 4D field as automatic values.**

For more information on inserting a 4D field as an automatic column value, refer to "Inserting a 4D Field as an Automatic Column Value" on page 156. For more information on inserting a predefined value as an automatic column value, refer to "Inserting a Predefined Value as an Automatic Column Value" on page 159.

8 **In the Format area, set the alignment, format and width of the current column.**

For more information on the options of the Format area, refer to "The Columns Page" on page 151.

9 **Repeat steps 6 through 8 for each column you want to set.**

10 **Click on the Rows tab control to set the row options.**

The Rows page is then displayed.

11 **Using the Style for drop-down list, select the type of row you want to modify.**

For more information on the types of row you can select, refer to "The Rows Page" on page 153.

12 **For the current type of row, you can set predefined values as automatic values.**

For more information on inserting a predefined value as an automatic row value, refer to "Inserting a Predefined Value as an Automatic Row Value" on page 159.

13 **In the Format area, set the border, formats and line spacing of the current row.**

For more information on the options of the Format area, refer to "The Rows Page" on page 153.

14 **Using the Back and Row picture menus, select a color for the line and for the background of the selected type of rows.**

15 **Repeat steps 11 through 14 for each type of row you want to set.**

16 **Click OK to create the table.**

Note Since 4D Write does not manage cells in tables as rows and columns, once a table is created it is usually easier to create it again than to modify it.

Managing Columns

4D Write allows you to manage text columns in your documents. When you set columns in a 4D Write document, they apply to the whole document. In 4D Write, columns are chained from the left-most column to the right-most column. In other words, when entering text, the text flow will start filling the left column and continue with the column directly to the right until it reaches the end of the page. Once the end of the page is reached, the text flow cycles through the next page. In order to be able to balance the page settings, 4D Write also allows you to insert column breaks.

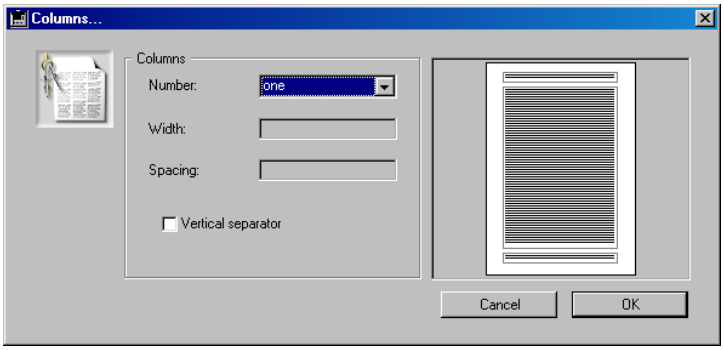
Note For a proper display of columns, you should always select the **Page** viewing mode.

The current section will describe how to:

- Set columns in a document,
- Modify columns in a document,
- Insert and remove a column break in a column.

The Columns Dialog Box

The Columns dialog box is where you define the column settings for the current document. The Columns dialog box is displayed by selecting **Columns...** from the **Format** menu:



It consists of two main areas:

- The **Columns** area
  This area is where you can define the number of columns, their width and the space between them.

  The Columns area includes the following interface elements:

  - The **Number** drop-down list:
    This list allows you to select the number of columns that will appear in the document. No more than ten columns can be created.
  - The **Width** box
    This box is used to set the width of the columns. The value entered is applied to each column and has no influence on the number of columns. If there is not enough room to accommodate the value entered, 4D Write will select the highest possible value and reduce the Spacing value accordingly.
  - **Spacing**
    This box is used to set the space between columns. If there is not enough room to accommodate the value entered, 4D Write will select the highest possible value and reduce the Width value accordingly. 4D Write will always maintain a minimum value for the column width.

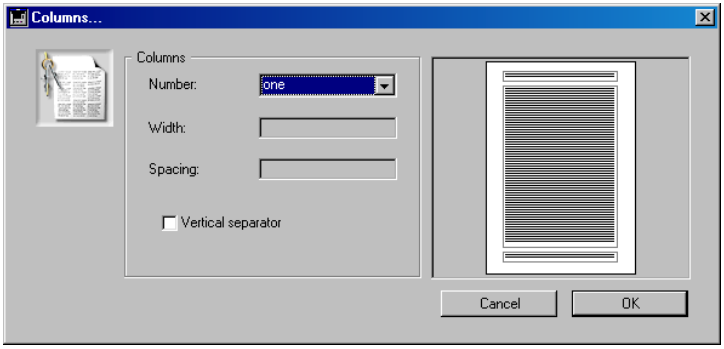
- The **Vertical separator** check box
  When this check box is selected, a vertical separator is displayed between the columns.

- The **Preview** area
  This area displays in real-time the effect of the value you are entering in the Columns area.

Setting Columns for a Document

► To define columns in a 4D Write document:

1 **Select Columns... from the Format menu.**
The Columns dialog box is then displayed:



2 **Choose the number of columns from the Number drop-down list.**
The preview area is modified accordingly.

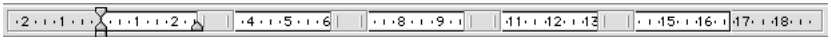
3 **Enter the value for the column width in the Width area.**
OR
Enter the value for the space between columns in the Spacing area.
Setting only one of these two values lets 4D Write assign a complementary value to the other one.

4 **Click the OK button.**
The 4D Write document is modified according to the column settings.

Modifying the Column Width Using the Ruler

► To resize a column:

1 **Choose Page from the View menu.**
The 4D Write ruler displays the column limits.



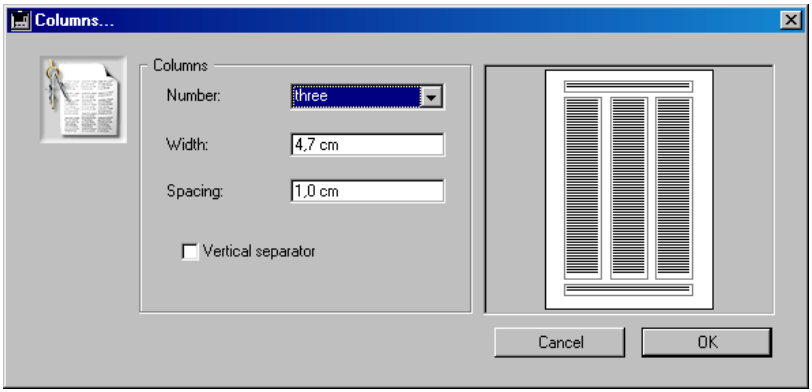
2 **Place the mouse cursor over the column limit.**
The cursor becomes a double-sided arrow.

3 **Drag the limit of the column to its new location.**
The column is then modified accordingly.

Modifying the Column Settings

► To modify the column settings of a 4D Write document:

1 **Select Columns... from the Format menu.**
The Columns dialog box is then displayed:



Its contents reflect the current settings.

2 **Choose the settings you want to modify.**
You can modify any parameter from the number of columns to their size. For more information on the options you can set, refer to "The Columns Dialog Box" on page 163.

3 **Enter the value for the column width in the Width area.**
OR
Enter the value for the space between columns in the Spacing area.
Setting only one of these two values lets 4D Write assign a complementary value to the other one.

4 **Once you have defined the new settings, click the OK button.**

The 4D Write document is modified according to the new column settings.

Note When modifying the column settings you may want to check the position of column and page breaks, since they may need to be moved to match the new settings.

Managing Column Breaks

Inserting a column break moves characters or paragraphs located after the insertion point to the top of the next column. You can use column breaks to balance your columns. When inserted, a column break appears as follows:

Column breaks are automatically displayed when the invisible characters are displayed. In Normal view mode, column breaks are always displayed. In Page view mode, they are displayed only when the invisible characters are displayed.

► To insert a column break:

1 **Select Page from the View menu, if you are in the Normal view mode.**

The Page view mode is selected and the borders of the columns are properly displayed.

Note To work with columns, you must be in Page view mode.

2 **Place the cursor where you want to insert the column break in the column.**

This action establishes the insertion point.

3 **Select Column Break from the Insert menu.**

The column break is then inserted and any paragraph that was located after the insertion point is moved to the next column.

► To remove a column break:

1 **Click just after the column break, i.e. at the top of the following column.**

2 **Press Backspace.**

OR:

1 **Click just before the column break, i.e. at the end of the previous paragraph.**

2 **Press Delete.**

The column break is deleted.

Creating a Page Break

4D Write manages page breaks itself when necessary. However, you can also set page breaks manually. Specifying where a page break occurs can improve the appearance and layout of a document.

► To create a page break:

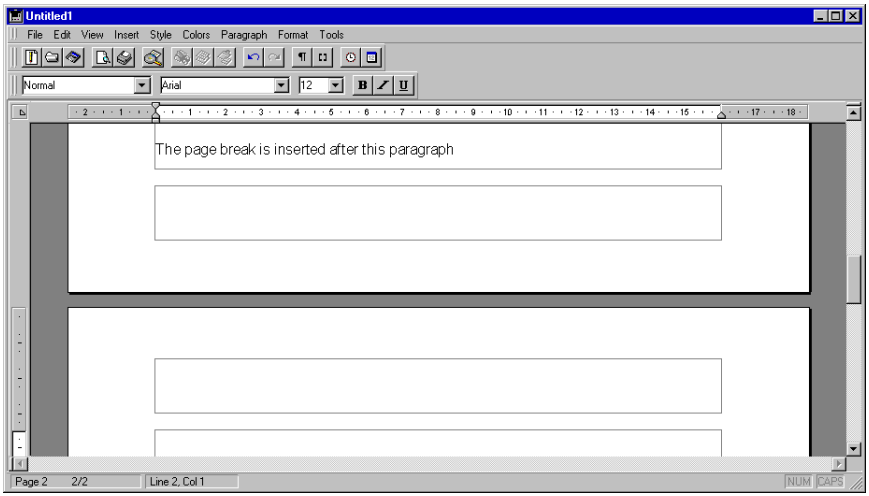
1 **Click at the location where you want the page break to occur.**

This action establishes the insertion point.

2 **Choose Page Break from the 4D Write Insert menu.**

In the Normal view mode (and in Page view mode when invisible characters are displayed), a dotted horizontal gray line marks the page break.

In the Page view mode, a new page is created as shown.



All text to the right of and below the insertion point moves to the top of the next page.

► To remove a page break:

1 **Click just after the page break to be removed, i.e. at the top of the next page.**

2 **Press Backspace.**

OR:

1 **Click just before the page break to be removed, i.e. at the end of the previous paragraph.**

2 **Press Delete.**

The page break is deleted.

