



KINGSOFT OFFICE

user manual of
writer 2013

Table of Contents

Table of Contents.....	1
1. The Basic Applications of Kingsoft Writer.....	10
1.1. Introduction to Kingsoft Writer.....	10
1.2. The Basic Operations of Kingsoft Writer.....	10
1.2.1. Writing.....	10
1.2.2. Moving and Copying Text or Objects.....	10
1.2.3. Deleting Text or Objects.....	12
1.2.4. Undoing and Redoing.....	12
1.2.5. Selecting Text and Objects.....	13
1.2.6. Smart Labels for Text Pasting.....	16
1.2.7. Setting the Background Color.....	17
1.2.8. Automatic Capitalization at the Beginning of a Sentence.....	18
1.2.9. Switching Skins.....	19
1.2.10. Activating Kingsoft Office.....	21
1.2.11. Switching among Multiple Files by the Unique Tab Feature.....	23
1.2.12. Hiding and Showing the Toolbar.....	25
1.3. The Application Menu.....	25
1.3.1. The New Option in the Application Menu.....	26
1.3.2. The Open Option in the Application Menu.....	27
1.3.3. The Save Option in the Application Menu.....	27
1.3.4. The Save As Option in the Application Menu.....	28
1.3.5. The Print Option in the Application Menu.....	31
1.3.6. The Print Preview Option in the Application Menu.....	32
1.3.7. The Send E-mail Option in the Application Menu.....	32
1.3.8. The File Information Option in the Application Menu.....	32
1.3.9. The Backup Management Option in the Application Menu.....	34

1.3.10. The Help Option in the Application Menu.....	35
1.3.11. The Options Function in the Application Menu.....	36
1.4. Keyboard Shortcuts for Writer 2013.....	36
2. The Home Tab.....	42
2.1. Clipboard Functions.....	42
2.1.1. The Paste Function of the Clipboard.....	42
2.1.2. The Cut Function of the Clipboard.....	43
2.1.3. The Copy Function of the Clipboard.....	44
2.1.4. Format Painter of the Clipboard.....	44
2.2. Setting the Font Format.....	44
2.2.1. Setting the Font, Font size, and Font Name for a Character.....	44
2.2.2. Altering the Case.....	46
2.2.3. Clearing Formatting.....	47
2.2.4. Character Shading.....	47
2.2.5. Enclosing Characters.....	48
2.2.6. Setting Character Spacing.....	49
2.3. Paragraphs Functions.....	50
2.3.1. Bullets and Numbering for Paragraphs.....	50
2.3.2. Setting an Indent for a Paragraph.....	57
2.3.3. Showing and Hiding Paragraph Marks.....	58
2.3.4. Adding or Changing Tab Stops.....	58
2.3.5. Alignment.....	61
2.3.6. Line Spacing.....	62
2.3.7. Shading.....	63
2.3.8. Setting Borders.....	63
2.4. Styles.....	64
2.4.1. Using a Style.....	64
2.4.2. Creating a New Style.....	65
2.4.3. Style Reference Field.....	66

2.4.4. Modifying the Style.....	66
2.4.5. Applying a Style.....	67
2.4.6. Deleting a Style.....	68
2.5. Editing.....	69
2.5.1. Finding.....	69
2.5.2. Going To.....	69
2.5.3. Replacing.....	70
2.5.4. Selecting.....	71
3. The Insert Tab.....	72
3.1. Page Breaks.....	72
3.1.1. Insert Page Breaks.....	72
3.1.2. Column Break.....	72
3.1.3. Text Wrapping Break.....	73
3.1.4. Next Page Section Break.....	73
3.1.5. Continuous Section Break.....	73
3.1.6. Even Page Section Break.....	73
3.1.7. Odd Page Section Break.....	73
3.2. Inserting Blank Page.....	74
3.3. Tables.....	74
3.3.1. Inserting Tables by the Toolbar.....	74
3.3.2. Inserting Tables by the dialog Box.....	75
3.4. Table Tools.....	76
3.4.1. Drawing a Table.....	76
3.4.2. Drawing and Erasing Lines in a Table.....	77
3.4.3. Selecting a Cell, Row, or Column.....	77
3.4.4. Entering Contents into the Table.....	80
3.4.5. Formatting Contents in the Table.....	80
3.4.6. Moving and Re-sizing Tables.....	81
3.4.7. Table Properties.....	82

3.4.8. Inserting and Deleting the Cell, Row or Column in a Table.....	87
3.4.9. Merging or Splitting Cells.....	88
3.4.10. Rows and Columns.....	90
3.4.11. Setting the Alignment in the Table.....	95
3.4.12. Text Direction in the Table.....	95
3.4.13. Fast Calculation in a Table.....	96
3.4.14. Repeat Header Rows in the Table.....	96
3.4.15. Converting Table to Text.....	97
3.4.16. Formula in the Table.....	97
3.5. Inserting Pictures.....	99
3.6. Picture Tools.....	100
3.6.1. Adjusting Pictures.....	100
3.7. Shapes.....	103
3.7.1. Inserting Shapes.....	103
3.7.2. Shape Styles.....	103
3.8. Re-sizing and Cropping Pictures and Shapes.....	107
3.8.1. Re-sizing Pictures and Shape.....	107
3.8.2. Cropping Pictures.....	108
3.9. Object Effect.....	110
3.9.1. Setting up the Shadow of the Picture and Object.....	110
3.9.2. Setting the Color of the Shadow.....	111
3.10. Inter-operations.....	111
3.10.1. The Inter-operation between Objects.....	111
3.10.2. The Inter-operation between Objects and Text.....	114
3.11. Chart.....	116
3.12. Links.....	116
3.12.1. Creating Hyperlinks.....	116
3.12.2. Bookmarking.....	118
3.12.3. Cross-Referencing.....	119

3.13. Header and Footer.....	121
3.13.1. Header and Footer.....	121
3.13.2. Page Numbers.....	122
3.14. The Header and Footer Tab.....	124
3.14.1. Header and Footer.....	124
3.14.2. Inserting Auto Text in the Header and Footer.....	125
3.14.3. Inserting Date and Time in the Header and Footer.....	126
3.14.4. Inserting Fields in the Header and Footer.....	126
3.14.5. Inserting Pictures in the Header and Footer.....	127
3.14.6. Navigation.....	128
3.14.7. Setting the Header and Footer.....	128
3.15. Watermark.....	133
3.16. Text.....	134
3.16.1. Text Box.....	134
3.16.2. Fields.....	141
3.16.3. WordArt.....	143
3.17. The WordArt Tab.....	144
3.17.1. Available Commands in the WordArt Tab.....	145
3.17.2. WordArt Fill.....	147
3.17.3. WordArt Outline.....	148
3.17.4. WordArt Effects.....	149
3.17.5. Inserting a Drop Cap.....	152
3.17.6. Date and Time.....	153
3.17.7. Objects.....	154
3.18. Symbols.....	155
3.18.1. Equations.....	155
3.18.2. Symbols.....	156
3.19. Form Field.....	157
3.19.1. Designing the Form Fields.....	157

3.19.2. Protecting the Form Fields.....	160
4. The Page Layout Tab.....	161
4.1. Page Setup.....	161
4.1.1. Text Direction.....	161
4.1.2. Margins.....	162
4.1.3. Size.....	163
4.1.4. Columns.....	163
4.1.5. Breaks.....	166
4.1.6. Line Numbers.....	168
4.2. Page Borders.....	169
4.2.1. Adding Page Borders to Documents.....	169
4.2.2. Adding Borders and Shading to Text.....	170
5. The References Tab.....	172
5.1. Table of Contents (TOC).....	172
5.1.1. Inserting a Table of Contents.....	172
5.1.2. Update the Table of Contents.....	174
5.1.3. Adding Text to the Table of Contents.....	175
5.1.4. Deleting the Table of Contents.....	175
5.2. Footnotes and Endnotes.....	176
5.2.1. Inserting Footnotes and Endnotes.....	176
5.2.2. Editing Footnotes and Endnotes	177
5.2.3. Converting Footnotes and Endnotes.....	178
5.2.4. Locating Footnotes/Endnotes.....	179
5.3. Captions.....	179
5.3.1. Adding Captions.....	179
5.4. Mail Merge.....	181
5.4.1. About Mail Merge.....	181
5.4.2. Using the Mail Merge Function.....	182
5.4.3. About the Data Source of the Mail Merge.....	184

6. The Review Tab.....	185
6.1. Proofing.....	185
6.1.1. Checking Spelling.....	185
6.1.2. Set Language.....	187
6.1.3. Word Count.....	187
6.2. Changes and Comments.....	188
6.2.1. Tracking Changes.....	188
6.2.2. Changing Tracking Options.....	188
6.2.3. Modifying the Document.....	190
6.2.4. Inserting Comments.....	191
6.2.5. Deleting Comments.....	191
6.2.6. Accepting, Rejecting and Viewing Changes.....	192
6.3. Protecting your Work.....	192
7. The View Tab.....	194
7.1. Document View.....	194
7.1.1. Outline.....	194
7.1.2. The Print Preview Mode.....	195
7.2. Displaying Functions.....	197
7.2.1. Print Layout Display Mode.....	197
7.2.2. Full Screen Display Mode.....	197
7.2.3. Web Layout Display Mode.....	198
7.2.4. Document Map.....	198
7.2.5. Ruler.....	198
7.2.6. Gridlines.....	199
7.2.7. Markup.....	199
7.2.8. Task Window.....	199
7.2.9. Table Gridlines.....	201
7.2.10. Navigation Pane.....	201
7.2.11. Zooming.....	201

7.2.12. Windows.....	201
8. The Section Tab.....	203
8.1. Section Functions.....	203
8.2. Page Number.....	204
8.3. Header and Footer.....	204

Kingsoft Writer 2013

Kingsoft Writer 2013 emphasizes its latest improvements. The 2013 version has completely adjusted its technical line and focused on its compatibility. The Kingsoft Writer module reserves the macro code, and can read and write like the Microsoft Office. It applies advanced technologies against macro viruses and is highly compatible with Microsoft in both appearance and operation. At the same time, Kingsoft Writer 2013 also has lots of new functions, such as being compatible with .doc and .docx formats, a brand new interface, Section Navigation Tab, Drag & Drop editing and new cover page design options. You can process text in an entertaining mood and enjoy the fun that Kingsoft Writer brings.

1. The Basic Applications of Kingsoft Writer

1.1. Introduction to Kingsoft Writer

Kingsoft Writer is the most important and the most frequently used software in the Kingsoft Office suite. It contains a number of helpful tools which allow users to easily enhance their documents. Whether a simple letter, or a lengthy manuscript, Kingsoft Writer can help users create aesthetically pleasing documents with ease.

This chapter will introduce all the basic operations of Kingsoft Writer, namely writing, moving and copying text or objects, deleting text or objects, undoing and redoing, selecting text or objects, smart labels for text pasting, setting the background color, and automatic capitalization at the beginning of a sentence.

1.2. The Basic Operations of Kingsoft Writer

1.2.1. Writing

To begin writing, simply create a new file and use the cursor to choose where on the page you wish to insert the text. The insertion point will move from left to right during the input. If you insert the wrong word or character, you can click **Backspace on the keyboard** to delete the incorrect letters. When approaching the end of a line, the text will automatically shift down to the next line. Click **Enter** on the keyboard will begin a new paragraph. You can also insert the date, time, special symbols, etc.

1.2.2. Moving and Copying Text or Objects

After selecting the text or object, you can execute a multitude of different operations on the selected text including moving it, copying it, and highlighting it. You can implement these orders by using the command order, the shortcut key, or the mouse.

How to move or copy the text or objects:

- (1) Select the text or object you want to move or copy.

Choose one of these commands according to your requirements:

- If you want to move the text or object, click **cut** and move the contents to the clipboard.
- If you want to copy the text or object, click **copy** and copy the contents to the clipboard.

(2) Move the insertion point to your desired location.

(3) Click **paste**.

This method is suitable for a long-distance (file to file) copy or move. For the short-distance alternative, you can use the mouse directly (this is perfect for moving and copying within the window).

1.2.2.1. Moving Text or Objects Using the Mouse

To move text or objects using the mouse:

(1) Using the mouse, highlight the text you want to move, shown as follows:

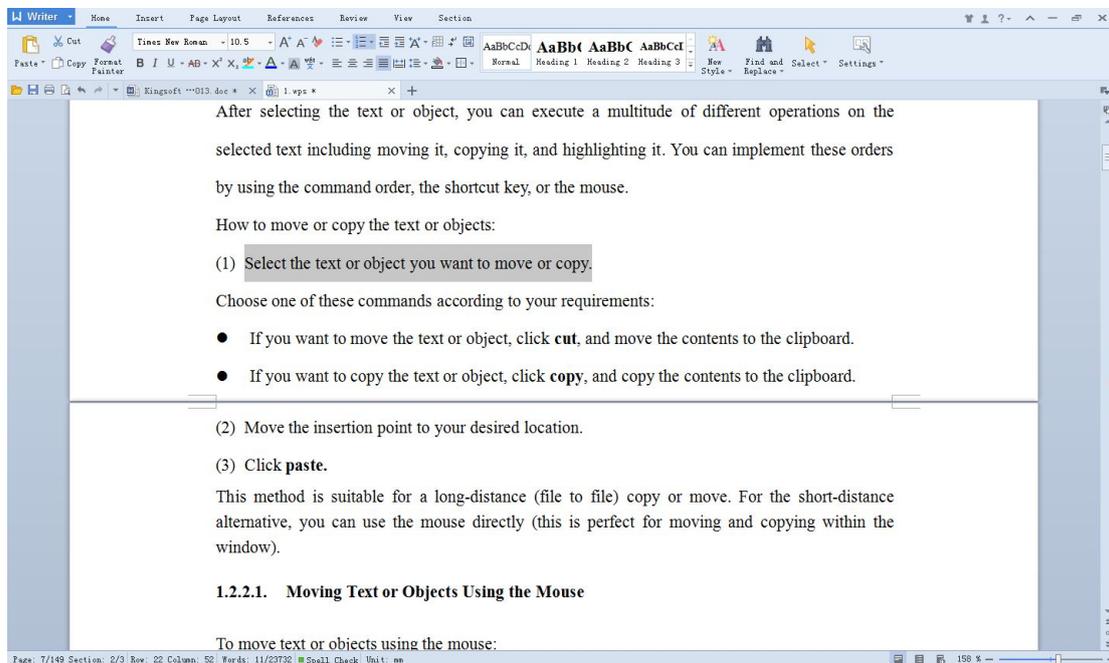


Figure 1.2—1 Selecting text using the mouse

(2) Move the selected content to a new location and release the mouse:

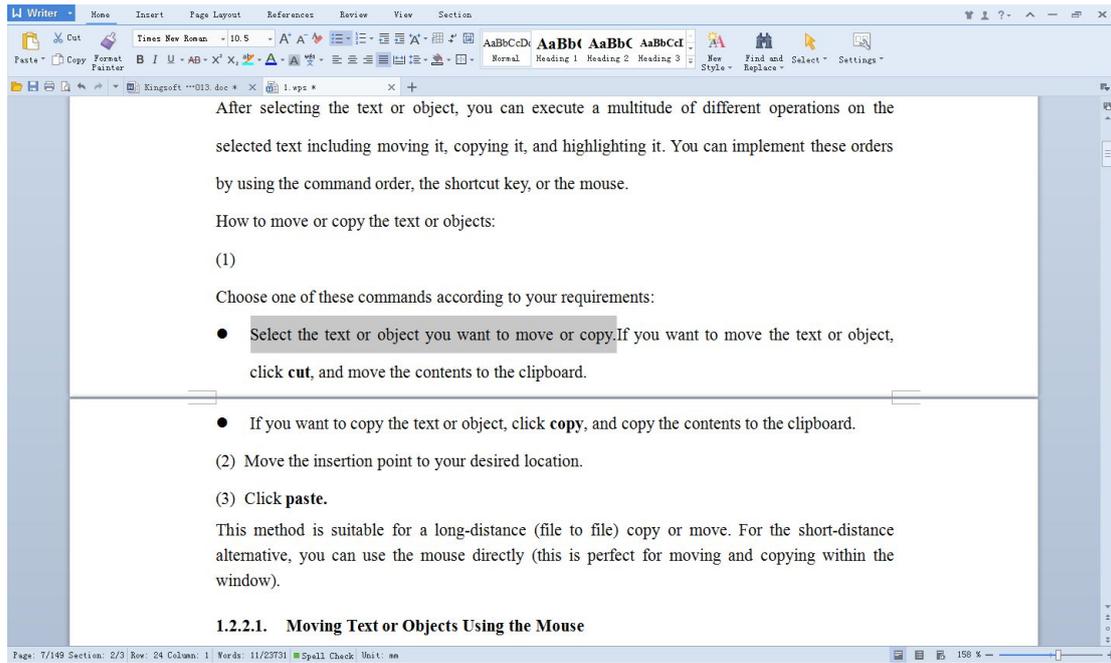


Figure 1.2—2 Moving text using the mouse

1.2.2.2. Copying Text or an Object Using the Mouse

To copy text or objects using the mouse, employ the same method as before, press **Ctrl** before you release the mouse.

1.2.3. Deleting Text or Objects

To delete the selected content simply:

- Press **Delete** on the keyboard
- Execute the **Cut** operation

1.2.4. Undoing and Redoing

Kingsoft Writer offers **Undo and Redo** functions which allow you to reverse recent actions. To use this function (choose one of them):

- Click the **Undo** button in the **Quick Access** toolbar.
- Press shortcut key **<Ctrl+Z>**.

To Undo something many times, simply repeat the procedure above.

After executing the **Undo** function, if you want to reverse your decision, you can use

the Redo function, The methods are as follows (choose one of them):

- Click the **Redo** button on the **Quick Access** toolbar.
- Press shortcut key <Ctrl+Y>.

1.2.5. Selecting Text and Objects

In Kingsoft Writer, you can select text using the mouse, keyboard, or a combination of the two. However, if you select an object you can only use the mouse, or a combination of the two.

1.2.5.1. Selecting Text

The method for selecting text varies based upon the amount of text which is attempted to be selected. The methods are as follows:

- To select a sentence or a word: double click the mouse on the sentence or word you wish to select.
- To select a line: place the cursor to the left of text, when the pointer changes to an arrowhead, click.
- To select several lines: place the cursor to the left of the text, click, and drag the cursor to the end of the last line you wish to select, then release the mouse.
- To select a paragraph: double click to the left of the text that you want to select.
- To select any size of text: place the cursor at the beginning, and click and drag the cursor to the end of the desired passage, then release.

When you wish to select the entire text either press <Ctrl+A> or go to the Editing section of the **Home** tab and choose **Select All** in the **Select** tab. Furthermore, when the cursor is at the beginning or the end of the desired passage, press <shift+ctrl+end> or <shift+ctrl+home> and you can select all the following or above text.

If you wish to cancel selecting choose any one of the following options:

- Click the mouse in any location of the file.
- Move the cursor using the keyboard.

Shortcut keys for text selection :

Keyboard Control	Effect (based on the cursor position)
Shift+↑	Select a row above
Shift+↓	Select a row below
Shift+←	Select a letter to the left
Shift+→	Select a letter to the right
Ctrl+Shift+←	Select a word to the left
Ctrl+Shift+→	Select a word to the right
Ctrl+Shift+↑	Select everything up to the beginning of the paragraph
Ctrl+Shift+↓	Select everything down to the end of the paragraph
Shift+Home	Select everything up to the beginning of the line
Shift+End	Select everything down to the end of line
Shift+PageUp	Select everything up to the last screen
Shift+PageDn	Select everything down to the next screen

Ctrl+Shift+Home	Select everything up to the beginning of the file
Ctrl+Shift+End	Select everything down to the end of the file
Ctrl+A	Select the entire file

Table 1.2- 1 Table explaining the keyboard instructions for text selection

1.2.5.2. Selecting an Object

There are numerous different methods to select an object. The difference between editing and selecting is that the former has the cursor flashing on the screen, suggesting that the character can be entered at the cursor, while the latter has no cursor, the replacement for the selected object will appear at the zoom point. This is shown in figure 1.2-3.

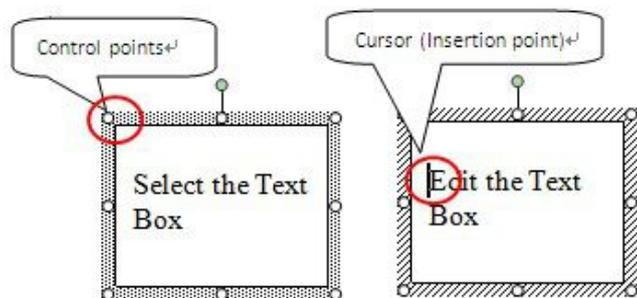


Figure 1.2—3 Selecting and editing an object (text)

To select an object simply:

- Click the object that you want to select.
- If you want to select several objects, press **Shift and** click on every object you wish to select.
- If you want to cancel the selection of an object you can;
 - Press **Esc**

- Use the mouse to click outside the selected area
- When several objects are selected, you can cancel the selection on some of them by holding the **shift** key pressed and clicking on those objects you wish to de-select.

1.2.6. Smart Labels for Text Pasting

Kingsoft Office provides paste formatting options, you can paste the contents of the default format settings to facilitate operation. The method is as follows:

- (1) Using the **Application** menu at the top left corner, **Writer**, click the **Options** dialog box at the bottom right.
- (2) Choose the **Edit** tab, in the **Cut and Paste Options**, you can use default paste method in the **Default Paste Format** section. See below:

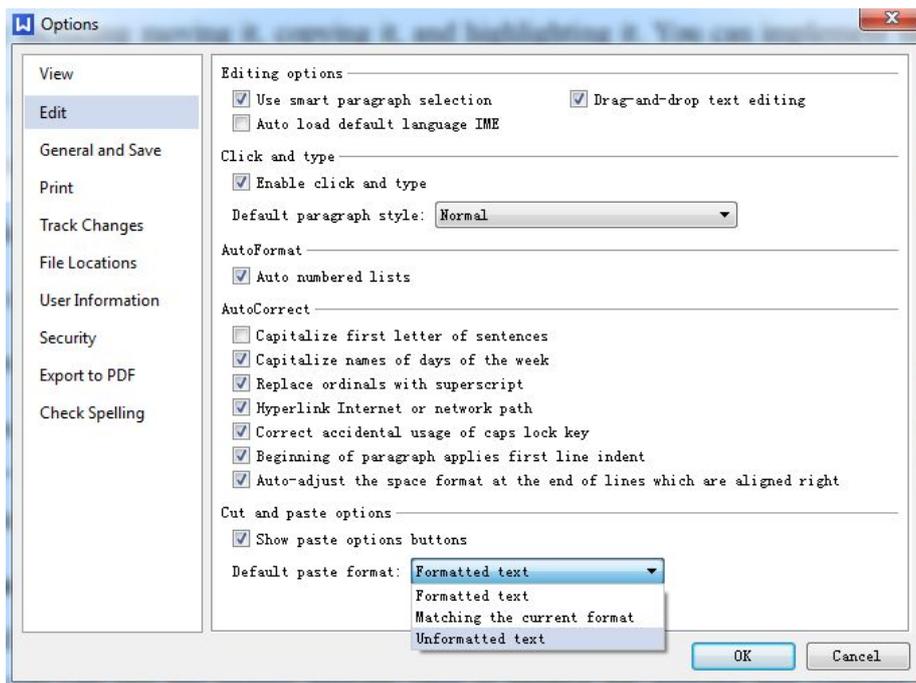


Figure 1.2—4 The Cut and Paste options

Kingsoft Writer offers three ways to paste: formatted text, matching the current format, and unformatted text.

- When you select **Formatted text**, is that when you presses **<Ctrl + V>** key

combination, by default, paste content by "the source text format".

- When the user selects the **Matching the current format**, is that when the user presses <Ctrl+V> key combination, by default, paste content by "the current text format where the cursor stays ”.
- When the user selects the **Unformatted text**, it indicates that when the user presses <Ctrl + V> key combination, by default, paste the contents by the **Unformatted text** .

1.2.7. Setting the Background Color

Kingsoft Writer offers a series of background color. To set this up simply follow these instructions:

(1) Using the **Page Layout** menu at the top left corner of the screen **Page Layout** , and select the **Background** tab in the middle of the toolbar.

(2) Choose the color as you wish, see as below:

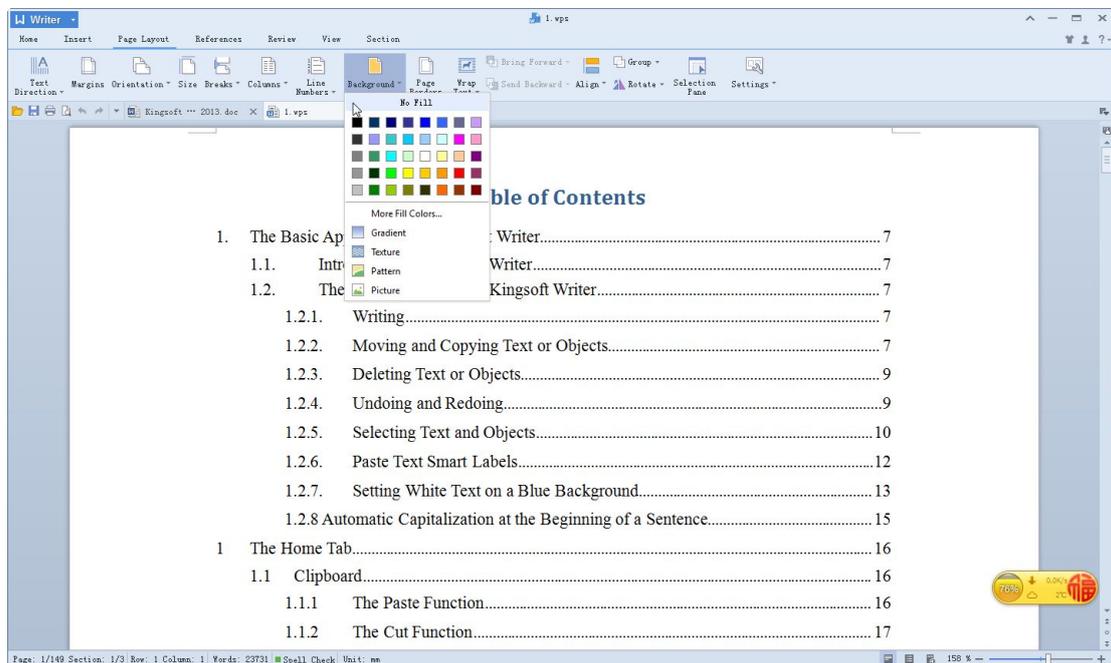


Figure 1.2—5 Choosing the background color

(3) If you choose the color blue, the effect should look like this:

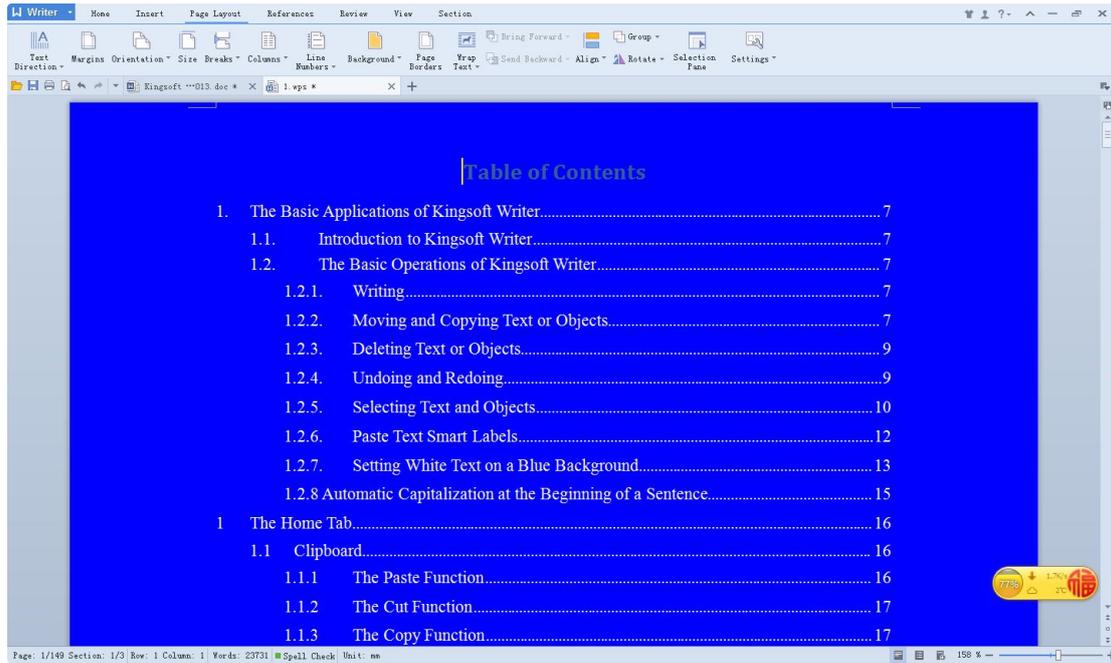
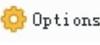


Figure 1.2—6 White Text on a Blue Background

1.2.8. Automatic Capitalization at the Beginning of a Sentence

If you enter the text in English via Kingsoft Writer, it will automatically change the first lowercase letter at the beginning of the sentence into an uppercase letter so as to adapt to the English language rule. If you do not want this to happen, you can click the **Application** menu  at the top left corner and open the **Options** dialog box at the bottom right . Choose **Edit** and deselect the **Capitalize first letter of sentences** check box in the AutoCorrect section. See as below:

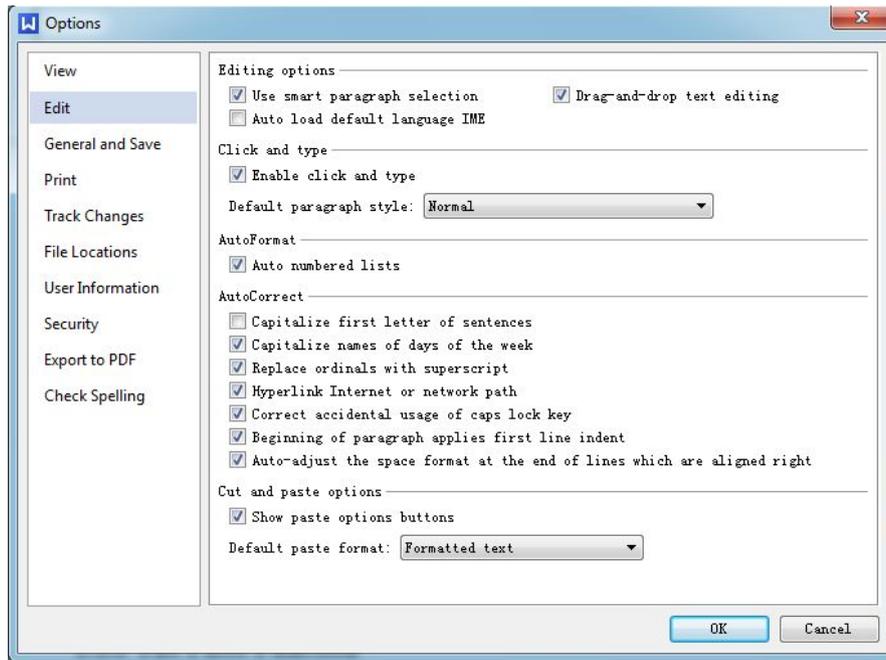


Figure 1.2—7 Deselect Capitalize first letter of sentences

1.2.9. Switching Skins

As you might already know, Kingsoft Office offers three skin / interface styles: **2013 Elegant Black**, **2013 Water Blue**, and **Classic Style**. Both Office Free 2013 and Office Professional 2013 support to switch skins among the three styles. Follow these two methods to choose your favorite interface.

- **Choose skin for Office 2013 during the installation**

During the installation process of Office 2013, you can choose a skin from the left list, and press Next in the following steps to finish installation. In this way, the three components of Writer, Spreadsheets and Presentation will apply the same interface you've chosen here. See below:

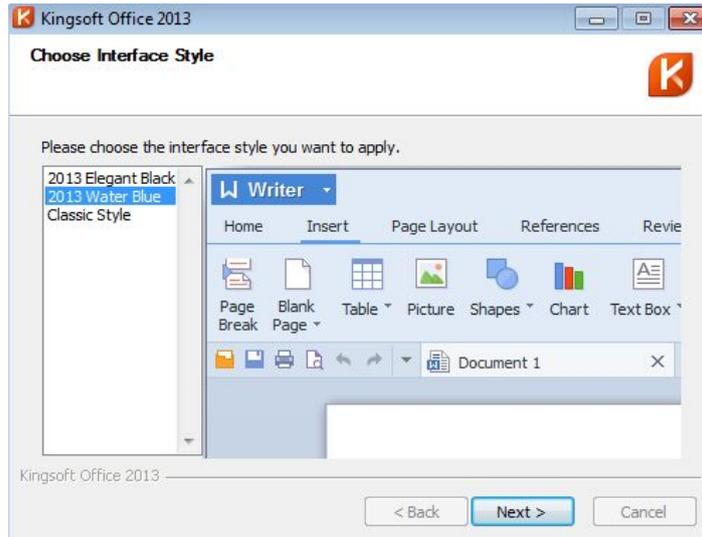


Figure 1.2—8 Choose Interface Style for Office 2013

● **Switch skin in Office 2013 programs after installation**

If you want to apply another interface after the installation of Office 2013, you can easily switch to another within the Office programs. Take Writer 2013 for example - you can switch skins by the following steps:

- (1) In Writer 2013, click the **Switch UI** icon  at the top right corner of the screen.
- (2) Select a different skin from the current one and press OK. You will need to restart the program to see the change.

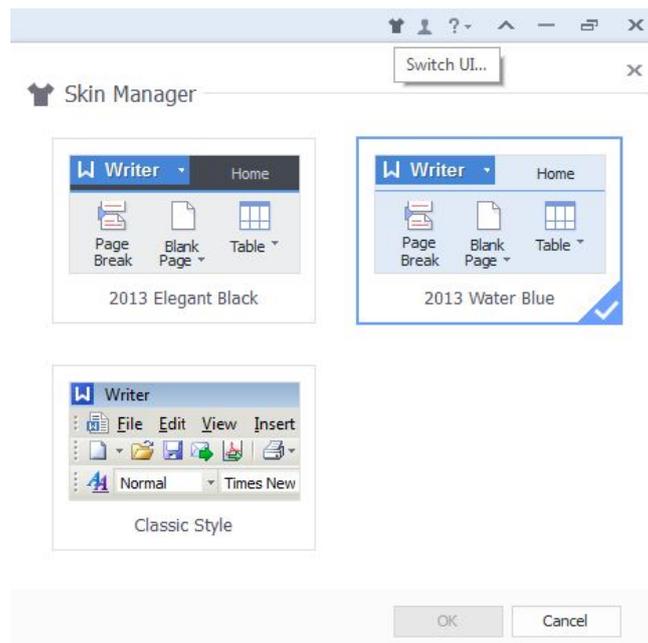


Figure 1.2—9 Switch Skin Style in Office 2013 - 2013 Skin

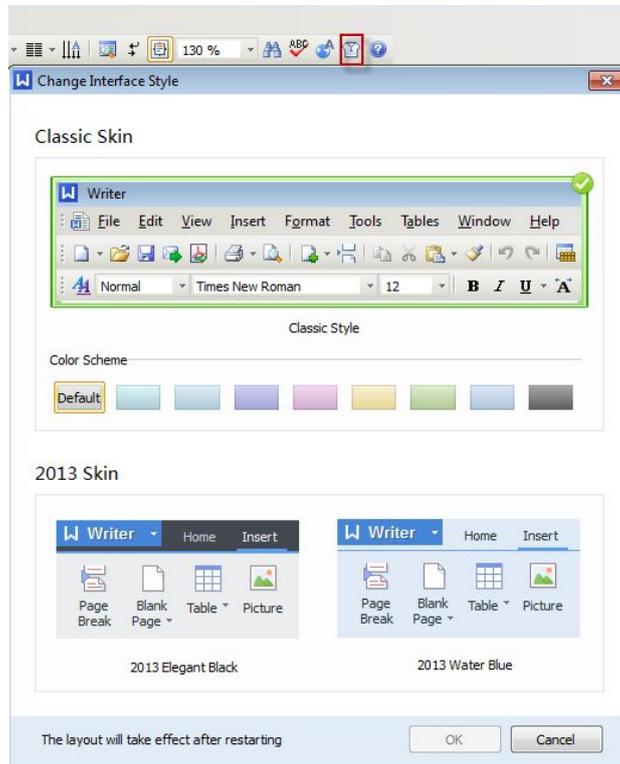


Figure 1.2—10 Switch Skin Style in Office 2013 - Classic Skin

Tips:

Under 2013 style interface, you can press the <Alt> shortcut key to bring up the Classic menu, which is shown under the main toolbar. Press <Alt> again to hide it. This menu style is also available by clicking the arrow beside the program icon. See below:

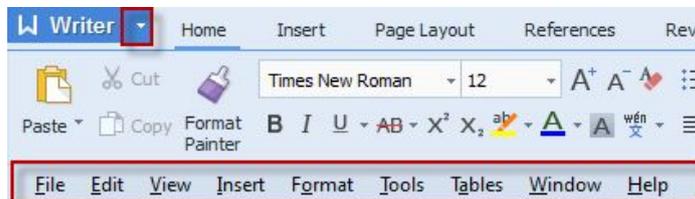


Figure 1.2—11 Show classic menu in 2013 style interface

1.2.10. Activating Kingsoft Office

To activate Kingsoft Office 2013, you need to purchase a product key first. When you

purchase our product and complete the payment, you will receive an email confirming your order with a license code. The code is composed of five groups of alphanumeric codes, which are connected with hyphens. One product key can be used to activate three PCs.

To install and activate Kingsoft Office 2013, follow the steps below:

- (1) Run the installer and follow the instructions in the wizard to start installing Kingsoft Office 2013 to your computer.
- (2) In the third step of the installation wizard, enter the product serial number you have purchased.



Figure 1.2—12 Enter product serial number

- (3) Press **Next** in the following steps. After the installation is completed, your office 2013 is successfully installed and activated.

To add serial number to Office 2013, follow the steps below:

- (1) If you already have Office 2013 free trial version installed, then simply open one of the three Office components: Writer, Spreadsheets or Presentation.
- (2) Click the **Help** button to open the **Product Management Center**.
- (3) Click the **Add** button to enter your product key and click **OK** to finish.

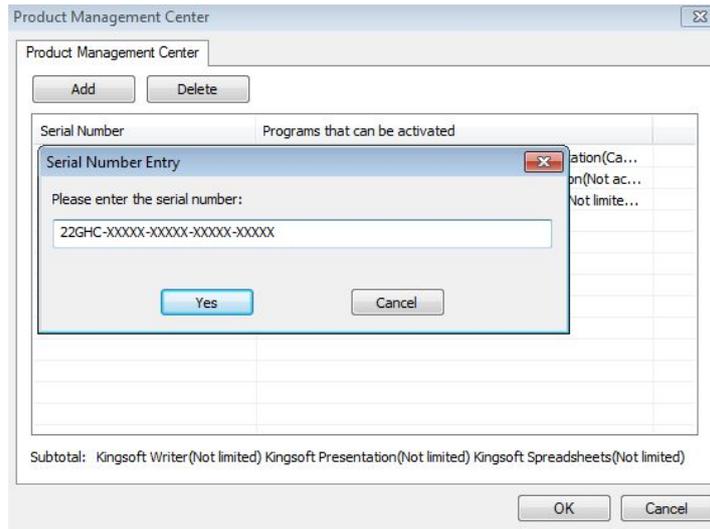


Figure 1.2—13 Add product serial number

The product key will be recorded as **Not limited**.

1.2.11. Switching among Multiple Files by the Unique Tab Feature

Much like a modern web browser which allows a user to open multiple web pages as tabs under the same window, Kingsoft Office (Free Office, Professional Office) tab feature offers users the same luxury for word documents, spreadsheets and presentations.

1.2.11.1. Advantages of Kingsoft Office Tab Feature

Common Office suites such as Microsoft Office and OpenOffice force users to open a new window every time they want to start a new document, which has a tendency to create a cluttered desktop and in some cases even impacts user’s decision whether or not to create a new document. Kingsoft Office’s tab feature eliminates the problem of having too many documents / workbooks / presentations open at one time, allowing user to conveniently switch between documents in one window by pressing the shortcut key <Ctrl+Tab>.

