Understanding
INTER-WORD

A Beginner's Guide

UNDERSTANDING INTER-WORD

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INTER-WORD is the powerful new word processor from Computer Concepts. It is supplied with a 100 page reference manual, but *not* an introductory manual for beginners.

UNDERSTANDING INTER-WORD *Beginner's guide* is aimed squarely at those who have difficulty following the standard reference manual, as well as those who simply want to put INTER-WORD to practical use, without taking a degree in computer science first!

If you have not yet tried to use INTER-WORD, you can work from this book right away; no need to struggle through the reference manual first. Entering INTER-WORD from the point of switching the machine on is the first topic covered.

The chapters are all self-contained. If you have already started to use INTER-WORD, but just can't quite get to grips with all the features, there's no need to read about those already learned.

All of the main features of INTER-WORD are covered, but at a level which can be understood by even the least experienced.

UNDERSTANDING INTER-WORD will be available from your local dealers, or direct by mail order, around the beginning of December. And if you haven't bought INTER-WORD yet, look out for shops including this book *free of charge with every package!*

Available by mail order from:

Arlon Publishing
Arlon House
Station Road
Kings Langley
HERTS. WD4 8LF
Tel. (09277) 68328.   Price: £6.50 post free

TRADE ENQUIRIES WELCOME...

Some of the topics covered

- **Starting from scratch**: Entering INTER-WORD for the first time.
- **Edit Mode**: Page layout, scrollong, using the cursor keys, entering text, delete operations, etc.
- **Pull-down menus**: what they do, how to select options.
- **Text Layout**: paged text, rulers and their alteration, text highlights (Bold, underline, etc.), text alignment (align left, centre, right, justified).
- **Marked sections**: what they are, how to mark a section, removing markers, moving, copying and deleting marked sections, saving and loading marked sections, setting text highlights and alignment on a marked section.
- **Printing**: how to set up the printer, multiple copies, multiple columns, printer codes, single sheet stationery, printing marked sections.
- **Saving and loading**: how to save all or part of the text, re-loading text, merging files, saving formatted text.
- **Headings and footings**: definition, positioning, deleting, etc.
- **Search and Replace**: using the menu, selective replacement, search without replace, case sensitivity, etc.
- **Multi-file documents**: how to create and edit long documents.
- **Hints & Tips**: Line numbering, screen colours, programming function keys, line spacing, pad characters, etc.
- **Shadow RAM and sideways RAM**: what they are and what use they might be.
- **Discs and filing systems**: What you ought to know in order to avoid problems.
- **Spell check**: use of the associated SPELL-MASTER ROM.
- **Glossary**: A comprehensive list and explanation of some of the terms which often occur.