6 Working with Pictures

4D Write allows you to paste pictures into the header, footer, or main body of your document. You can use any picture that you can copy to the Clipboard. After you paste a picture into a document, you can manipulate it in the following ways: move, scale, resize, hide or delete the picture.

This chapter describes the 4D Write built-in features for managing pictures:

- Inserting a picture,
- Resizing a picture,
- Moving a picture,
- Hiding and displaying a picture,
- Deleting a picture.

Inserting a Picture

To insert a picture into a 4D Write document you have two possibilities:

1 **Copy a picture from the Clipboard and then paste it into the 4D Write document using standard commands.**

4D Write allows you to paste pictures that are in the following formats: PICT, Bitmap (BMP), and EMF (Windows only).

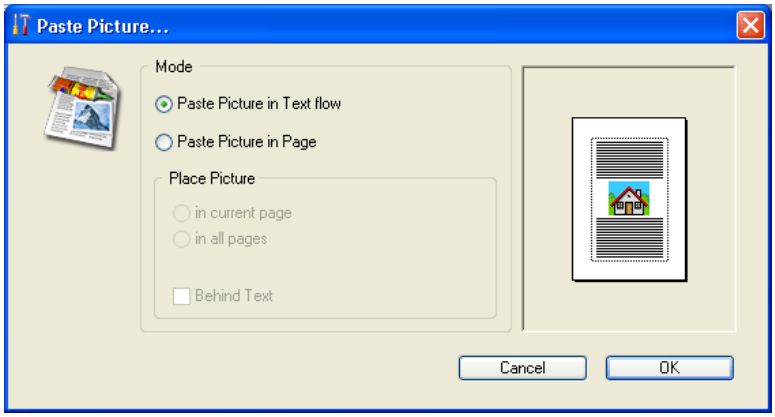
OR:

2 **Insert a 4D picture type expression (field or picture variable).**

For more information on inserting 4D expressions, please refer to the chapter "Using Dynamic References" on page 181.

Inserting a Picture in the Text or in the Page

When you insert a picture in a 4D Write document you have two different methods of inserting the picture: you can paste the picture *in the text flow* or *in the page*. The Paste Picture dialog box appears:



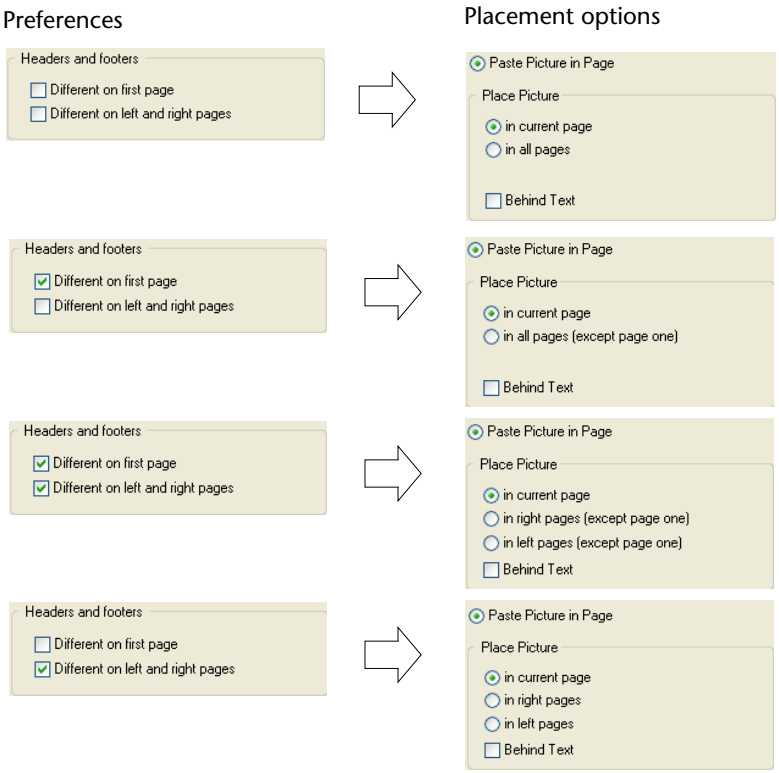
A radio button allows you to select one of two different modes:

- **Paste Picture in Text flow**
  Choosing this option will insert the picture in the text flow at the insertion point. The picture is controlled by the same page settings (such as margins, etc.) as the paragraph into which it is inserted.

- **Paste Picture in Page**
  Choosing this mode will anchor the picture to the page, at a set location. You can thus manage it separately from the document paragraphs.
  The picture is inserted as a background graphics. It is not anchored with respect to the text on the page.

  When this option is checked, you can set additional parameters concerning the placement of the picture. Part of these parameters depend on the configuration of the document set in the Preferences (for more information about this, refer to the section “Setting Preferences” on page 78).

Here are the different placement options in accordance with the preferences chosen:



- **in current page**
  The picture only appears in the current page.
  If, for example, you paste the picture on page 4 and, later on, the document has only 2 pages, the picture will no longer appear.
  This option is available regardless of the document configuration.

- **in all pages**
  The picture appears on each page of the document. This option is available when neither of the options concerning the document configuration is checked.
  OR
- **in all pages (except page one)**
  This option is available when only the *Different on first page* property is checked. The picture will appear on each page of the document except the first one. If you want to insert the picture on the first page, go to this page and paste the picture using the “in current page” option.
  OR

- **in right pages (except page one)**
  This option is available when both the *Different on first page* and *Different on left and right pages* properties are checked. The picture will appear on each right-hand page of the document, except for the first page (if it is a right page). If you want to insert the picture on the first page, go to this page and paste the picture using the "in current page" option.
  OR
- **in right pages**
  This option is available when only the *Different on left and right pages* property is checked. The picture will appear on each right-hand page of the document.

- **in left pages (except page one)**
  This option is available when both the *Different on first page* and *Different on left and right pages* properties are checked. The picture will appear on each left-hand page of the document, except for the first page (if it is a left page). If you want to insert the picture on the first page, go to this page and paste the picture using the "in current page" option.
  OR
- **in left pages**
  This option is available when only the *Different on left and right pages* property is checked. The picture will appear on each left-hand page of the document.

- **Behind Text**
  The picture will be pasted in the background of the text, which means that the text will appear over the picture. Otherwise, the picture will cover the text. This option is available regardless of the document configuration.

Note In the **Normal** view, if you choose to insert a picture into the page, the picture is inserted and the page is automatically switched to the **Page** view. A check mark will appear next to the **Page** mode in the **View** menu.

Modifying Picture Properties

You can modify the properties of pictures in a 4D Write document at any time. These properties are related to position, dimensions and the picture's display mode. The available properties depend on the way the picture was inserted (in the text flow or in the page) and the picture type (static picture or picture type reference).

► To modify a picture's properties:

1 **Double-click on the picture**

Note If the picture is inserted *in the page* and *behind the text*, hold down the **Ctrl** (Windows) or **Command** (Mac OS) key while double-clicking.

The Picture Properties... dialog box appears,.

2 **Modify the properties of the picture**

- The properties of the Position area (for pictures pasted in the page only) are described in the section "Moving a Picture" on page 176.
- The properties of the Dimensions area are described in the following paragraph.
- The properties of the Place Picture area (for pictures pasted in the page only) are described in the section "Inserting a Picture in the Text or in the Page" on page 170.
- The properties of the Reference and Display Mode areas are described in the section "Picture Display Mode" on page 177.

Scaling a Picture

You can reduce or enlarge a picture pasted in 4D Write in either of the following manners:

- By entering values in the Picture Properties dialog box of the picture,
- Manually, by pulling on the corners of the picture.

In addition, you can define resizing settings for inserted picture type expressions.

Resizing a Picture

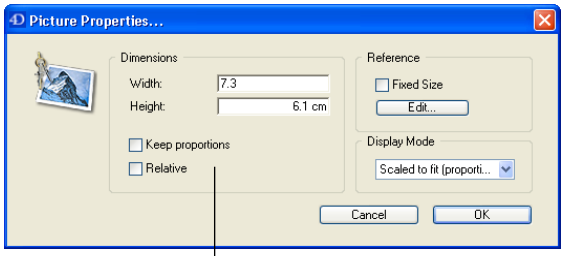
To resize a picture by entering values:

1 **Double-click the picture you want to resize.**

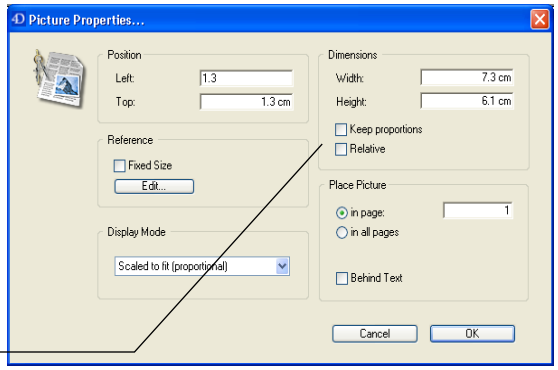
Note If the picture is inserted *in the page* and *behind the text*, hold down the **Ctrl** (Windows) or **Command** (Mac OS) key while double-clicking.

The Picture Properties dialog box appears. The appearance of this dialog box depends on whether the picture was inserted in the text or in the page.

Picture in Text flow



Picture in Page



Resize options

2 Define your resize options.

- **Keep proportions**
  When this option is selected, the “Width” and “Height” entry areas are automatically linked to the original dimensions of the picture (once it has been resized).
- **Relative**
  When this box is checked, this option allows you to define the resizing of an object as a percentage (in relation to the original size of the picture).
  Otherwise, the dimensions of the picture must be defined in the standard unit of the document.

3 Enter values in the “Width” and “Height” areas

If you have checked the **Keep proportions** option, you only need to enter a value for one area.

4 Click OK.

4D Write automatically resizes the picture according to your selected settings.

► To manually resize a picture:

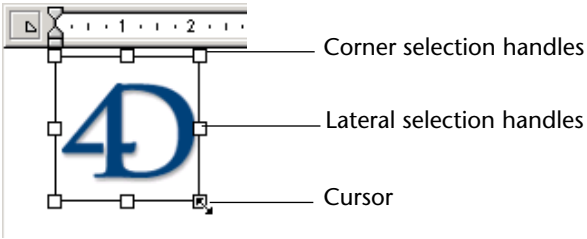
1 Click the picture you want to resize.