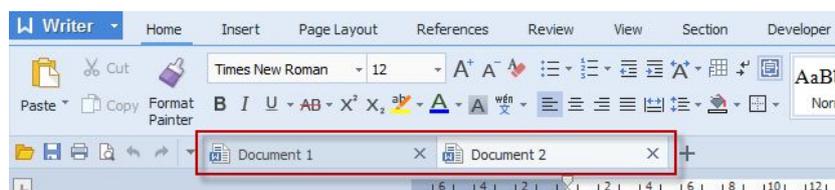


Figure 1.2—14 Open multiple files in Writer

The ability to create document tabs not only allows the user to easily see what documents they have opened but also, most importantly, saves the user’s time and ultimately allows the user more time to think about what to write rather than where to find a certain document.

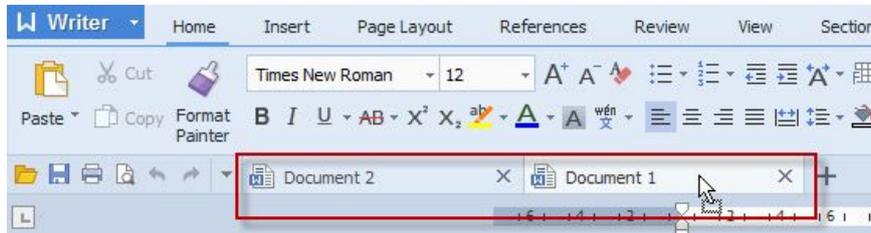


Figure 1.2—17 Organize tab orders

Users can organize the order of tabs by clicking and dragging a document tab to its desired location, which gives the user control on how to prioritize tabs based on each one’s importance.

1.2.11.2. Close File Tabs by Double Clicking

Kingsoft Office's tab feature is built to save user’s time, quickly close the window by double clicking on the desired tab or create a new blank document by right-clicking, pressing the shortcut key <Ctrl+N> or even pressing the tab for a new page as you would on a normal browser.

1.2.11.3. Save All Tabs in One Click

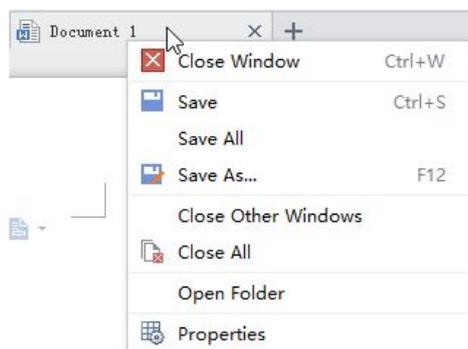


Figure 1.2—18 Quick functions

Right clicking on the tab allows some quick functions including **Close Window**, **Save**, **Save All**, **Save As**, **Close Other Windows**, **Close All**, and **Open Folder** which is a

more practical way of saving work, it avoids a situation where a user is not sure what documents are open and may have to re-check or in rare circumstances save the document under the wrong name.

The interface Kingsoft Office offers is for the best convenience of the user and this feature alone saves time, has improved functionality and usability compared to other less innovative office suites. It eliminates everyday problems that a user may encounter when working with other word processors, spreadsheet software and presentation programs like Microsoft Word, Excel and PowerPoint.

1.2.12. Hiding and Showing the Toolbar

By clicking the **Hide the Toolbar** icon  at the top right corner of the screen, you can hide or show the toolbar.

1.3. The Application Menu

The Application menu  **Writer** is the blue icon at the top left corner of the Kingsoft Writer main interface. The Application menu includes the following functions: **New**, **Open**, **Save**, **Save As**, **Print**, **Print Preview**, **Send E-mail**, **File Information**, **Backup Management**, **Help**, and so on. See below:

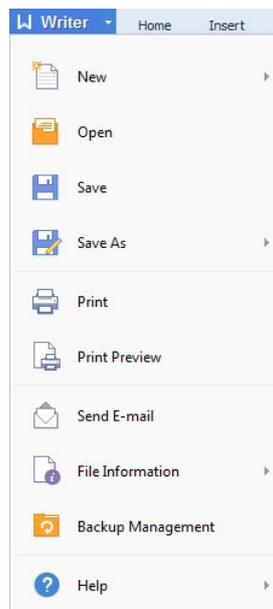


Figure 1.3-1 Application Menu

1.3.1. The New Option in the Application Menu

Click the **Application Menu** icon to open the drop-down list. Choose the **New** tab and you can see three options listed in the **New Document** section as shown below:

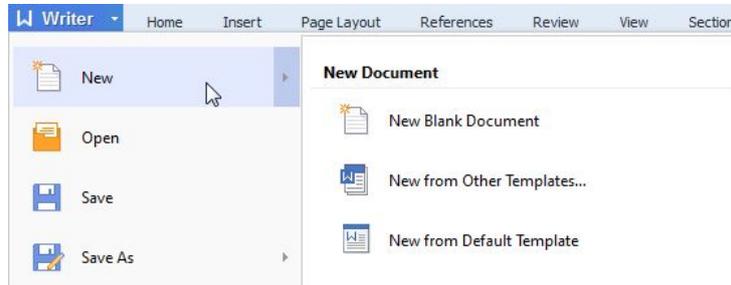


Figure 1.3—2 The New tab

- **New Blank Document:** select this option to create a new blank document.
- **New from Other Templates:** select this option to open the **Templates** dialog box as shown below:

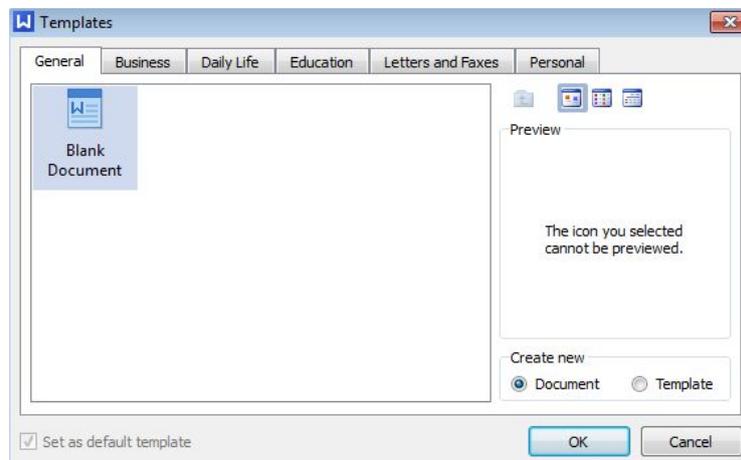


Figure 1.3—2 The Templates dialog box

You can choose preferred templates from the **General**, **Business**, **Daily Life**, **Education**, **Letters and Faxes**, and **Personal** tabs. Click the **OK** button to create a new document by the chosen template.

- **New From Default Template:** Select this option to create a new document by the default template (a blank document here).

1.3.2. The Open Option in the Application Menu

Click the **Application Menu** icon to open the drop-down list and choose the **Open** option. The **Open** dialog box will open and show as below:

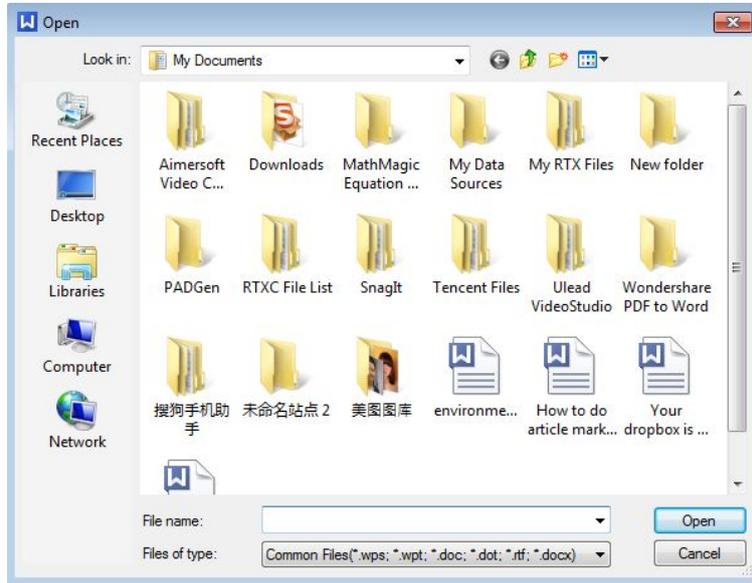


Figure 1.3-3 The Open dialog box

Choose the intended document in the **Open** dialog and click the **Open** button at the right bottom to open the document.

Tips: You can also open the intended document by clicking the **Open** icon  at the top left corner of the screen.

1.3.3. The Save Option in the Application Menu

There are three ways to save the changes you have made to the current document:

- (1) Click the **Application Menu** icon to open the drop-down list and choose the **Save** option.
- (2) Click the **Save** icon  at the left top corner of the screen.
- (3) Press the shortcut combination **<Ctrl+S>**.

1.3.4. The Save As Option in the Application Menu

Click the **Application Menu** icon to open the drop-down list. Choose the **Save As** tab and you can see seven options listed in the **Save a Copy of the Document** section as shown below:

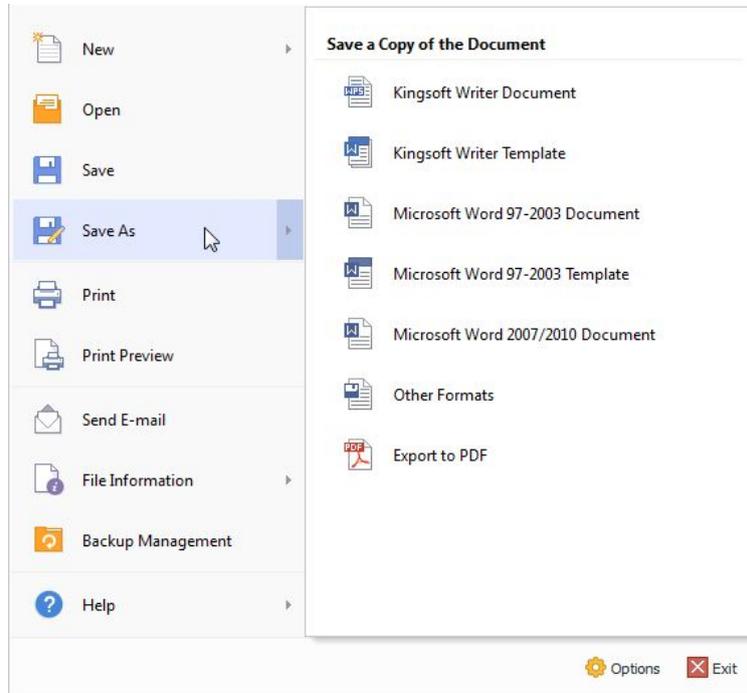


Figure 1.3-4 The Save As tab

As you can see, you can save the current document as **Kingsoft Writer Document**, **Kingsoft Writer Template**, **Microsoft Word 97-2003 Document**, **Microsoft Word 97-2003 Template**, **Microsoft Word 2007/2010 Document**, and **Other Formats**.

The steps are as follows:

(1) By choosing any one of them, you can open the **Save As** dialog box shown as below:

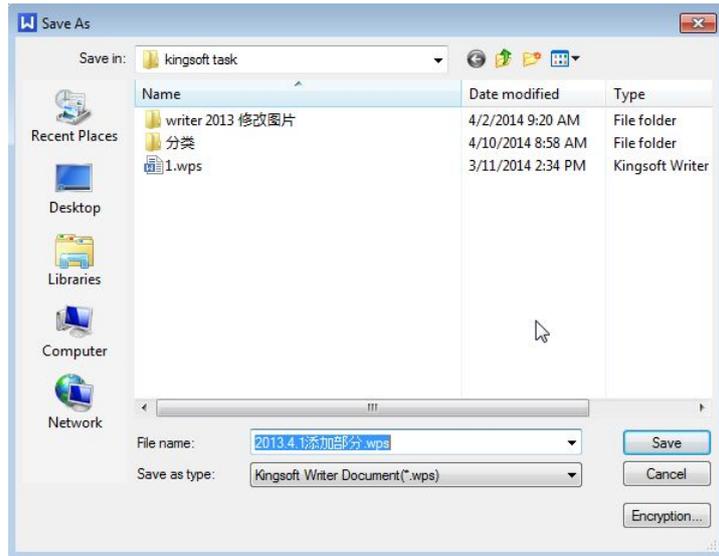


Figure 1.3-5 The Save As dialog box

- (2) Enter the name you prefer for the current document in the **File name** text box and choose the document type in the **Save as type** drop-down list.
- (3) Click the **Save** button to complete the operation.
- (4) If you want to cancel the operation, click the **Cancel** button or click the red cross at the top right corner of the dialog box.
- (5) By clicking the **Encryption** button at the bottom right, you can open the **Security** tab in the **Options** dialog box. Shown as below:

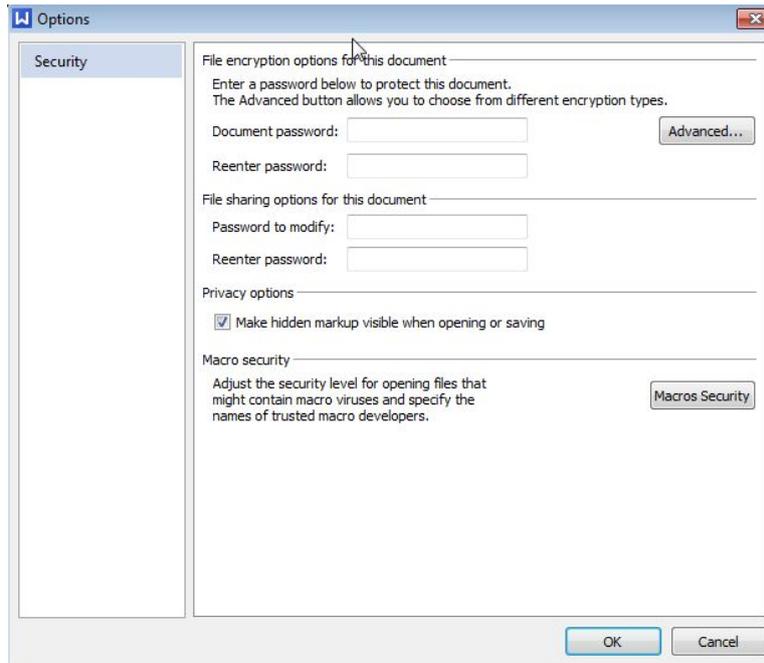


Figure 1.3-6 The Security tab

(6) You can set the security related setting here, such as the **Document password**, **Reenter password**, **Password to modify**, etc.

(7) Click the **OK** button to complete the operation.

You can also export the current document to **PDF** document. The steps are as follows:

(1) Choose the **Export to PDF** option in the **Save As** tab. The **Export Adobe PDF File** dialog box will open and show as below:

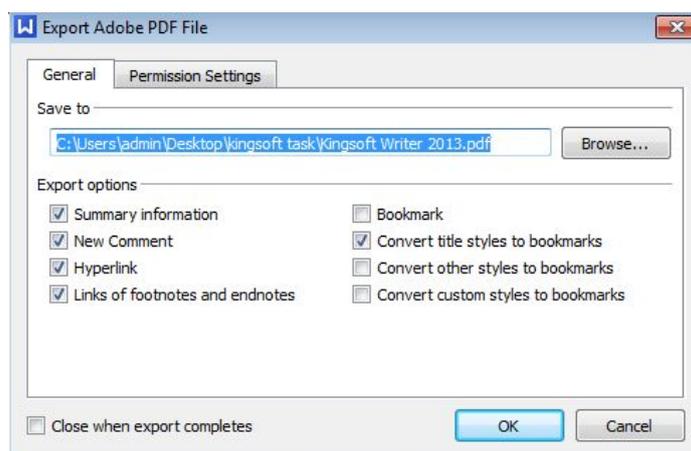


Figure 1.3-7 The Export Adobe PDF File dialog box

(2) In the **Save to** section, choose the location where you want to save the current

document.

(3) In the **Export options** section, select the preferred options.

(4) Click the **OK** button to complete the operation.

1.3.5. The Print Option in the Application Menu

To print the document, the steps are as follows:

(1) Click the **Application Menu** icon to open the drop-down list and choose the **Print** option. The **Print** dialog box will open and show as below:

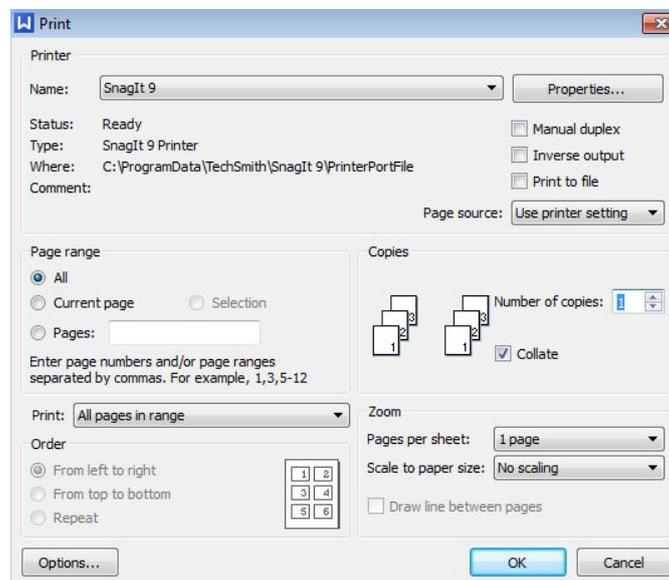


Figure 1.3-8 The Print dialog box

(2) In the **Printer** section, you can choose the preferred printer in the **Name** drop-down list.

(3) In the **Page range** section, you can choose the range of the document which you want to print. You can also enter the specific pages you prefer in the **Pages** text box in the required format.

(4) In the **Copies** section, choose the number of copies in the roll-down list. Choose the **Collate** check box and the document will be print one copy after another.

(5) Click the **OK** button to print the document.

1.3.6. The Print Preview Option in the Application Menu

Click the **Application Menu** icon to open the drop-down list and choose the **Print Preview** option. The **Print Preview** mode will open and then you can preview the document according to **6.1.2 The Print Preview Mode**.

1.3.7. The Send E-mail Option in the Application Menu

To send the current document to others by E-mail, the steps are as follows:

- (1) Click the **Application Menu** icon to open the drop-down list and choose the **Send E-mail** option. The **Send E-mail** task window will open.
- (2) You can set the information such as the addressee, the sender, the main topic, and the attachments in the task window.
- (3) Click the **Send** button to send the E-mail.

1.3.8. The File Information Option in the Application Menu

Click the **Application Menu** icon to open the drop-down list. Choose the **File Information** tab and you can see two options listed in the **Document Protection and Properties** section as shown below:

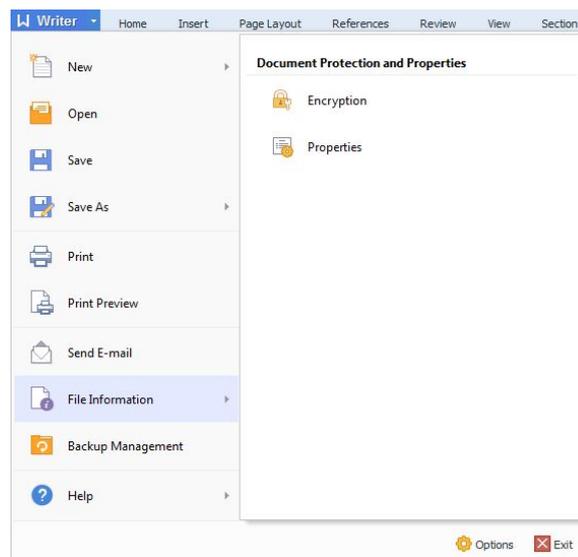


Figure 1.3-9 The File Information tab

Choose the **Encryption** option and you can open the **Security** tab in the **Options** dialog box as shown in Figure 1.1-6. Then you can set the security related setting here, such as the **Document password**, **Reenter password**, **Password to modify**, etc.

Click the **OK** button to complete the operation.

Set the properties of the document, the steps are as follows:

(1) Choose the Properties option and open the dialog box shown as below:

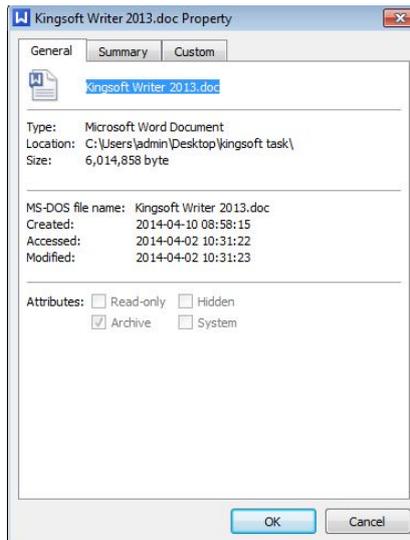


Figure 1.3-10 The Property dialog box

(2) In the **General** tab, you can see the basic information of the document, such as **Type**, **Location**, **Size**, **MS-DOS file name**, **Created** time, **Accessed** time, **Modified** time, etc.

(3) In the **Summary** tab, you can enter the information in the corresponding text box, such as **Title**, **Subject**, **Author**, **Manager**, **Company**, **Category**, **Keyword**, and **Comments**. Shown as below:

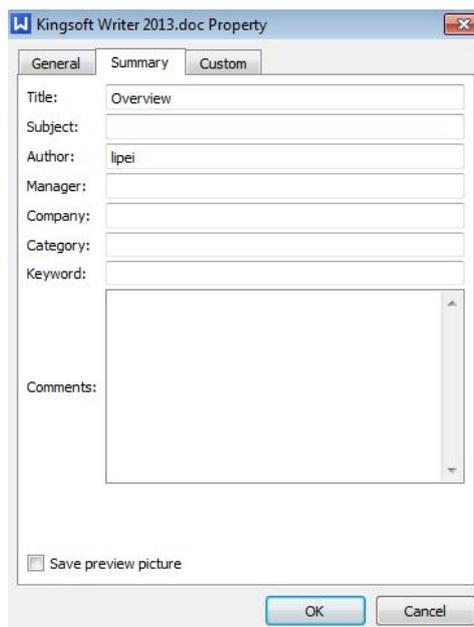


Figure 1.3-11 The Summary tab

(4) In the **Custom** tab, you can set the **Name**, **Type**, **Value**, and **Property** of the document. Shown as below:

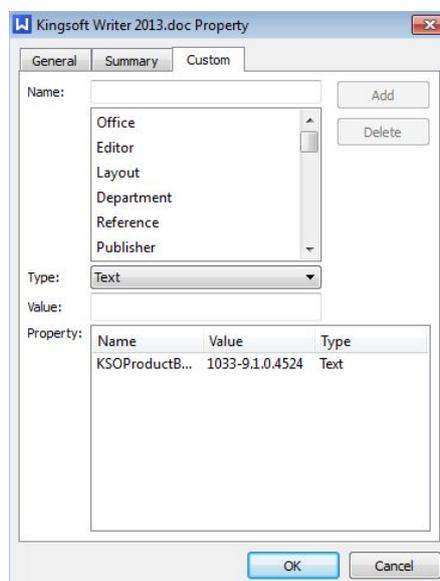


Figure 1.3-12 The Custom tab

(5) Click the **OK** button to complete the operation.

1.3.9. The Backup Management Option in the Application Menu

By choosing the **Backup Management** option in the **Application Menu**, the **Backup**

Management task window will open at the right side of the screen. Click the **Backup Management** icon again to open the drop-down list, and then you can choose the options listed there, namely **New Document**, **Styles and Formatting**, **AutoShapes**, **Selection Pane**, and **Restrict Editing**. By choosing any one of them, the corresponding task window will open and you can set preferred values there.

1.3.10. The Help Option in the Application Menu

Click the **Application Menu** icon to open the drop-down list. Choose the **Help** tab and you can see the options listed in the **Feedback and Production Information** section as shown below:

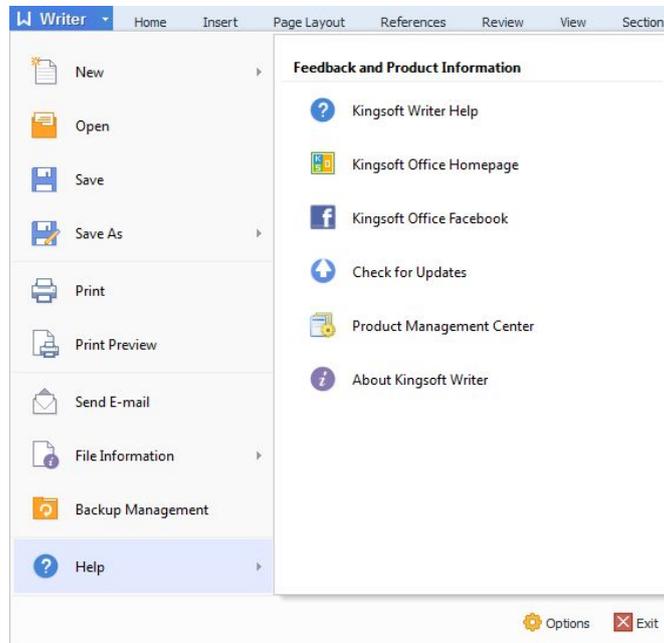


Figure 1.3-13 The Help tab

You can choose any of the options, namely **Kingsoft Writer Help**, **Kingsoft Office Homepage**, **Kingsoft Office Facebook**, **Check for Updates**, **Product Management Center**, and **About Kingsoft Writer**, to open the corresponding web pages and know more about the Kingsoft Writer.

Tips: You can also click the **Help** icon  at the top right corner of the screen or press the <F1> shortcut key to open the relevant web pages.

1.3.11. The Options Function in the Application Menu

Click the **Application Menu** icon to open the drop-down list. Click the **Options** icon at the right bottom of the drop-down list. The Options dialog box will open and show as below:

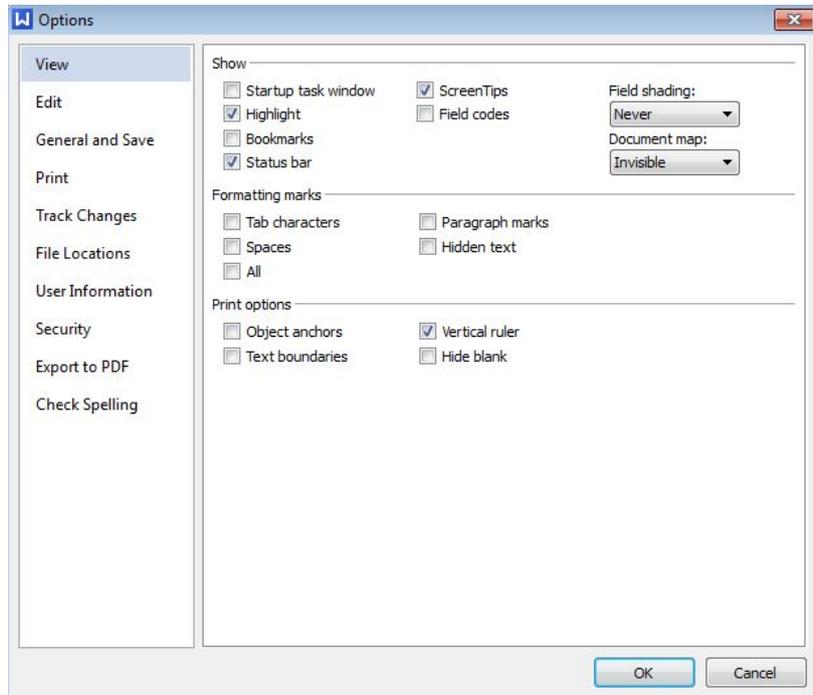


Figure 1.3-14 The Options dialog box

You can see a number of tabs at the left side of the dialog box. By choosing any one of them, the corresponding tab will open at the right side where you can select or deselect the check box to set the preferred values.

Click the red **Exit** icon at the bottom right or click anywhere in the document to close the **Application Menu**.

1.4. Keyboard Shortcuts for Writer 2013

Shortcut keys	To do what
Alt+F11	Displays VB editor

Shortcut keys	To do what
Alt+F8	Displays the Macros dialog.
Alt+F9	Change all field text.
Alt+Shift+1	Displays level 1 under outline view.
Alt+Shift+2	Displays level 2 under outline view.
Alt+Shift+3	Displays level 3 under outline view.
Alt+Shift+4	Displays level 4 under outline view.
Alt+Shift+5	Displays level 5 under outline view.
Alt+Shift+6	Displays level 6 under outline view.
Alt+Shift+7	Displays level 7 under outline view.
Alt+Shift+8	Displays level 8 under outline view.
Alt+Shift+9	Displays level 9 under outline view.
Alt+Shift+a	Displays all levels under outline view.
Alt+Shift+Left	Decreases indent level of the paragraph.
Alt+Shift+Right	Increases indent level of the paragraph.
Ctrl+=	Changes the selected text to subscript.
Ctrl+A	Selects the entire document.

Shortcut keys	To do what
Ctrl+Alt+Left	Promote the selected item to a higher level.
Ctrl+B	Applies or removes bold formatting.
Ctrl+C	Copies the selected content.
Ctrl+D	Displays the Font dialog.
Ctrl+E	Centers the selected text.
Ctrl+Enter	Inserts page break.
Ctrl+F	Displays the Find dialog box.
Ctrl+F1	Displays task pane on the right
Ctrl+F9	Inserts new blank field.
Ctrl+G	Displays the Go To dialog box.
Ctrl+H	Displays the Go To dialog box.
Ctrl+I	Applies or removes italic formatting.
Ctrl+J	Aligns selected text as Justify.
Ctrl+K	Displays the Hyperlink dialog box to insert new hyperlinks or edit existing hyperlinks.
Ctrl+L	Aligns selected text to the left.
Ctrl+N	Creates a new, blank document.

Shortcut keys	To do what
Ctrl+O	Displays the Open dialog box to open or find a file.
Ctrl+P	Displays the Print dialog box.
Ctrl+R	Aligns selected text to the right.
Ctrl+S	Saves the active file with its current file name, location, and file format.
Ctrl+Shift+,	Decreases font size.
Ctrl+Shift+.	Increases font size.
Ctrl+Shift+=	Changes the selected text to superscript.
Ctrl+Shift+F9	Changes fields to text.
Ctrl+Shift+J	Aligns selected text as distributed.
Ctrl+Shift+N	Decreases outline levels to body text
Ctrl+Shift+Tab	Switches to the previous document tab.
Ctrl+Tab	Switches to the next document tab.
Ctrl+U	Applies underline effect to the selected text.
Ctrl+V	Inserts the contents of the Clipboard at the insertion point and replaces any selection.
Ctrl+W	Closes the selected document window.

Shortcut keys	To do what
Ctrl+X	Cuts the selected content.
Ctrl+Z	Uses the Undo command to reverse the last command or to delete the last entry you typed.
F1	Welcome to use Kingsoft Help.
F12	Displays Save As dialog to save the document with a different name, type or location.
F7	Checks spelling of the document text.
Shift+Alt+-	Collapses the selected items.
Shift+Alt+=	Expands the selected items.
Shift+Alt+down	Moves the selected item down within the outline
Shift+Alt+Enter	Splits table by column.
Shift+Alt+Return (Enter key in number keyboard)	Splits table by column.
Shift+Alt+Up	Moves the selected item up within the outline
Shift+Ctrl+Enter	Splits table by row.
Shift+Ctrl+F5	Inserts bookmark.
Shift+Ctrl+Return (Enter key in number keyboard)	Splits table by row.

Shortcut keys	To do what
Shift+Enter	Inserts manual line break.
Shift+F9	Changes field text to field code.
Ctrl+Shift+C	Copies the formatting of the selected text.
Ctrl+Shift+V	Pastes the formatting of the selected text.
Ctrl+Shift+G	Pops the Word Count dialog.
F9	Updates field code.
Shift+→	Selects blocks of text to the right.
Shift+←	Selects blocks of text to the left.
Ctrl+]	Increases font size.
Ctrl+[Decreases font size.
Ctrl+Home	Goes to the beginning of the document.
Ctrl+End	Goes to the end of the document.
Ctrl+Backspace	Deletes words to the left.
Double click left mouse key within paragraph	Selects single word in the paragraph.
Double click left mouse key on the left of paragraph	Selects text block.

Shortcut keys	To do what
Triple click left mouse key on the left of the document	Selects the entire document.
Press Insert key	Enter Insert mode.
Press Home key within one line	Goes to the beginning of the line.
Press End key within one line	Goes to the end of the line.

2. The Home Tab

2.1. Clipboard Functions

After selecting the text or an object, you can execute different operations, such as move, copy, delete, etc. You can accomplish these commands by using the command order, shortcut keys, or the mouse.

2.1.1. The Paste Function of the Clipboard

To paste a selection of text or an object:

- (1) Open the the **Home** tab and the **Clipboard** functions are at the top left corner.

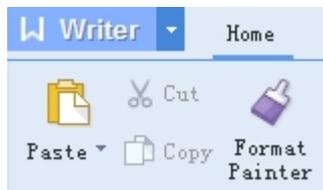


Figure 2.1—1 The clipboard functions

Click **Paste**, and it will show as follows:

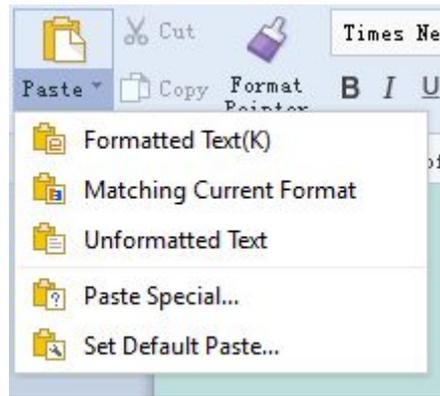


Figure 2.1—2 The paste options

(2) Kingsoft Writer offers four paste formats:

- **Formatted text(K)**: paste by "the source text format";
- **Matching current format**: paste by "the current cursor position in text format";
- **Unformatted text**: paste by "plain text format";
- **Paste special**: you can select the paste format based on your requirements, for example, data of Kingsoft Writer, Formatted text (RTF), HTML format, Unformatted text, etc.

(3) Press <Ctrl+V>.

(4) Right-click and select **Paste** on the context menu.

You can also set a default paste format based on your preferences. To do this:

(1) Open the **Paste** drop-down menu and choose **Set Default Paste**.

(2) Select **Edit** in the opened **Options** dialog box, and find **Default Paste Format**.

You can then choose one of the **Formatted text**, **Matching the current format** or **Unformatted text** options.

2.1.2. The Cut Function of the Clipboard

To cut text or an object, simply choose one of the follow three steps:

(1) Click **Cut** of the **Clipboard** function on the **Home** tab;

- (2) Press <Ctrl+X>;
- (3) Click the right mouse button and select **Cut** on the context menu.

2.1.3. The Copy Function of the Clipboard

In order to copy something:

- (1) Click **Copy** of the **Clipboard** function on the **Home tab**;
- (2) Press <Ctrl+C>;
- (3) Click the right mouse button and select **Copy** on the context menu.

2.1.4. Format Painter of the Clipboard

In order to use format paint simply:

- (1) Place the cursor on the text or object that you want to copy the format of;



- (2) Click **Format Painter** on the **Home tab** ;
- (3) The cursor will change into the format painter shape ;
- (4) Move the cursor to the text or paragraph that you wish to change the format of, and select it.

Tip: If need to use format painter continuously, you can double click the **Format**

Painter button .

2.2. Setting the Font Format

2.2.1. Setting the Font, Font size, and Font Name for a Character

Kingsoft Writer offers a number of fonts, font size, and different formats for characters. When you need to change the appearance of certain words, first select these words, and then set the font which you prefer. The Font group functions buttons are shown as below:

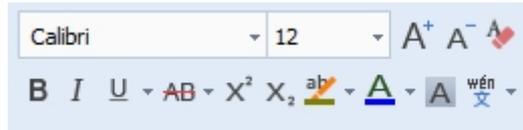


Figure 2.2—1 Font group functions buttons

2.2.1.1. Setting the Font

Follow these steps to set the font:

(1) Select the word that you want to change;

(2) Open the **Home** tab, choose **Font Name** , and then choose the appropriate font from the pull-down menu:

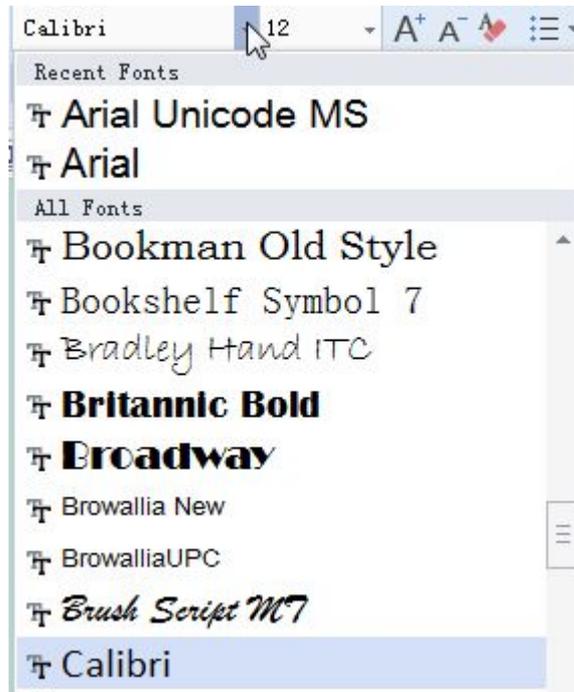


Figure 2.2—2 Setting the Font

2.2.1.2. Setting the Font Size

In order to alter the font size:

(1) Select the words which you want to change their font size;

(2) Open the **Home** tab, choose **Font size** , and then choose the appropriate

font size from the pull-down menu. You can also select any size between 1 and 1638 in the **Font size** pull-down menu.

In addition, you can click the  button and  button in the **Home** tab to increase and decrease the font size.

2.2.1.3. Setting the Font Style

The  button can make the selected text bold.

The  button can italicize the selected text.

The  button can transfer the selected text into small letters above the text baseline.

The  button can transfer the selected text into small letters below the text baseline.

The  button offers two emphasize marks. Click the arrow to select either a strike through or black dots under the selected text.

The  button can underline the selected text. Click the arrow to select different underline styles and colors.

The  button can change the color of the selected text. Click the arrow to select different available colors. Click the one you preferred.

The  button can highlight the selected text. Click the arrow to select different highlight colors.

2.2.2. Altering the Case

To alter the case you need to:

(1) Select the word that you want to change;

(2) Open the **Home** tab and click the arrow beside the Phonetic Guide icon  .

Choose the **Change Case** option. The **Change Case** dialog box will open and show as below:

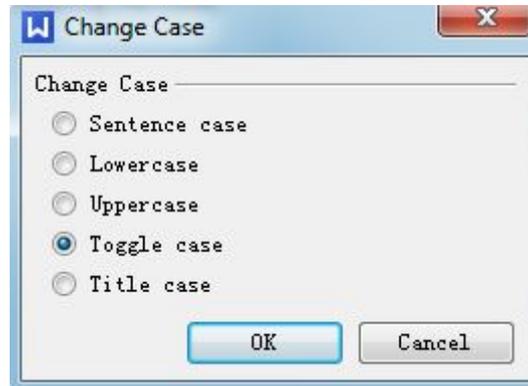


Figure 2.2—3 Altering the Case

(3) Select the style that you prefer;

(4) Click the **OK** button.

Tip: After using, the icon will switch to **Change Case** icon .

2.2.3. Clearing Formatting

To clear all formatting and leave only the plain text:

(1) Select the word of which you want to clear formatting;

(2) Open the **Home** tab and click the **Clear Formatting** icon . By doing this, all the patterns and formatting of the selected text will be cleared and only plain text will be left..

2.2.4. Character Shading

In order to shade characters simply:

(1) Select the applicable character;

(2) Open the **Home** tab and click the **Character Shading** icon . You can then add

shading to the selected character.

2.2.5. Enclosing Characters

To enclose a character:

(1) Select the character that you want to enclose:

- For Chinese character and full-width symbol, number, and letter, you must only select one character at a time.
- For a half-width symbol, number, and letter, you can select at least two characters at a time.