Note If the picture is inserted *in the page* and *behind the text*, hold down the **Ctrl** (Windows) or **Command** (Mac OS) key while double-clicking.

Selection handles appear around the picture. The cursor becomes a double-arrow cursor when you drag the mouse over one of the selection handles.

2 **Click on one of the selection handles and resize the picture by dragging the mouse.**

- Use any of the lateral selection handles to enlarge or stretch the picture.
- Use any of the corner selection handles to simultaneously resize both dimensions.

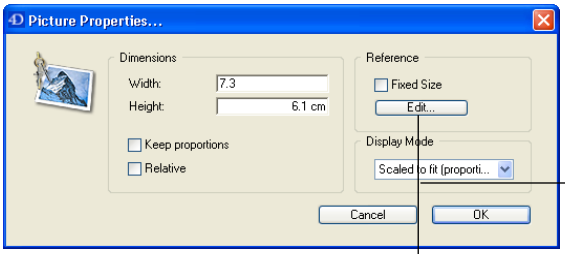


Note If you wish to conserve the picture's proportions while manually resizing it, simply press the **Shift** key while moving a corner selection handle.

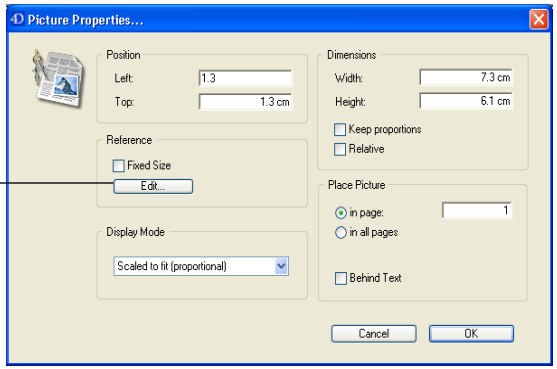
Setting Reference Sizes

The **Fixed Size** option in the Picture Properties dialog box lets you set the size of inserted picture type expressions.

Picture in Text flow



Picture in Page



Size of the 4D reference

In fact, the size of pictures inserted by reference can vary from one document to another.

- If the **Fixed Size** option is checked, the display rectangle will be kept, once the expression has been calculated, regardless of the dimensions of the new picture.

Note The resizing mode can also be defined in the "Display Mode" area (see "Picture Display Mode" on page 177).

- If the **Fixed Size** option is not selected, the display rectangle will be adjusted, once the expression has been calculated, to the new dimensions of the picture.
  The **Edit...** button allows you to display the expression selection dialog box.

Moving a Picture

Picture in Text Flow

A picture located in the text flow of the document can only be moved using the standard copy/paste functionalities or drag and drop, since it is managed as a character. For more information on dragging and dropping, refer to the section "Dragging and Dropping Text" on page 91.

Picture in Page

When you paste a picture in the background of the page, it appears in the upper left corner of the page. You can move the picture to any location you wish on the page.

► To move a picture inserted in the page:

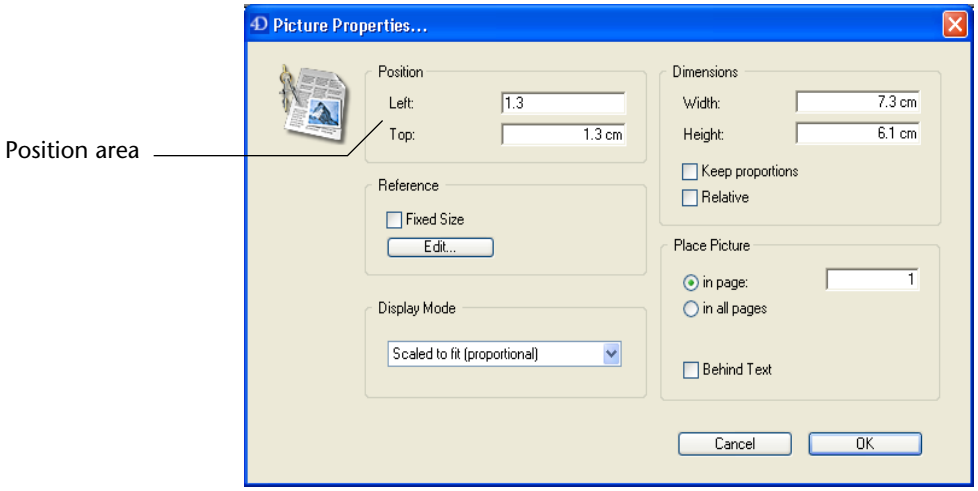
1 **Click on the picture and drag it directly to the desired location using the mouse.**

OR

1 **Double-click on the picture.**

Note If the picture is inserted *behind the text*, hold down the **Ctrl** (Windows) or **Command** (Mac OS) key while clicking/double-clicking.

The Picture Properties dialog box appears.



2 **Enter the new picture coordinates in the Position area**

These values are displayed in the standard unit of the document (as defined in the Preferences dialog box) and are relative to positioning on the left and top of the page.

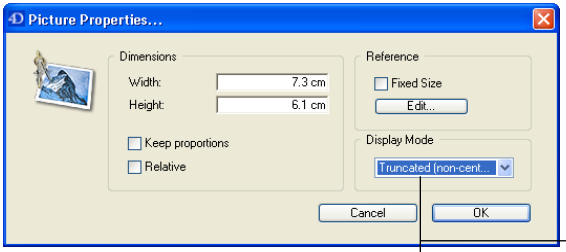
3 **Click OK.**

Picture Display Mode

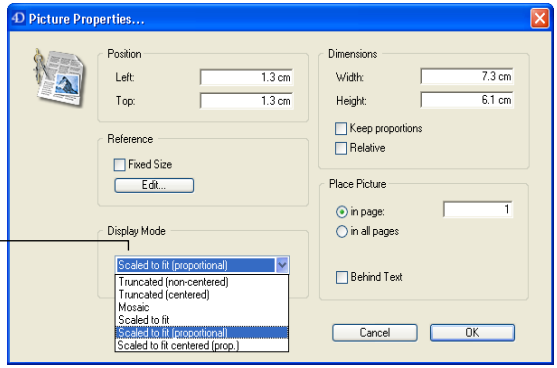
The Picture Properties dialog box features a menu allowing definition of the mode in which inserted pictures are displayed. This menu determines picture display inside the frame whose size is defined within the “Dimensions” area.

These settings are useful in case of picture resizing or inserting pictures of different sizes.

Picture in Text flow



Picture in Page



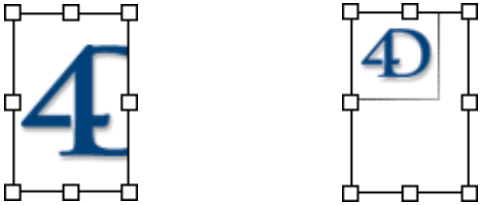
Picture Display Mode

For example, you want to insert the two following pictures in frames with different sizes:

Original Pictures

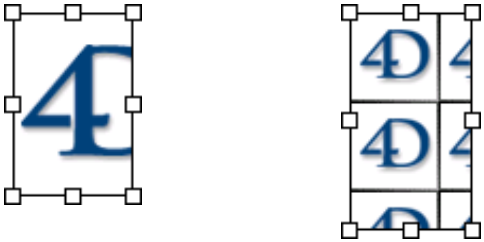
The following display options are available:

- **Truncated (non-centered)**



- **Truncated (centered)**

- **Mosaic**



- **Scaled to fit**

- **Scaled to fit (proportional)**

- **Scaled to fit centered (proportional)**

Hiding and Showing Pictures

Hiding all of the pictures in a document lets you scroll more rapidly. 4D Write is preset to show pictures.

► To hide all pictures:

■ **Choose Pictures in the 4D Write View menu.**

4D Write replaces each picture with a box that has the same dimensions. When pictures are hidden, the check mark next to the **Pictures** menu command is removed.

► To show all pictures:

■ **Choose Pictures from the 4D Write View menu once again.**

Removing a Picture

You can remove a picture from your document by deleting it, cutting it, or replacing it with text.

► To permanently delete the picture:

1 **Click on the picture you want to remove.**

Note If the picture is inserted *in the page* and *behind the text*, hold down the **Ctrl** (Windows) or **Command** (Mac OS) key while double-clicking.

2 **Choose Clear from the 4D Write Edit menu, or press the Backspace or Delete key.**

► To remove the picture and copy it to the Clipboard:

1 **Select the picture.**

2 **Choose Cut from the 4D Write Edit menu.**

► To replace the picture with text:

1 **Select the picture.**

2 **Type the text.**

Notes
- You can replace a picture by text only when it was inserted in the text flow.
- You cannot undo the deletion of a picture that has been pasted in the page.

7 Using Dynamic References

4D Write allows you to use dynamic references in your documents. Dynamic references are objects whose content is calculated at the moment of their insertion, update, or if they simply provoke a certain action.

For example, 4D Write allows you to insert standard references, such as the current date and time or the page number.

Dynamic references can also be information coming from your 4th Dimension database. For example, you can create a standard letter that you will personalize for each person registered in your database. To do this, you simply need to reference the First name and Last name fields from your database into your document.
4th Dimension and 4D Write interactions are not limited just to fields though. You can use any 4D expression to complete complex tasks such as calculating totals or text concatenation. For example, you can calculate and insert an employee's annual salary into your document.

4D Write contains several particular functions that allow you to insert "raw" HTML code as well as various types of hyperlinks into your documents.

This chapter describes the following operations:

- Inserting standard references (date and time, page number or number of pages),
- Inserting fields and 4D expressions,
- Inserting HTML expressions,
- Inserting hyperlinks,

- Freezing reference values,
- Updating references.

Inserting the Date and Time

Inserting the Current Date and Time

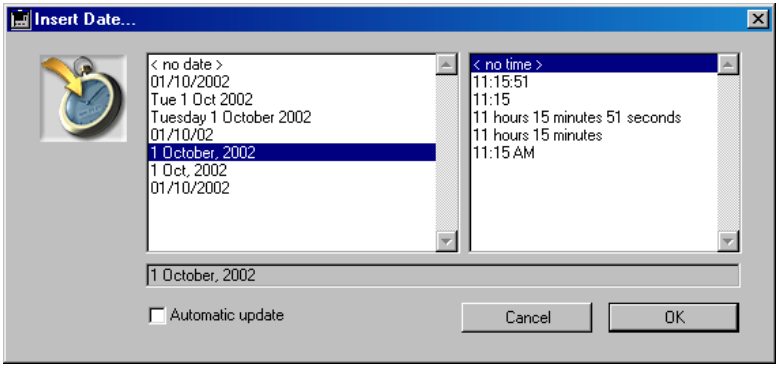
4D Write allows you to insert the current date and time in a document. The date and time can either be dynamically updated or can keep the value they had at the time of the insertion.