Open the **Home** tab and click the arrow beside the **Phonetic Guide** icon . Choose the **Enclose Characters** option. The **Enclose Characters** dialog box will open and show as below:

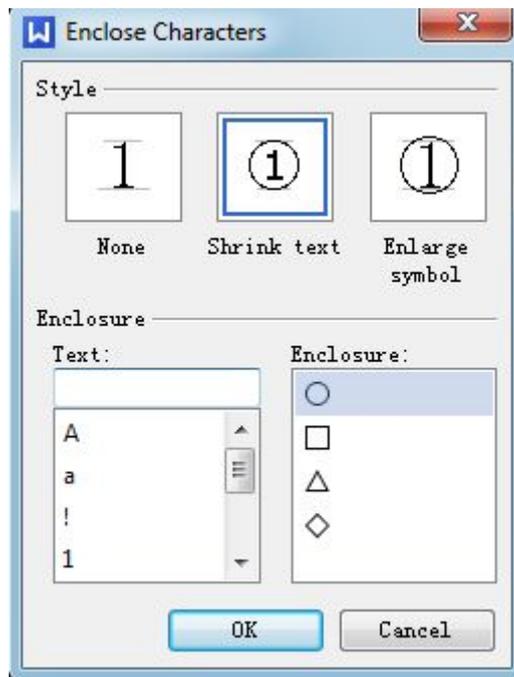


Figure 2.2—4 Enclosing Characters

Tip: After using, the icon will switch to Enclose Characters icon .

(2) Select the appropriate style and click the **OK** button. you can execute this

function to characters.

For example, to achieve the text "WPS ®", the steps are as follows:

- (1) Type in "WPS" and insert the brand symbol. Enter and select "R". Then click the **Enclose Characters** option. Choose the **Shrink text** option and click the **OK** button.
- (2) Select the edited symbol ®.
- (3) Click the **Superscript** button .

2.2.6. Setting Character Spacing

Right-click the mouse, choose the **Font** option, and open the **Font** dialog box. Choose the **Character Spacing** menu as below:

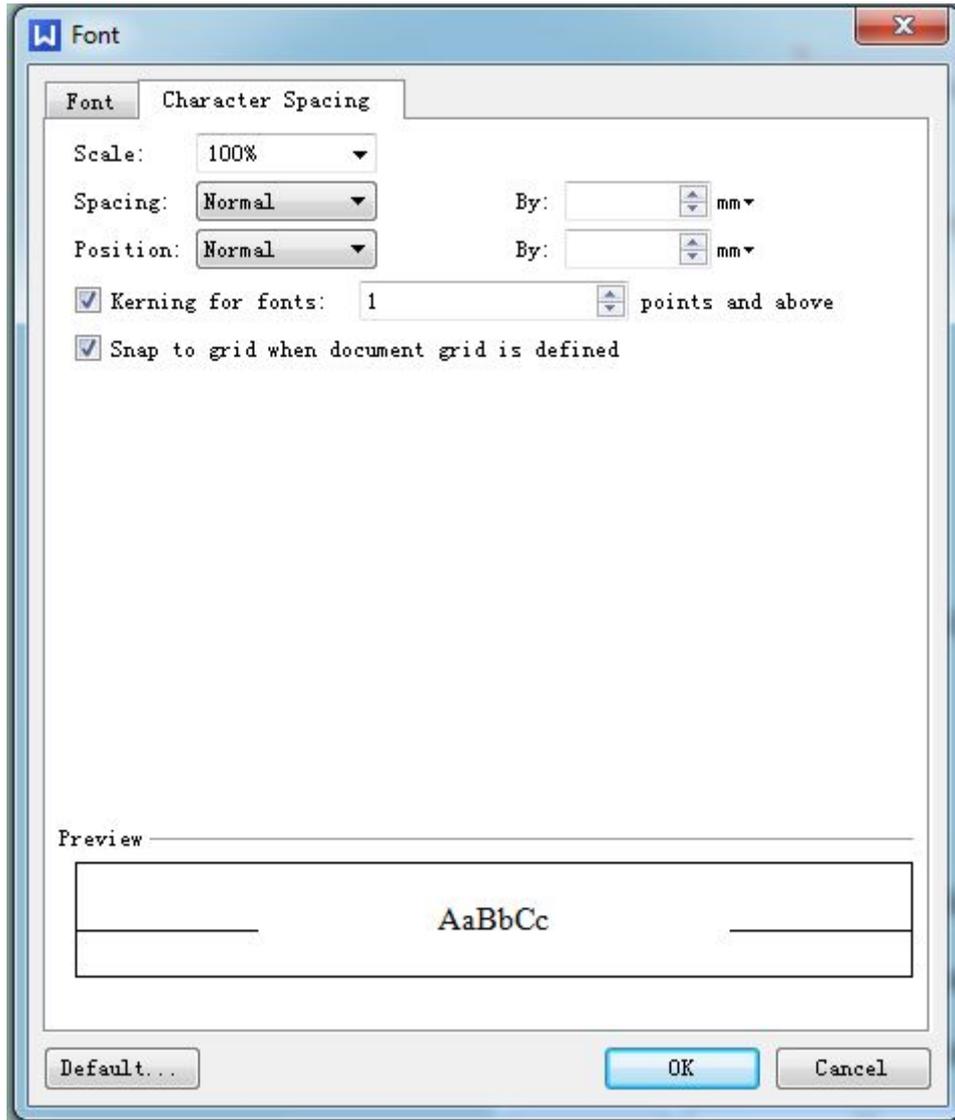


Figure 2.2—5 Setting character spacing

As shown by the figure, you can adjust the **Scale**, **Spacing**, and **Position** of a character in the **Character Spacing** menu.

2.3. Paragraphs Functions

2.3.1. Bullets and Numbering for Paragraphs

Kingsoft Writer offers a number of paragraph functions. The buttons are shown as below:

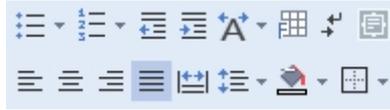


Figure 2.3—1 The paragraph functions buttons

Among them, the **Bullets and Numbering** options can be used to organize and present information clearly.

2.3.1.1. Inserting Bullet Points and Numbers for Paragraph

The steps to add bullets and numbering to a document are as follows:

- (1) Open the **Home** tab and click the drop-down arrow of the bullet points icon .

The bullet point option menu will open and show as below:

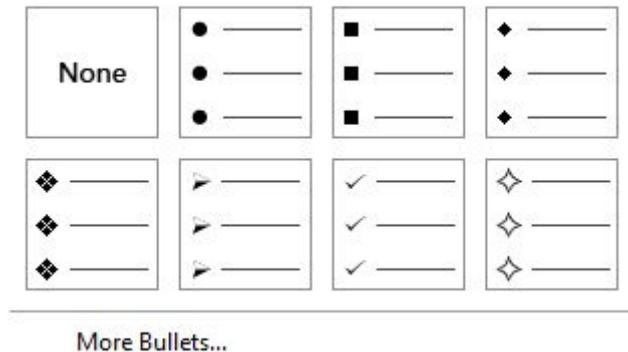


Figure 2.3—2 The bullet points option menu

- (2) You can choose one of the bullet point varieties from the list, or alternatively you can open the **Numbering** menu by clicking the drop down arrow of the numbering icon , and choose any of the numbering form you prefer:

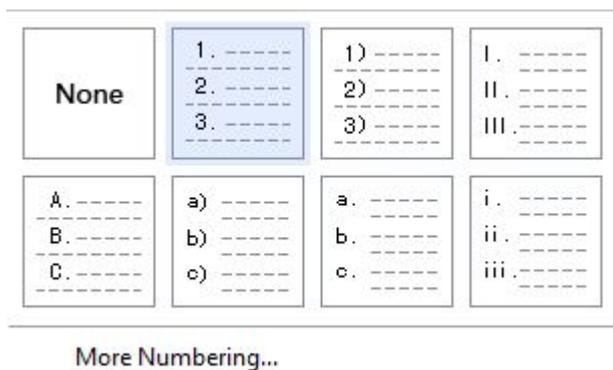


Figure 2.3—3 The Numbering tab

- (3) Insert the bullet or number.
- (4) Press the **Enter** key. Kingsoft Writer will automatically insert the next bullet point or number.
- (5) Click either **More Bullets** or **More Numbering** on Figure 1.3-2 and Figure 1.3-3 will open the **Bullets and Numbering** dialog box as below:

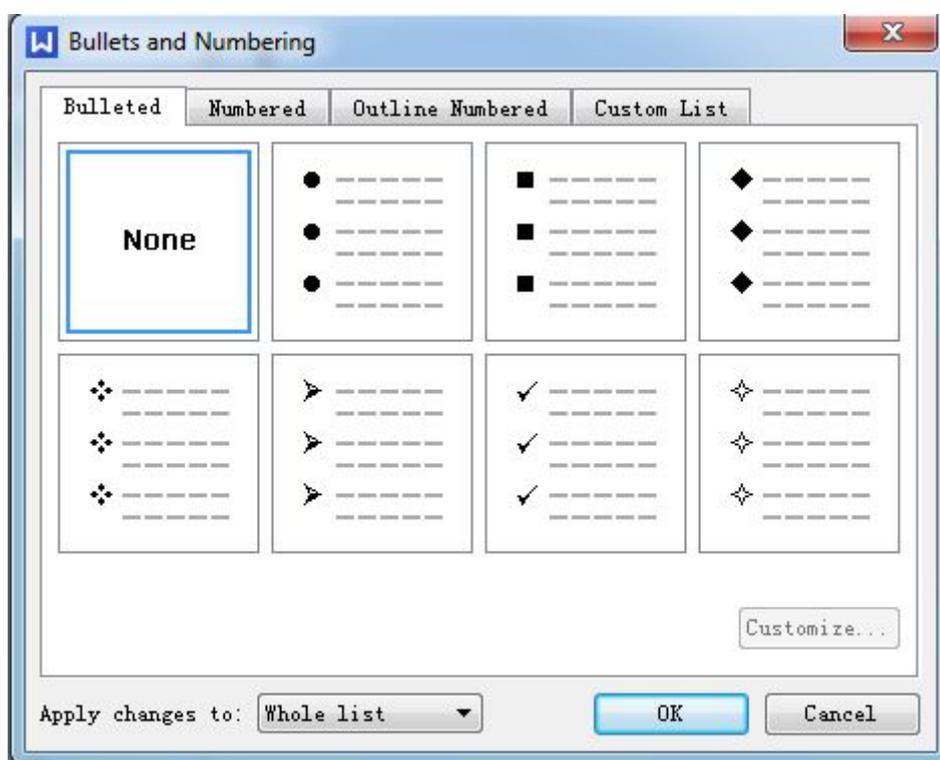


Figure 2.3—4 The Bullets and Numbering dialog box

You can choose any form that you preferred in the four menus.

Tips:

To stop the automatic insertion of further bullets or numbers into a list, you can use the **Backspace** key to delete the last bullet or number in the list.

2.3.1.2. Adding Bullet Points to Existing Text

In order to add bullet points to preexisting text you need to:

- (1) Select the appropriate passage;
- (2) Click the the drop-down arrow of the **bullets** icon in the **Home** tab and choose the bullet point variety that you like. If there are no suitable bullet varieties, you can open the **Bullets and Numbering** dialog box by clicking **More Bullets** option in the bottom.
- (3) The default option for bullet points in the menu is **None** and the **Customize** button at the bottom right is gray and unavailable. Change this by choosing any bullet points variety and clicking the **Customize** button. The **Customize Bulleted List** dialog box will open and show as below:

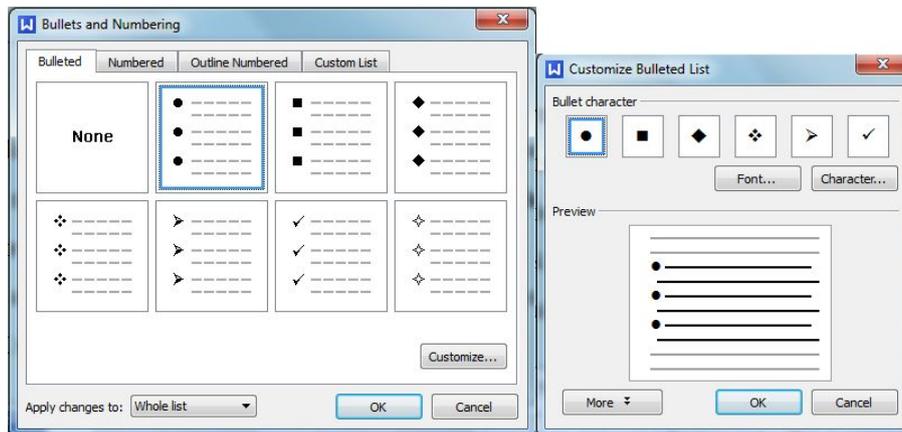


Figure 2.3—5 The Bullets and Numbering dialog box and Customize Bulleted List dialog box

- (4) You can establish the relevant settings in the **Customize Bulleted List** dialog box. If you need a special symbol as bullet points, click the **Character** button, open the

Symbol dialog box, and select one of the special symbols.

(5) You can also also click the **More** button and set the bullet position and text position. Click **OK** to add bullet points to your selected paragraphs:

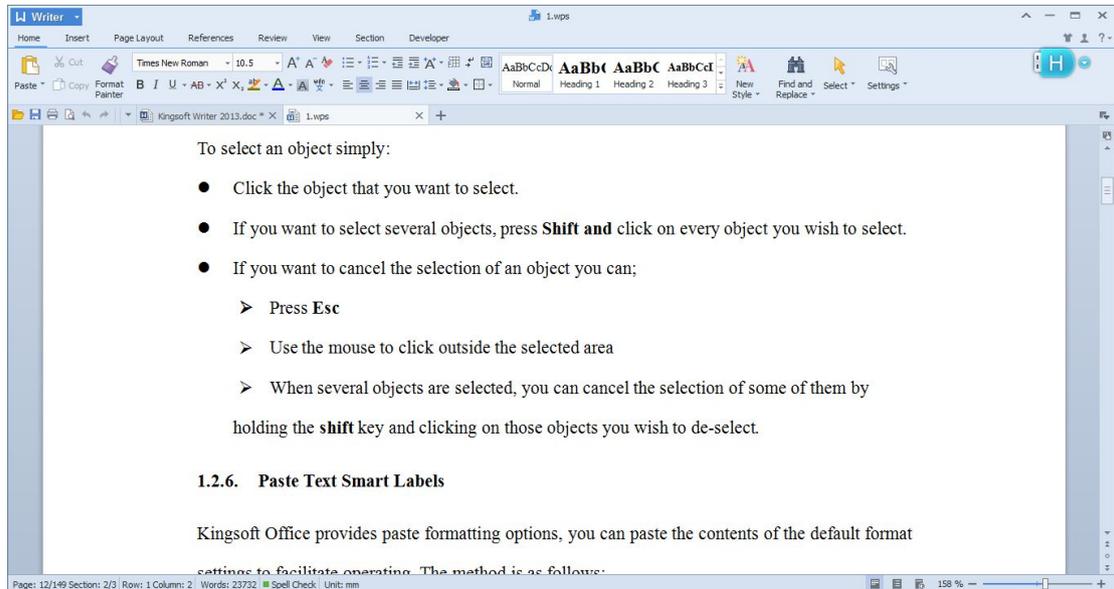


Figure 2.3—6 Paragraphs with bullet points

2.3.1.3. Auto Numbering

If you want to add numbers to pre-existing text simply:

- (1) Select the proper paragraph.
- (2) Open the **Home** tab and click the drop-down arrow of the **Numbering** icon. You can choose your preferred numbering variety. If there are no suitable varieties, click **More numbering** and open the **Bullets and Numbering** dialog box.
- (3) The default numbering in the **Numbered** tab is **None** and the **Customize** button at the bottom right is gray and unavailable. Choose any numbering style and click the **Customize** button.
- (4) Select the **Number style** drop-down list in the **Customize Numbered List** dialog

box. You can then select the number style that you prefer. Insert the desired number in the **Number Format** text box shown as below:

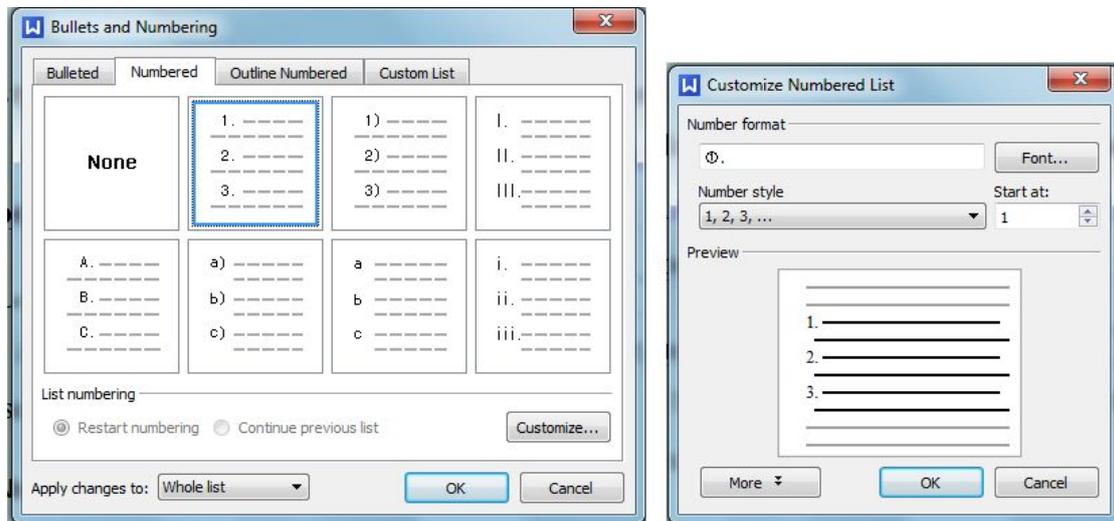


Figure 2.3—7 The Customize Numbered List dialog box

(5) You can also click the **More** button and set the number position and text position. Click the **OK** button to insert numbers to the selected paragraph.

2.3.1.4. Adding Outline Numbering

If you want to add outline number:

- 1) Choose **More Numbering** in the **Numbering** drop-down list in the **Home** tab.
- 2) Select the **Outline Numbered** tab, as shown below:

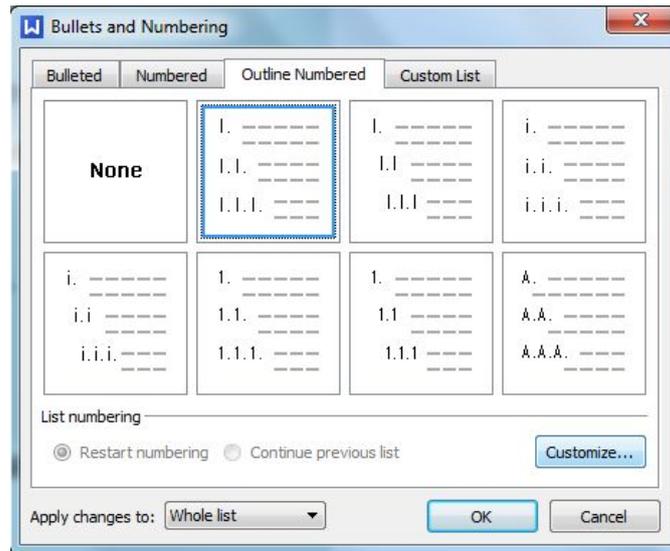


Figure 2.3—8 The Outline Numbered tab

- 3) Choose the desired list format. To use the **Customize** button, select a custom format then click the **Customize** button at the right bottom of the **Outline Numbered** tab.
- 4) Set outline numbering in the **Customize Outline Numbered List** dialog box.
- 5) Click **OK** to complete the process.
- 6) Insert list item and press **the Enter** key after each entry.
- 7) Place the insertion point after the list item, then press Tab or shift+tab. The list item can then be adjusted to an appropriate level:

precise indentation measurements in **Indentation** section. .

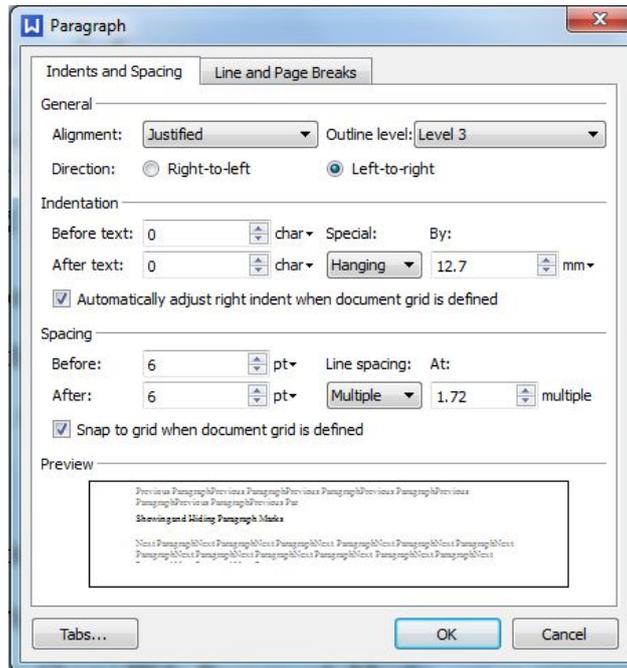


Figure 2.3—10 The Indentation and Spacing tab

2.3.3. Showing and Hiding Paragraph Marks

There are two ways to show or hide editing marks:

(1) Click **Show/ Hide Editing Marks** icon  in the **Home** tab. This will allow you to hid or reveal the editing marks.

(2) In the **Application** menu at the top left corner, , select the **Options** dialog box at the bottom right. Choose the **View** tab option. In the **Formatting Marks** section, select or deselect the **Paragraph Marks** check box as necessary.

2.3.4. Adding or Changing Tab Stops

Tab stop is a term describing the location where the cursor stops after the **Tab** key has been pressed. That is to say, when a tab stop is in place, you can immediately jump to another position on the page by pressing the **Tab** key. In addition, you can use tab stop to align your text into columns quickly and easily.

There are two types of tab stop: the default tab stop and the custom tab stop. The

default tab stop is the left tab in the ruler which is automatically set. The default spacing of two characters can be modified by the user. A custom tab stop is set up manually. After a custom tab stop is being established, all the custom tab stops to the left of the default tab stop are cleared. User can use the horizontal ruler or the **Tabs** dialog box to set up tab stops.

2.3.4.1. Adding Leader Tab Stops

You can use the tab stops with leader, the steps are as follows:

- (1) Place the cursor on a blank line;
- (2) Click the **Tabs** icon  in the **Home** tab. The **Tabs** dialog box will open and show as below:

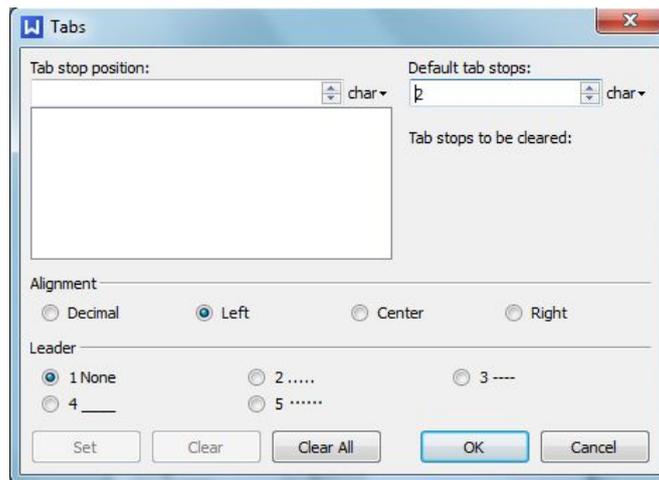


Figure 2.3—11 The Tabs dialog box

- (3) In the **Leader** tab, choose the appearance of the tab stop you prefer;
- (4) Click the **Set** button, and then click **OK**. Notice that the **Set** button may be gray and unavailable. Insert in the **Tab stop position** text box to start the **Set** button.
- (5) Enter a word at the beginning of the line, press the **Tab** key, move insertion point to tab that had been set, and a leader will appear in the left of insertion.

2.3.4.2. Adding Tab Stops

There is a **Tab Marker** button at the left end of the horizontal ruler. By clicking it,

you can open a drop-down menu show as below. It includes **Left Tab**, **Center Tab**, **Right Tab** and **Decimal Tab**.

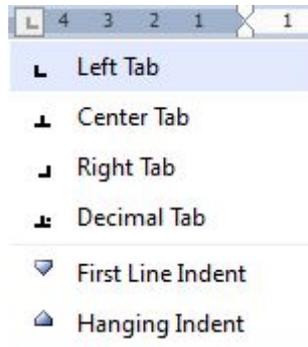


Figure 2.3—12 The tab menu

(1) Click on the ruler where you want to set the tab stop, the proper tab will appear on the ruler.

(2) By repeat the above steps, you can set different tab alignments.

(2) Press the **Tab** key, move the insertion point at the tab stops, and then enter the text in this alignment.

Name	Gender	Number	Score
Jack	Male	245124	87.5
Lily	Female	548721	86

Figure 2.3—13 Aligning text using tab

2.3.4.3. Changing Tab Stops

If you want to change the tab settings, click the **Tabs** icon or double-click the tab stop on the ruler. In the **Tabs** dialog box insert or select the value for the distance between tab stops in the **Default tab stops** text box. Click the **OK** button to complete the changes.

2.3.4.4. Removing Tab Stops

There are two ways to remove a tab stop.

- Using the horizontal ruler.

Place the insertion point within the paragraph from which you want to remove the tabs, the ruler will show the tab stops in the current paragraph. Place the cursor upon the tab stop symbol that you want to remove, drag it off the horizontal ruler, and release the mouse.

- Using the dialog box.

(1) Make sure the insertion point is in the paragraph from which you wish to remove the tabs.

(2) Select the **Tabs** option and open the **Tab** dialog box.

(3) Click the **Clear** button or **Clear All**.

(4) Click **OK** to complete the operation.

2.3.5. Alignment

Kingsoft Writer offers five different alignment alternatives: **Align Text Left** , **Align Text Right** , **Center** , **Justify** , and **Distributed** . The steps to applying one of these options are as follows:

(1) Select the text you want to align.

(2) Click the **Alignment** buttons in the **Home** tab.

You can also set alignment by using the **Paragraph** dialog box, the steps are as follows:

(1) Position the insertion point in the text which you want to align.

(2) Right-click the mouse and choose the **Paragraph** option. Open the **Paragraph** dialog box and select the **Indents and Spacing** tab:

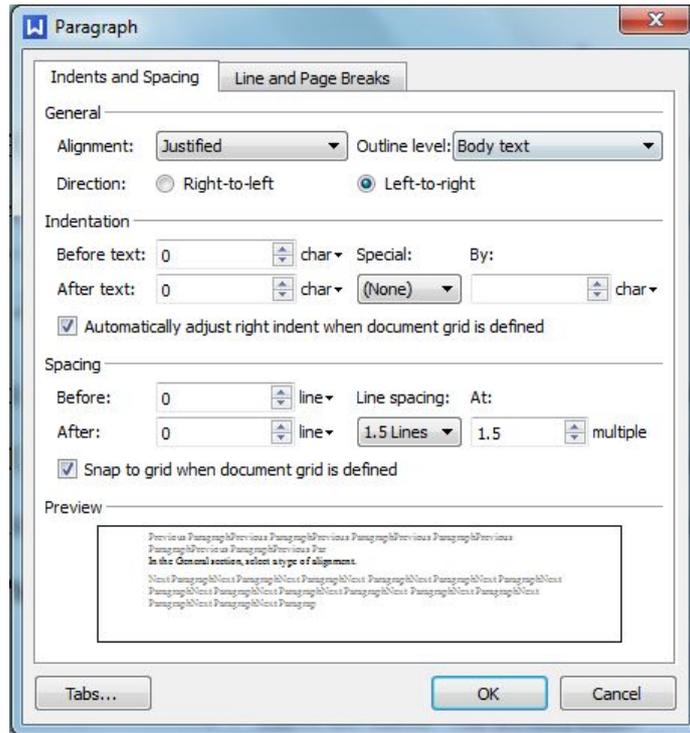


Figure 2.3—14 The Indentation and Spacing tab

- (3) In the **General** section, select a type of alignment.
- (4) Click the **OK** button to apply the selected alignment.

2.3.6. Line Spacing

In order to set up line spacing simply follow these steps:

- (1) Click the **Line Spacing** icon  in the **Home** tab and select the value which you like in the drop-down list to set the line spacing. Select **More** and the **Paragraph** dialog box will open and show as follows:

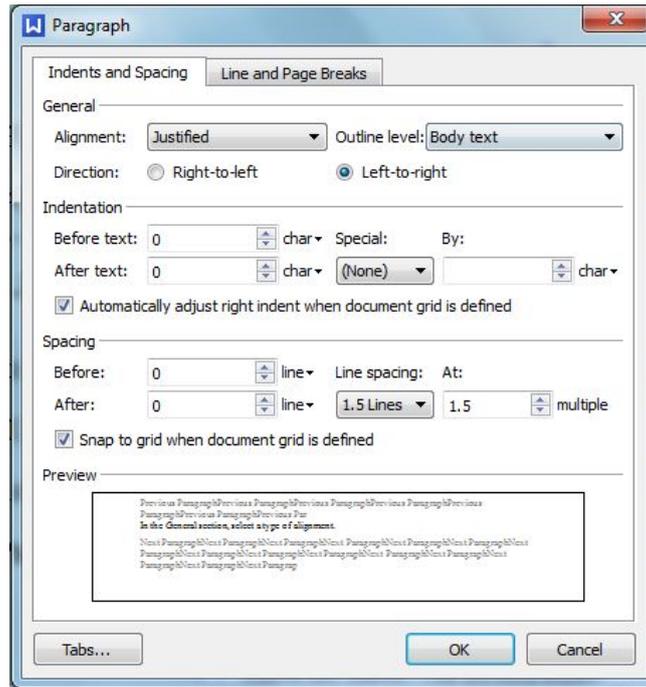


Figure 2.3—15 The Paragraph dialog box

(2) In the **Spacing** section you can select the exact distance between the lines that you prefer.

(3) Click **OK** to complete the operation.

2.3.7. Shading

Click the arrow of the **Shading** icon  in the **Home** tab, you can then choose the shading color that you would like for a word or paragraph from the **Fill** list. Furthermore, by choosing **More Fill Colors** option at the bottom, you can choose more fill colors.

Tips: When you add shading, it only applies to the word or paragraph you selected rather than to the whole page.

2.3.8. Setting Borders

Click the **Outside Borders** icon  in the **Home** tab. You can then choose a variety of different borders from the drop-down list to apply to the selected text or words.

2.4. Styles

A style is a collection of formatting instructions that you can use repeatedly throughout the document to improve efficiency and presentation.

2.4.1. Using a Style

To use a style:

- (1) Position the cursor in the paragraph whose format you want to change.
- (2) Click the arrow of the **Settings** icon at the end of the **Home** tab and choose the **Styles and Formatting** option in the drop-down list. The **Styles and Formatting** task window will open and show at the right side of the window. See below:

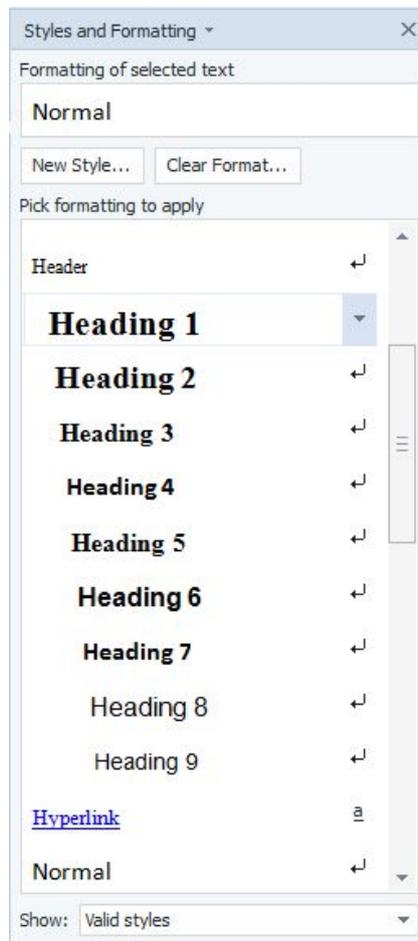


Figure 2.4—1 The Styles and Formatting task window

- (3) The main styles will be displayed in the **Style and Formatting** task window.

When you select one of them, that style will be applied to the paragraph in which the cursor is located.

Tips: It is quicker to select the style you like by clicking it on the **Home** tab. If you do not see the style you want, click the  button to expand the **Style** library.

2.4.2. Creating a New Style

The steps to creating a new style are as follows:



(1) Click the arrow on the **New Style** icon in the **Home** tab and choose the **New Style** option. The **New Style** dialog box will open. You can also click **New Style** in the **Style and Formatting** task window to open the **New Style** dialog box:

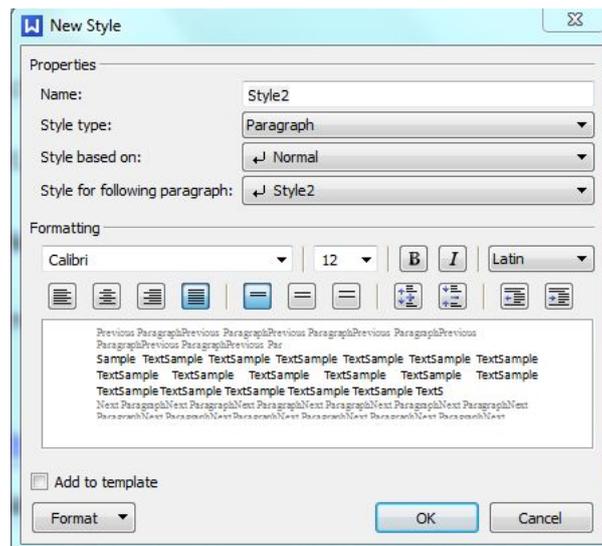


Figure 2.4—2 The New Style dialog box

- (2) Enter the style name in the **Name** option.
- (3) Click the **Format** button and open the drop-down list. There are six formatting options: **Font**, **Paragraph**, **Tabs**, **Border**, **Numbering**, and **Shortcut**. You can choose any one of them to set the style.
- (4) Click **OK** to complete the operation.
- (5) The new style will appear in the **Styles** list presented in the **Home** tab.

2.4.3. Style Reference Field

To use style reference field:

- (1) Select the **Header and Footer** icon in the **Insert** tab to edit either the document Header or Footer.
- (2) Move the cursor to the position where you want to insert the **StyleRef**.
- (3) Click the **Fields** icon in the **Insert** tab. The **Fields** dialog box will open and show as follows:

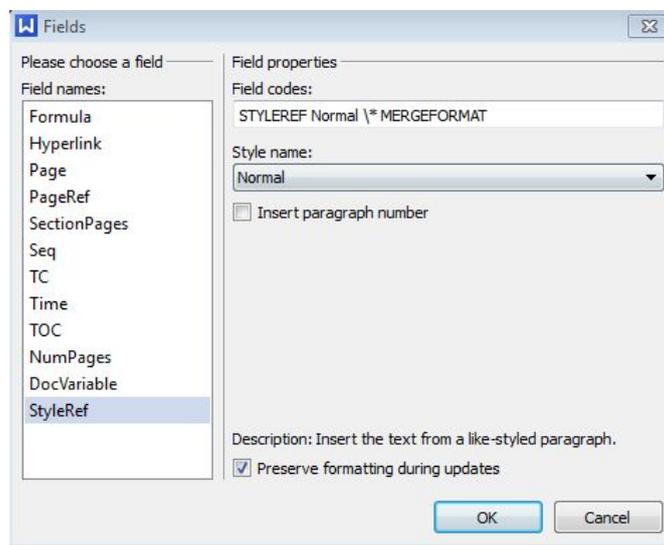


Figure 2.4—3 The Fields dialog box

- (4) Select **StyleRef** from the **Field names** drop-down list; choose a style in the **Field code** such as text.
- (5) Click the **OK** button to complete the operation.

2.4.4. Modifying the Style

If you are not satisfied with the default style or the style you have customized, you can modify it by the following steps:

- (1) Click the arrow on the **Settings** icon at the end of the **Home** tab. Choose the **Styles and Formatting** option and open the **Styles and Formatting** task window.
- (2) Select the style that you want to modify in the **Pick formatting to apply** section,

and then choose the **Modify** option in the pop-up menu by right-clicking:

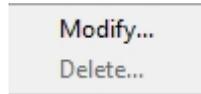


Figure 2.4—4 The shortcut menu

(3) Open the **Modify Style** dialog box:

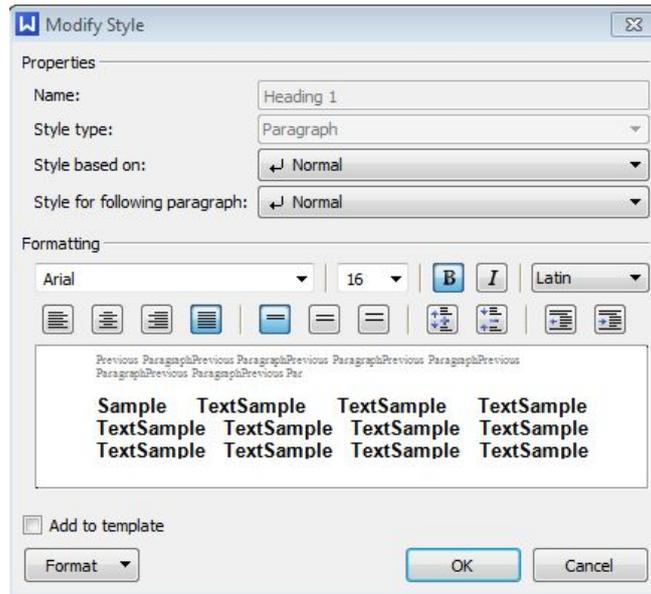


Figure 2.4—5 The Modify Style dialog box

(4) If you want to check and modify more options, select the **Format** option from the dialog box and modify any options you like.

(5) Click **OK** to close the dialog box.

Tip: If you modify the style by the **Styles and Formatting** task window, all other documents in the same text style will also be modified.

2.4.5. Applying a Style

There are two ways to apply a style:

(1) Click the style that you prefer presented in the Home tab.

(2) Open the **Style and Formatting** task window and simply click the style you prefer in the **Pick formatting to apply** list. It will be applied.

2.4.6. Deleting a Style

To delete a style, select **Delete** option in the shortcut menu as shown in Figure 2.4-4. However, the style that comes with Kingsoft Writer cannot be deleted.

You can directly use the **Styles and Formatting** task window to set the document format. The steps are as follows:

- (1) Position the insertion point in the text whose style you wish to change.
- (2) Open the **Styles and Formatting** task window by choosing the **Styles and Formatting** option in the drop-down list of the **Setting** icon:

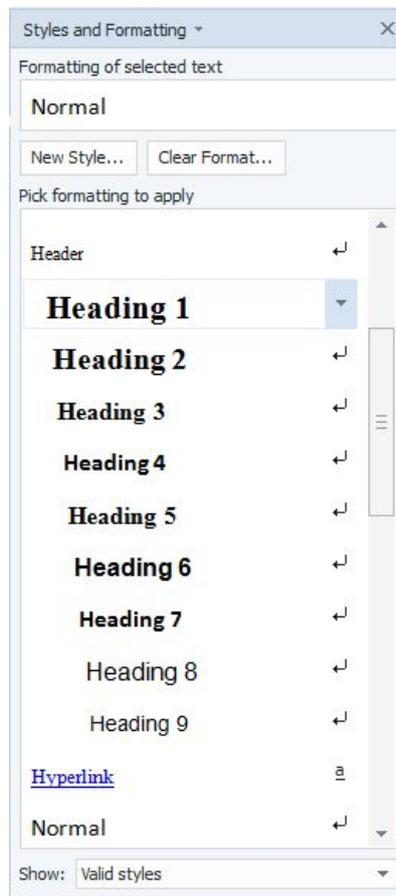


Figure 2.4—6 The Styles and Formatting task window

- (3) Select the style that you want to modify in the **Pick formatting to apply** section. Choose **Delete** in the pop-up menu by right-clicking and you can delete the user-defined style.

2.5. Editing

2.5.1. Finding

To find a word or phrase in your document, you need to:

Click the arrow on the **Find and Replace** icon  in the **Home** tab :

(1) Select **Find** option in the drop-down list and open the **Find and Replace** dialog box, shown as follows:

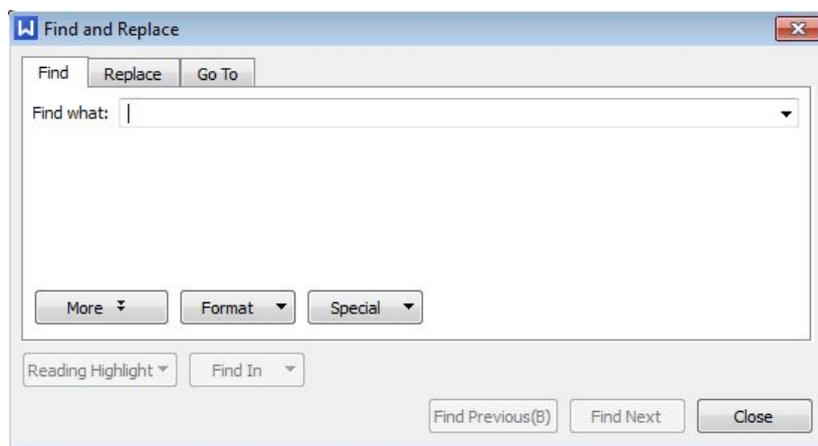


Figure 2.5—1 The Find and Replace dialog box

- (2) Go to the **Find** tab, enter the text you want to find in the **Find what** text box.
- (3) Select the **Find Next** button to start the search, if the search option is not in the text, there will be a dialog box alerting you that Kingsoft Writer has finished searching the document.
- (4) To search for the next result matching your search option, click **Find Next** again.
- (5) Click **Close** to return to the text.

2.5.2. Going To

To find and go to a word or phrase in your document you need to:

(1) Click the arrow on the **Find and Replace** icon  in the **Home** tab. Select **Go to** option in the drop-down list and open the **Go To** tab as follows:

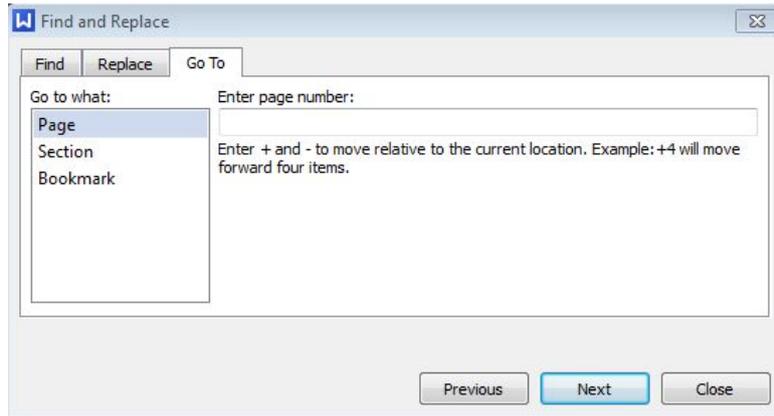


Figure 2.5—2 The **Go To** tab

- (2) Select one of the Page, Section, or Bookmark options in the **Go to what** section.
- (3) Enter corresponding page number, section number or Bookmark name in the box and then press Next to go to the specified location in the document.
- (4) Press Close to exit.

2.5.3. Replacing

To find and replace a word or phrase in your document you need to:

- (1) Click the arrow on the **Find and Replace** icon  in the **Home** tab. Select the **Replace** option in the drop-down list and open the **Replace** tab as follows:

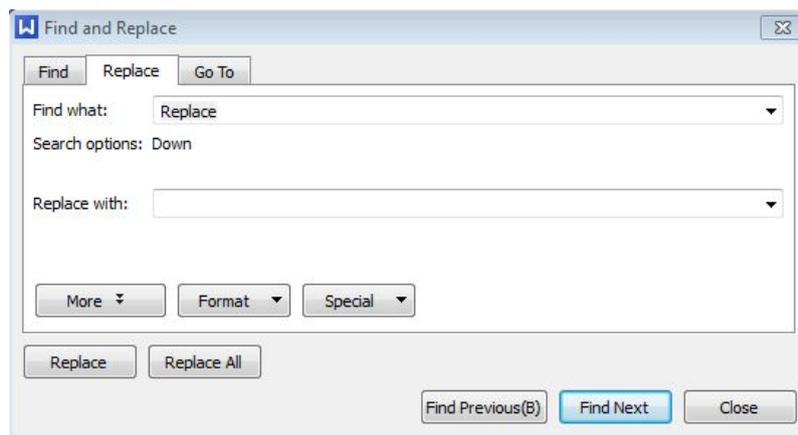


Figure 2.5—3 The **Replace** tab

- (2) Enter the text you want to replace in the **Find what** text box.

(3) Enter the text you want to replace with in the **Replace with** text box.

Tip: If you do not enter any characters in the **Replace with** text box, the program will delete all results matching the search criteria.

(4) Click the **Find Next** button to start the search. When a match is found it will return to the document to display the text. You can then do one of the following:

- To search for the next text match, click **Find Next**.
- To replace the text with what you have entered in the **Replace with** text box, simply click **Replace** button.
- To replace all of your search results in one move with the same replacement, click **Replace All** button.



Figure 2.5—4 A pop-up alert detailing the number of replacements

- Click the **OK** button to return to the **Find and Replace** dialog box, then click the **Close** button to return to the document.
- When you find the results of incorrect replacement, you can click on the **Undo** button  in the **Quick Access** toolbar to undo the replace operation.

2.5.4. Selecting

To find and select a word or phrase in your document you need to:

Click the arrow on the **Select** icon  in the **Home** tab and open the drop-down list:

- To select the entire contents of the document, choose **Select All**.
- To select something hidden, stacked, or behind the shape of the text, select the **Select Objects** option, and then draw a box in the shape of the above.
- To select table with dashed borders, choose the **Select Table with Dashed**

Borders option.

- Select the **Selection Pane** option and open the **Selection Pane** task window. You can get a whole look of the shapes on the current document.
- To select other objects, such as pictures, graphics, or charts, press and hold the **Ctrl** key while you select the object.

3. The Insert Tab

3.1. Page Breaks

Kingsoft Writer will automatically begin a new page when the previous one is finished. However, you can also break the page manually at a specific location so as to meet your individual demands.

3.1.1. Insert Page Breaks

To insert a break in the page, follow these steps:

(1) Place the insertion point to the place where you wish to make the break.

(2) Open the **Insert** tab and click the arrow on the **Breaks** icon . Choose the **Page Break** option in the drop-down list to insert the page break.

Tips:

- **<Ctrl+Enter>** is a shortcut that will also insert a page break.
- To delete a page break, place the insertion point at the end of the last page, and then press **Delete**.

3.1.2. Column Break

To insert a column break, follow these steps:

(1) Choose the **Column Break** option in the aforesaid drop-down list to insert a

column break in the document.

- (2) Press **Backspace** key to delete the inserted column break.

3.1.3. Text Wrapping Break

To insert a text wrapping break, follow these steps:

- (1) Choose the **Text Wrapping Break** option in the aforesaid drop-down list or press **<Shift+Enter>** shortcut key to insert a text wrapping break in the document.

- (2) Press **Backspace** key to delete the inserted text wrapping break.

3.1.4. Next Page Section Break

- (1) Choose the **Next Page Section Break** option in the aforesaid drop-down list to insert a next page section break in the document. The contents after the cursor will be separated to the next page from the former contents.

- (2) Press **Backspace** key to delete the next page section break.

3.1.5. Continuous Section Break

- (1) Choose the **Continuous Section Break** option in the aforesaid drop-down list to insert a section break in the document. The contents after the cursor will be separated from the former contents but in the same page .

- (2) Press **Backspace** key to delete the continuous section break.

3.1.6. Even Page Section Break

- (1) Choose the **Even Page Section Break** option in the aforesaid drop-down list to insert a section break in the even pages of the document.

- (2) Press **Backspace** key to delete the even page section break.

3.1.7. Odd Page Section Break

- (1) Choose the **Odd Page Section Break** option in the aforesaid drop-down list to insert a section break in the odd pages of the document.

- (2) Press **Backspace** key to delete the odd page section break.

3.2. Inserting Blank Page

By clicking the **Blank Page** icon in the Insert tab, you can then insert a new page into the current document. Choose either **Vertical** or **Horizontal** options in the drop-down list to insert the corresponding page.

3.3. Tables

Tables in Kingsoft Writer are made up of multiple rows and columns, in which you can insert items such as text, numbers, and graphics in order to help you carry analysis more quickly and present information more conveniently.

3.3.1. Inserting Tables by the Toolbar

To insert a table using the **Toolbar**:

- (1) Position the insertion point where you want to insert the table.

- (2) Click the **Table** icon  in the **Insert** tab. The Insert Table drop-down list will open and show as in figure 2.2-1.

- (3) Move the cursor to draw a table to whatever dimensions you like. Kingsoft Writer automatically adjusts the number of rows and columns of the table according to the position of the cursor as the width and the length of the table increases or decreases:

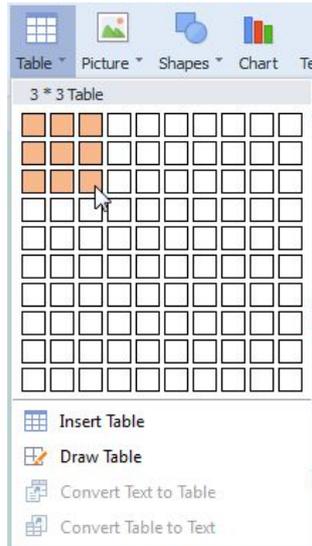


Figure 3.3—1 Specifying the number of rows and columns in a table

(4) Release the mouse when you are satisfied with the dimensions of the table..

3.3.2. Inserting Tables by the dialog Box

To insert a table using the dialog box:

- (1) Position the insertion point where you want to insert the table.
- (2) Select the **Insert Table** option in the **Insert Table** drop-down list to open the dialog box as follows:

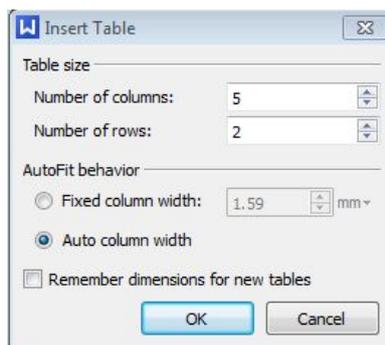


Figure 3.3—2 The Insert Table dialog box

(3) Enter the number of rows and columns you want and choose the appropriate column width.

(4) There are two options in the **AutoFit behavior** section:

- **Fixed column width:** column width becomes an exact value that can be specified in the adjacent numerical scroll-through list.
- **Auto column width:** the width of the columns is the same as the width of the page.

(5) Click the **OK** button to complete the insertion of the table.

3.4. Table Tools

After inserting a table, you can find the **Table Tools** tab and **Table Style** tab presented in line with the **Home** tab. You can use the **Table Tools** tab to insert, adjust, or modify the inserted table.

3.4.1. Drawing a Table

To draw complex tables, follow these steps:

(1) Select **Draw Table** option in the **Insert Table** drop-down list. You can also click

the **Draw Table** icon  in the aforesaid **Table Tools** tab.

(2) Click the drop-down arrow on the **Line Style** icon  and **Line Width** icon  in the aforesaid **Table Style** tab to specify the line of the table borders.

(3) Click the **Draw Table** icon  and the mouse point will be changed into a pen.

(4) In the editing area, drag the mouse to draw a table in the size and shape that you need.

(5) When you are satisfied, release the mouse.

(6) Click the **Draw Table** icon to draw horizontal, vertical, or diagonal lines in the box to form a cell.

(7) After you have finished drawing your table, click **Draw Table** icon again, this will revert the mouse back to its normal shape.

3.4.2. Drawing and Erasing Lines in a Table

3.4.2.1. Drawing the Border Lines of a Table

You can draw the border lines in a table by simply using the **Draw Table** function:

- (1) Click the arrow on the **Table** icon  in the **Insert** tab. Choose **Draw Table** option in the drop-down list.
- (2) After the mouse has changed into a pen shape, press the left mouse button and drag the mouse to draw a table where you like.
- (3) Release the mouse to complete the drawing as follows:

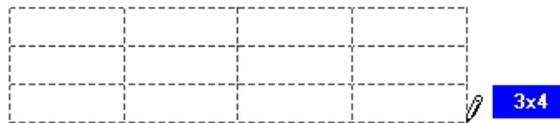


Figure 3.4—1 Drawing the border lines of the table

3.4.2.2. Erasing Lines in a Table

To erase a line in a table:

- (1) Click **Eraser** icon  in the **Table Tools** tab **or** the **Table Style** tab.
- (2) After the mouse changed into the shape of an eraser, press the left mouse button to begin erasing the lines of the table.
- (3) Release the mouse when finished.

3.4.3. Selecting a Cell, Row, or Column

3.4.3.1. Selecting a Cell

- Select a cell: Move the cursor to the left of the cell and left-click after it changes into an arrow pointing up and right to select the cell.

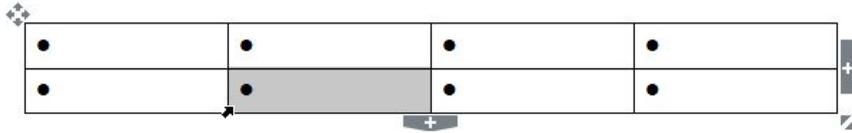


Figure 3.4—2 Selecting a cell

- Selecting continuous cells: Either by holding down the left mouse button and dragging it over the desired cells, or by selecting the first cell and clicking the last cell you need while holding the **Shift** key.
- Selecting non-continuous cells: Select the first cell and individually click every other cell that you need while holding the **Ctrl** key.

3.4.3.2. Selecting a Row or a Column of a Table

- Selecting a single row: Move the cursor to the left of the line and click after it changes into an arrow pointing up and right:

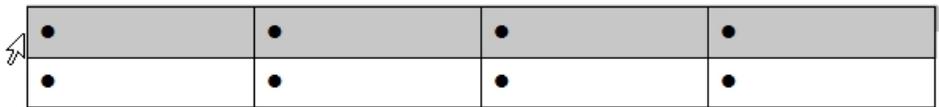


Figure 3.4—3 Selecting a row

- Selecting a single column: Move the cursor to the top of the column and click after it changes into a black arrow pointing downwards to select the column:

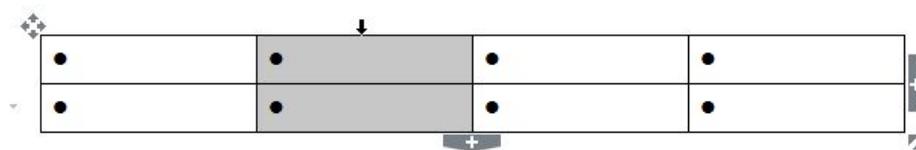


Figure 3.4—4 Selecting a column

- Selecting several non-continuous rows or columns: select a row or column and then select other rows or columns you need while holding the **Ctrl** key.
- Selecting several continuous rows or columns: select the first row or column and then select the last row or column that you need while holding the **Shift** key.

3.4.3.3. Selecting the Entire Table

There are three ways to select the entire table:

- Using the **Select All** icon: place the insertion point anywhere in the table and the **Select All** icon will appear at the top left corner of the table. Simply click this icon to select the entire table.
- Using the shortcut key: place the insertion point anywhere in the table and press **<Ctrl+A>** shortcut key to select the entire table.
- Right clicking: place the cursor within the table and right-click the mouse to open the context menu. Choose the **Select Table** option to select the entire table:

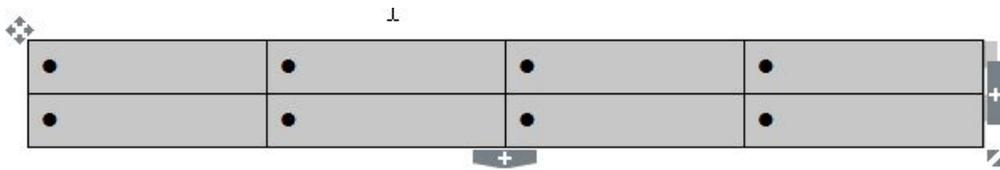


Figure 3.4—5 A selected table

Select part of the table area with dashed borders. The steps are as follows:

- (1) Click the arrow on the **Select** icon in the **Home** tab and choose the **Select Table with Dashed Borders** option in the drop-down list, or drag the right mouse button to start this function automatically.
- (2) Drag the intersection of the dashed border over part or the whole table. The intersection of the dashed border and the table will be highlighted. Release the mouse to select this region. If you have nested tables, the nested tables in the selected area are also highlighted as below:

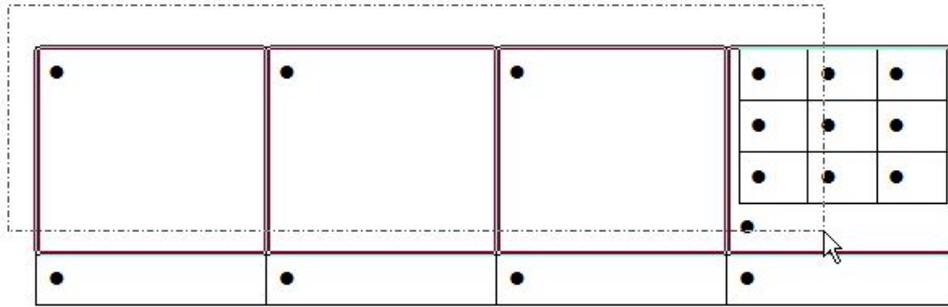


Figure 3.4—6 Drag the dashed borders to choose table

Click anywhere outside of the table to cancel the selection of cells, rows, columns or the table.

In addition, click to select cell, row, column, table, etc. The steps are follows:

(1) Move the insertion point to the cell of the table, choose the **Table Tools** tab in line with the **Home** tab.

(2) Click the **Select Table** icon  to open the drop-down list and you can choose **Select Cell**, **Select Column**, **Select Row**, **Select Table**, and **Select Table with Dashed Borders** based on your requirements.

3.4.4. Entering Contents into the Table

To insert text in the table, move the insertion point into the cell where you want to insert text, and then insert the text. If the text you entered exceeds the cell width, it will automatically wrap to the next line and increase the row height. If you want the cell to start a new paragraph, press the **Enter** key and the row height will increase accordingly.

If you want to move to the next cell to insert text, you can click the cell with the mouse or press the **Tab** key to move the insertion point, and then enter the appropriate text.

3.4.5. Formatting Contents in the Table

You can set the font, font style, font size, color, alignment, etc. of the text in the cell.

3.4.5.1. Setting Font Format of the Text in the Cell

The steps are as follows:

- (1) Select the cell in which you want to set the font of the text.
- (2) You can set the font, font style, font size, color, etc. in the **Table Tools** tab.
- (3) Click the **OK** button to exit.

3.4.5.2. Aligning Style in the Table

The steps are as follows:

- (1) Select the cells for which you want to set the align style and go to the **Table Tools** tab.

- (2) Click the arrow on the **Alignment** icon  and select the align style you prefer in the drop-down list.

3.4.6. Moving and Re-sizing Tables

3.4.6.1. Moving a Table

Kingsoft Writer offers two ways to move a table:

- Use the **Select All** icon:

(1) Place the insertion point anywhere in the table and the **Select All** icon will then appear in the top left corner of the table.

(2) Drag the **Select All** icon by using the left mouse button to move the table to a new location.

- Use **<ALT>**+the left mouse button:

Place the insertion point anywhere in the table and press the **<Alt>** key and the left mouse button. The cursor will change into this icon  and you can move the table:

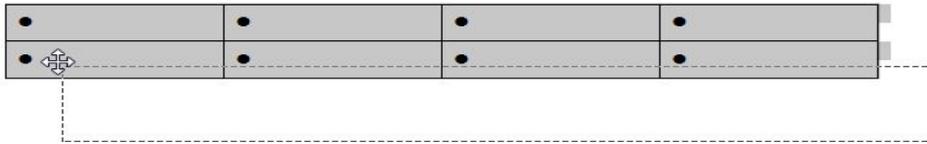


Figure 3.4—7 Moving a table

3.4.6.2. Re-sizing Tables

The steps are as follows:

- (1) Place the insertion point anywhere in the table. This will produce a re-size handle at the bottom right corner.
- (2) Place the cursor on the re-size handle. After it changes into a diagonal double-headed arrow, hold down the left mouse button and drag it to re-size the table.
- (3) When you drag, the table will appear as a dotted border shown as below:

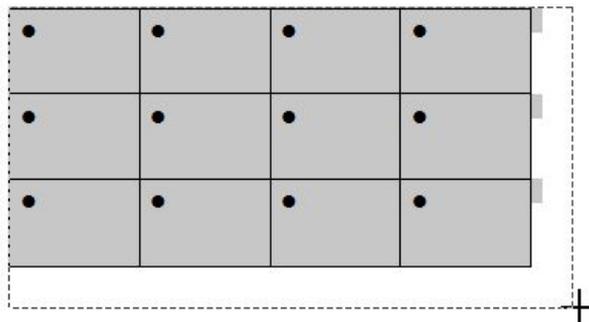


Figure 3.4—8 Drag the handle to re-size the table

- (4) When the table reaches the proper size, release the left mouse button.

3.4.7. Table Properties

You can set table properties, including the alignment, wrapping, row height, column width, and cell size by using the **Table Properties** dialog box.

3.4.7.1. The Alignment of a Table

There are altogether nine styles of alignment and you can choose any of them by the following steps:

- (1) Place the insertion point anywhere in the table, and select the **Table Tools** tab.
- (2) Select the **Table Properties** icon. You can also right-click and choose **Table Properties** option from the context menu:

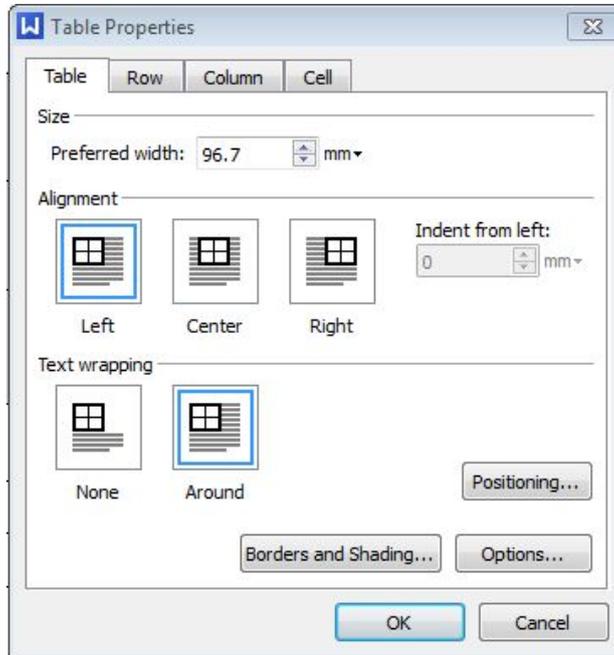


Figure 3.4—9 The Format Table dialog box

- (3) Select one of the alignment styles in the **Alignment** section of the **Table** tab.
- (4) Click **OK** to exit.
- (5) Or you can click the arrow on the **Alignment** icon in the **Table Tools** tab and choose any of the styles you prefer in the drop-down list.

3.4.7.2. Text Wrapping in the Table

The steps are as follows:

- (1) Place the insertion point anywhere in the table and select the **Table Tools** tab.
- (2) Select the **Table Properties** icon and open the **Table Properties** dialog box.
- (3) Choose **Around** option in the **Text wrapping** section of the **Table** tab.
- (4) Click **OK** to exit.

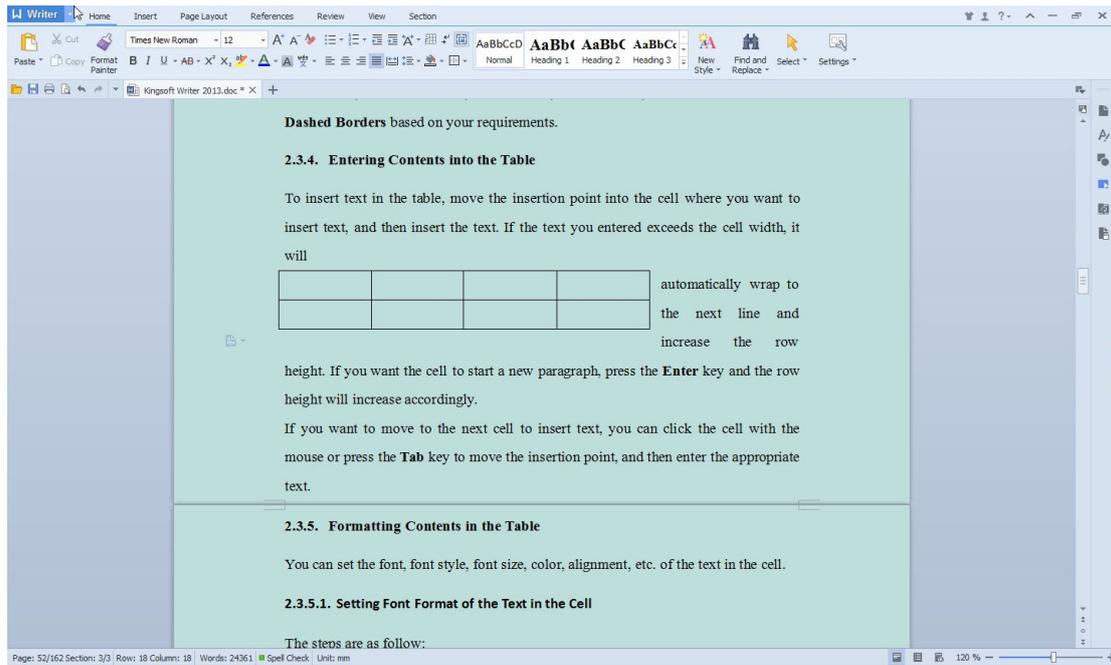


Figure 3.4—10 Text wrapping

3.4.7.3. Adding Borders and Shading to the Table

You can insert different borders and shading based on your needs by the following steps:

- (1) Place the insertion point anywhere in the table and select the **Table Tools** tab.
- (2) Click the **Table Properties** icon and open the dialog box.
- (3) Click the **Borders and Shading** button and open the **Borders and Shading** dialog box shown as below:

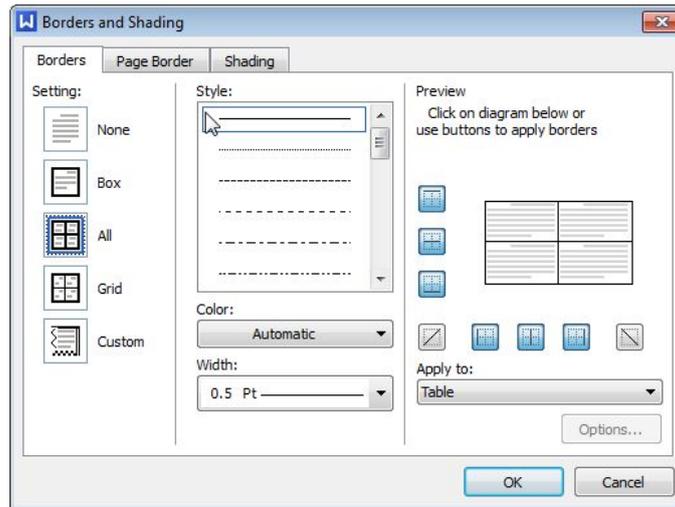


Figure 3.4—11 The Borders and Shading dialog box

- (4) Select the **Borders** tab and choose **Table** in the **Apply to** drop-down list.
- (5) Select the border pattern in the **Setting** section.
- (6) Select the style of the border line, such as the double-line option in the **Style** section. Meanwhile, an effect figure will appear in the **Preview** section.
- (7) Select the color of the border in the **Color** drop-down list and select the width of the border line in the **Width** drop-down list.
- (8) Click **OK** to exit.

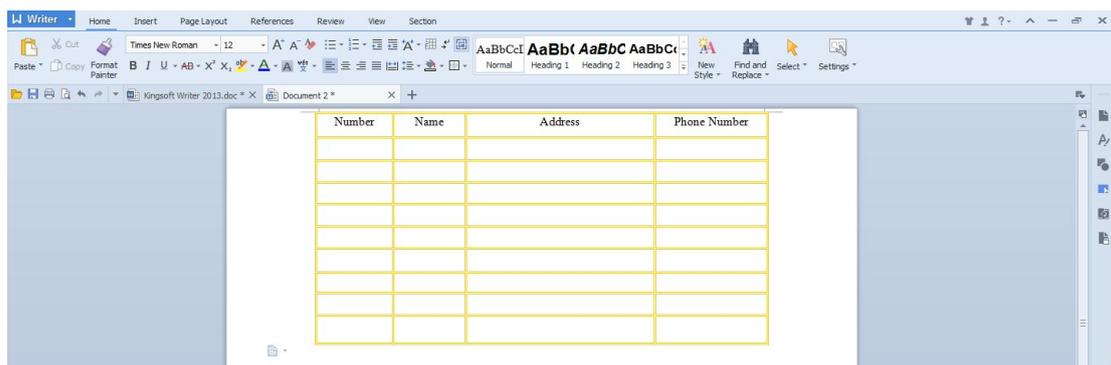


Figure 3.4—12 A table with a border

To set different border for different cells within the same table, for example to change the bottom border line of the sixth row of a table into a thicker line by the following steps:

(1) Place the insertion point to the left of the sixth row of the table. After the cursor changed into an arrow, click the right mouse button to select the whole line:

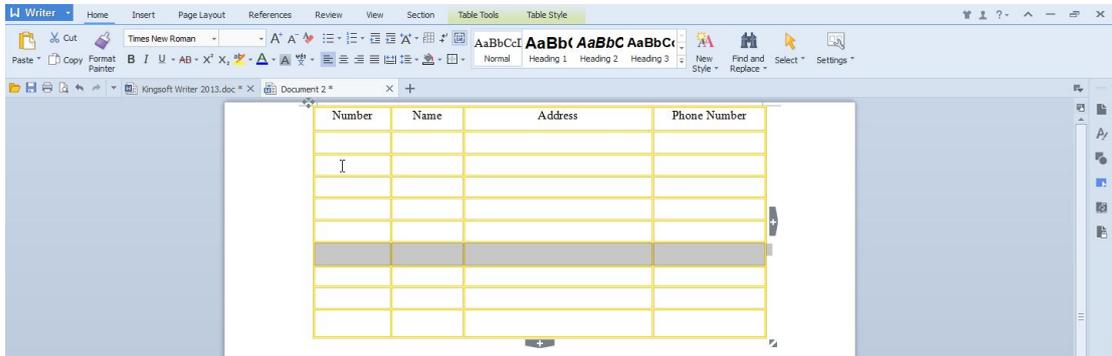


Figure 3.4—13 Selecting the cells to add borders

- (2) Click the **Table Properties** icon and open the dialog box.
- (3) Click the **Borders and Shading** button and open the **Borders and Shading** dialog box.
- (4) Select the **Borders** tab and choose **Cell** in the **Apply to** drop-down list.
- (5) Select **Custom** option in the **Setting** section.
- (6) Select single line in the **Style** section, select the color red in the **Color** drop-down list, and select 1.5 pt for the border line in the **Width** drop-down list.
- (7) Click the **Bottom border** button  in the **Preview** section, or directly click the bottom border on the previewed table.
- (8) Click **OK** to complete the operation.

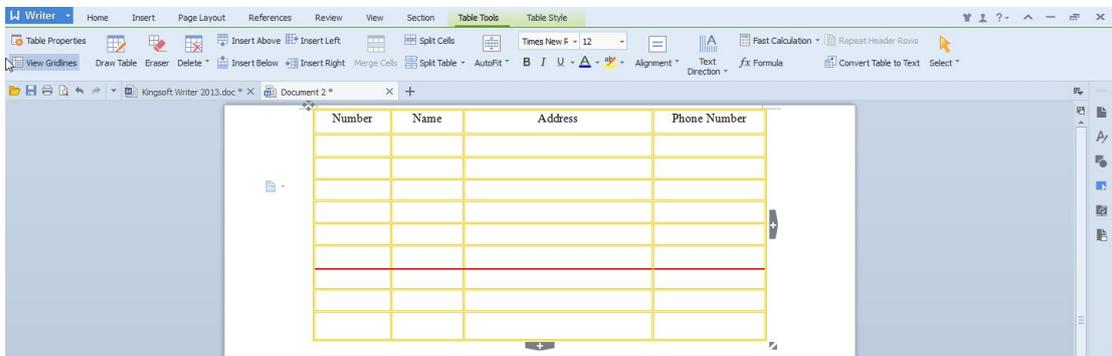


Figure 3.4—14 Emphasized border

3.4.8. Inserting and Deleting the Cell, Row or Column in a Table

3.4.8.1. Deleting a Row or a Column from a Table

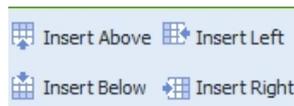
To delete a row or a column from a table, place the insertion point anywhere in the table, and then choose either of the options below:

- Click the **Delete** icon  in the **Table Tools** tab. Choose **Delete Cells**, **Delete Columns**, **Delete Rows**, or **Delete Table** in the **Delete** drop-down list.
- Right-click the mouse and open the context menu. Select the **Delete Cells** option to delete cells.

3.4.8.2. Inserting Rows and Columns

Select the position where you would like to insert a new row or column. The selected row or column number should be the same as the number of rows or columns you want to insert. Then choose any of the following options:

- Place the insertion point in the cell where you want to insert rows or columns. Go to the **Table Tools** tab and select any command you want. You can choose the **Insert Above**, **Insert Below**, **Insert Left**, and **Insert Right** options. Select one option based on your requirements.
- Place the insertion point in the cell where you wish to insert a row or a column. Right-click and select the **Insert** option in the context menu and choose any of the **Columns to the Left**, **Columns to the Right**, **Rows Above**, **Rows Below**, and **Cells** options in the drop-down list:



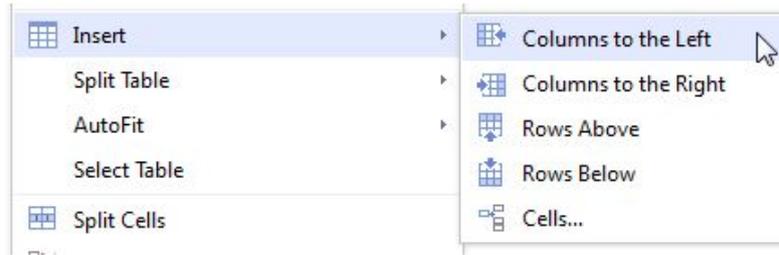


Figure 3.4—15 The Insert Rows and Columns menu

3.4.9. Merging or Splitting Cells

Knowing how to merge or split table cells can come in handy when you are working with a table. You can merge two or more adjacent cells into one cell and you can also split a cell that has been joint.

3.4.9.1. Merging Cells

To merge cells:

- (1) Select the cells which you want to join into one cell.
- (2) Select the **Table Tools** tab and click the **Merge Cells** icon  to combine the selected cells.

3.4.9.2. Splitting Cells

To split cells:

- (1) Select the cell that you want to split into multiple cells.
- (2) Choose the **Table Tools** tab, click the **Split Cells** icon , and open the **Split Cells** dialog box.

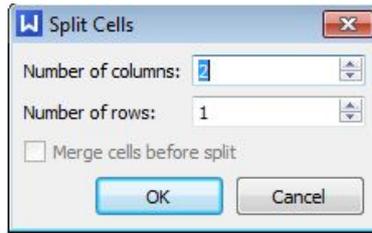


Figure 3.4—16 The Split Cells dialog box

- (3) Enter the number of columns or rows that you prefer into the **Number of columns** and **Number of rows** insertion box.
- (4) If you select several cells, you can select the **Merge cells before split** check box to combine cells before split.
- (5) Click **OK** to complete the operation.

3.4.9.3. Splitting Tables

Kingsoft Writer provides a table splitting function. There are two ways to use this function:

- Split tables by the **Split Table** icon:

You can split tables by command in the **Table Tools** tab:

- (1) Place the insertion point in the cell that you want to split and go to the **Table Tools** tab.
- (2) In the **Table Tools** tab, click the **Split Table** icon, and select **Split Table by Row** or **Split Table by Column** option in the drop-down list.

- Split tables by the context menu:

Follow the steps bellow:

- (1) Place the insertion point in a cell.
- (2) Right-click and select **Split Table** option in the context menu. Choose **Split Table by Row** or **Split Table by Column** option based on your requirements.

Tips: You can choose the **Split Table by Row** option only by selecting a certain row

in the table and choose the **Split Table by Column** option only by selecting a certain column in the table.

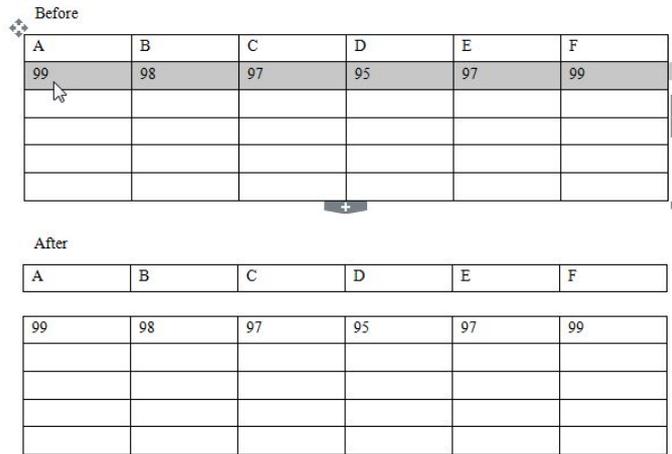


Figure 3.4—17 Selecting a row and splitting the table

3.4.10. Rows and Columns

3.4.10.1. Adjusting the Row Height

You can quickly modify the row height by using the mouse or the **Table Properties** dialog box in the **Table Tools** tab. Here you can specify the exact row height.

Adjusting the Row Height by the Mouse

The steps are as follows:

- (1) Move the cursor to the bottom border line of the row whose height you want to adjust. The cursor will then change into a double-sided arrow.
- (2) Press the left mouse button to drag up and down. A dotted line will appear indicating the intended new line height shown as below:

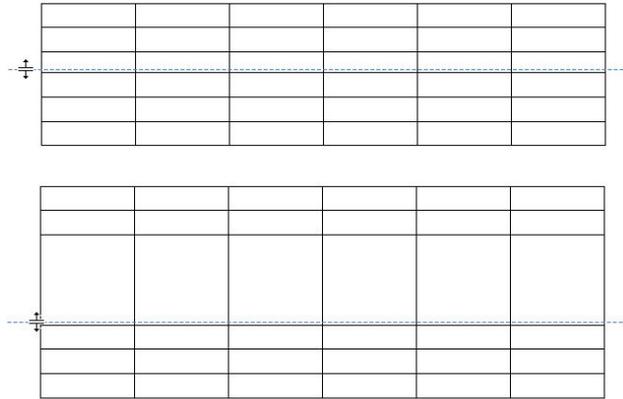


Figure 3.4—18 Adjusting row height by the mouse

(3) Once you are satisfied with the new row height, simply release the left mouse button.

Adjusting the Row Height by the Table Properties dialog Box

The steps are as follows:

- (1) Select the desired number of rows for which you want to adjust the height. Go to the **Table Tools** tab.
- (2) Click the **Table Properties** icon and open the **Table Properties** dialog box.
- (3) Select the **Row** tab. Shown as below:

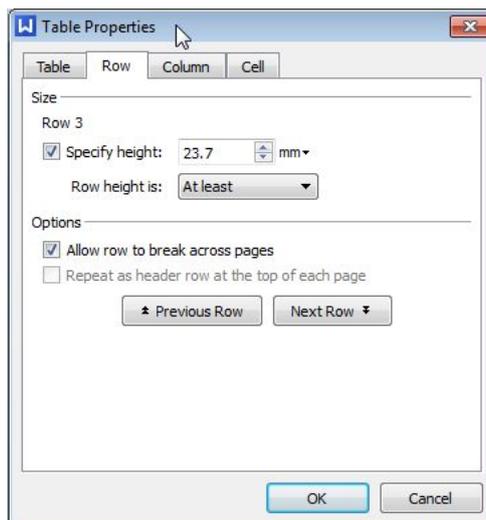


Figure 3.4—19 The Row tab

(4) Choose the **Specify height** check box and set the exact height in the text box to

the right.

(5) The **Row height** section offers two options: **At least** and **Exactly**.

- If you select **At least**, the row height will always be the minimum possible and will automatically adjust to the content.
- If you select **Exactly**, the row height will be a fixed value. If the contents in the cell exceed this fixed height, Kingsoft Writer will not display or print the exceeded contents.

(6) In the **Options** section, there are two check boxes: **Allow row to break across pages** and **Repeat as header row at the top of each page**.

- If you select the **Allow row to break across pages** check box, any overly long lines will be split and displayed in separate pages, as opposed to having the whole line moved to the next page.
- The **Repeat as header row at the top of each page** check box is only effective when adjusting the row height from the first row.