► To insert the current date or the current time or both:

1 **Click where you want to insert the date and time.**

2 **Select Date and Time... from the Insert menu of 4D Write.**

The Insert Date dialog appears:



3 **Select the date format from the left scrollable list if so desired. Otherwise, click on <no date>.**

The date will appear in the preview area according to the format you entered.

4 **Select the time format from the right scrollable list if so desired. Otherwise, click on <no time>.**

The time will appear in the preview area according to the format you entered.

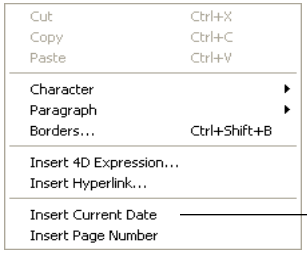
5 **Select the Automatic update check box, if you want to be able to update the date and time values in the document at a later time.**

6 **Click the OK button.**

The date or time (or both) you selected are then inserted in the 4D Write document.

Shortcut for Inserting Current Date

If you want to insert the current date into the header or footer of your documents, you can use the **Insert Current Date** shortcut found in the contextual menu of 4D Write:



Insertion of date into page header or footer

Note For more information about the contextual menu of 4D Write, refer to "The Contextual Menu" on page 52.

This command is only available when you click on a page header or footer in the document (which must be displayed in Page mode). The date is inserted as *static text* and not as a *reference*.

Updating the Date and Time

Provided you selected the **Automatic update** check box when you inserted the date and time value, you can update the date and time and any time. To do this, select the **Compute References Now** command in the 4D Write **Tools** menu.
Keep in mind that this information will also be updated automatically each time the document is opened.

Inserting the Page Number or the Number of Pages

4D Write allows you to easily insert page numbers in your documents. You can place them in the headers, footers or even in the body of the document.

- If you insert the page number in the header or footer of the document (when working in Page mode), it is automatically updated for each page of the document. This allows you to number your pages.
- If you insert the page number in the body of the document, it displays the current page number and will be updated if that page is modified, however it will not be repeated for each page. This allows you to reference the page numbers of your document.

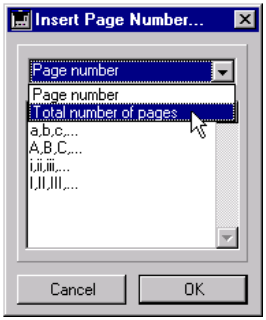
In addition, 4D Write allows you to insert a variable displaying the **total number of pages** of the document. The value is automatically updated when the number of pages is modified.

► To insert the page number:

1 **Click where you want to insert the page number.**

2 **Select Page Number... from the Insert menu.**

The Insert Page Number dialog box appears:



The menu located at the top of the window allows you to select the type of pagination variable to insert.

3 **Select "Page number" or "Total number of pages" from the menu according to your needs.**

4 **Click one of the following display formats:**

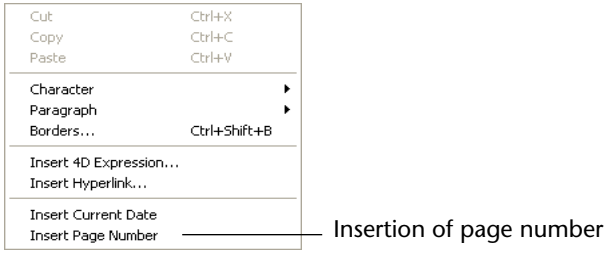
You can choose:
- 1,2, 3, for standard numbering,
- a, b, c or A, B, C for "alphabetical numbering",
- i, ii, iii or I, II, III for Roman numbering.

5 **Click the OK button.**

The number of the current page or the total number of pages is then inserted at the insertion point.

Shortcut for Inserting Page Number

If you want to insert the page number into the header or footer of your documents, you can use the **Insert Page Number** shortcut found in the contextual menu of 4D Write:



Note For more information about the contextual menu of 4D Write, refer to "The Contextual Menu" on page 52.

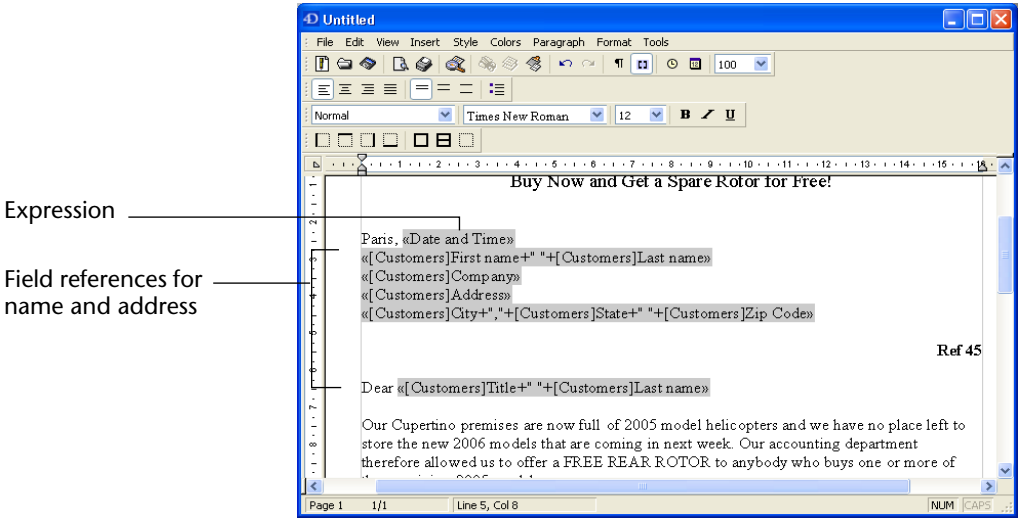
This command is only available when you click on a page header or footer in the document (which must be displayed in Page mode).

Referencing 4D Fields and Expressions

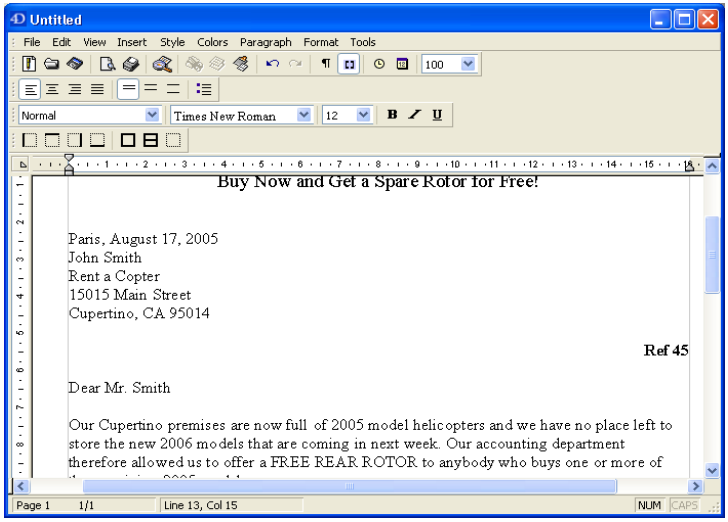
You can insert 4D fields and expressions into a 4D Write document. You can display the referenced data either as references or as their immediately calculated values based on data from your 4th Dimension database.

When fields and expressions are shown as references, they are displayed with a grey background and surrounded by reference (« ») symbols.

The following figure shows the use of references in a form letter. The letter uses field references for the person's name and address and an expression for the letter's date.



When the references are converted to values, the values are displayed as regular text.



The values from field references and expressions always refer to the current record. They are updated whenever the current record changes.

If there is no current record, these values are blank.

Inserting a 4th Dimension Field

You can insert the contents of a field in a 4D Write document. The field information displayed is dynamic. If you change the information in the current record, it will be updated when you select **Compute References Now** from the **Tools** menu of 4D Write or when the document is opened subsequently.

4D Write also allows you to insert data into a table in your document using the Table Wizard. For more information, refer to "Managing Tables" on page 148

You can display and print data from the current record. When the document is displayed in a form, the current record is the record being displayed. When the document is displayed in an external window, the current record is the record currently open on the screen.

You can print merge data from a selection of records to create form letters and reports that draw information from each record in the selection. For information on printing merge documents, refer to "Printing a Merge Document" on page 204.

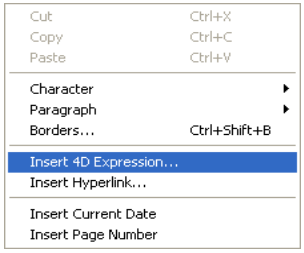
You can insert a 4th Dimension field using the **Insert** menu commands or the contextual menu (see "The Contextual Menu" on page 52).

► To insert a 4th Dimension database field into a 4D Write document:

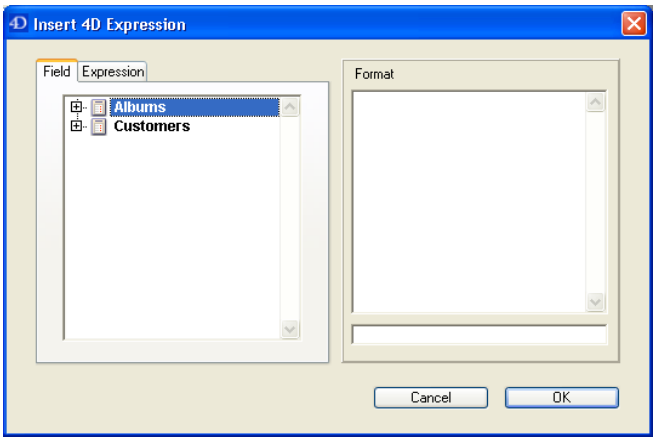
1 **Click where you want the field to be located and choose the 4D Expression... command in the Insert menu.**
OR
Right-click (Windows or Mac OS) or Control+click (Mac OS) where you want the field to be located and choose the 4D Expression... command from the contextual menu.