(7) Clicking either the **Previous Row** button or the **Next Row** button will allow you to set the height of the other rows.

(8) Click the **OK** button to complete the operation.

3.4.10.2. Adjusting Column Width

You can quickly adjust the column width by using the mouse or the **Table Properties** icon in the **Table Tools** tab. Here you can specify the exact column width.

Adjusting Column Width by the mouse

The steps are as follows:

(1) Move the cursor to the right border line of the column whose width you want to adjust. The cursor will then change into a double sided arrow.

(2) Hold the left mouse button to drag to the right or to the left. A dotted line will

appear indicating the intended width:



Figure 3.4—20 Adjusting the column width by the mouse

(3) When you are satisfied, simply release the mouse.

Tips:

1. To adjust the width of a certain cell, select a cell and drag the right hand border line to change the width of the cell.

2. Kingsoft Writer provides the automatic table border adjustment function when the selected cell border moves closer to the adjacent cell border. It will automatically stop when approaching the minimum space, shown as below, which greatly improves the efficiency of adjusting the borders.

3. Pressing the **Shift** key while holding the left mouse button will only alter the column width of the selected cell without affecting the adjacent column width.

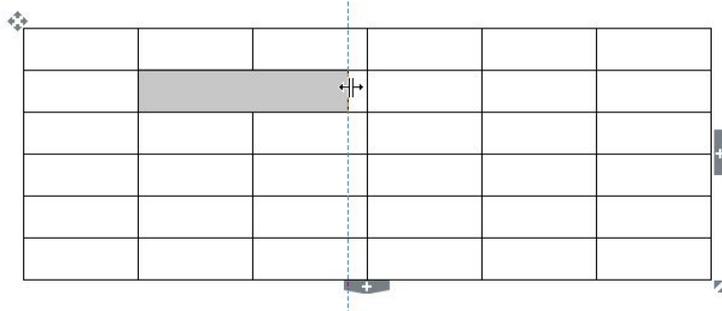


Figure 3.4—21 Adjust the table automatically

Adjusting the Column Width by the Table Properties dialog Box

The steps are as follows:

- (1) Place the insertion point in the cell within the column of which you wish to adjust the width or select one row or several rows that you want to adjust, and go to the **Table Tools** tab.
- (2) Click the **Table Properties** icon and open the **Table Properties** dialog box.
- (3) Select the **Column** tab shown as below:

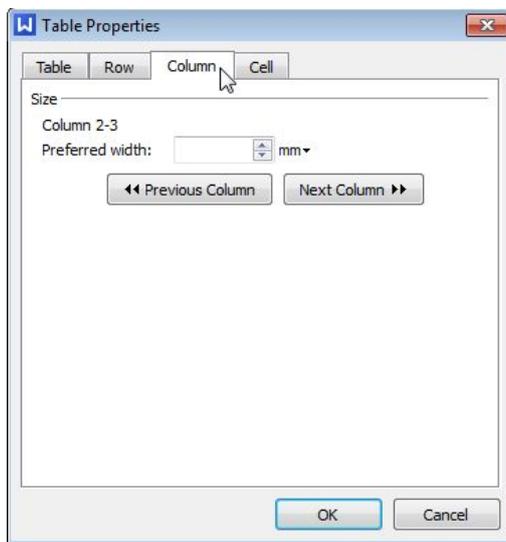


Figure 3.4—22 The Column tab

- (4) Choose the width in the text box to the right of the **Preferred width** section.
- (5) Click the **Previous Column** button or the **Next Column** button to set the width of another column.
- (6) Click **OK** to finish.

Tips: Kingsoft Writer can automatically adjust the column width according to the size of the window. Simply place the insertion point in the table, click the **AutoFit** icon in the **Table Tools** tab, and choose the **AutoFit to Window** option in the drop-down menu.

3.4.11. Setting the Alignment in the Table

The steps to set the alignment in the table are as follows:

- (1) Select the cell that you want to set the alignment and go to the **Table Tools** tab.
- (2) In the **Table Tools** tab, choose the alignment style you prefer in the drop-down list by clicking the **Alignment** icon shown as below:

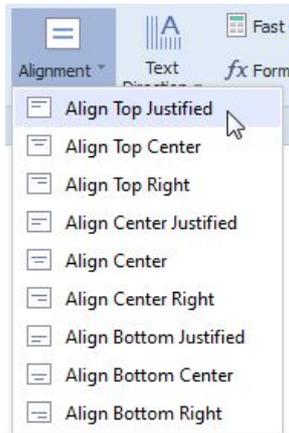


Figure 3.4—23 The Alignment icon and the drop-down list

3.4.12. Text Direction in the Table

To set text direction, simply:

- (1) Place the insertion point in the cell that you want to set the text direction.

- (2) In the **Table Tools** tab, click the **Text Direction** icon  , you can select the desired text direction either in the drop-down menu or you can open the **Text Direction** dialog box, shown as follows:

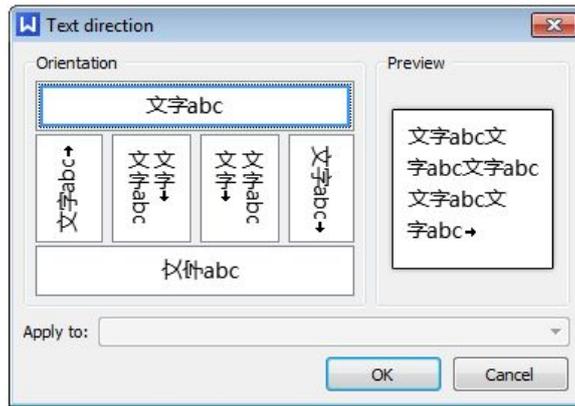


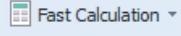
Figure 3.4—24 The Text Direction dialog box

(3) Select your desired text direction, and click the **OK** button to exit.

3.4.13. Fast Calculation in a Table

Kingsoft Writer provides simple calculation methods such as sum, average, maximum and minimum. To use these functions, follow the steps below:

(1) Place the insertion point in the cell where you want the calculation results to be displayed.

(2) Select the **Fast Calculation** icon  in the **Table Tools** tab. Kingsoft Writer provides **Sum**, **Average**, **Max**, and **Min** calculations:

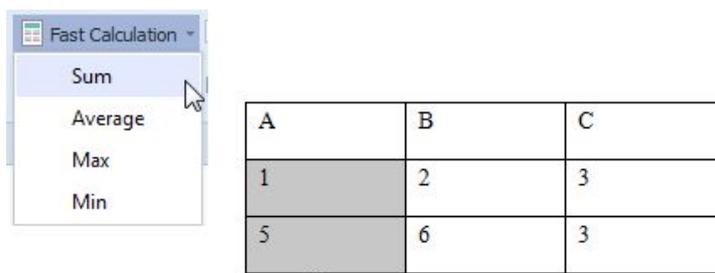


Figure 3.4—25 Fast Calculation

3.4.14. Repeat Header Rows in the Table

Header rows are the first several rows in a table. When you need a large table displayed in multiple pages, the header rows should be repeated in each page. To achieve this, select one row or several rows as the header rows, go to the **Table Tools**

tab and click the **Repeat Header Rows** icon .

3.4.15. Converting Table to Text

To use the **Convert Table to Text** function, you should mind that by choosing the **Convert nested tables** check box shown below. You will convert a nested table into a one-time text, usually used to copy web content into a single text.

In the **Table Tools** tab, click **Convert Table to Text** icon  and open the dialog box shown as follows:



Figure 3.4—26 The Convert Table to Text dialog box

You can also open this dialog box by clicking the **Table** icon in the **Insert** tab and selecting either **Convert Text to Table** option or **Convert Table to Text** option at the bottom.

3.4.16. Formula in the Table

3.4.16.1. Automatically make Calculations by the Formula Icon

The steps are as below:

Method 1:

- (1) Automatically make calculations by the **Formula** icon.
- (2) In the **Table Tools** tab, click the **Formula** icon  and open the **Formula** dialog box:

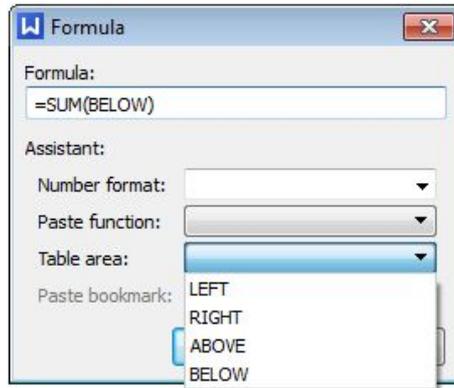


Figure 3.4—27 The Formula dialog box

- (3) In the **Formula** enter box, modify or enter the formula.
- (4) In the **Number format** enter box, choose or customize the number format.
- (5) In the **Paste function** drop-down list, choose the required function. The selected function will automatically paste to the **Formula** enter box.
- (6) In the **Table area** drop-down list, choose the required area. The selected area will automatically update the corresponding parameter of the function in the **Formula** enter box.
- (7) Click **OK** to close the dialog box. The calculation result will then be shown in the cell.

Method 2:

- (1) In the **Insert** tab, click the **Fields** icon  and open the **Fields** dialog box.
- (2) You can enter the corresponding formula in the **Field Codes** enter box. See the following figure:

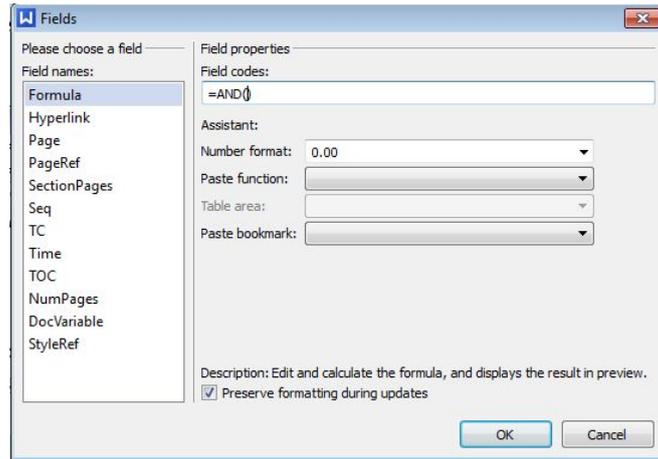


Figure 3.4—28 The Fields dialog box

(3) When finished, right-click and select the **Toggle Field Codes** option in the drop-down menu to yield results.

Method 3:

(1) Place the insertion point in the cell where you want the calculation results to be displayed, and then press **<Ctrl+F9>** to insert the field markup { }.

(2) Enter the formula consisted by =, function, number and cell name.

(3) Right-click and select the **Toggle Field Codes** option in the drop-down menu. The formula calculation result will then be displayed.

Caution: Do not use the keyboard to insert the field markup.

3.5. Inserting Pictures

Kingsoft Writer allows you to easily brighten up your work by inserting an array of pictures.

To insert pictures from an external source, follow the steps below:

(1) Place the cursor to the point where you want to insert the picture.

(2) In the Insert tab, click the Insert Picture icon  and open the **Insert Picture** dialog box.

(3) Open the corresponding folder and click the desired picture displayed in the dialog box. The selected file name will automatically displayed in the **File name** text box.

(4) Click the **Open** button to insert the picture into the current document.

Tips: You can also open the folder where the picture is located, select the picture, and drag it to the appropriate location to avoid the tedious search.

3.6. Picture Tools

Select the inserted picture to open the **Picture Tools** tab. The functions in this tab will allow you to adjust and modify the inserted pictures.

3.6.1. Adjusting Pictures

3.6.1.1. Changing the Color of the Inserted Picture

To change the color of the inserted picture:

- (1) Select the inserted picture or clip art and go to the **Picture Tools** tab.
- (2) Click the **Color** icon and open the **Color** drop-down menu. You can then choose any of the **Automatic**, **Grayscale**, **Black and White**, and **Washout** options.
- (3) If you select the **Automatic** option, the picture will be the same color as the original.
- (4) If you select the **Grayscale**, the picture will change into shades of gray based on the original colors.
- (5) If you select the **Black and White** option, the picture will be converted into a pure black and white picture.
- (6) If you select the **Washout** option, the brightness and contrast of color of the picture will be changed into the style of the watermark images.
- (7) If you select the **Set Transparent Color** option at the bottom, the cursor will then change into a pen and the section you click on the picture will become transparent.

(8) The **More Contrast** icon and **Less Contrast** icon in the **Picture Tools** tab allow you to adjust the saturation of the image. The higher the contrast ratio, the less the shade of gray; the lower the contrast, the more the shade of gray.

(9) The **More Brightness** icon and **Less Brightness** icon in the **Picture Tools** Tab allow you to adjust the brightness of the picture. The more the brightness, the more the shade of white; the less the brightness, the less the shade of white. See below:

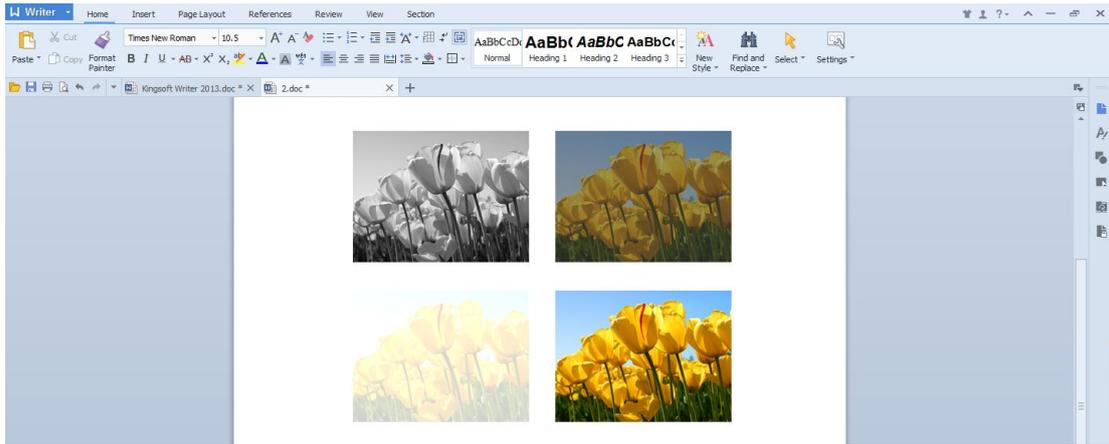


Figure 3.6—1 Adjusting the picture brightness

3.6.1.2. Compressing Pictures

To compress pictures:

- (1) Select the picture and open the **Picture Tools** tab.
- (2) Select the **Compress Pictures** icon and open the **Compress Pictures** dialog box shown as below:

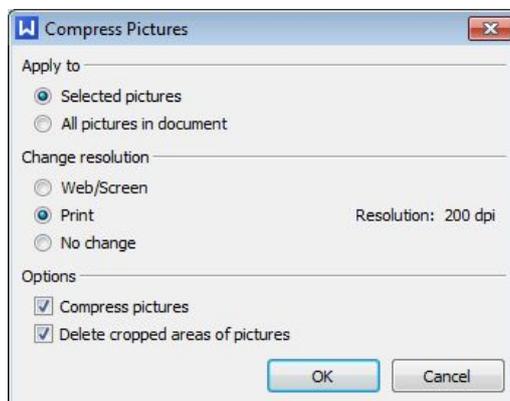


Figure 3.6—2 The Compress Pictures dialog box

(3) In the **Apply to** section, you can choose **Selected pictures** or **All pictures in document** options.

(4) In the **Change resolution** section, select the type of resolution that you want to apply.

(5) In the **Options** section, choose **Compress pictures** or the **Delete cropped areas of pictures** check box.

(6) Click the **OK** button to compress the selected pictures.

3.6.1.3. Changing Pictures

To change the original picture to another picture, follow the steps below:

(1) Select the picture and open the **Picture Tools** tab.

(2) Click the **Change Picture** icon in the **Picture Tools** tab, or right-click the picture and select the **Change Picture** option in the context menu, and open the **Change Picture** dialog box.

(3) In the **Change Picture** dialog box, choose the picture which you wish to replace the original picture with.

(4) Click the **Open** button to exit.

(5) The original picture will be changed into to the picture that you want and the document layout will be exactly the same as before.

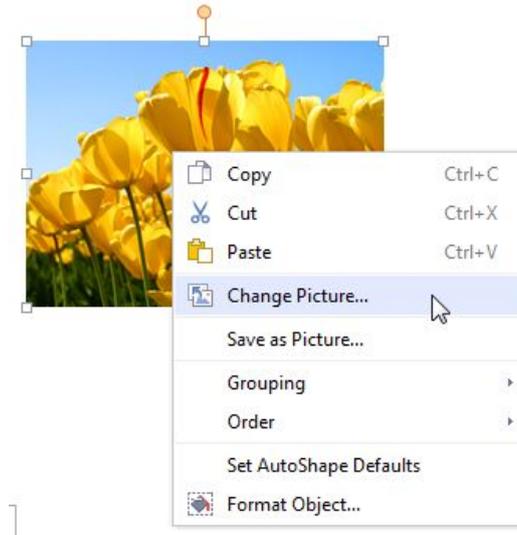


Figure 3.6—3 The Change Picture context menu

3.6.1.4. Resetting Pictures

To reset pictures back to their original format, follow the steps below:

- (1) Select the picture and open the **Picture Tools** tab.
- (2) Click the **Reset Picture** icon in the **Picture Tools** tab. All the formatting changes you have made to this picture will be discarded and the picture will return to its original format.

3.7. Shapes

3.7.1. Inserting Shapes

Open the **Insert** tab, click the **Shapes** icon, and choose the shape you wish to draw. Then the cursor will change into a cross and you can draw the desired shape.

3.7.2. Shape Styles

After drawing a shape, you can add special effects to it, including change the lines, the fill color, add shading, and three-dimensional effects.

3.7.2.1. Changing Shape Lines

To change the line style of the shape you have drawn, select the shape and open the

Outline drop-down menu in the **Drawing Tools** tab. You can then choose your preferred line weight in the **Weight** list.

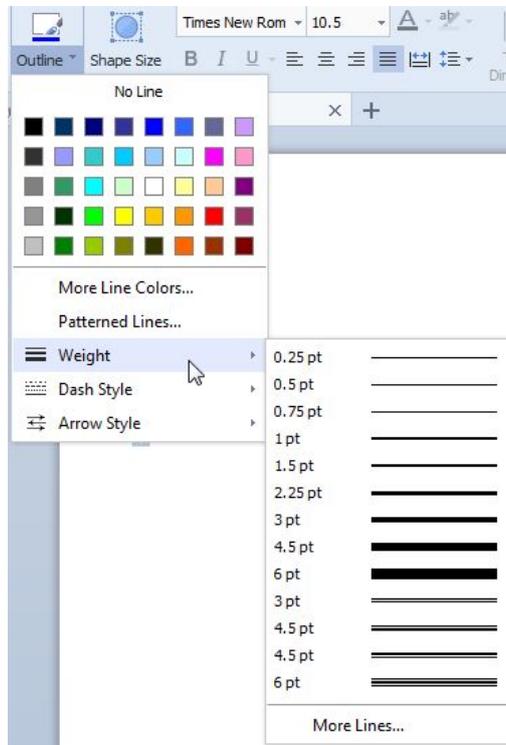


Figure 3.7—1 The Weight list

- To set the dash style, select the **Dash Style** option and choose a dashed line or dotted line in the **Dash Style** list.
- To set arrow style, select the **Arrow Style** option at the bottom and choose one of the arrow styles in the drop-down list.

Tips: To set the exact width of the line, dash and arrow, you can right-click the shape, select the **Format Object** option in the context menu, and set the exact width in the opened **Format AutoShape** dialog box.

3.7.2.2. Changing the Shape Fill

To fill in objects with different colors, patterns, textures, and other effects, follow the steps below:

- (1) Select the shape and open the **Drawing Tools** tab.
- (2) Click the icon and select the color you prefer in the **Fill** drop-down list, shown

below:



Figure 3.7—2 The Fill list

- If you select **No Fill** option from the **Fill** list, the picture will become transparent.
- You can also set **Gradient**, **Texture**, **Pattern**, and **Picture** in the **Fill** drop-down list.

(3) Select the **Gradient** option and open the **Gradient** tab in the **Fill Effects** dialog box:

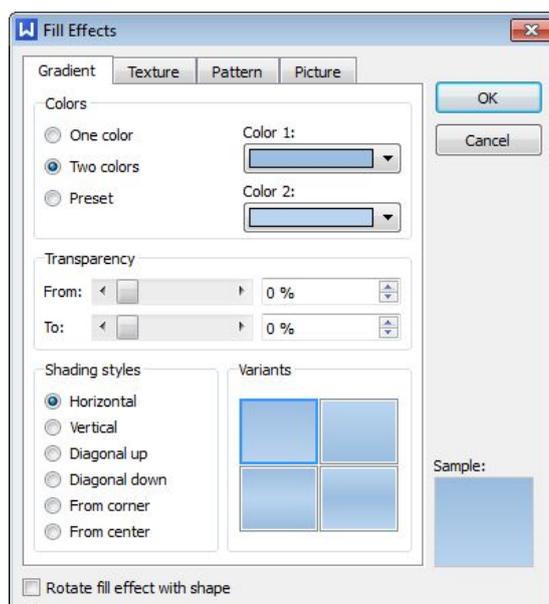


Figure 3.7—3 The Fill Effects dialog box

(4) Set up the fill effects in the **Fill Effects** dialog box, and click the **OK** button.

3.7.2.3. Line Color and Styles

Kingsoft Writer provides a number of line color and styles. To choose one simply follow the steps below:

- (1) Select the shape.
- (2) Open the **Drawing Tools** tab and choose the click the **Outline** icon.
- (3) If want to set the line style, Writer offers **Patterned Lines**, **Weight**, **Dash Style**, and **Arrow Style** options.
- (4) Alternatively, you can double click the shape, and open the dialog box shown below:

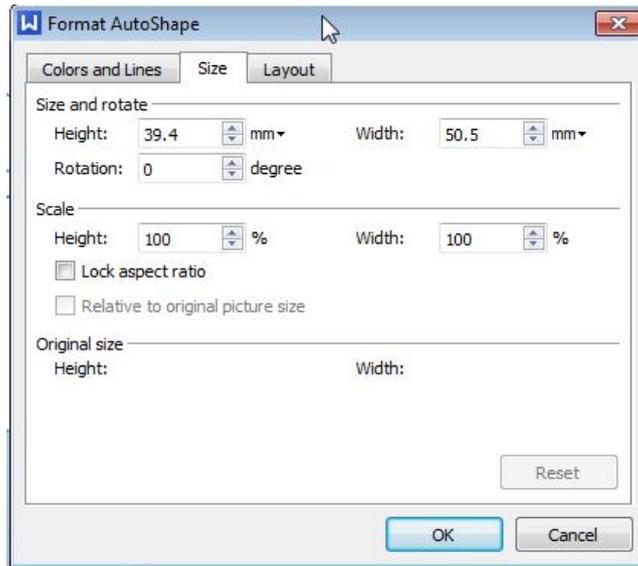


Figure 3.7—4 The Colors and Lines tab

(5) Set up the appropriate settings and click the **OK** button.

Tips: Click the **Settings** icon in the **Drawing Tools** tab, select the **Format Object** option, and open the **Format AutoShape** dialog box. You can then set up the appropriate settings and click the **OK** button.

3.8. Re-sizing and Cropping Pictures and Shapes

3.8.1. Re-sizing Pictures and Shape

There are two ways to set the size of pictures and shapes:

- **Adjust manually**

(1) Select the picture or shape that you want to re-size and 8 little squares will appear surrounding the picture or shape.

(2) To re-size the picture or shape horizontally or vertically, move the cursor to any of the four little squares in the middle of each border line of the picture or shape. To re-size the picture or shape along the diagonal direction, move the cursor to any of the four little squares at the four corners of the picture or shape and the cursor will transform into a double-sided arrow.

(3) Hold the left mouse button and drag the mouse along the re-sizing direction. A shadow will appear indicating the potential change in the size of the picture or shape.

(4) Release the left mouse button when you are satisfied with the change.

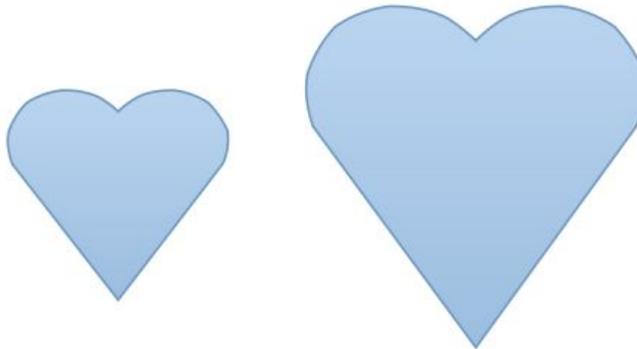


Figure 3.8—1 Before and After magnifying a picture

- **Re-sizing pictures by the dialog box**

You can set the size of a picture by the dialog box:

(1) Click the picture that you want to re-size and open the **Picture Tools** tab.

(2) Click the **Settings** option in the end of the tab, choose the **Format Object**

option and open the **Format AutoShape** dialog box.

(3) Select the **Size** tab. In the **Size and Rotate** section, enter the exact height, width, and rotation. If you select the **Lock aspect ratio** check box, you can set the height and width not in proportion with the original picture size.

(4) Click the **OK** button when finished.

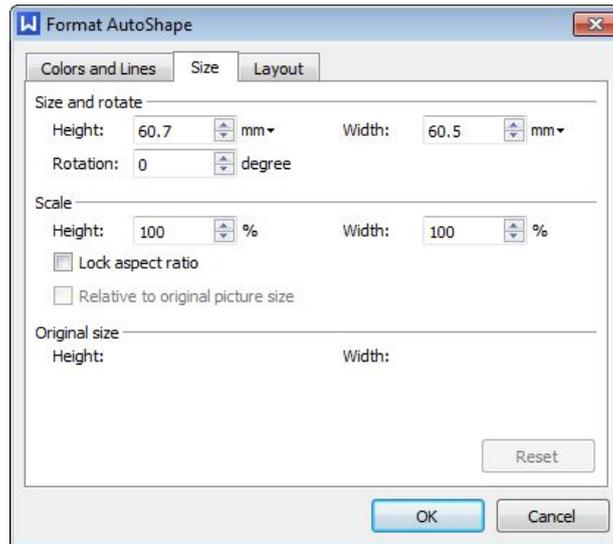


Figure 3.8—2 The Size tab

3.8.2. Cropping Pictures

Kingsoft Writer offers two ways to crop a picture:

- **Cropping A Picture by the dialog box**

(1) Right-click the picture that you want to crop, select the **Format Object** option in the context menu, and open the **Format AutoShape** dialog box.

(2) Go to the **Crop from** section in the **Picture** tab, enter values into the **Left**, **Top**, **Right**, and **Bottom** text box to crop the picture by the desired size.

(3) Click the **OK** button when finished.

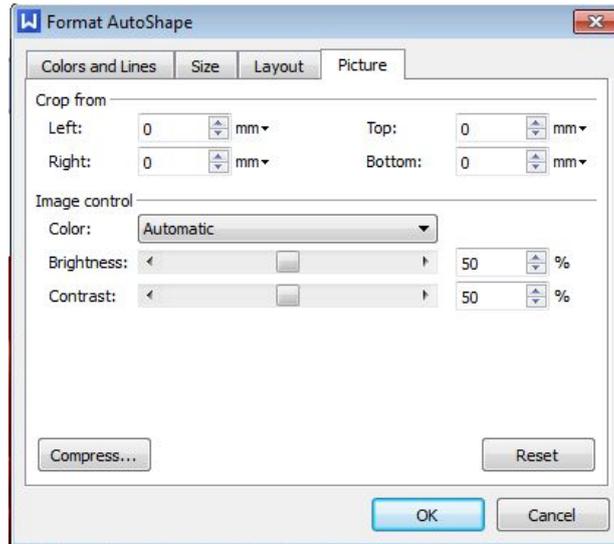


Figure 3.8—3 The Picture tab

- **Manually Cropping a Picture**

- (1) Select the picture that you want to crop.
- (2) Select the **Crop** icon in the **Picture Tools** tab. 8 handles will appear surrounding the picture, shown below:



Figure 3.8—4 The Control handles

- To crop the picture horizontally or vertically, move the cursor to any of the four handles on the side of the picture. To crop the picture along the diagonal direction, move the cursor to any of the four handles in the four corners of the picture. The cursor will automatically transform into a double-sided arrow facing opposite directions.
- Hold the left mouse button and drag the cursor to the re-sizing direction, a

dashed box will appear indicating the potential amount of the picture that will be cropped.

Release the left mouse button when satisfied.

3.9. Object Effect

You can add 3-D effect to an object by the following steps:

- (1) Select the object.
- (2) Click the **3-D Effect** icon in the **Formats** tab.
- (3) Choose the preferred 3-D style.

3.9.1. Setting up the Shadow of the Picture and Object

The steps to set shadow are as follows:

- (1) Select the picture or object.
- (2) Click the **Shadow Effects** icon in the **Picture Tools** tab when adding shadow to a picture, and click the **Shadow Effects** icon in the **Formats** tab when adding shadow to a object. Select the preferred shadow style.
- (3) To adjust the direction of the shadow, select the **Nudge Shadow Up**, **Nudge Shadow Down**, **Nudge Shadow Right**, **Nudge Shadow Right** icons:



Figure 3.9—1 The nudge shadow icons

- (4) The functions of the four nudge shadow icons:
 - Nudge Shadow Up: to move the shadow up.
 - Nudge Shadow Down: to move the shadow down.
 - Nudge Shadow Left: to move the shadow to the left.
 - Nudge Shadow Right: to move the shadow to the right.

3.9.2. Setting the Color of the Shadow

To change the color of a shadow:

(1) Open the **Picture Tools** tab when with a picture and the **Formats** tab when with a object, and select the arrow beside the **Shadow Color** icon. Choose **More Shadow Colors** option in the opened drop-down menu. You can then select any color that you like from the **Colors** dialog box, shown below:

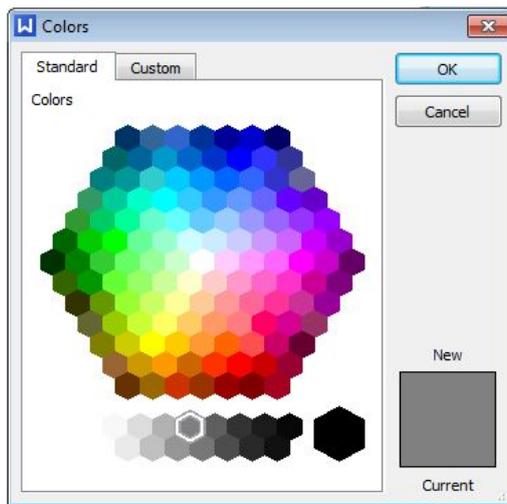


Figure 3.9—2 Setting the color of a shadow

- (2) Select the preferred color and click the **OK** button.
- (3) Select the **Semitransparent Shadow** option in the **Shadow Color** drop-down menu to meet your personal demands.

3.10. Inter-operations

In Kingsoft Writer 2013, the inserted contents are divided into two categories: text and objects. The latter category includes tables, text boxes, pictures, AutoShape, WordArt, and a variety of OLE objects. This chapter will show you how to deal with the inter-operation between objects and text, and between objects.

3.10.1. The Inter-operation between Objects

In Kingsoft Writer, the inter-operation between objects focus on three areas:

alignment, stacking sequence, and grouping.

3.10.1.1. The Alignment of Objects

In Writer 2013, you can adjust the position of the objects on the page, the size of the objects, and the space among several objects.

You can adjust the alignment of the objects by the **Align** icon in the **Drawing Tools** tab, the **Picture Tools** tab, or the **WordArt** tab.

Insert the preferred shape, select the shape that you inserted, and open the **Drawing Tools** tab. Choose the alignment options in the **Align** drop-down list shown below:

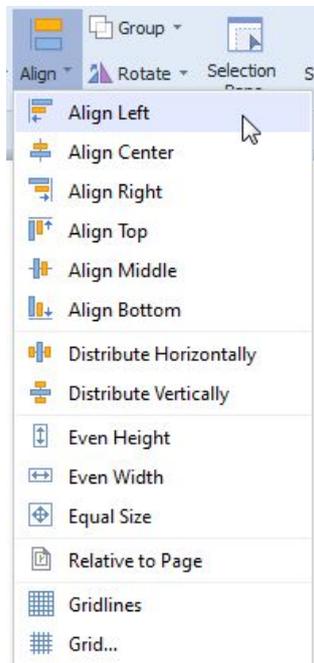


Figure 3.10—1 The Align drop-down list

As you can see from figure 2.6-1 Kingsoft Writer provides six alignment options: **Align Left**, **Align Center**, **Align Right**, **Align Top**, **Align Middle**, and **Align Bottom**.

The following example shows how to align multiple objects:

- (1) Hold the **Ctrl** key and select three objects that you want to align:

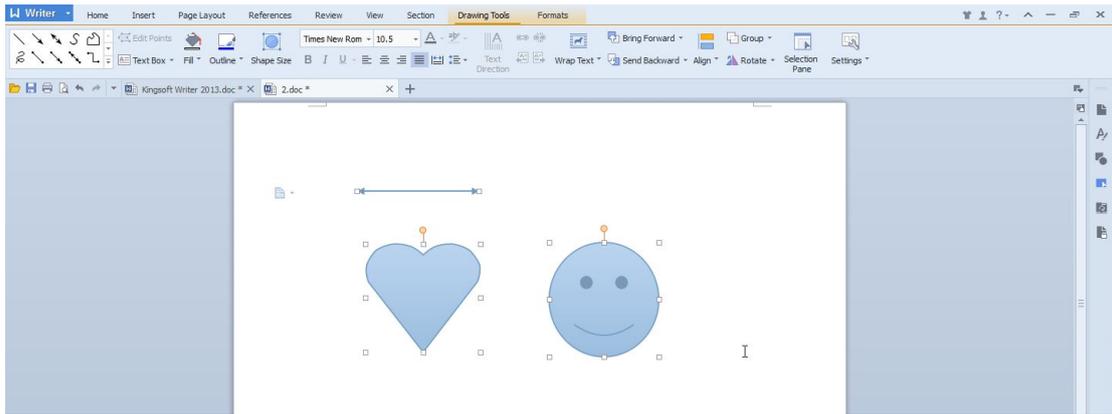


Figure 3.10—2 Selecting multiple objects

(2) In the **Drawing Tools** tab, select **Align Center** and **Relative to Page** options in the **Align** drop-down list. The effect should look like below:

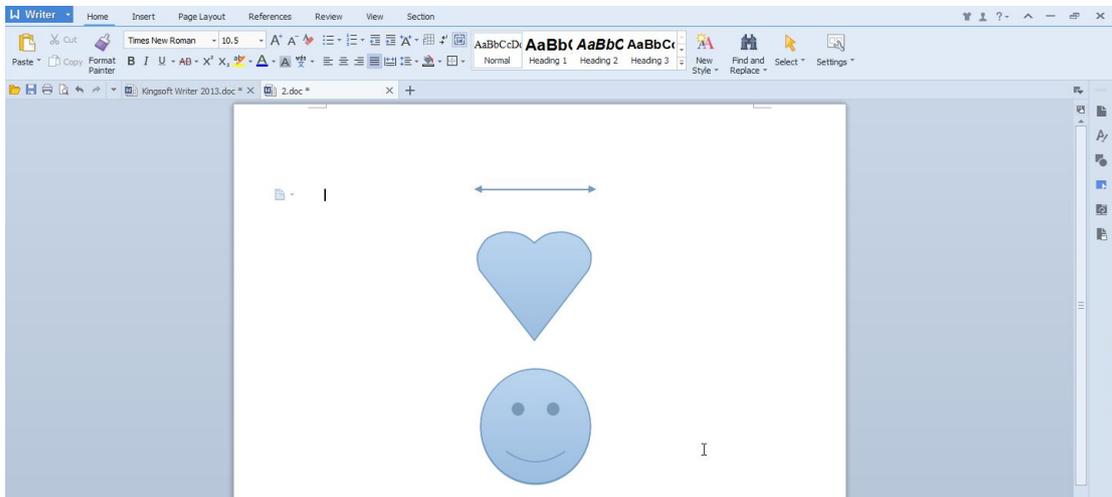


Figure 3.10—3 Aligning multiple objects

3.10.1.2. Adjusting Size and Space

When you select more than two objects, these objects can be adjusted with the lastly selected object contour, width, or other dimensions. In addition, when you select more than three objects, you can automatically distribute the spacing between these objects either in the horizontal or in the vertical direction.

To adjust the size or spacing of multiple objects, first select all of the objects that you want to adjust, and open the **Drawing Tools** tab. Select the preferred option in the **Align** drop-down list.

If you want to adjust multiple objects to the height and width of a certain object,

select this object at last when selecting objects.

Command	Effect
Distribute Horizontally	Automatically adjust in the horizontal direction, so that all objects have equal spacing in the horizontal direction.
Distribute Vertically	Automatically adjust in the vertical direction, so that all objects have equal spacing in the vertical direction.
Equal Height	Automatically adjust the height and the height of all selected objects is the same as the object selected lastly
Equal Width	Automatically adjust the width and the width of all selected objects is the same as the current object
Equal Size	Automatically adjust the size of all selected objects to the size of the object selected lastly.

Table 3.6- 1 Table detailing the Command and Effect of objects alignment

3.10.1.3. Grouping

Sometimes you may need to combine multiple objects to form a larger object for convenience:

- (1) Hold the **Ctrl** key and select three objects in the document.
- (2) Right-click and select **Grouping / Group** option in the context menu.

After combining the objects, if you want to cancel the combination, simply select the combined object and right-click. You can then select **Grouping / Ungroup** option in the context menu.

3.10.2. The Inter-operation between Objects and Text

The inter-operation between objects and text mainly focus on objects wrapping.

There are two wrapping options: one is in front of the text, the other is behind the text.