Insert menu

Contextual menu

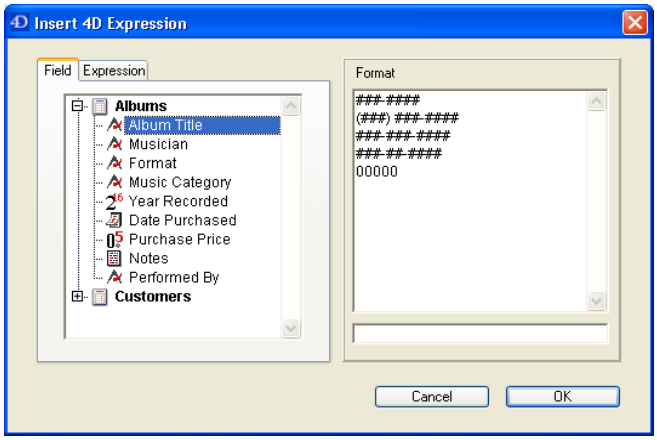


The following dialog box is displayed.



The hierarchical list displays the names of your database tables.

2 **Expand the table in which the field is located.**



3 **Select the field by clicking it in the Field list.**

The display formats that match the type of field you just selected are displayed in the Format list.

4 **If you want to apply a display format to that field, select one from the Format area.**
OR
Enter a new display format in the editing area located above the Cancel button.

For more information about display formats, refer to the *4th Dimension Design Reference* manual.

5 **Click OK.**

The field is added to your document.

Note If the field is a Picture type, the "Paste Picture" dialog box will be displayed (see the chapter "Working with Pictures" on page 169.)

Viewing Field Values

To view the field values, you must show the values for the referenced data. For more information, refer to "Showing References or Values" on page 198.

Note Remember that displaying values does not compute references.

Modifying Field References

You can modify included field references at any time regardless of whether the values or the references are displayed. You can replace the inserted field by another field or by an expression, or even modify its display format[1].

► To change the field reference:

- **Double-click the field reference.**

  The Insert 4D Expression dialog box is displayed, enabling you to change the field reference.

Inserting a 4D Expression

You can insert valid 4D expressions in a document. The following can be inserted:

- 4th Dimension variables
- Formulas
- Certain 4th Dimension functions
- Project methods (under certain conditions)
- Plug-in functions (through project methods).

Note Only project methods that are explicitly authorized by the 4D developer using the SET ALLOWED METHODS command can be inserted in a 4D Write document. For more information, refer to the 4th Dimension *Language Reference* manual.

1. With the exception of Picture type fields when the display mode is 'Values'.

Inserting expressions enables you to use the power of 4th Dimension's procedural language within 4D Write documents. You can perform calculations, concatenate information from several fields, and so forth.

The following are examples of expressions:

Expression	Comment
MyVar	A 4th Dimension variable
Current time	A 4th Dimension function
Current date-vDate	A statement that performs a calculation
Salutation	A project method that returns a value (must have been explicitly authorized)

If an expression returns text that includes carriage returns and tabs, 4D Write formats the text according to the settings of the paragraph in which the expression is inserted.

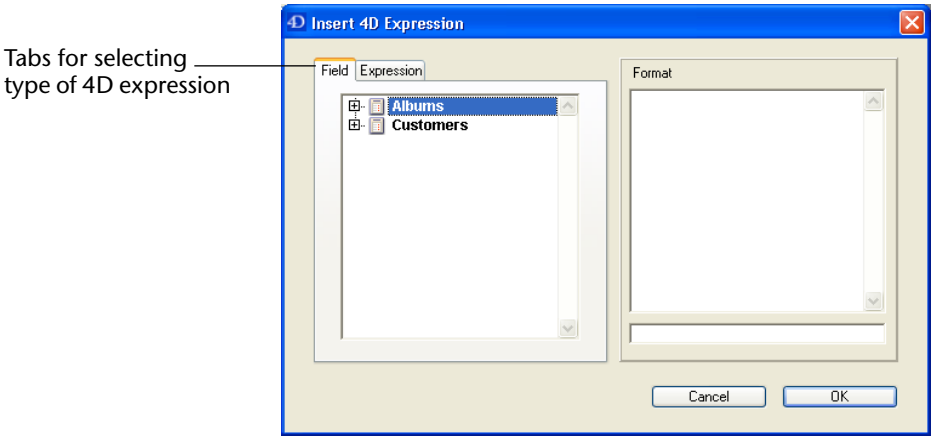
► To insert an expression:

1 **Click where you want the expression to be located.**

The insertion point should now be blinking.

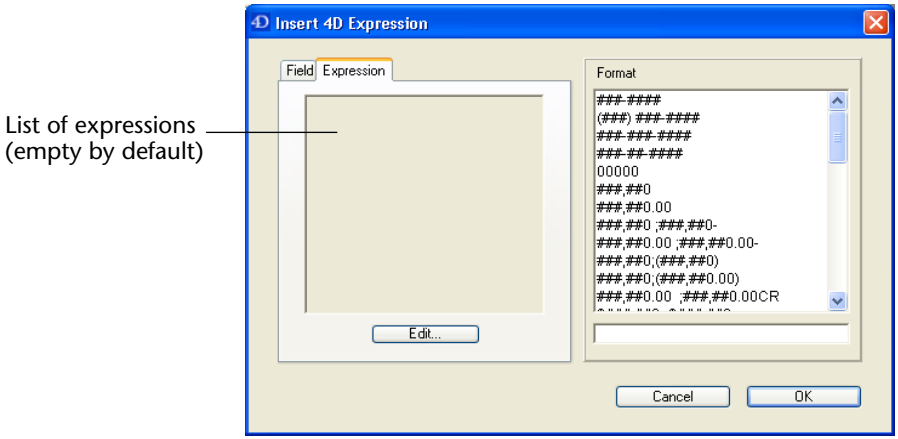
2 **Choose 4D Expression... from the Insert menu.**

The following dialog box is displayed, listing the database tables by default.



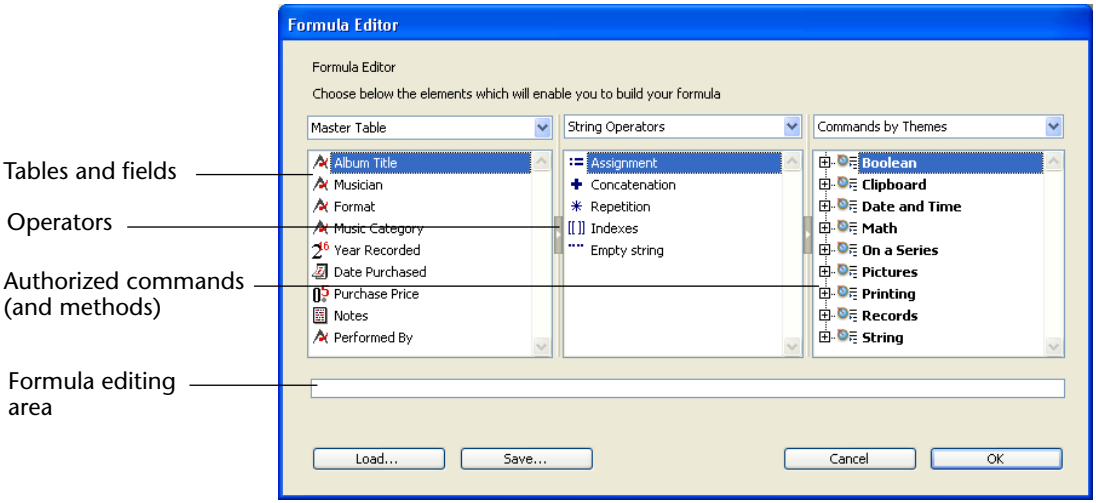
3 Click the Expression tab control.

The Expression page is then displayed.



4 Click the Edit... button.

The 4D Formula Editor is then displayed.



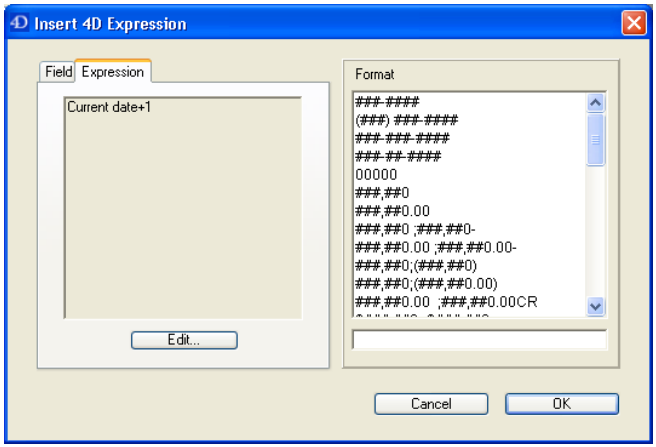
This editor displays a list of the database fields, a list of operators and a list of 4D commands authorized by default in formulas.
This third list also contains, when applicable, the names of project methods that are “allowed” in formulas. If you want the 4D Write user to be able to reference project methods, they must be declared explicitly using the SET ALLOWED METHODS command. Similarly, if you want for the user to be able to access 4D Write commands (for example, *WR Count*) or 4D commands that cannot be accessed by default, you must create and authorize project methods that specifically call these commands. For more information, refer to the 4th Dimension *Language Reference* manual.

5 **Enter the formula or 4D variable to be inserted.**

- To build your formula, use the different lists available. For more information about using the Formula editor, refer to the 4th Dimension *User Reference* manual.
- To reference a variable, simply enter its name in the entry area. **Warning**: In order for a 4D variable to be inserted into the document, it must already exist (i.e. have been set) in the current process.

6 **Click OK to validate your expression.**

The Insert 4D Expression dialog box is displayed again. This time the contents of the Expression page reflect the 4D expression you just edited:



7 **If you want to apply a display format to this expression, select one from the Format area.**
OR
Enter a new display format in the editing area located above the Cancel button.

For more information about display formats, refer to the 4th Dimension *Design Reference* manual.

8 **Click OK to insert your 4D Expression in the document.**

Viewing Expression Values

To view the values of the expressions, refer to "Showing References or Values" on page 198.

Note Remember that displaying values does not compute references.

Modifying Expressions

► To modify an expression:

■ **Double-click the expression in the 4D Write document.**

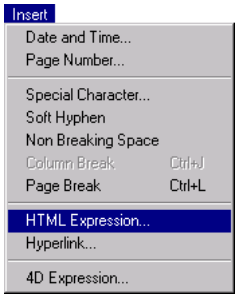
The Insert 4D Expression appears, allowing you to change the expression.

Inserting HTML Expressions

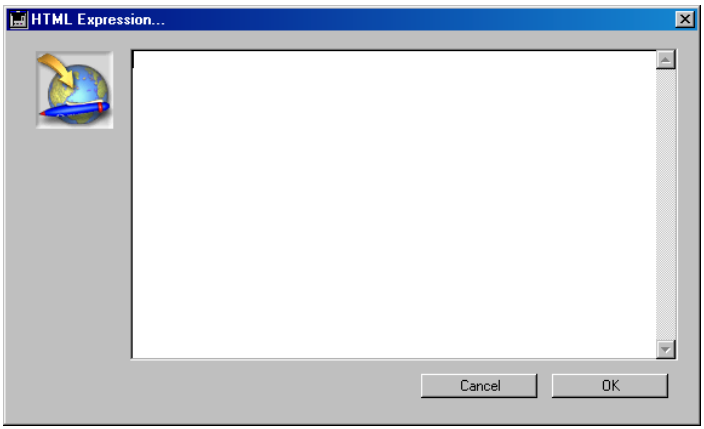
4D Write allows you to insert HTML expressions within your documents. These expressions will not appear in the original 4D Write document but will be inserted as raw HTML once the document is saved in HTML format. The HTML text will be interpreted directly by Web browsers; it can thus handle any kind of HTML tags.

► To insert an HTML expression:

1 **Choose HTML Expression... in the Insert menu.**

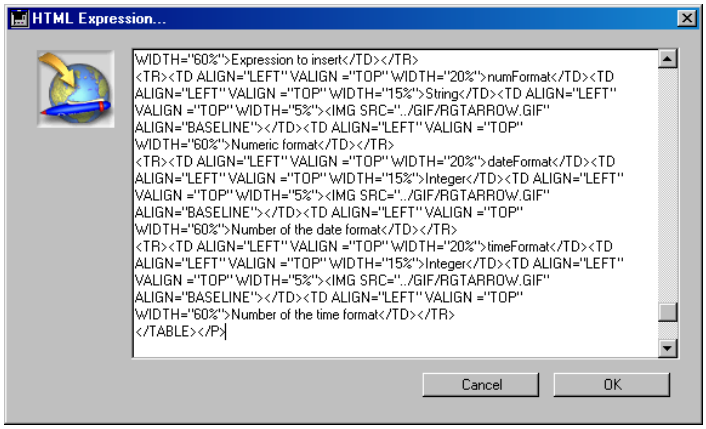


The following dialog box is displayed:



2 **Directly enter or paste HTML code.**

4D Write accepts any kind of HTML expression (URLs, style tags, pictures, etc.).



3 Click the OK button to validate the dialog box.

Note You can use the **Ctrl+Return** (Windows) or **Command+Return** (Mac OS) keyboard combination to validate the dialog box.

By default (in “Display values” mode), the inserted HTML expression is invisible in the document.

4 Save the page in HTML format in order to view the resulting HTML expression with a Web browser.

Viewing and Modifying HTML Expressions

You can view the code if you have selected the **References** command in the **View** menu. For more information on this subject, refer to the section “Showing References or Values” on page 198.

When references are displayed, you can also modify HTML code by selecting the inserted selection and then choosing the **HTML Expression...** command once again in the **Insert** menu or by double-clicking on the expression reference.

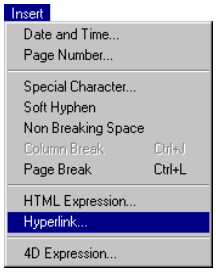
Inserting Hyperlinks

You can insert hyperlinks in your 4D Write documents. These links can be any of the following types:

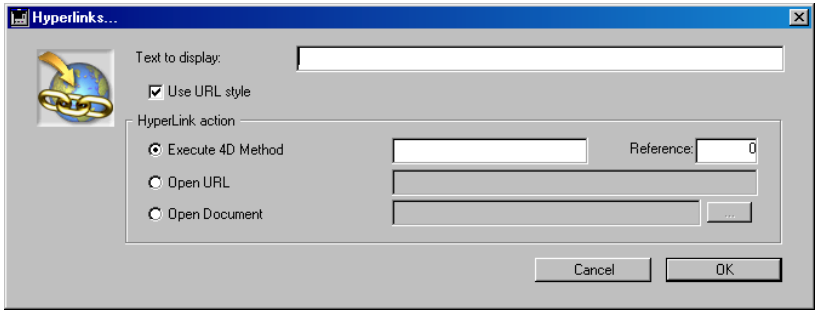
- URLs (links for HTML navigation),
- 4D methods (executed with a mouse click),
- Document access paths.

► To insert a hyperlink in a 4D Write document:

1 **Choose the Hyperlink... command in the Insert menu.**



The Hyperlinks... dialog box is displayed:



2 **Enter the link label to appear in the page in the "Text to display" area.**

3 **Check the "Use URL style" option if you wish to modify the appearance of a link.**

When this option is checked, the inserted link (regardless of its action) takes the default appearance of hyperlink (blue underlined text that becomes purple once the link has been viewed). These default colors can be modified through programming by using the WR SET DOCUMENT PROPERTIES command. When this option is not checked, the link's style is not changed;
you can customize the link.

4 **In the "HyperLink action" area, define the action to be executed once the user clicks on the link.**

Three actions are available to you:

- **Execute 4D Method**: Clicking the link results in the execution of the 4D method whose name you listed. You must enter just the name of the method.
  At the moment of execution, the method received three values in the $1, $2, $3 settings: $1 is the 4D Write area reference, $2 is the visible label of the link and $3 contains the arbitrary numeric value that you optionally entered in the "Reference" area. This value, for example, allows you to identify the link.
  If an error occurs (for example, the method doesn't exist), 4D Write does nothing.
- **Open URL**: Clicking on the link will open (if necessary) your machine's default Web browser and display the defined URL. You can enter any type of valid URL. If an error occurs (for example, the URL is not valid), the browser will display an error page.
- **Open Document**: Clicking the link results in the replacement of your current document with the one that you entered in the access path. This access path is absolute and uses the syntax of the current platform (under Windows, it must be similar to C:\Folder\Folder2\Doc.4W7, under Mac OS it must be similar to Disk:Folder:Folder:Doc).
  Click on the button to the right of the area to display a standard open document dialog box that will allow you to set which document to open.
  If an error occurs (for example, the document does not exist), 4D Write does nothing.

5 **Validate the dialog box.**

Viewing and Modifying Hyperlinks

When the **View/References** command is checked, 4D Write displays the type of hyperlink ("Open Document," "URL," or "4D Method") as well as the link content. For more information on this point, refer to the section "Showing References or Values" on page 198.

► To modify the type, the content or the options for a hyperlink:

- Select the link in the page (be sure not to include additional characters in the selection) and then choose the **Hyperlink...** command in the **Insert** menu once again.

- You can also, in “Display references” mode, double-click on a hyperlink reference.

The “Hyperlink” dialog box appears with the current link properties.

Showing References or Values

When you insert a 4th Dimension expression, 4D Write displays the current value of the expression. If you wish to know which field or expression is displayed, you must tell 4D Write to display references (by choosing **References** in the **View** menu). The field or expression references (surrounded by << >> characters) that you have inserted then appear in your document.

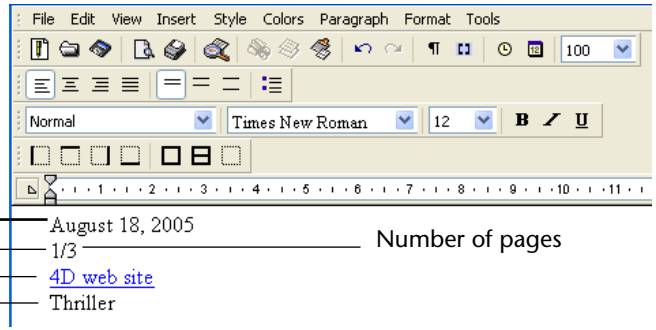
The following table recapitulates the displayed information in terms of the type of dynamic reference and the selected display mode:

	Value display	**Reference display**
Date and time	Value at moment of insertion	“Date and time” label[1]
Numbers and page numbers	Value at moment of insertion	“Page number” and “Number of pages” labels[2]
4D fields	Field value in current record	Field name
4D expressions	Result of expression	Expression code
HTML expressions	Nothing is displayed[3]	HTML code
Hyperlinks: Method	Label of the link set in the insert link dialog box	“URL:” + link content
Hyperlinks: URL		“4D Method:” + link content
Hyperlinks: Document		“Open Document:” + link content

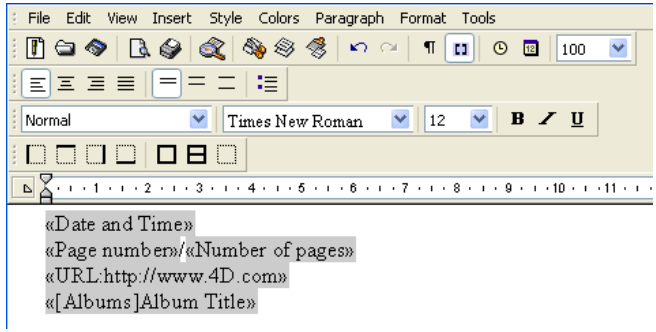
1. If the “Automatic update” option was checked at the moment of insertion. Refer to the section “Updating the Date and Time” on page 183
2. Unlike other dynamic references, these values are always automatically updated.
3. Viewing an HTML expression only takes place through an intermediary Web browser (refer to the section “Inserting HTML Expressions” on page 194).