To apply either of the two options, follow the steps below:

- (1) Select the object, right-click, and select the **Format Object** option in the context menu. The **Format AutoShape** dialog box will open:

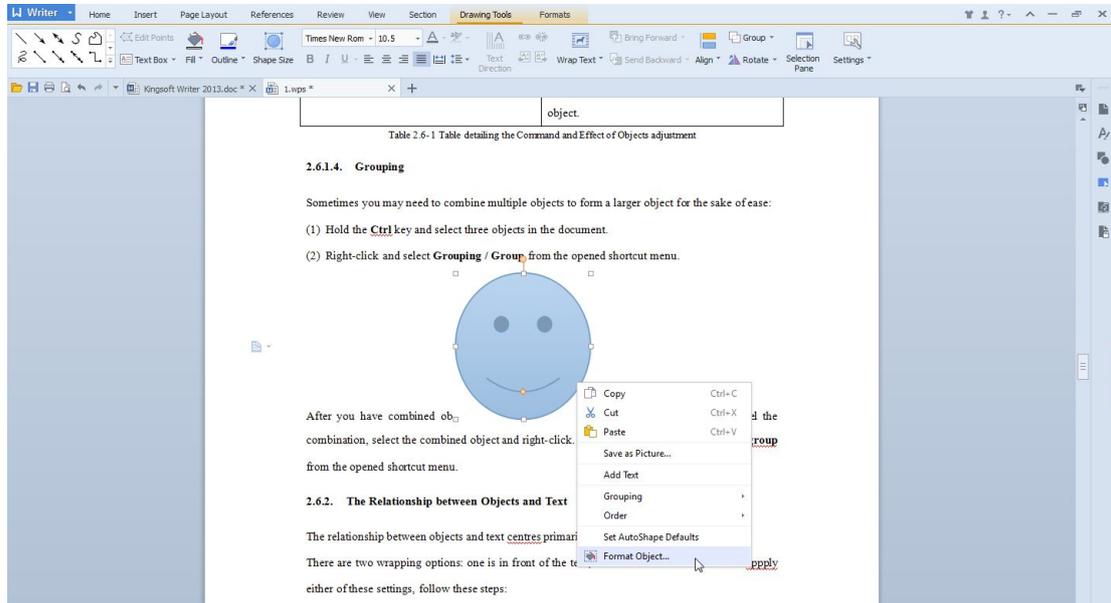


Figure 3.10—4 Setting the object format

- (2) Go to the **Wrapping style** section in the **Layout** tab and select **Behind Text** option:

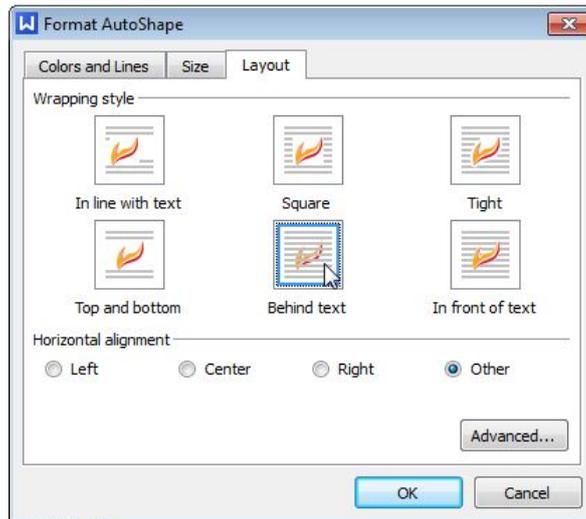


Figure 3.10—5 Setting the Wrapping style

- (3) Click **OK** to exit. The effect is like below:

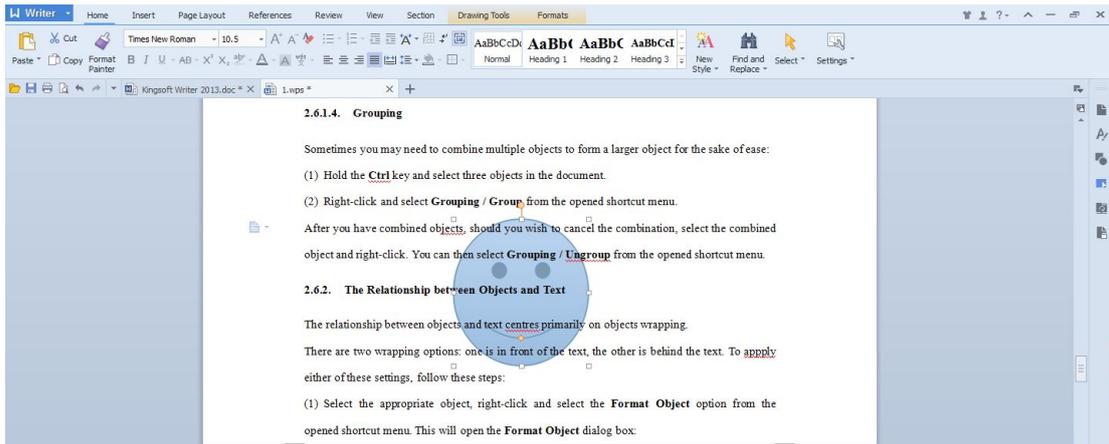


Figure 3.10—6 An object placed behind text

3.11. Chart

To insert a chart in the current document, follow the steps below:

- (1) Put the cursor to the place where you want to insert a chart, open the **Insert** tab, and click the **Chart** icon.
- (2) A default chart will be inserted into the document and the corresponding Spreadsheets window will pop up where you could set the values of the chart.
- (3) The changes you made in the Spreadsheets will be displayed in the chart inserted in the Writer document.

3.12. Links

3.12.1. Creating Hyperlinks

To create a hyperlink, follow the steps below:

- (1) Select the text.
- (2) Open the **Insert** tab and click the **Hyperlink** icon. The **Hyperlink** dialog box will then open and show as follows:

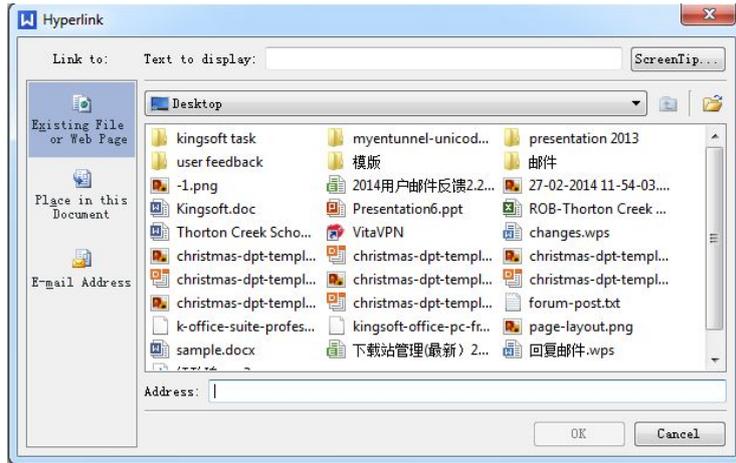


Figure 3.12—1 The Insert Hyperlink dialog box

(3) The **Text to display** box will show the content that you had selected in step (1). If you have selected a text, you can edit it directly.

(4) Select the type of hyperlink you want in the **Link to** tab.

- Select the **Existing File or Web Page** option and choose the text or web page address that you want to link to on the right.
- Select the **Place in this Document** option and the title or bookmark name of the current file will appear on the right. You can then choose the file position where you want to insert the link.

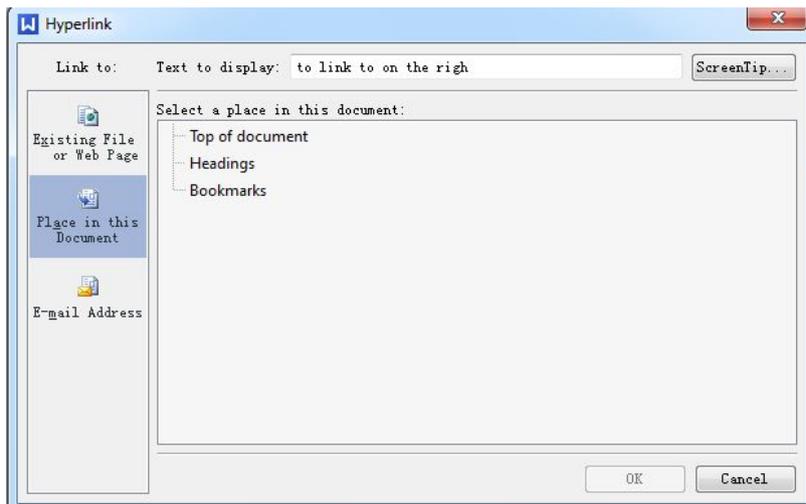


Figure 3.12—2 Selecting hyperlink location in the document

- Select the **E-mail Address** option, enter the E-mail address into the **E-mail**

address text box, and enter the E-mail subject into the **Subject** box, shown as below:

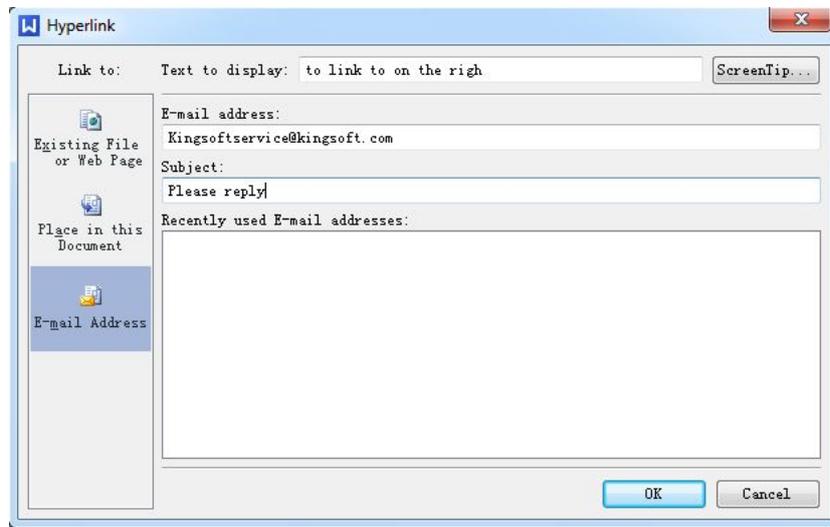


Figure 3.12—3 Hyperlink to E-mail Address

(5) Click the **ScreenTip** button at the top right corner to open the **Set Hyperlink ScreenTip** dialog box. Enter the tips you want to show when putting the mouse pointer put over the inserted hyperlink.

(6) Click **OK** to exit. The created hyperlink will appear in blue and underlined.

3.12.2. Bookmarking

You can quickly locate a specific section in a document by using the bookmark function. To set up a bookmark simply:

(1) Place the insertion point to the place where you want to insert the bookmark.

(2) Open the **Insert** tab, select the **Bookmark** icon, and open the **Bookmark** dialog box, shown as below:

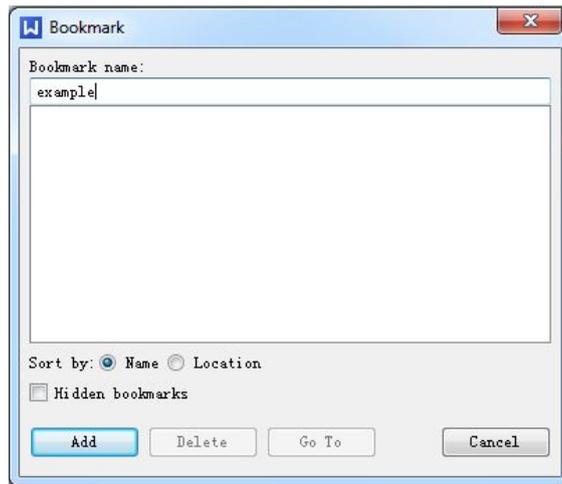


Figure 3.12—4 The Bookmark dialog box

- (3) Enter a bookmark name, or choose an existing bookmark name, from the **Bookmark Name** text box. Then click the **Add** button at the bottom left to add a bookmark.
- (4) If there are numerous bookmarks in the document, you can choose a sort method by going to the **Sort By** group. You can sort by name or by location.
- (5) If you want to go to the specific location of a bookmark, select a bookmark from the list box and select the **Go to** button at the bottom of the **Bookmark** dialog box.
- (6) Click **OK** to complete the operation.

3.12.3. Cross-Referencing

A cross-reference is usually used to refer to items contained in the same document. Cross-referencing can help users to find the contents they are looking for as soon as possible. It can also displays the the structure of a book in a more systematical and compact way.

To insert a cross-reference, follow the steps below:

- (1) Enter the cross-reference introductory text in the document, such as “the cross-reference techniques, see chapter three ”. Select the text.
- (2) Open the **Insert** tab and select the **Cross-Reference** icon. The **Cross-reference**

dialog box will open and show as below:

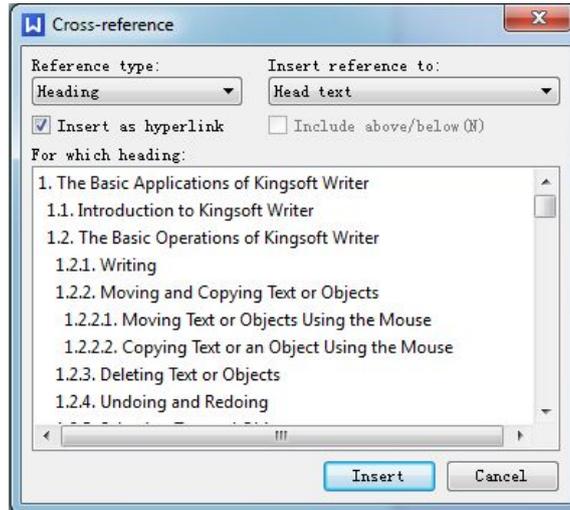


Figure 3.12—5 The Cross-Reference dialog box

- (3) In the **Reference type** box, select the item type that you want, such as the **Heading** option.
- (4) In the **Insert Reference to** box, insert the necessary information, such as **Head text**.
- (5) In the **For which heading** list, select the target item, such as “**2.7.3. Cross-Referencing**” in Figure 3.12—5.
- (6) To jump to the referenced item, choose the **Insert as hyperlink** check box. Otherwise, the content will be inserted into the selected item directly.
- (7) Click the **Insert** button to add the cross-reference.

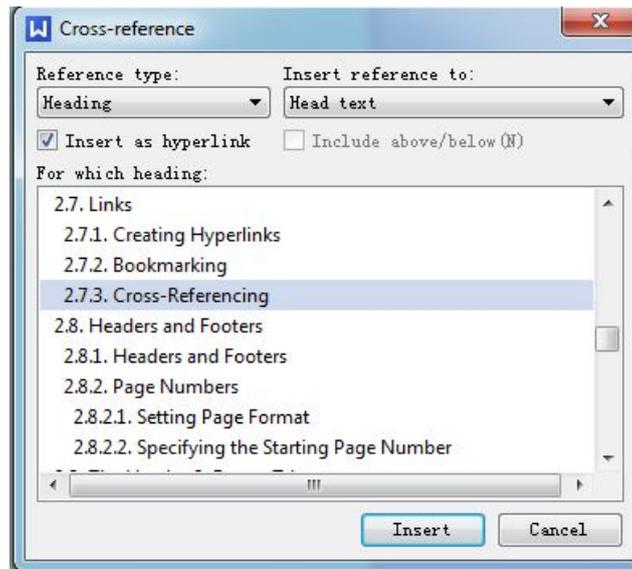


Figure 3.12—6 The Cross-reference dialog box

3.13. Header and Footer

3.13.1. Header and Footer

Header and footer are areas at the top and bottom of the page where you can add additional text or graphics. Adding important information in the header or footer, such as the page number, creation date, document title, or the author's name, is a smart way to ensure that this information is always conveniently located and easy to access to irrespective of how much it is edited.

Open the **Insert** tab and select the **Header and Footer** icon to open the **Header and Footer** tab, shown as follows:

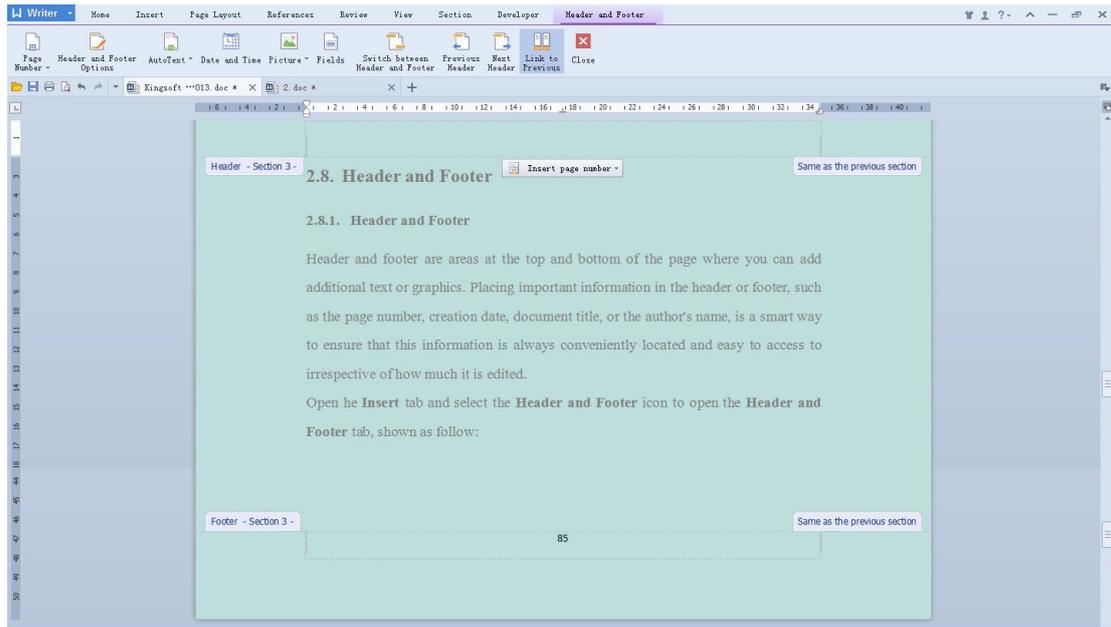


Figure 3.13—1 The Header and Footer tab

You can either directly add information into the header and footer section presented at the top and bottom of the page, or use the icons presented in the **Header and Footer** tab.

3.13.2. Page Numbers

Page numbers are highly useful in the navigation of multi-page documents. You can manually insert page numbers, set a different page format, and specify the starting page number of the current document.

3.13.2.1. Inserting Page Numbers

To insert page numbers by the header and footer, follow the steps below:

- (1) Open the **Insert** tab and Click the **Page Number** icon. The **Page Number** drop-down list will open and show as below:

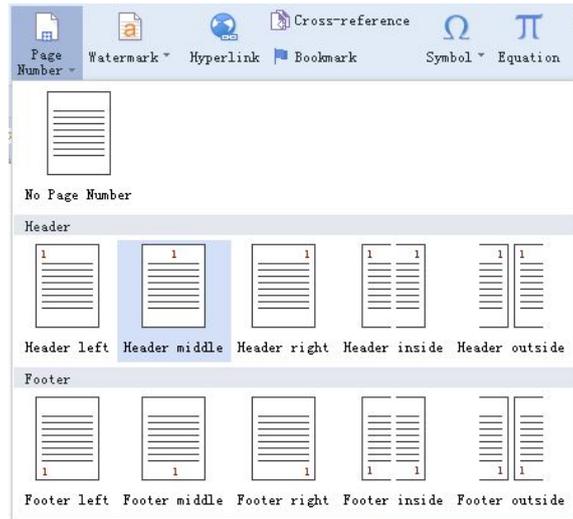


Figure 3.13—2 Page Number drop-down list

- (2) Select the page number type you prefer in the **Header** and **Footer** section.
- (3) After selecting one of the page number type by directly clicking it, the Header and Footer section will appear at the top and bottom of the current page and you can modify the page number by the **Modify page number** and **Delete page number** menu shown below:

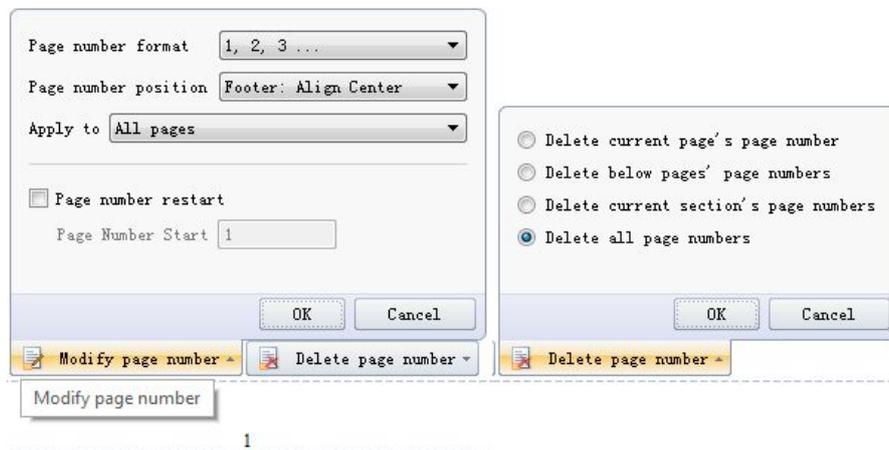


Figure 3.13—3 Modifying the page numbering

- (4) In the **modify page number** menu, you can set the **Page number format**, **Page number position**, and **Apply to** styles in the corresponding section by choosing the preferred style from the roll-down list in the right.
- (5) Select the **Page number restart** select box to restart the page number and insert the preferred starting page number in the insert box in the right.

(6) Click **OK** to complete the operation.

(7) Open the **Delete page number** menu and select the preferred option to delete page numbers. You can choose **Delete current page's number**, **Delete below pages' page numbers**, **Delete current section's page numbers**, and **Delete all page numbers**.

(8) Click **OK** to complete the operation.

Tips: After inserting the page number, you can set the font of the page number by right-clicking it and choosing the **Font** option in the context menu. Then set the font in the **Font** dialog box. However, any changes made in one page will affect the format of all pages in the document.

3.14. The Header and Footer Tab

3.14.1. Header and Footer

(1) If you want to set the layout of the header or footer, open the **Header and Footer** tab by click the **Header and Footer** icon in the **Insert** tab. Select the **Header and Footer Options** icon to open the **Page Setup** dialog box and select the **Layout** tab, shown as below:

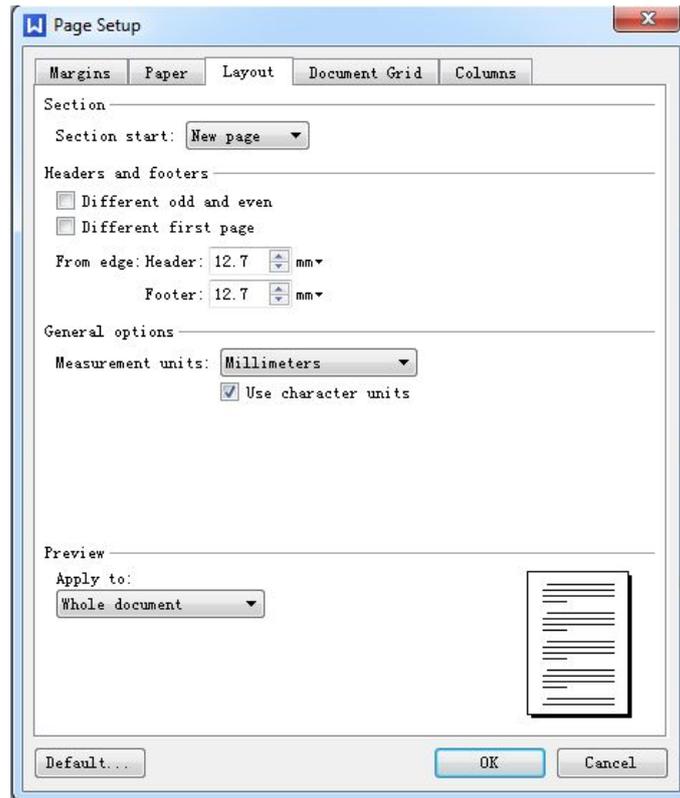


Figure 3.14—1 The Layout tab

- (2) Choose the **Section Start** option in the **Section** part.
- (3) In the **Headers and footers** section, you can choose the **Different odd and even** or **Different first page** options. You can also enter the distance in the **Header** and **Footer** input box.
- (4) Choose **Apply to Whole Document** in the **Preview** section.
- (5) Click **OK** to complete the operation.

3.14.2. Inserting Auto Text in the Header and Footer

To insert auto texts, open the **Insert** tab, click the **Header and Footer** icon to open the **Header and Footer** tab. Select the **Auto Text** icon in the tab. There are four auto text types in the drop-down list, namely the **-Page-**, **Page X**, **Total of Y Page**, and **Page X of Y** options. You can quickly insert either a header or a footer by choosing any of these options.

3.14.3. Inserting Date and Time in the Header and Footer

To insert a time into the header or footer, open the **Insert** tab and click the **Header and Footer** icon to open the **Header and Footer** tab. Select the **Date and Time** icon in the tab. The **Date and Time** dialog box will open and show as below:

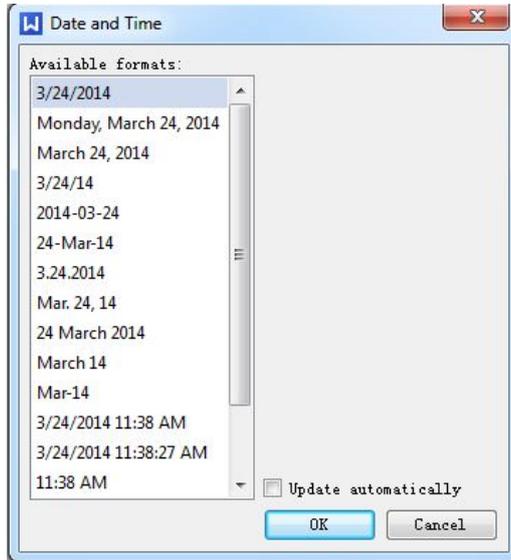


Figure 3.14—2 The Date and Time dialog box

In the **Available formats** list, choose the date format you like and click the **OK** button to complete the operation.

3.14.4. Inserting Fields in the Header and Footer

To insert fields into the header or footer, open the **Insert** tab and click the **Header and Footer** icon to open the **Header and Footer** tab. Select the **Fields** icon in the tab. The **Fields** dialog box will open and show as below:

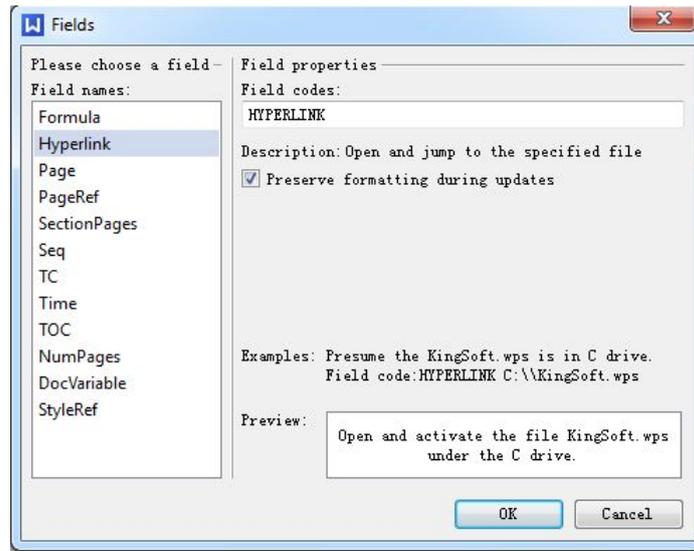


Figure 3.14—3 The Fields dialog box

In the **Fields names** list, choose the field name you prefer then click the **OK** button to complete the operation.

3.14.5. Inserting Pictures in the Header and Footer

To insert a picture into the header or footer, open the **Insert** tab and click the **Header and Footer** icon to open the **Header and Footer** tab. Select the **Picture** icon in the tab. The **Insert Picture** dialog box will open and show as below:

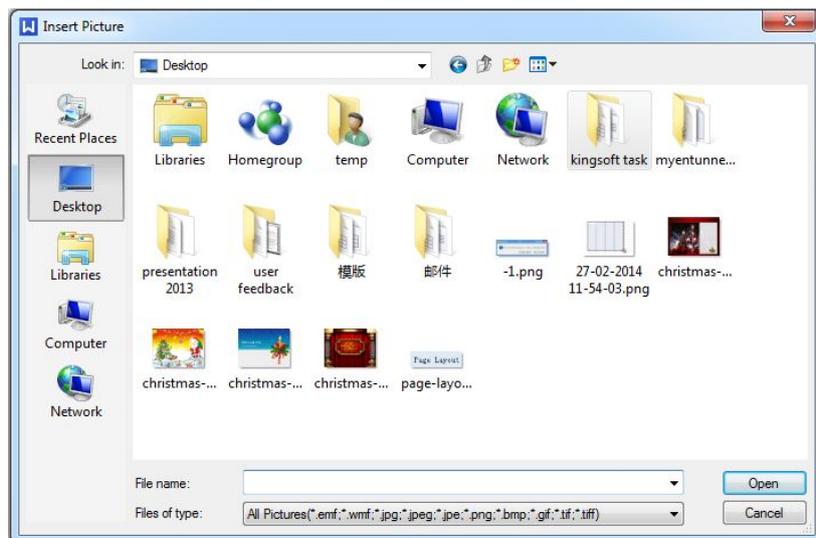


Figure 3.14—4 The Insert Picture dialog box

Select the picture that you want to insert and click the **Open** button. You can then insert the picture into the header or footer.

3.14.6. Navigation

If you need to switch quickly between the header and the footer, click **Switch Between Header and Footer** in **Header and Footer** tab.

If you finish editing the header and footer, select the **Close** icon at the end of the **Header and Footer** tab.

3.14.7. Setting the Header and Footer

3.14.7.1. Creating the Same Header and Footer for Each Page

To reproduce the same header and footer for each page, simply follow the steps below:

(1) Open the **Insert** tab and click the **Header and Footer** icon to open the **Header and Footer** tab. All of the different functions of the **Header and Footer** tab will show as follows:

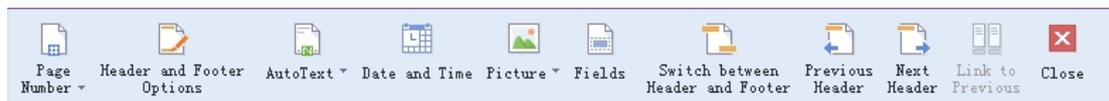


Figure 3.14—6 The Header and Footer tab

(2) Enter text or insert shapes in the header section in the current page and use the functions shown above to set the header. If you need to insert page numbers, dates, etc. simply select different commands in the **Header and Footer** tab.

(3) Select **Switch Between Header and Footer** icon and move the insertion point to the footer section in the current page. Then you can enter the text into the footer.

(4) Click **Close** to exit. In this way, the created header and footer are identical for each page.

3.14.7.2. Creating Different Header and Footer for Even and Odd Pages

Creating different headers and footers for odd and even pages is often necessary for two-sided printing:

(1) Open the **Insert** tab and click the **Header and Footer** icon to open the **Header and Footer** tab. In the **Header & Footer** tab, select **Header and Footer Options**, and open the **Page Setup** dialog box. Then select the **Layout** tab, shown as follows:

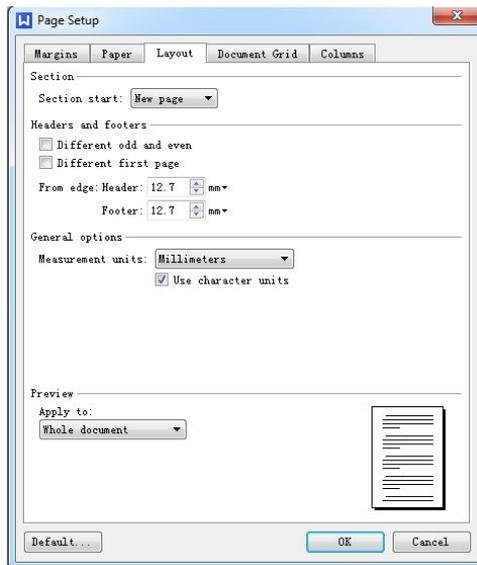


Figure 3.14—7 The Layout tab

(2) Select the **Different odd and even** check box in the **Headers and Footers** section.

Tips: If you want to create a different header and footer for the first page, select the **Different first page** check box.

(3) Click the **OK** button. The title of the header section in the current page will change to **Odd Page Header**, shown as below:

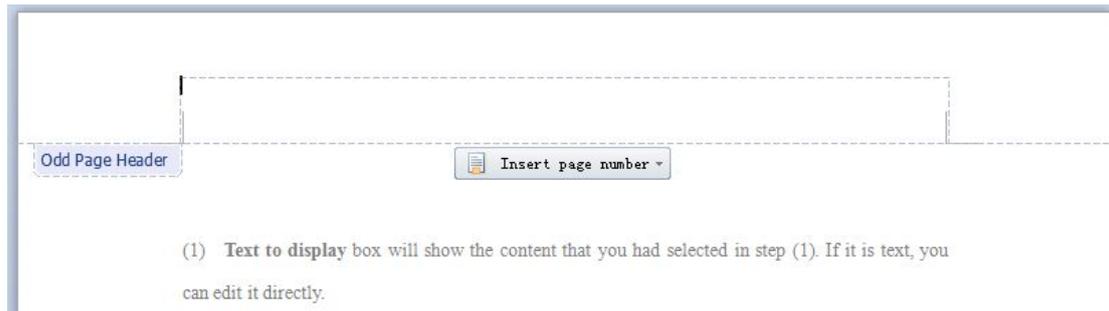


Figure 3.14—8 Creating an odd header

(4) Enter the contents, click the **Switch Between Header and Footer** icon, move the insertion point to the footer section, and enter contents in the **Odd Page Footer** area.

(5) Select the **Next Header** icon in the **Header and Footer** tab. The title of the header section in the current page will change to **Even Page Header**, shown as follows:



Figure 3.14—9 Creating an even header

(6) Enter the header and footer in the even page.

(7) Click the **Close** option in the **Header and Footer** tab to exit.

3.14.7.3. Modifying Headers and Footers

In the text editing mode, the header and footer section in the page will be grey to signify that the contents of the header and footer can not be modified. To edit the contents of the header or footer, follow the steps below:

(1) Open the **Header and Footer** tab, or double click either the header or the footer to enter the header and footer section.

(2) Modify the contents of the header or footer, or make up the content of the header

and footer, for example, change the horizontal position of the header and footer.

(3) To exit, click the **Close** icon in the **Header and Footer** tab or double click the main text.

3.14.7.4. Adjusting the Vertical Position of the Header and Footer

The steps are as below:

- (1) Enter the header and footer editing area and open the **Header and Footer** tab.
- (2) Select the **Header and Footer Options** icon in the **Header and Footer** tab, and open the **Page Setup** dialog box. Then select the **Margins** tab.
- (3) In the **Margins** section, enter the distance you prefer the header or footer to be away from the border of the page.
- (4) Click the **OK** button to complete the operation.

3.14.7.5. Different First Page Header and Footer

To apply different first page header and footer, the steps are as follows:

- (1) Enter the header and footer editing area and open the **Header and Footer** tab.
- (2) Select the **Header and Footer Options** icon in the **Header and Footer** tab, and open the **Page Setup** dialog box. Then select the **Layout** tab.
- (3) Select the **Different first page** check box in the **Headers and Footers** section as shown below:

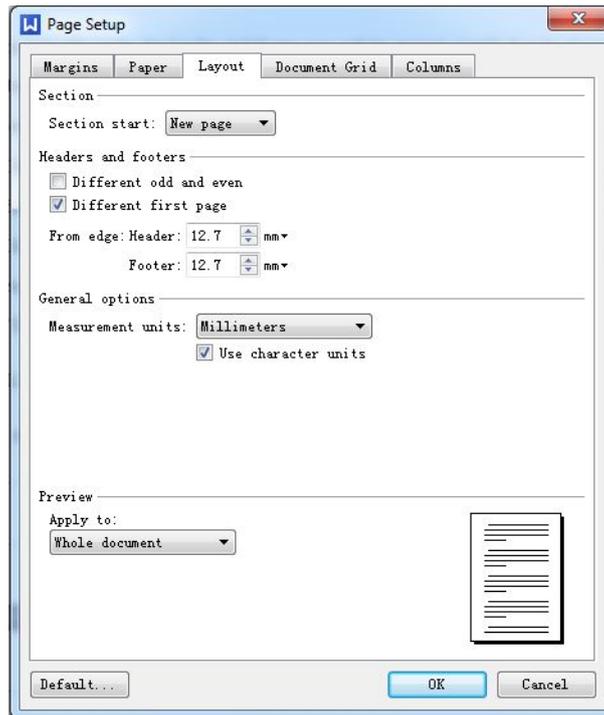


Figure 3.14—10 Selecting a different first page

(4) Click the **OK** button to complete the operation.

(5) After setting, select the **Print Preview** option in the **Writer** menu at the top left corner and the effect will show as below:

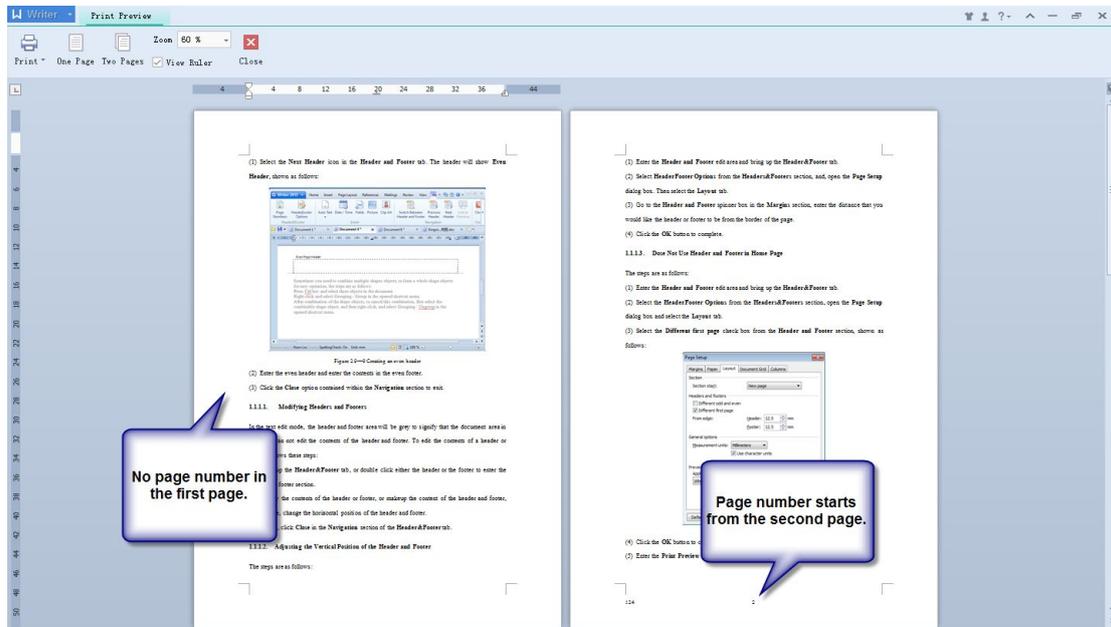


Figure 3.14—11 The Different first page effect

3.14.7.6. Deleting Headers and Footers

To remove a header or a footer, simply enter the header and footer editing area and delete the entire contents. Double click the main text to exit and complete the process.

Tips: If the document is not broken into sub-sections, then deleting the contents of one header or footer means to delete the contents of all headers and footers. If the document has been broken into sub-sections, you can delete a header or footer for only one section, as long as you open the **Link to Previous** function in the **Header and Footer** tab.

3.15. Watermark

Kingsoft Writer offers the watermark effect for the pages of the document. To use the watermark effect, follow the steps below:

(1) Open the **Insert** tab and click the **Watermark** icon. The **Watermark** drop-down list will open and show as below:

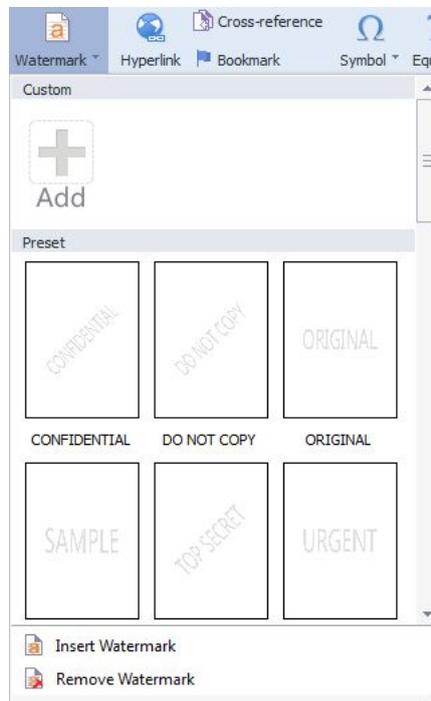


Figure 3.15-1 The Watermark drop-down list

(2) Choose the preferred watermark effect in the drop-down list to add the effect to

the current document.

(3) Select the **Insert Watermark** option at the bottom and the **Watermark** dialog box will open and show as below:

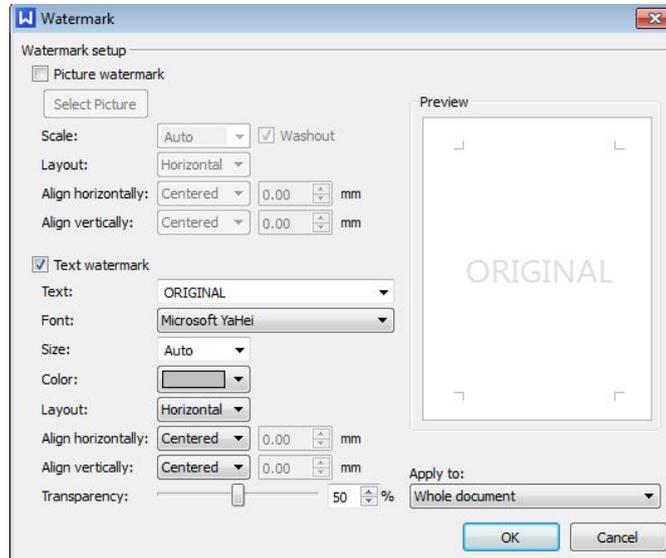


Figure 3.15-2 The Watermark dialog box

(4) Select the **Picture watermark** check box and you can choose a picture for the watermark effect and set the format of the picture.

(5) Select the **Text watermark** check box and you can set the format of the text for the watermark effect.

(6) Preview the effect in the **Preview** box.

(7) Select the range of the watermark effect in the **Apply to** drop-down list.

(8) Click the **OK** button to complete the operation.

(9) Choose the **Remove Watermark** option at the bottom of the **Watermark** drop-down list to remove the inserted watermark effect.

3.16. Text

3.16.1. Text Box

There are two types of text box: the horizontal and the vertical. In Kingsoft Writer, the

contents of a text box can be highlighted so as to catch the readers' eye.