The following windows illustrate examples of dynamic references displayed in terms of values and references:

Display values (by default)



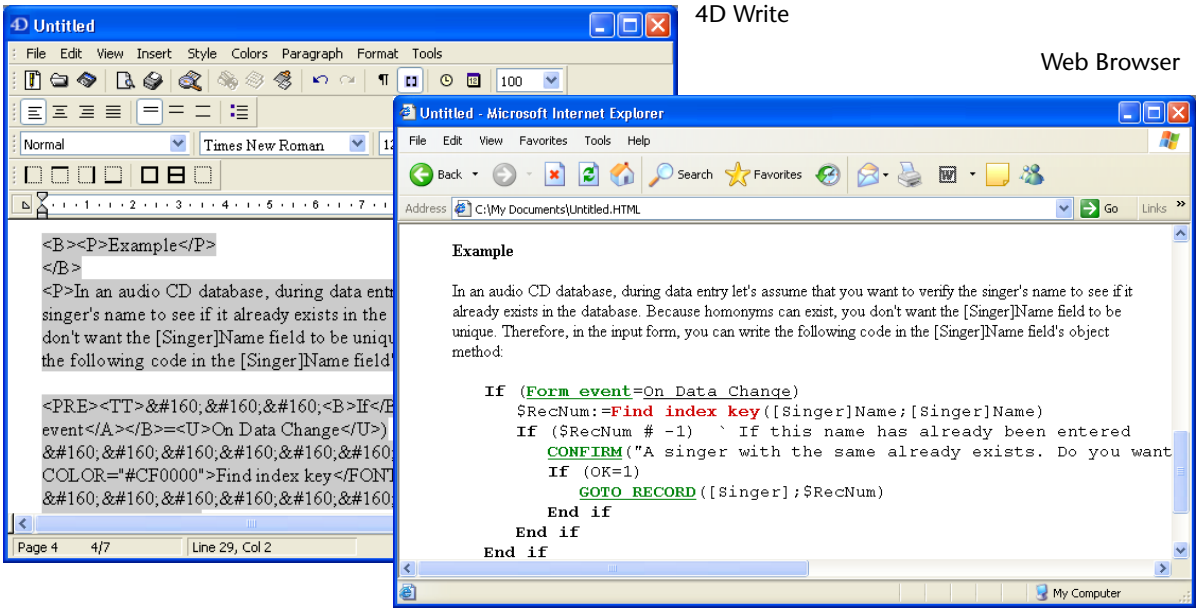
Display references



The following example illustrates an HTML expression displayed as a reference and the result in a Web browser:

4D Write

Web Browser



► To show the references or the values in a document:

1 **Choose References from the View menu.**

When references are shown, a check mark is displayed next to the **References** menu command. When values are displayed, the check mark is no longer displayed.
You switch from one display mode to the other one by selecting the **References** menu command alternatively.

Note This command does not compute references. To do this, refer to the section "Computing References" on page 201.

When values are displayed, you can "freeze" them, that is, convert the current value into static text and delete the reference.

Freezing References

Once the values are displayed, you may wish to "freeze" them. Freezing references converts their currently displayed values to regular text and removes the associated references. This enables you to keep a permanent record of a document or portion of a document you created. For example, you can freeze a report containing financial data so that any further modifications to the data do not impact the report.

► To freeze the references:

1 **Select the reference(s) that you wish to freeze.**

2 **Choose the Freeze Selection command in the Tools menu.**

All selected references in the selection are frozen.

OR

1 **Choose the Freeze Document command in the Tools menu in 4D Write (without selecting the reference).**

In this case, all references contained within the document are frozen.

Computing References

Field or expression references inserted in a 4D Write document are automatically computed when:

- The reference is inserted in the document,
- The document is loaded or opened.

Note Only “Page number” and “Total number of pages” type references are automatically updated.

Consequently, you must force the computation of references each time you wish to view or print their new values during the working session.

► To force the computation of the references:

- **Choose Compute References Now from the Tools menu.**
  The values of the references are instantaneously updated.

8 Printing

You can print any 4D Write document in a variety of ways. For example, a form letter that includes fields from a 4th Dimension database can be print merged to provide a copy for each person in a group, or a single letter can be printed for a specific person.

This chapter describes how to:

- Print only the current document
- Print merge a document once for each record in a selection
- Print a document as part of a record

Printing the Current Document

4D Write can create stand-alone documents such as memos, letters, and notes in either external windows or in 4D Write areas in forms.

To print a 4D Write document, choose **Print…** from the 4D Write **File** menu. Margin settings, page breaks, and any other paragraph formatting features incorporated in the document are used during printing.

As a general rule, when the references are displayed, they will be printed as shown. On the other hand, if the references are being displayed as values, these values will be re-computed before the document is printed, using the values of fields in current records. This applies both to direct printing and to print previews. For more information about displaying references or values, refer to "Showing References or Values" on page 198.

The contents of the header and footer are printed, even if the document is in Normal view mode where headers and footers are not displayed on the screen.

► To print a document:

1 **If necessary, choose Page Setup... from the 4D Write File menu to modify the page setup.**

The Page Setup dialog box presents different choices depending on the printer driver that you have selected. The 4D Write page setup is independent from that of 4th Dimension.

2 **Choose Print... from the 4D Write File menu.**

4D Write displays the standard Print File dialog box.

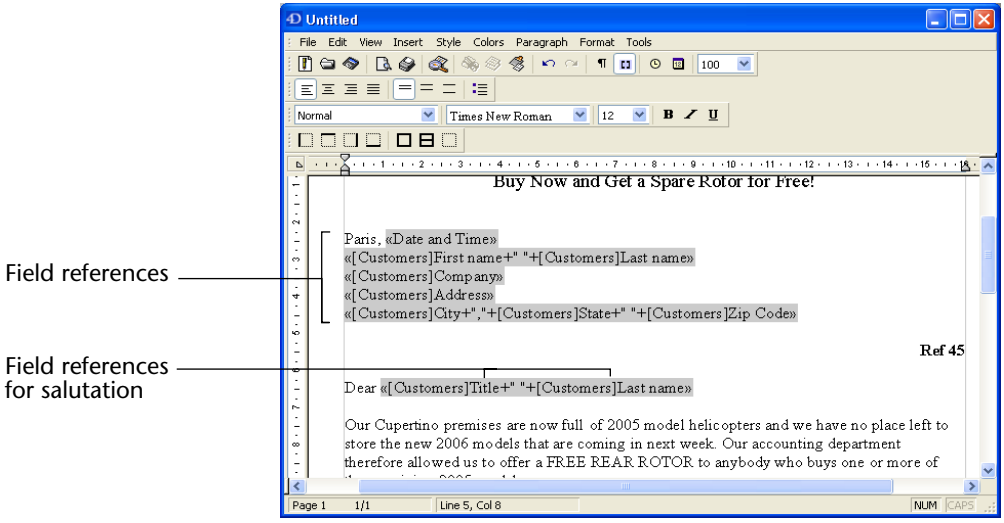
3 **Click the OK button.**

The document is printed.

Printing a Merge Document

You may often use 4D Write to create documents, such as form letters and reports, that draw information from records. You can print such a document once for each record in the current selection.

The following figure shows a form letter that will be printed for a group of people listed in a Customers database.



In the letter, field references are inserted for the name and address fields. When the letter is print merged, the data from the fields is inserted so the correct name and address are printed for each person.

To print such a document, choose **Print Merge...** from the 4D Write **File** menu. This command prints the document once for each record in the current selection. Margin settings, page breaks, and any other formatting features are included.

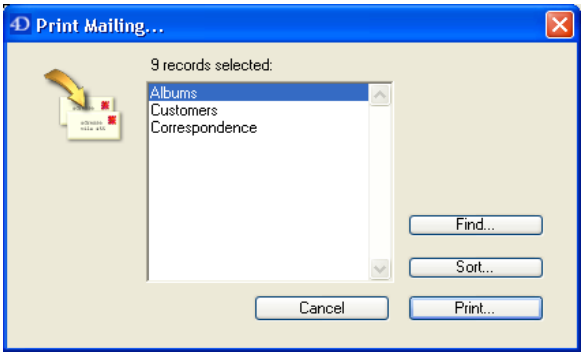
► To print merge a document:

1 **If necessary, choose Page Setup... from the 4D Write File menu to modify the page setup.**

The Page Setup dialog box presents different choices depending on the printer driver that you have selected. The 4D Write page setup is independent from that of 4th Dimension.

2 **Choose Print Merge... from the 4D Write File menu.**

4D Write displays the Print Mailing dialog box.



3 **Click the table you want to use as the master table for this document.**

The document will be printed once for each record in the master table. The dialog box indicates the number of selected records in the master table.

4 **To change the selection of records, click the Find... button.**

4D Write displays the 4th Dimension Query editor, which you can use to search for a specific group of records. For information on using the Query editor, refer to the 4th Dimension *User Reference* manual.

If no records are selected, the **Print...** button is disabled.

5 **To sort the records from the master file, click the Sort... button.**

4D Write displays the 4th Dimension Order by editor, which you can use to sort the records in the selection. For information about using the Order by editor, refer to the 4th Dimension *User Reference* manual.

6 **Click the Print... button.**

4D Write displays the standard Print File dialog box.

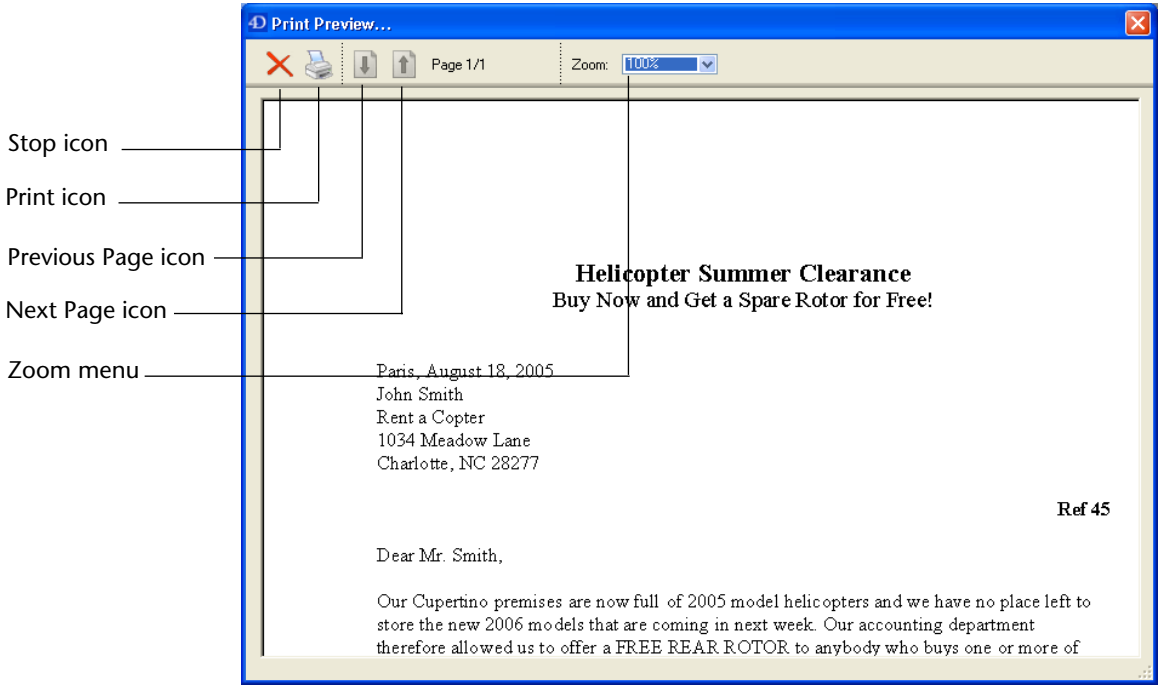
7 **Click the OK button.**

The document is printed once for each record in the selection.