3.16.1.1. Inserting Text Box

The insert a text box, simply:

- (1) Open the **Insert** tab, choose the **Horizontal** or **Vertical** text box options in the **Text Box** drop-down list.
- (2) Click and drag the mouse to add a text box to the document.
- (3) When the text box reaches the desired size, release the left mouse button. Then you are free to enter the contents into the inserted text box:

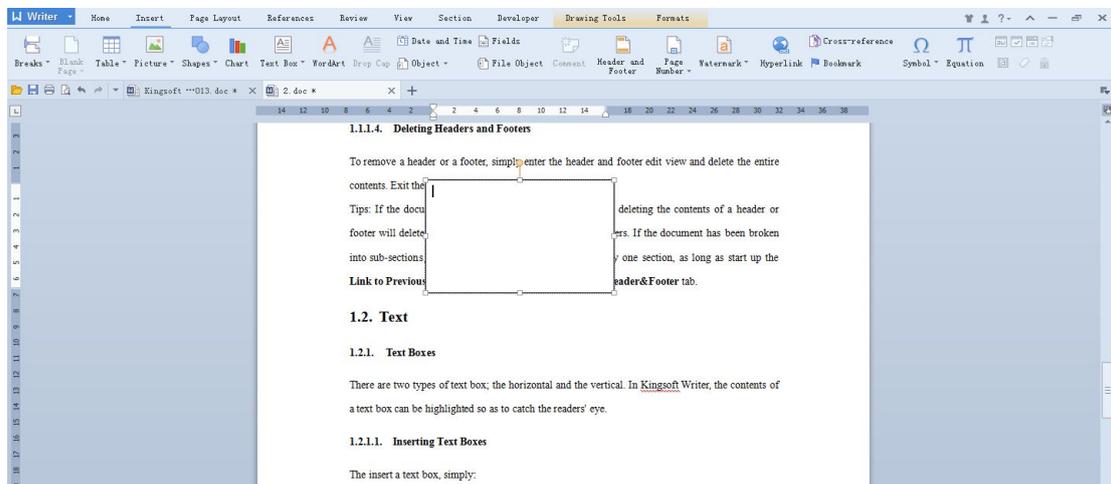


Figure 3.16—1 Inserting a text box into a document

- (4) Select the text box border and 8 little squares will appear. You can re-size the text box by these little squares.

- (5) Put the cursor on the text box's border and the cursor will change into an arrow cross. Hold the left mouse button and drag the text box to move it to its new location.

To set the wrapping of the text box, place the cursor on the text box border, right-click and select the **Format Object** option from the context menu. Choose **Layout** tab in the **Format Object** dialog box as shown below:

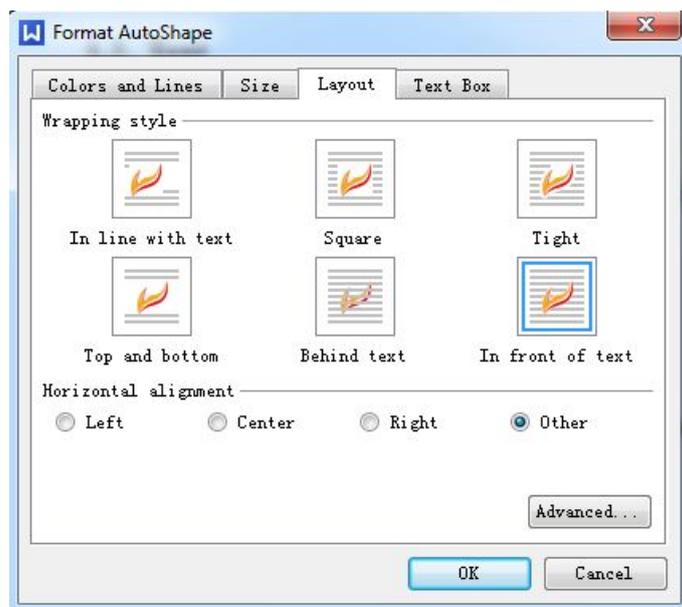


Figure 3.16—2 Set the wrapping of the text box

Choose the **Square** option in the **Wrapping Style** section and the effect is shown as below:

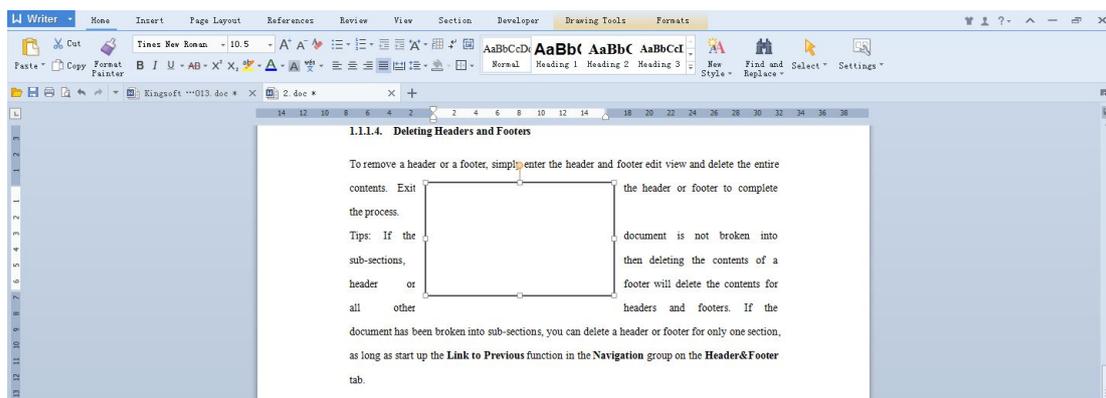


Figure 3.16—3 The Square wrapping style

3.16.1.2. Adding a Text Box with a Comment

To add a text box with a comment, follow the steps below:

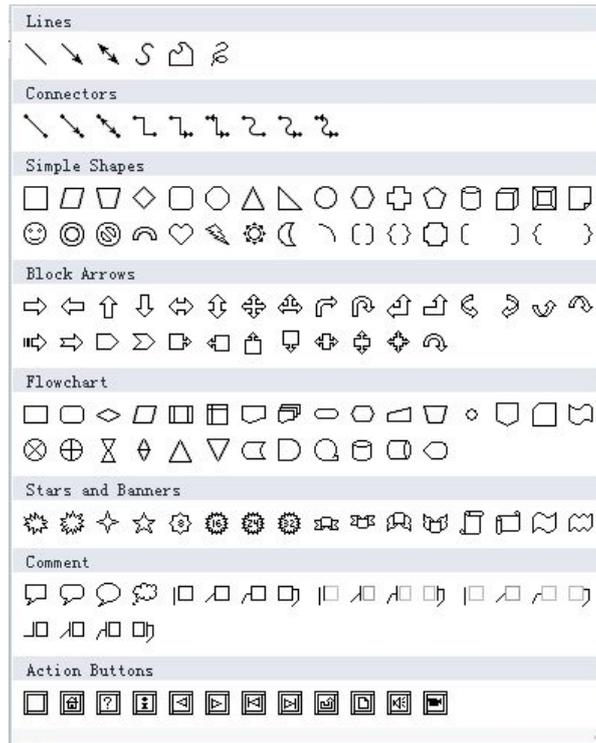


Figure 3.16—4 The Comment list

(1) Open the **Insert** tab, click the **Shapes** icon, and select the **Comment** section in the drop-down list shown in figure 2.10-4.

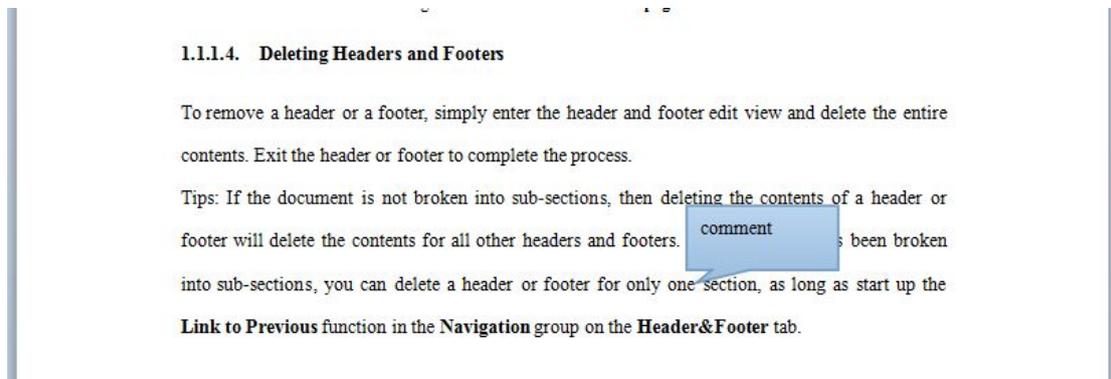


Figure 3.16—5 Inserting a comment

(2) Choose one of the shapes from the **Comment** section, click and drag the mouse to the place where you want to insert the comment. You are then free to create the comment and enter contents.

3.16.1.3. Linking Text Boxes

You can connect several text boxes together by creating links among them which will

allow the text to automatically jump to the next linked text box if the current one filled up. Similarly, if you delete text in the previous linked text box, text in the other text boxes will rearrange automatically.

To link text boxes, follow the steps below:

- (1) Create two text boxes at different position of the document.
- (2) Enter the contents in the first text box and exceed its limit.
- (3) Select the first text box and open the **Drawing Tools** tab.
- (4) Click the **Create Text Box Link** icon  in the **Drawing Tools** tab, or right-click the mouse and select **Create Text Box Link** option in the context menu. The cursor will then transform into .
- (5) Move the cursor to the second text box and select it. A link will then been formed between the two text boxes. The text will now automatically jump to the next linked text box when the first one is full.
- (6) Select either the **Previous Text Box** icon or **Next Text Box** icon to switch between the two text boxes.
- (7) Click the **Break Forward Link** icon in the **Drawing Tools** tab, or the **Break Forward Link** option in the context menu to cancel the link.

3.16.1.4. Wrapping Among Text Boxes

When you establish the layout of a document, especially with newspapers and magazines, you may encounter two overlapping text boxes. This prevents the contents of either text box being fully displayed. Kingsoft Writer can easily rectify this problem simply by the following steps:

- (1) Insert two text boxes, and partly overlap them, shown as below:

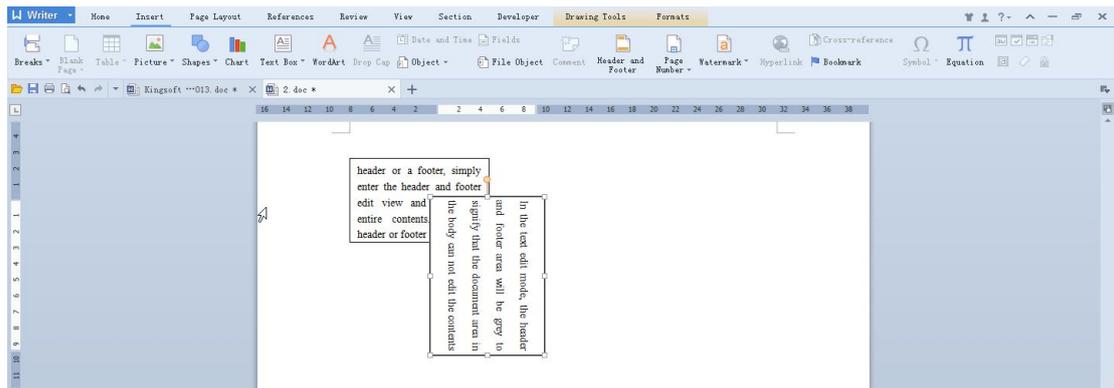


Figure 3.16—6 Two overlapping text boxes

(2) Select the underneath text box and double-click its border. Open the **Format AutoShape** dialog box and select the **Layout** tab, shown as below:

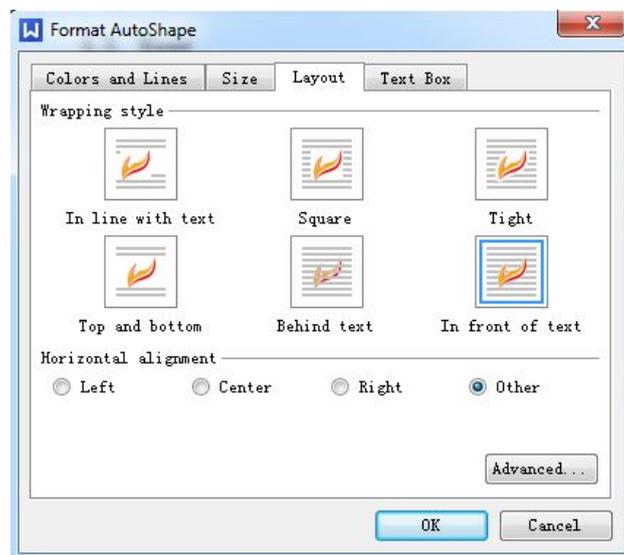


Figure 3.16—7 Setting the Tight wrapping style

(3) Select the **Tight** option in the **Wrapping Style** section.

(4) Next, choose the text box on the top and double click its border. Open the **Format AutoShape** dialog box:

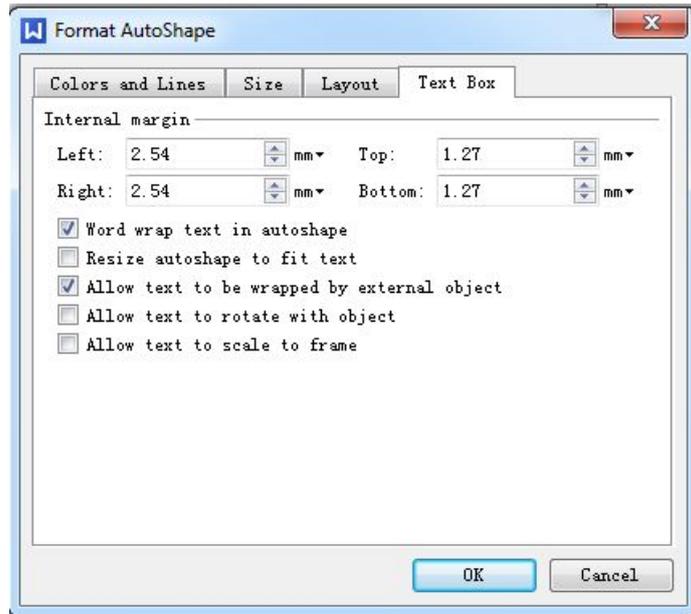


Figure 3.16—8 The Text box tab

(5) Open the **Text Box** tab and choose the **Allow text to be wrapped by external object** check box.

(6) Click the **OK** button to complete the operation.

3.16.1.5. Achieving Multi-line Text by the Text Box

The steps are as follows:

(1) Double-click the text box border to open the **Format AutoShape** dialog box and select the **Text Box** tab.

(2) Choose your preferred options as shown in figure 3.16-9.

(3) Click **OK** to complete the operation.

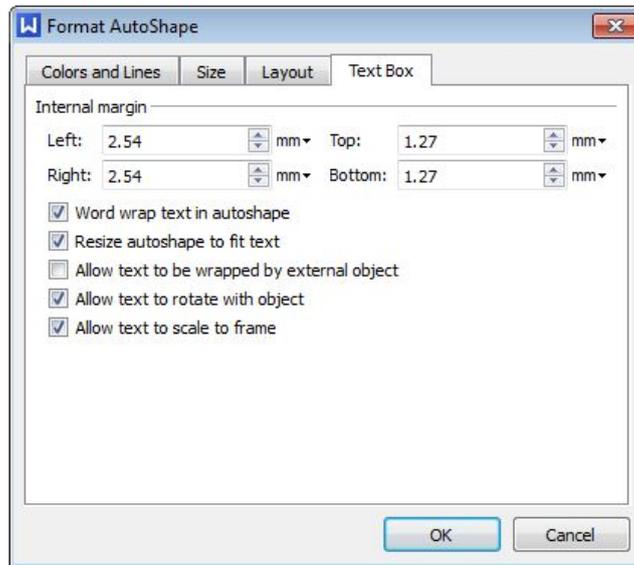


Figure 3.16—9

3.16.2. Fields

Fields are similar to data and placeholders that can be modified in a document. You can insert all kinds of information and preserve them at the latest status by inserting different fields at different insertion points. Some common functions, like date and time, are usually realized by the application of fields.

3.16.2.1. Inserting Fields

To insert a field:

- (1) Place the insertion point to the place where you want to insert the field.
- (2) Open the **Insert** tab, click the **Fields** icon, and open the **Fields** dialog box:

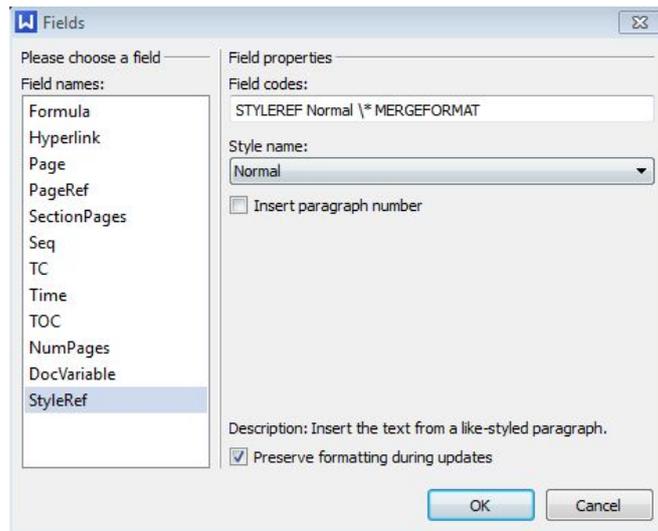


Figure 3.16—10 The Fields dialog box

- (3) Make the appropriate changes.
- (4) Click **OK** to complete the operation.

3.16.2.2. Editing Fields

- (1) If you want to hide or reveal the field code of a specified field, select either this field or the field result and press **<Shift+F9>**.
- (2) If you want to hide or reveal all the field codes in a document, press **<Alt+F9>**.
- (3) Update the field to show the latest field result.
 - If you want to update a single field, select either this field or the field result and press **<F9>**.
 - If you want to update all the fields in a document, open the **Home** tab, click the **Select** icon, choose the **Select All** option in the drop-down list, and press **<F9>**.
- (4) Click the right mouse button to update and edit fields by the context menu.

3.16.2.3. Deleting Fields

Select either the field or the field result and right-click the mouse. Select **Delete** in the context menu, or press **Delete** on the keyboard to delete the selected field.

3.16.3. WordArt

WordArt is used to apply special effects to the text. This function allows the user to decorate, stretch, and rotate the text, as well as to adjust the character spacing. Moreover, there are further options, such as formatting the WordArt and resetting the shape of the WordArt.

3.16.3.1. Inserting WordArt

To insert the WordArt, follow the steps below:

- (1) Place the insertion point to the place where you want to insert the WordArt.

Open the **Insert** tab and click the **WordArt** icon  to open the **WordArt Gallery** dialog box shown as follows:

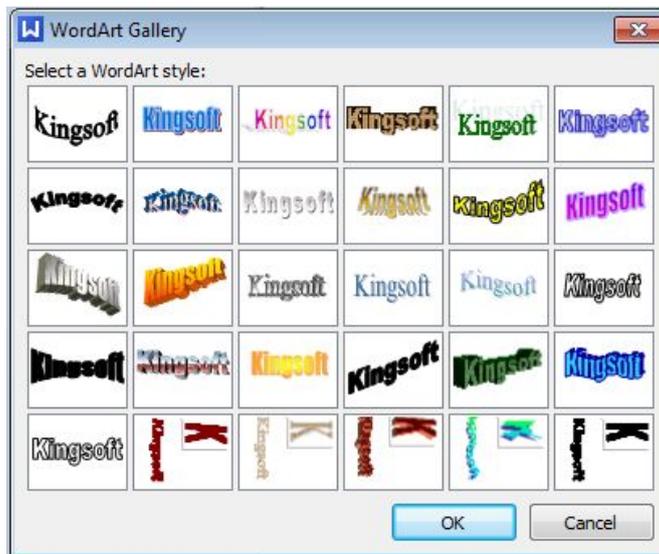


Figure 3.16—11 The WordArt Galley dialog box

- (2) Select the WordArt style that you prefer and click the **OK** button. The **Edit WordArt Text** dialog box will then open and show as below:

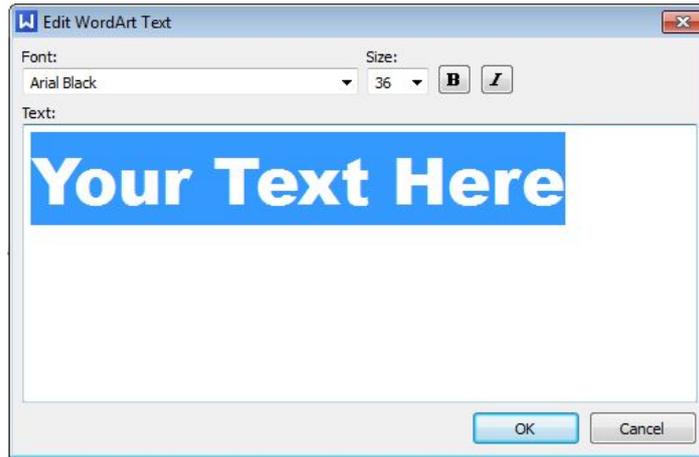


Figure 3.16—12 The Edit WordArt Text dialog box

(3) Enter the desired contents in the **Text** box. You can also set the font type, size, bold type and italic type of the contents by the available toolbar.

(4) When satisfied, click the **OK** button to complete the operation:

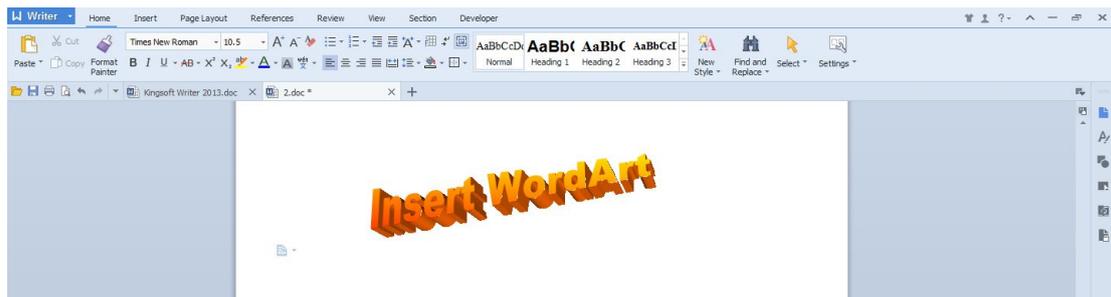


Figure 3.16—13 The WordArt effect

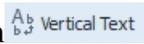
Once the WordArt has been inserted into the document, you can select to move or re-size it as you would with other objects. You can also edit the WordArt by the **WordArt** tab.

3.17. The WordArt Tab

After inserting the WordArt, the WordArt tab will appear in line with the **Home** tab on the top of the window. You can set the format of the WordArt by different commands offered in the WordArt tab, such as changing the WordArt gallery and setting the WordArt effects.

3.17.1. Available Commands in the WordArt Tab

Available commands in the WordArt tab:

- To insert new WordArt, click the **WordArt** icon  in the **WordArt** tab and select a new WordArt style in the **WordArt Gallery** dialog box.
- To edit the selected WordArt, click the **Edit Text** icon  in the **WordArt** tab and open the **Edit WordArt Text** dialog box. Then you can edit the WordArt in the dialog box.
- To adjust the letters in the WordArt to the same height, simply click the **Same Letter Heights** icon  in the **WordArt** tab.
- To change the text direction of the WordArt (i.e. from horizontal to vertical, or vice versa), simply click the **Vertical Text** icon  in the **WordArt** tab.
- To set the alignment of the WordArt, click the **Alignment** icon  in the **WordArt** tab. The options offered in the drop-down list include the **Left Align**, **Center Align**, **Right Align**, **Word Justify**, **Letter Justify**, and **Stretch Justify**, shown as follows:

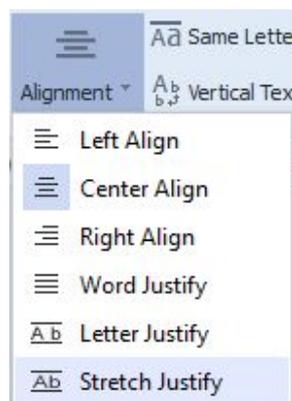


Figure 3.17—1 The Alignment list

- To set the character spacing of the WordArt, click the **Character Spacing**

icon  in the **WordArt** tab. The options offered in the drop-down list include the **Very Tight**, **Tight**, **Normal**, **Loose**, and **Very Loose** shown as follows:

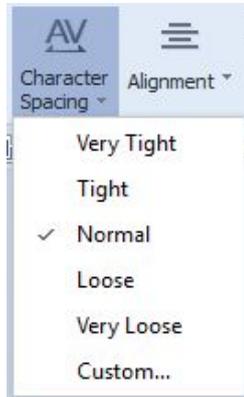


Figure 3.17—2 The Character Spacing drop-down list

- To set the format of the WordArt, click the **Settings** icon at the end of the **WordArt** tab and select the **Format Object** option in the drop-down list. The **Format AutoShape** dialog box will then open and you can set the color, line, size, layout, wrapping, etc. of the WordArt there:

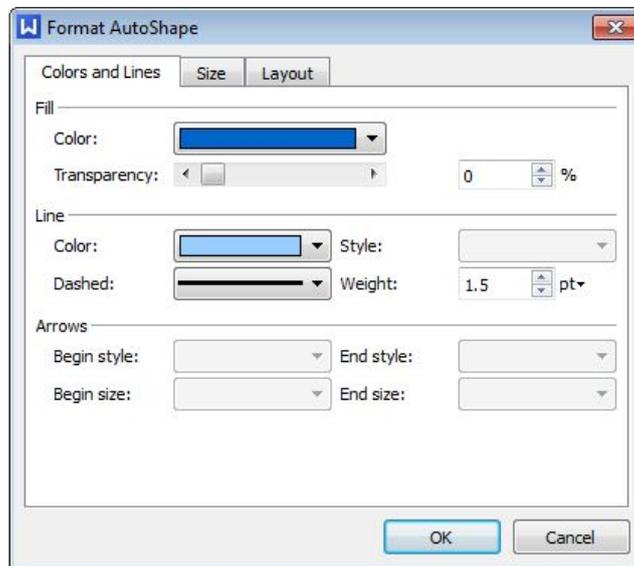


Figure 3.17—3 The Format AutoShape dialog box

- To further change the style of the WordArt, click the **WordArt Shape** icon in the **WordArt** tab and choose the preferred style in the drop-down menu shown as follows:

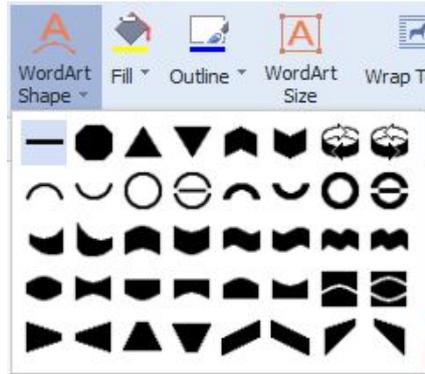


Figure 3.17—4 The WordArt Shape menu

- To adjust the position between the WordArt and the text, click the **Wrap Text** icon in the **WordArt** tab and select the preferred wrapping style in the drop-down menu shown as below:

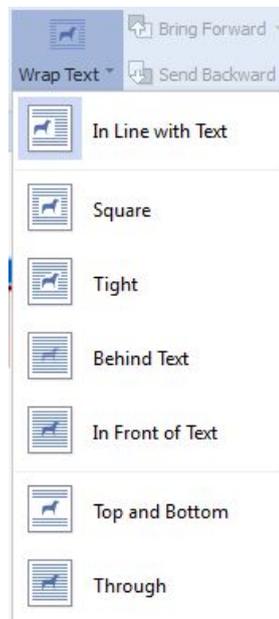


Figure 3.17—5 The Wrap Text menu

3.17.2. WordArt Fill

To fill the WordArt, follow the steps below:

- (1) Select the WordArt that you want to fill and open the **WordArt** tab.
- (2) Choose a color from the WordArt **Fill** drop-down list in the **WordArt** tab.
 - To cancel the WordArt fill, select the **No Fill** option.

- To add or change the gradient, select the **Gradient** option. Choose the **Gradient** tab in the **Fill Effects** dialog box, and then you are free to set the color, transparency, and shading styles of the WordArt.
- To add or change the texture, select the **Texture** option. Choose the texture you prefer in the **Texture** tab of the **Fill Effects** dialog box. To customize texture, select the **Other Texture** option at the bottom of the dialog box and choose the texture you prefer.
- To add or change a pattern, select the **Pattern** option. Select the pattern you prefer in the **Pattern** tab of the **Fill Effects** dialog box.
- To add or change a picture, select the **Picture** option. Find the folder which contains the picture that you want to use, select the picture, and click the **OK** button. If you select two non-contiguous texts and apply one picture fill, each of the selected text will be filled with the whole picture. Picture can not span over multiple selected texts.

(3) Click the **OK** button to complete the operation.

3.17.3. WordArt Outline

To change the outline of the WordArt , the steps are as follows:

Open the **WordArt** tab, click the WordArt **Outline** icon, and select the **Weight** option in the drop-down list. Then choose a weight you like in the list shown as follows:

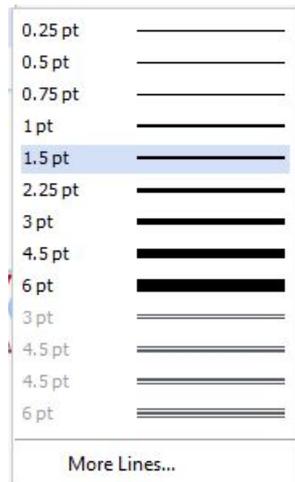


Figure 3.17—6 The Weight list

To set the dash style, click the WordArt **Outline** icon, and select the **Dash Style** option in the drop-down list. Then choose a dash style you like in the list.

Tips:

- To set the exact width of the line, you can right-click the WordArt and select the **Format Object** option in the context menu to open the **Format AutoShape** dialog box.
- You can also open the **Format AutoShape** dialog box by choosing the **Format Object** option in the **Settings** drop-down list at the end of the **WordArt** tab. Then you can establish the desired settings, and click the **OK** button to complete the operation.

3.17.4. WordArt Effects

You can add either shadow or 3-D effect to text by the WordArt function. The subsequent passages will inform you how to apply this function.

3.17.4.1. Applying and Setting the Shadow Effect of the WordArt

You can insert and set the shadow effect by the **Formats** tab:

- (1) Select the WordArt.
- (2) Open the **Formats** tab and select different shadow effects from the **Shadow**

 **Effects** drop-down list. If you want to cancel the shadow effect, select the **No Shadow** option.

(3) To customize shadow color, click the **Shadow Color** icon and choose color from the drop-down list. You can also select the **More Shadow Colors** option and open the **Colors** dialog box, shown as follows:

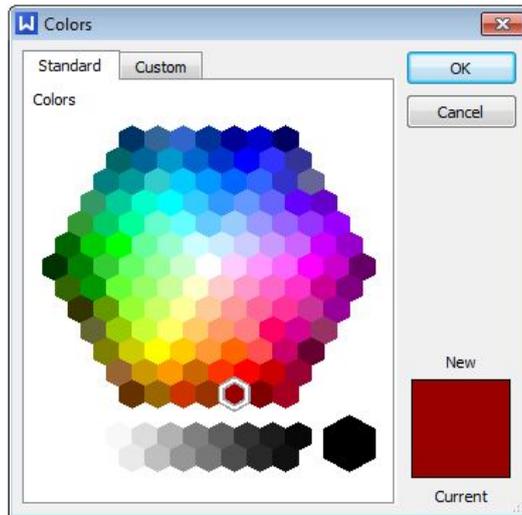


Figure 3.17—7 Setting the shadow color

- (4) Select the color that you prefer and click the **OK** button.
- (5) In the **Shadow Color** drop-down list, select the **Semitransparent Shadow** option to change the transparency of the shadow.
- (6) To adjust the size and direction of the shadow, use the icons to the right of the **Shadow Color** icon:

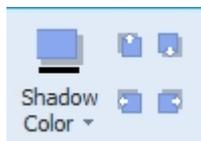


Figure 3.17—8 Adjusting the size and direction of the shadow

- (7) The four shadow icons are:
- Nudge Shadow Up: the shadow will be moved above the object.
 - Nudge Shadow Down: the shadow will be moved below the object.

- Nudge Shadow Left: the shadow will fall to the left of the object.
- Nudge Shadow Right: the shadow will fall to the right of the object.

3.17.4.2. Applying and Setting the 3-D Effect to WordArt

You can apply and set the 3-D effect by the 3-D commands. The steps are as follows:

(1) Select the WordArt.

(2) Open the **Formats** tab and select preferred 3-D effect in the **3-D Effects** drop-down list. If you want to cancel the 3-D effect, simply select the **No 3-D** option.

(3) To customize the 3-D color, click the **3-D Color** icon in the **Formats** tab and choose a color from the **3-D Color** drop-down list. You can also select the **More 3-D Colors** option and open the **Colors** dialog box shown as follows:

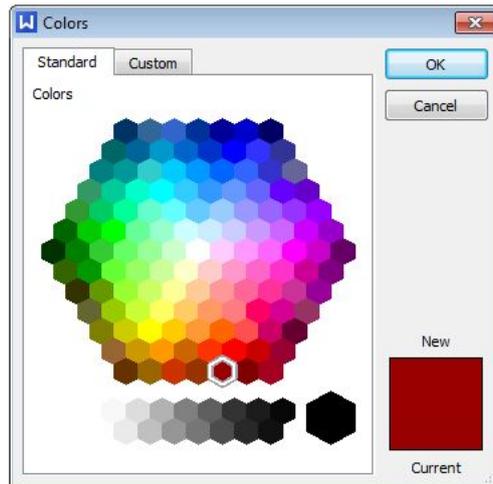


Figure 3.17—9 The 3-D color options

Select the color you prefer and click the **OK** button.

(4) To adjust the depth, direction, lighting, angles, and surface of the 3-D effect, select the appropriate option from the icons offered in the **Formats** tab:



Figure 3.17—10 Setting the 3-D effect

(5) The four icons offered to modify the angles of the 3-D effect are:

- Tilt Up: to move up slightly
- Tilt Down: to move down slightly
- Tilt Left: to move left slightly
- Tilt Right: to move right slightly

3.17.5. Inserting a Drop Cap

Drop caps are often used in formal articles, especially articles in the newspaper. Kingsoft Writer offers this function for your convenience. To insert a drop cap, follow the steps below:

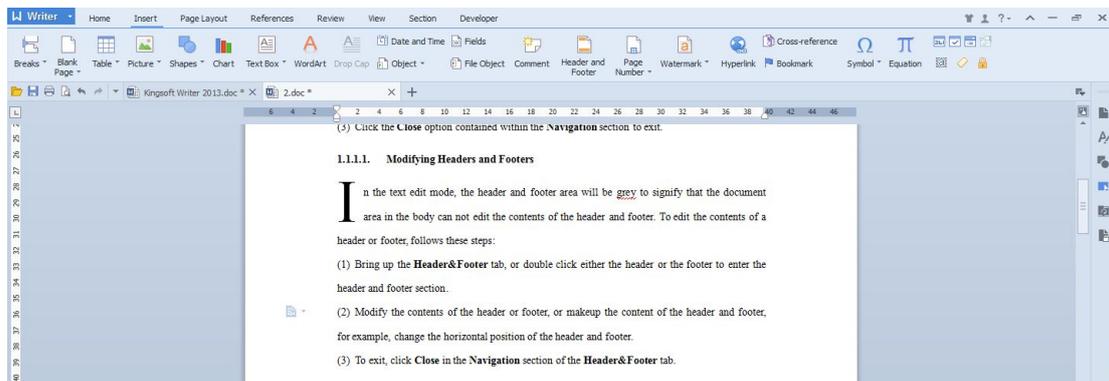


Figure 3.17—11 The Drop Cap effect

- (1) Place the insertion point to the place where you want to insert the drop cap.
- (2) Open the **Insert** tab and the **Drop Cap** icon. The **Drop Cap** dialog box will open and show as below:

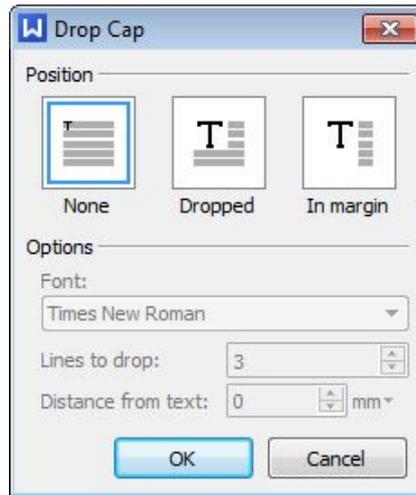


Figure 3.17—12 The Drop Cap dialog box

- (3) In the **Position** section, select one of the drop cap styles, such as the **Dropped** option.
- (4) In the **Font** roll-down list, choose the font style for the drop cap.
- (5) In the **Lines to drop** text box, choose the number of lines that the drop cap will occupy.
- (6) In the **Distance from text** box, set the distance between the drop cap and the text.
- (7) Click **OK** to complete the operation.

To cancel the drop cap, place the insertion point to the place where you want to cancel the drop cap. Open the **Insert** tab and click the **Drop Cap** icon. In the **Drop Cap** dialog box, select the **None** option and click **OK** to exit.

3.17.6. Date and Time

It is easy to insert time and date into a document, simply:

- (1) Place the insertion point to the place where you want to insert the date and time.
- (2) Open the **Insert** tab, click the **Date and Time** icon, and open the **Date and Time** dialog box, shown as below:

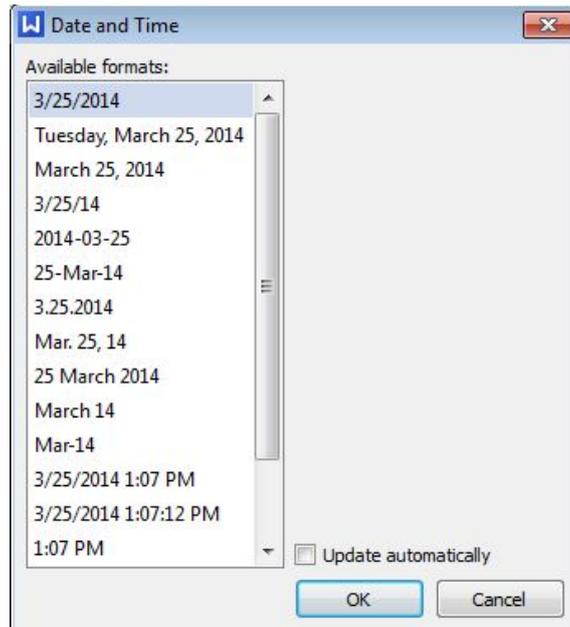


Figure 3.17—13 The Date and Time dialog box

- (3) In the **Available formats** list, choose the preferred style of date and time.
- (4) To update the date and time, select the **Update automatically** check box. When you print this file, the printed date and time will be the current date and time.
- (5) Click the **OK** button to complete the operation.

3.17.7. Objects

To insert an object:

- (1) Open the **Insert** tab, click the **Object** icon and select the **Object** option in the drop-down list. The **Insert Object** dialog box will open and show as follows:

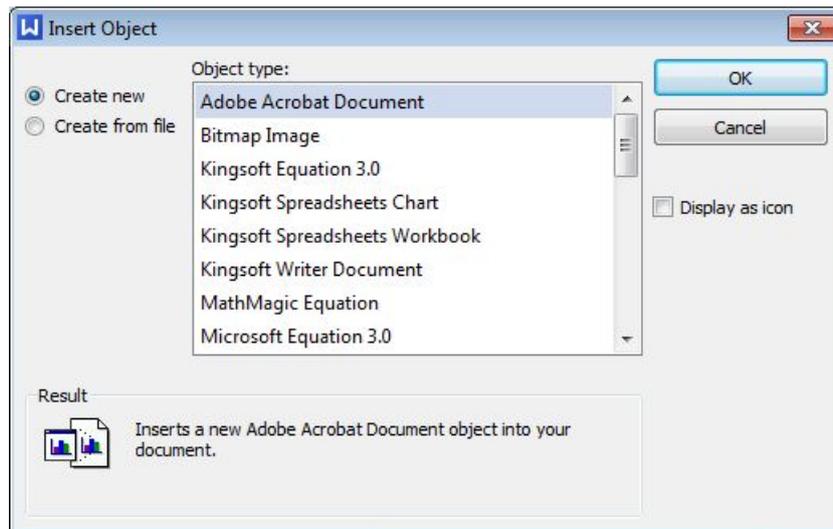


Figure 3.17—14 The Insert Object dialog box

(2) Select the contents you would like to insert and and click the **OK** button.