Previewing the Document

You can preview a document by choosing **Print Preview** from the 4D Write **File** menu. The data for the referenced fields is drawn from the first record in the selection.

The following figure shows the letter being previewed on screen.



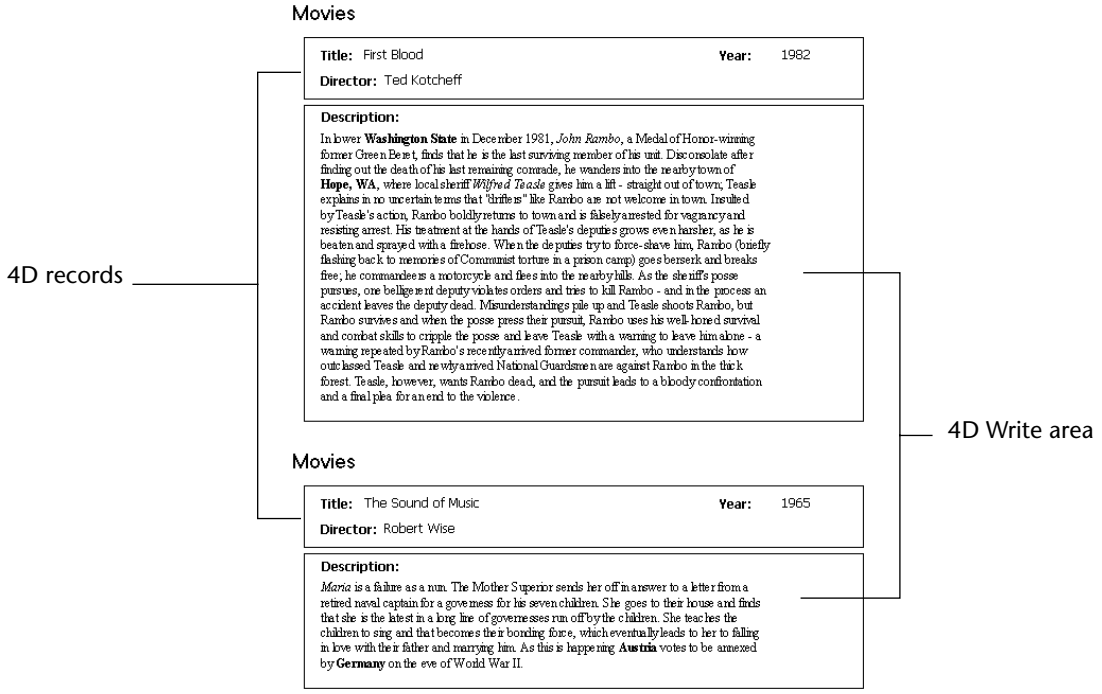
A set of icons appears at the top of the previewed document.

- **Stop icon**: Clicking this cancels the printing and returns you to the 4D Write document.

- **Print icon**: Clicking this displays the standard print dialog box of your operating system.
- **Previous Page icon**: Clicking this displays the previous page of the document. If there are no previous pages, the icon appears dimmed.
- **Next Page icon**: Clicking this displays the next page of the document. If the last page is already displayed, the icon appears dimmed.
- **Zoom menu**: Clicking this displays a list of zoom ratios. Selecting one of these ratios will apply it to the print preview.

Printing a Document as Part of a Record

You may want to print a 4D Write document as part of a record. The information in the document appears together with each record just as it does on the screen, except that the 4D Write area on the printout will expand to print the entire document.



Note The WR SET AREA PROPERTY command allows you to set the 4D Write area to be printed with a fixed size.

When you print a record, you follow 4th Dimension printing instructions. The 4D Write instructions for page setup, headers and footers, page breaks, column breaks and so on, do not apply.

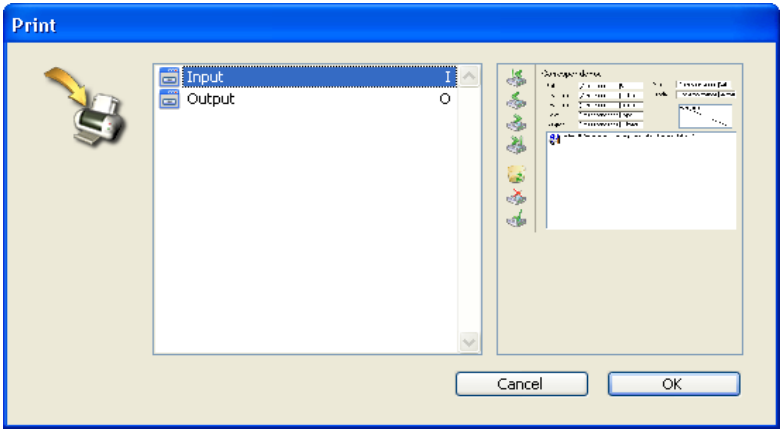
► To print a record or group of records:

1 **Select the record or records you want to print.**

For information on selecting records, refer to the 4th Dimension *User Reference* manual.

2 **Choose Print... from the 4th Dimension File menu.**

The Print dialog box appears. You use this dialog box to select the form you want to use to print the records.



3 **Select the form and click OK.**

The Page Setup dialog box appears.

4 **Make any necessary modifications to the Page Setup dialog box and click OK.**

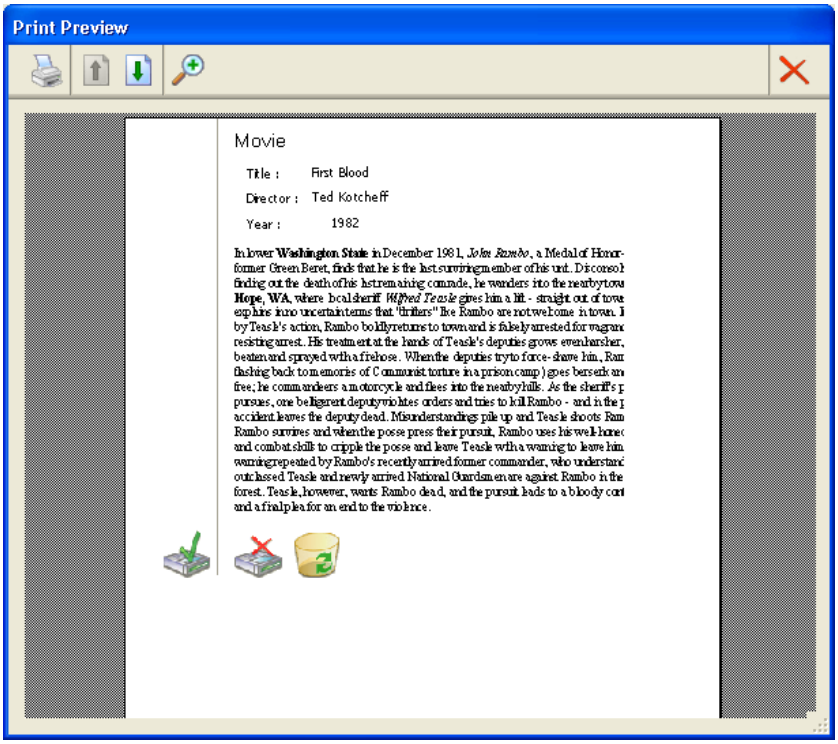
The standard Print File dialog box appears

5 **Make any necessary modifications to the Print File dialog box and click OK.**

The records are printed. The 4D Write area behaves like a variable frame Text field. The 4D Write area expands vertically to print all the information in the document.

Previewing the Record

The following figure shows a record being previewed on the screen. You can preview a record before printing by selecting the **Print preview** check box in the Print dialog box.



For more information on variable frame printing, refer to the 4th Dimension *Design Reference*.

A 4D Write Shortcuts

Special Keys

In addition to scrolling, 4D Write offers some shortcuts allowing you to quickly navigate and make selections in a document.

Windows	Mac OS	Action	+ [Shift] = Effect on selection (*)
[Home]		Moves the insertion point to the beginning of the line	X
[End]		Moves the insertion point to the end of the line	X
[Ctrl]+[Home]	[Cmd]+[Home]	Moves the insertion point to the beginning of the document	X
[Ctrl]+[End]	[Cmd]+[End]	Moves the insertion point to the end of the document	X
[PgUp]		Scrolls one page up (does not modify the current selection)	
[PgDn]		Scrolls one page down (does not modify the current selection)	
[Enter]		Inserts a column break or a page break (depending on the current mode	
[←] [→]		Moves the insertion point one character (left or right)	X
[↓][↑]		Moves the insertion point one line (up or down)	X
[Ctrl]+[→]	[Cmd]+[→]	Moves the insertion point to the beginning of the next word	X
[Ctrl]+[←]	[Cmd]+[←]	Moves the insertion point to the beginning of the previous word	X
[Ctrl]+[↑]	[Cmd]+[↑]	Moves the insertion point to the beginning of the current paragraph	X

Windows	Mac OS	Action	+ [Shift] = Effect on selection (*)
[Ctrl]+[↓]	[Cmd]+[↓]	Moves the insertion point to the end of the current paragraph	X
[Ctrl]+[Del]	[Cmd]+[Del]	Deletes the next word or the letters located to the right of the cursor	
[Ctrl]+[Bckspce]	[Cmd]+[Bckspce]	Deletes the next word or the letters located to the left of the cursor	

(*) Depending on the initial state of the selection, associating the [**Shift**] key to the shortcut will create, enlarge or reduce the text selection.

Click Combinations

In addition to scrolling, 4D Write allows you to use the following click combinations.

Combination	Explanation
Single click	Moves the insertion point, deselecting any text that was selected
Double-click	Selects the word that was double-clicked and the following space (if any)
Triple-click	Selects the paragraph
Click in left margin	Selects the line next to the click
Double-click in left margin	Selects the paragraph next to the click
Shift + Click	Extends the current selection to the location of the click
Ctrl + Click (Windows) or Command + Click (Mac OS)	Selects the text behind a picture that is pasted “in the page” or vice versa
Right click or Control + Click (Mac OS)	Displays a pop-up contextual menu

Note that if you hold down the mouse button and drag on the last click, you can select more than one of the thing indicated. So if you double-click-and-drag, you will select whole words as you drag. If you drag in the left margin, you will select whole lines, and so on.

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