Writer also has the function to insert text located in other files:

(1) Put the insertion point to the place where you want to insert the text.

(2) Open the **Insert** tab, select the **Insert Text from File** option in the **Object** drop-down list.

(3) In the **Insert File** dialog box, select the file you need and click the **Open** button to insert the file.

3.18. Symbols

3.18.1. Equations

To use the equation editor, follow the steps below:

(1) Place the insertion point to the place where you want to insert the equation.

(2) Open the **Insert** tab, click the **Equation** icon and open the **Equation Editor**:

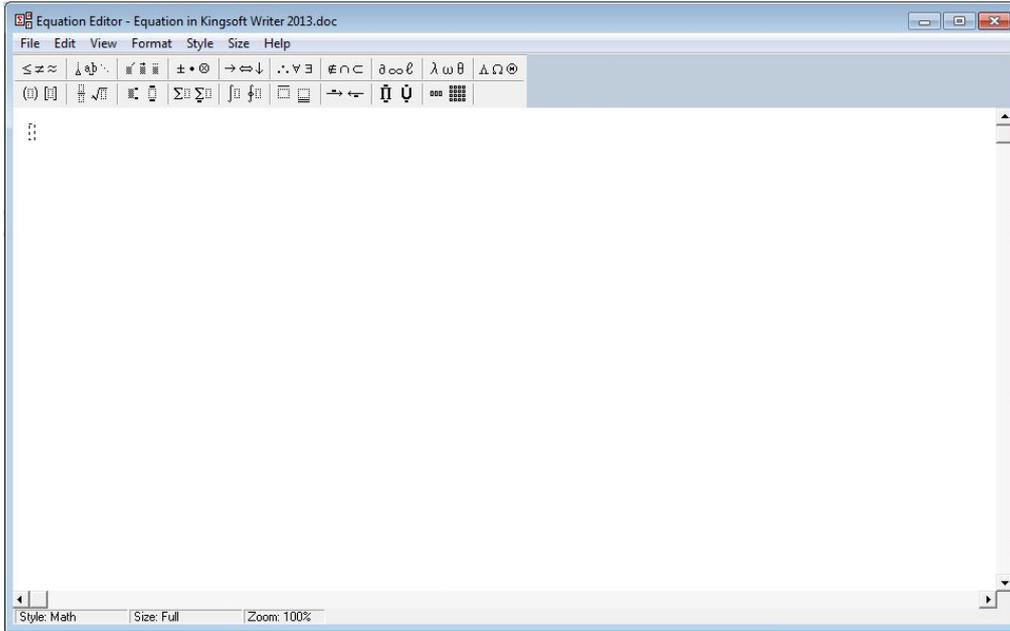


Figure 3.18—1 The Equation Editor

(3) You can create your equation by the **Equation Editor**.

After you have finished editing an equation, press <F3> or choose the **Update** option in the **File** menu to update it. You can also update the equation by closing the equation editing box or clicking the **Exit** option in the **File** menu.

3.18.2. Symbols

To insert a symbol, follow the steps below:

- (1) Place the insertion point to the place where you want to insert a symbol.
- (2) Open the **Insert** tab and click the **Symbol** icon. The recently used symbols and the available custom symbols will be displayed in the symbol drop-down list.
- (3) If the symbol you want to insert is not in the symbol library, select the **More Symbols** option at the bottom of the symbol list. Then the **Symbol** dialog box will open and show as below:

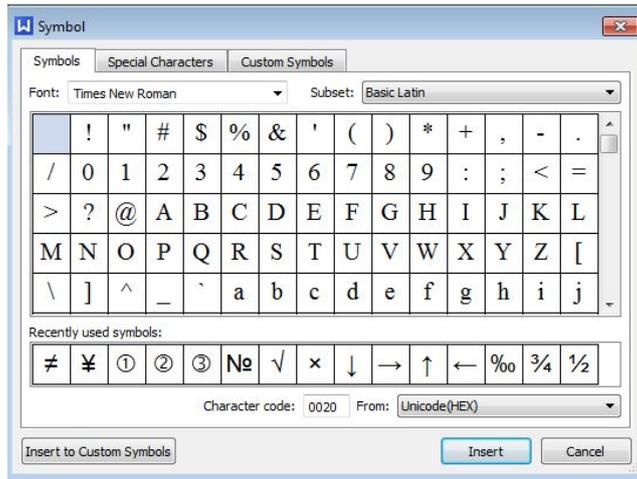


Figure 3.18—2 The Symbol dialog box

- (4) Select the symbol you want from the dialog box and click the **Insert** button.
- (5) Choose the **Insert** button to exit.

3.19. Form Field

3.19.1. Designing the Form Fields

- (1) Open Kingsoft Writer 2013, create a table, and enter the intended information, shown as follows:

Name		Gender	
Hobby		

- (2) Select the form field you prefer in the **Insert** tab.
- (3) Place the cursor after the **Name** cell and click the **Text Form Field** icon  in the **Insert** tab to insert a text form field here. If you click the **Form Field Shading** icon , the shading of the form field will be displayed in gray.
- (4) Click the **Form Field Options** icon  or double-click the inserted form field to open the **Text Form Field Options** dialog box. You can then set and modify the properties of the form fields:

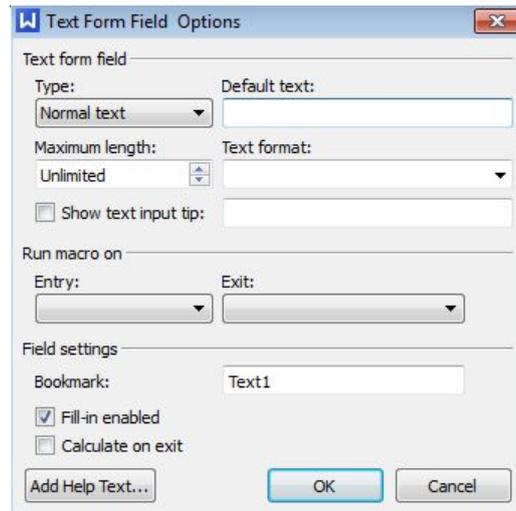


Figure 3.19—1 The Text Form Field Options dialog box

- **Type:** You can choose different types to input:
 - **Normal text:** allows to enter text, numbers, symbols and spaces.
 - **Number:** you can only enter numbers.
 - **Date:** you can only enter a valid date.
 - **Current date:** no need to input and the current date will be automatically displayed.
 - **Current time:** no need to input and the current time will be automatically displayed.
- **Default text:** the text in the input box will be displayed as the default text.
- **Maximum length:** select an acceptable maximum character length. The default setting is **Unlimited**.
- **Text Format:** the inserted text will be displayed in the format set here.
- **Run macro on:** you can set the macro operations performed by the Kingsoft Writer when the cursor is in or out of the text form field.
- **Add Help Text:** click the **Add Help Text** button and you can set the help information displayed when in the input state.

- (5) Place the cursor after the **Gender** cell and click the **Drop-down From Field** icon  in the **Insert** tab. Double-click this form field to open the **Drop-down Form Fields** dialog box. Here you can set the settings you prefer, as shown below:

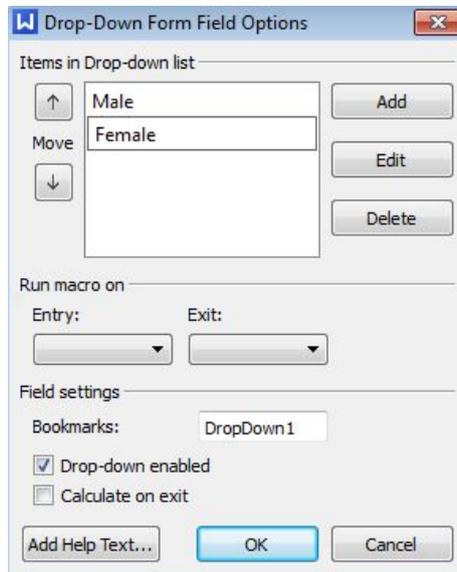


Figure 3.19—2 The Drop-down Form Field Options dialog box

- Select the **Add** button and enter and edit the relevant information in the **Item in Drop-down list** box.
 - **Run macro on:** you can set the macro operations performed by the Kingsoft Writer when the cursor is in or out of the text form field.
 - **Field settings:** you can set the bookmark name and whether or not to calculate this field.
- (6) Place the cursor after the **Hobby** cell and click the **Check Box Form Field** icon  in the **Insert** tab. Double-click this form field to open the **Check form Filled Options** dialog box. Here you can set the settings you prefer, as shown below:

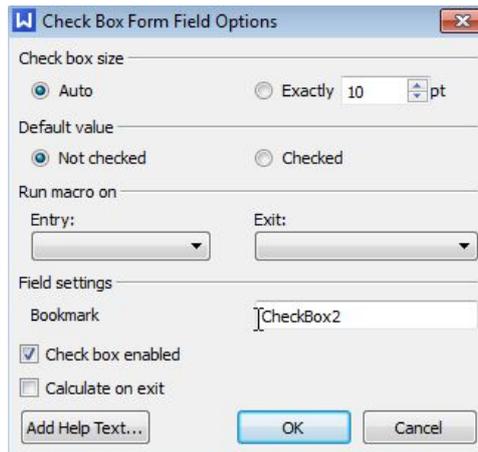


Figure 3.19—3 The Check Box Form Field Options dialog box

- **Check Box size:** you can set the size of the check box to **Auto** or **Exactly**.
- **Default value:** you can control whether the check box will be selected as part of the default settings.
- **Run macro on:** you can set the macro operations performed by the Kingsoft Writer when the cursor is in or out of the text form field.
- **Field settings:** you can set the bookmark name and whether or not to calculate this field.

3.19.2. Protecting the Form Fields

After designing the form fields, you can protect them by either of the two ways as follows:

- Click the **Protect Form** icon  in the **Insert** tab to exit the design mode of the form fields. At this point, you can only fill and select the form but not to edit or delete it. To return to the edit mode, click the **Protect Form** icon again.
- Click the **Restrict Editing** icon in the **Review** tab to open the Restrict Editing task window. Select **Set the protection way in the document** check box and choose the **Filing in forms** option. Then click the **Start Protection** button at the bottom and enter the password twice to complete the protection. Click the **Protect Form** icon in the **Insert** tab and enter the password to return to the edit

mode, shown as follows:

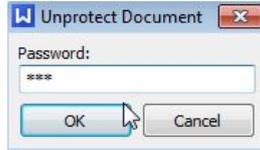


Figure 3.19—4 Unprotect Document dialog box

4. The Page Layout Tab

4.1. Page Setup

4.1.1. Text Direction

To set the text direction:

- (1) Open the **Page Layout** tab, click the **Text Direction** icon, and open the drop-down list.
- (2) Select a text direction from the list and the changes will be displayed in the document.
- (3) You can also select the **Text Direction Options** at the bottom of the list and open the **Text direction** dialog box shown as below:



Figure 4.1—1 The Text direction drop-down list

(4) In the **Apply to** drop-down list, select the text direction to be applied either to the **Whole document** or from **This point forward**.

(5) Click the **OK** button to exit.

4.1.2. Margins

Open the **Page Layout** tab and click the **Margins** icon. The **Page Setup** dialog box will open. Select the **Margins** tab as below:

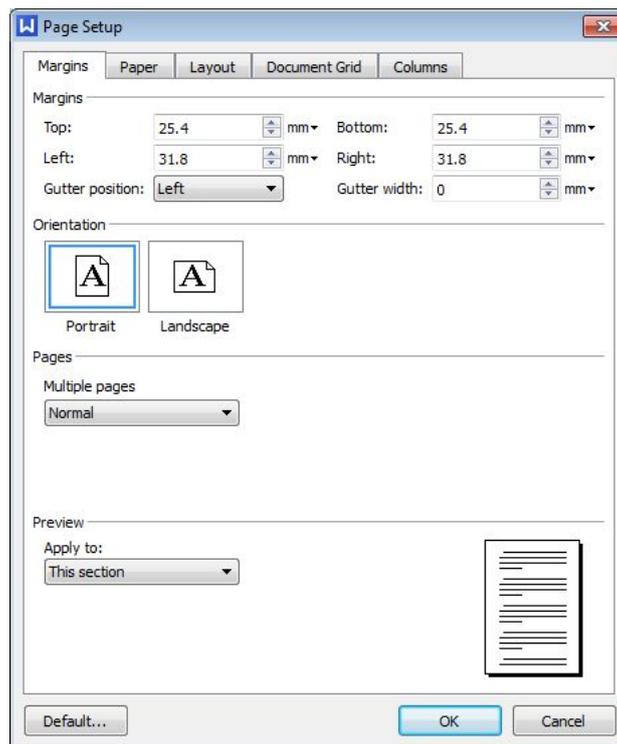


Figure 4.1—2 The Margins tab

You can set the margins here:

- (1) Enter the **Top**, **Bottom**, **Left**, and **Right** text box to set the value of the margins.
- (2) In the **Orientation** section, select the paper orientation, you can choose either the **Portrait** or the **Landscape** option. The default paper orientation is **Portrait**.
- (3) In the **Pages** section, you can choose **Normal**, **Book fold** or **Reverse Book Fold** options for the multi-page mode.
- (4) Select the application style in the **Apply to** drop-down list.

(5) Click the **OK** button to complete the operation.

4.1.3. Size

If you want to set the paper size:

(1) Open the **Page Layout** tab and click the **Size** icon. Open the **Paper** tab in the **Page Setup** dialog box, shown as follows:

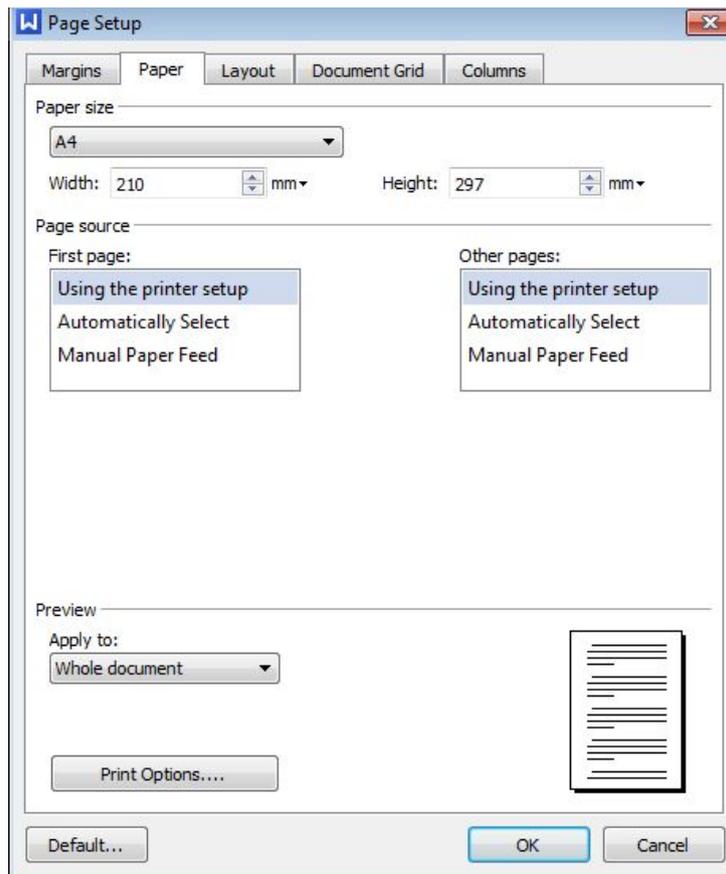


Figure 4.1—3 The Paper tab

(2) Select your preferred paper size from the **Paper Size** drop down list. If you want to customize the paper dimensions, use the **Width** and **Height** text box and enter the specific values.

(3) After finishing, click the **OK** button to complete the operation.

4.1.4. Columns

To set up a column, follow the steps below:

- (1) If you want to display the whole document in the multi-column layout, place the insertion point anywhere in the entire document. If you want only part of the document to be displayed in the multi-column layout, please select the appropriate text, shown as below:

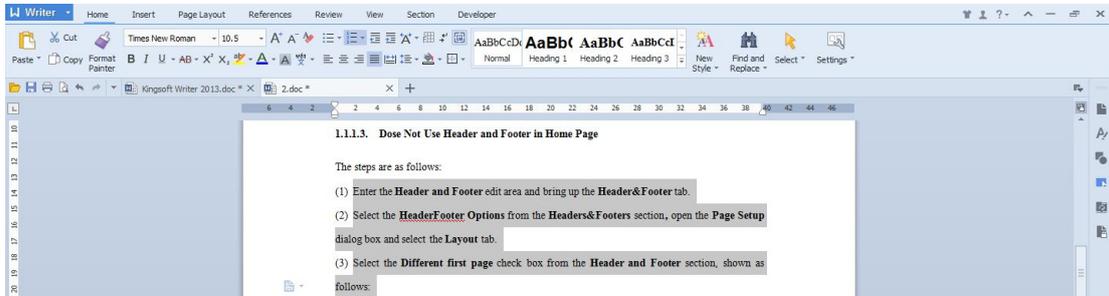


Figure 4.1—4 Selecting the text

- (2) Open the **Page Layout** tab and select the number of column you want in the **Columns** drop-down list.
- (3) If you want to set more columns, select the **More Columns** option at the bottom of the **Columns** drop-down list. The **Columns** dialog box will then open and show as below:

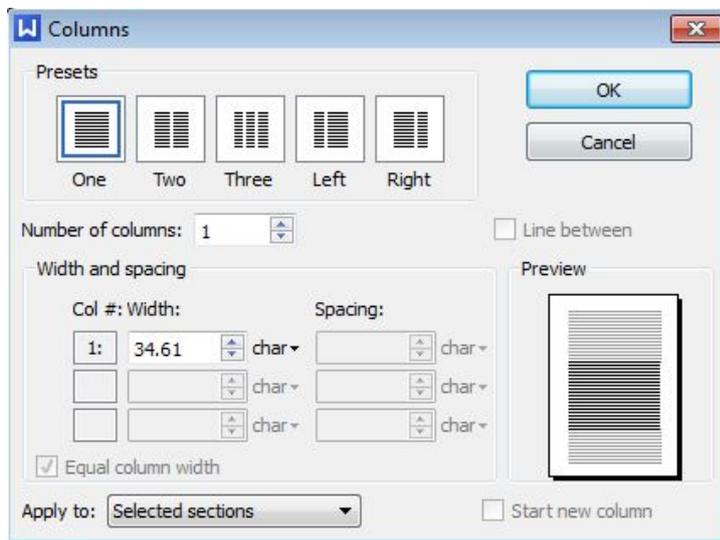


Figure 4.1—5 The Columns dialog box

- (4) Select the format that you want from the **Presets** section. For example, click the option **Two**.

- (5) In the **Apply to** roll-down box, specify the scope of the application as either to the **Whole Document** or from **This point forward**.
- (6) If you want to establish a line between the two columns, select the **Line between** check box.
- (7) In the **Width and spacing** section, enter the values you want for the column width and spacing, or click the **Equal column width** check box.
- (8) Click the **OK** button and the result is shown below:

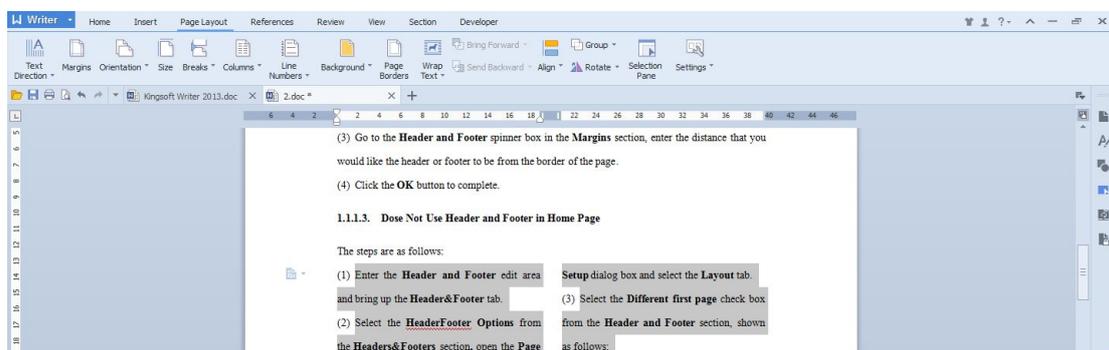


Figure 4.1—6 Formatting the text into two columns

4.1.4.1. Modifying Columns

To modify an existing column:

- (1) Move the insertion point to the column that you wish to modify.
- (2) Open the **Page Layout** tab and select the **More Columns** option in the **Columns** drop-down list. The **Columns** dialog box will open then.
- (3) Select the format that you want to use in the **Presets** section.
- (4) To change a column width or the spacing of the columns, go to the **Width and Spacing** section and enter the appropriate width and spacing values in the box.
- (5) Click the **OK** button to complete the operation.

4.1.4.2. Canceling Columns

To cancel the column layout, the steps are as follows:

- (1) Select the text that you want to change from the multi-column to single column format, or simply place the insertion point in the section that you desire to modify.
- (2) Open the **Page Layout** tab and select the **More Columns** option in the **Columns** drop-down list. The **Columns** dialog box will then open.
- (3) In the **Presets** section, select the **One** option.
- (4) Click **OK** to complete the operation.

4.1.5. Breaks

4.1.5.1. Inserting Page Breaks

Kingsoft Writer will automatically insert a page break when a page is filled up. However, you can also insert a page break manually if you need to. To insert a page break, follow the steps below:

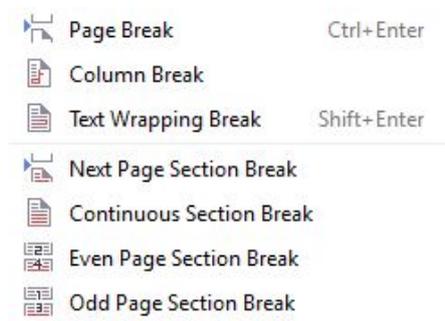


Figure 4.1—7 The Page Breaks list

- (3) Place the insertion point to the place where you want to insert the break.
- (4) Open the **Page Layout** tab and click the **Breaks** icon to open the drop-down list.
- (5) In the drop-down list, select **Page Break** to manually insert a page break.

Skill:

Insert a page break by pressing the shortcut **<Ctrl+Enter>**.

If you need to remove the page break, place the cursor on the page break, and then press the **Delete** key.

4.1.5.2. Column Break

To insert a column break:

- (1) Place the insertion point to the place where you want to insert the column break.
- (2) Open the **Page Layout** tab, click the **Breaks** icon, and select the **Column Break** option in the **Breaks** drop-down list.

4.1.5.3. Text Wrapping Break

To change the text wrapping style:

- (1) Place the insertion point to the place where you want to change the text wrapping.
- (2) Open the **Page Layout** tab and select the **Text Wrapping Break** option in the **Breaks** drop-down list.

4.1.5.4. Section Break

You can insert section break into documents in the Writer.

To insert a section break, open the **Page Layout** tab and click the **Breaks** icon. Then you can select one of the different section break options presented in the **Breaks** drop-down list.

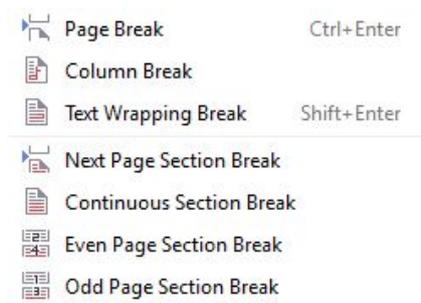


Figure 4.1—8 The four varieties of section break

There four varieties of section break, namely the next page section break, continuous section break, even page section break, and odd page section break:

- Next Page Section Break

Insert a **Next Page Section Break** means to start a new section on the next page.

- **Continuous Section Break**

Insert a **Continuous Section Break** means to start a new section on the same page.

- **Even Page Section Break**

Insert an **Even Page Section Break** means to start a new section from the next even-numbered page.

- **Odd Page Section Break**

Insert an **Odd Page Section Break** means to start a new section from the next odd page.

Tip: If you want to delete a section break, just put the mouse in the section break, and then press the **Delete** key.

4.1.6. Line Numbers

Kingsoft Writer offers the function to number each line in the document. To use this function, follow the steps below:

(1) Open the **Page Layout** tab and click the **Line Numbers** icon to open the drop-down list. Shown as below:

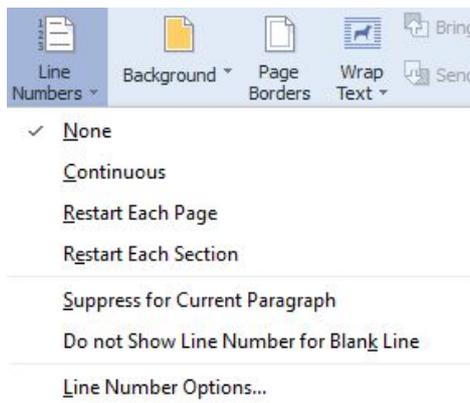


Figure 4.1-9 The Line Numbers drop-down list

(2) The default option is **None** which means that there is no line number in the page of the current document.

(3) Choose the **Continuous** option and each line in the current document will be numbered in a continuous order.

- (4) Choose the **Restart Each Page** option and the number of each line in the current document will restart every other page.
- (5) Choose the **Restart Each Section** option and the number of each line in the current document will restart every other section.
- (6) Choose the **Suppress for Current Paragraph** option and the line or the paragraph where the cursor stays will not be numbered.
- (7) Choose the **Do Not Show Line Number for Blank Line** option and the line number in the blank line will not be displayed.
- (8) Choose the **Line Number Options** at the bottom and the **Line Number Options** dialog box will open and show as below:

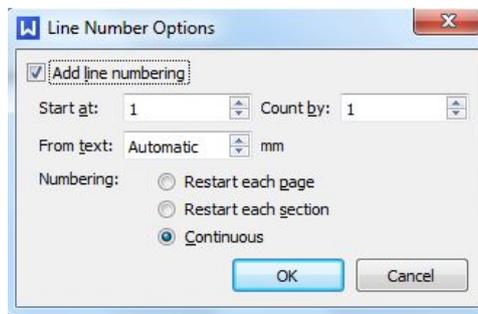


Figure 4.1-10 The Line Number Options dialog box

- (9) Select the **Add line numbering** check box to add line number to the current document. Set the values, namely **Start at**, **Count by**, **From text**, and **Numbering**.
- (10) Click the **OK** button to complete the operation.

4.2. Page Borders

4.2.1. Adding Page Borders to Documents

To add a page border to your document, follow the steps below:

- (1) Open the **Page Layout** tab, click the **Page Borders** icon, and open the **Borders and Shading** dialog box. The default tab is the **Page Border** tab as shown below:

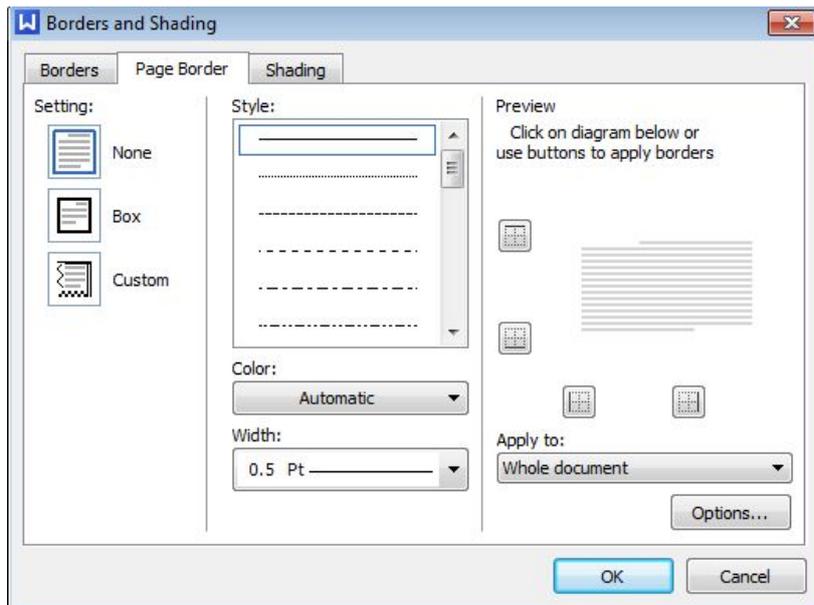


Figure 4.2—1 The Borders and Shading dialog box

- (2) In the Setting section, select one of the varieties of the border, such as **None**, **Box**, and **Custom**.
- (3) In the **Style** list box, select the style of the border line, such as the double line, the dotted line, etc.
- (4) In the **Color** drop-down list, select the color of the border line.
- (5) In the **Width** drop-down list, select the width of the border line.
- (6) In the **Apply to** drop-down list, select the application scope of the border.
- (7) The potential changes you have made will be displayed in the **Preview** section.
- (8) When satisfied, click the **OK** button to complete the operation.

4.2.2. Adding Borders and Shading to Text

In addition to adding a border to the pages, you can also add borders and shading to the text and paragraphs.

4.2.2.1. Adding Borders to Text

To add a border to text, follow the steps below:

- (1) Select the text to which you want to add the border.
- (2) Open the **Page Layout** tab, click the **Page Borders** icon, and open the **Borders and Shading** dialog box. Select the **Borders** tab as shown below:

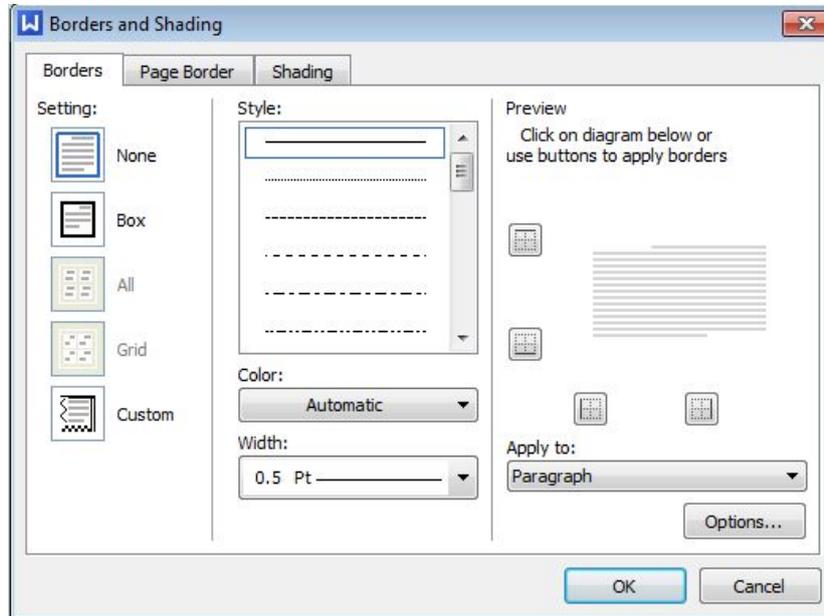


Figure 4.2—2 The Borders and Shading dialog box

- (3) In the **Settings** section, select one of the varieties of the border, such as **Box**, **Custom**, etc.
- (4) In the **Style** list box, select the style of the border line, such as the double line, the dotted line, etc.
- (5) In the **Color** drop-down list, select the color of the border line.
- (6) In the **Width** drop-down list, select the width of the border line.
- (7) In the **Apply to** drop-down list, select the application scope of the text border.
- (8) The potential changes you have made will be displayed in the **Preview** section.
- (9) When satisfied, click the **OK** button to complete the operation.

4.2.2.2. Adding Shading to Text

You can add shading to the text by the **Borders and Shading** dialog box:

- (1) Select the text to which you want to add the shading.

- (2) Open the **Page Layout** tab, click the **Page Borders** icon, and open the **Borders and Shading** dialog box. Select the **Shading** tab as shown below:

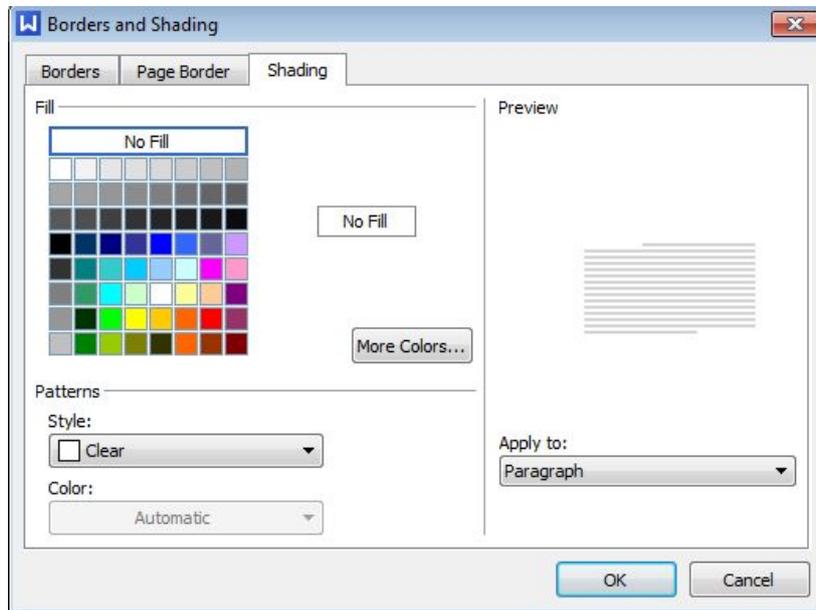


Figure 4.2—3 The Shading tab

- (3) In the **Fill** select, select the preferred fill color for the shading.
- (4) In addition to adding color shading to the text, you can also add a shading style and corresponding color to the text in the **Patterns** section. Select the preferred style and color in the **Style** and **Color** drop-down list for the shading.
- (5) Set the application scope in the **Apply to** drop-down list.
- (6) The potential changes you have made will be displayed in the **Preview** section.
- (7) When satisfied, click the **OK** button to complete the operation.

5. The References Tab

5.1. Table of Contents (TOC)

5.1.1. Inserting a Table of Contents

The steps to insert a table of contents are as follows:

- (1) Check the title in the document to ensure that they have a consistent heading style format.

Tips: To apply a heading style (see supra 1.4.1 Using a Style), position the insertion point in the title, and click the preferred heading style displayed in the **Home** tab. If you do not see the style you want, click the  button to expand the **Style** library.

- (2) Place the insertion point where you want to insert the table of contents, which is usually at the beginning of the document.
- (3) Open the **References** tab, click the **Insert TOC** icon, and open the **Table of Contents** dialog box. See below:

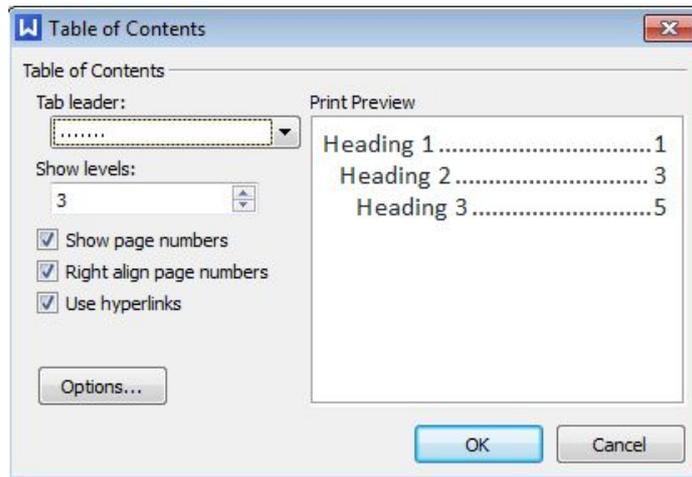


Figure 5.1—1 The Table of Contents dialog box

- (4) In the **Tab leader** drop-down list, you can specify the distance between the title and the page number.
- (5) In the **Show levels** text box, you can specify the title level that will be displayed in the table of contents (e.g. If you select 1, only level 1 heading will be displayed in the contents. If you select 2, level 1 and level 2 heading will both be displayed in the contents).
- (6) Selecting the **Show page numbers** check box and the corresponding page number will be displayed beside each title.

- (7) Selecting the **Right align page numbers** check box and the page numbers will be aligned to the right.
- (8) Selecting the **Use hyperlinks** check box and each item in the table of contents will be automatically linked to the corresponding contents.
- (9) The mode of table of contents you have created will be displayed in the **Print Preview** section.
- (10) When satisfied, click the **OK** button to complete the operation. The results are shown below:

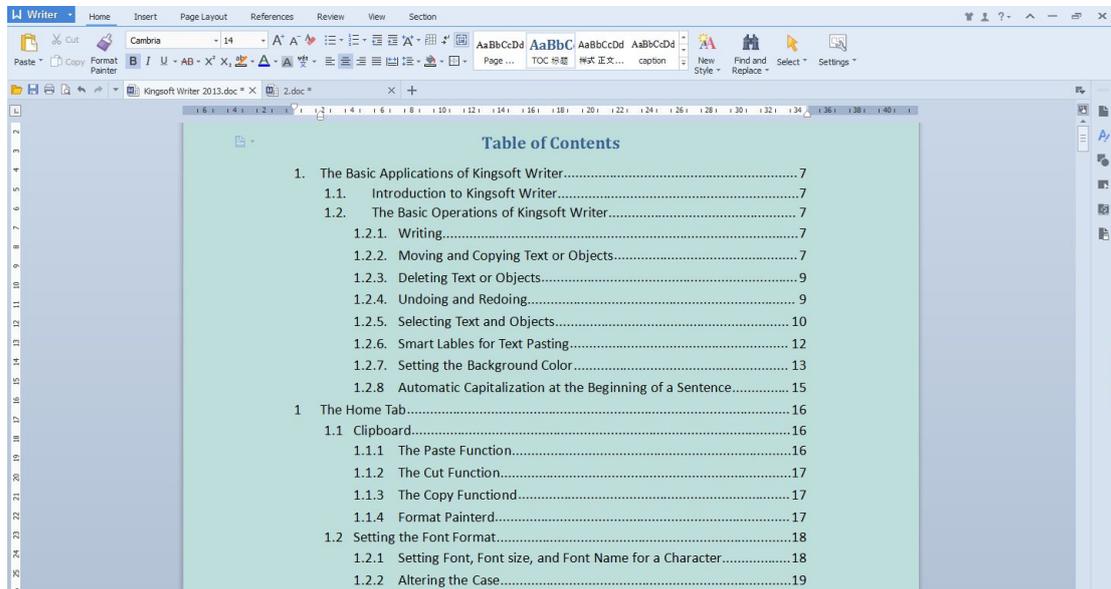


Figure 5.1—2 An inserted table of contents

5.1.2. Update the Table of Contents

It is very easy to update the TOC. Open the **References** tab and click the **Update TOC** icon. Or you can right-click the mouse to open the context menu and select the **Update Field** option there. The **Update Table of Contents** dialog box will then open and show as below:



Figure 5.1—3 The Update Table Of Contents dialog box

- If you select the **Update page numbers only** option, then only the numbers of the existing catalog will be updated without any change to the table of contents .
- If you select the **Update entire table** option, the whole table of contents will be updated.

Skill: If you want to copy the whole table of contents to another file, and then save it or print it alone, you must disconnect its links with the original text. Otherwise, errors will occur in the page numbers when you save and print it. The specific method for this is to select the whole table of contents and press the **<Ctrl+Shift+F9>** combination key.

5.1.3. Adding Text to the Table of Contents

To add text without a heading style into the TOC, follow the steps below:

- (1) Select the text that you want to add to the table of contents.
- (2) Open the **References** tab and click the **TOC Level** icon.
- (3) Select the level you prefer.
- (4) Update the TOC by choosing the Update entire table option.
- (5) Repeat steps (1) to step (4) until all the intended text is displayed in the table of contents.

5.1.4. Deleting the Table of Contents

To delete a table of contents, simple select it and press the **<Delete>** key.

5.2. Footnotes and Endnotes

Footnotes and endnotes are used to provide modifications, comments, and references for a written document. Footnotes are located at the bottom of the current page or below the text, explaining what the text means or add further details, while endnotes are references located at the end of a document.

A footnote or an endnote contains two related parts: the note reference mark and the corresponding note text. The note reference mark appears both in the document and in the note area. You can enter note text of any length.

5.2.1. Inserting Footnotes and Endnotes

The steps are as below:

- (1) Place the insertion point to the place where you want the footnote or endnote mark to be located.
- (2) Open the **References** tab and click the **Insert Footnote/Endnote** icon. The **Footnote and Endnote** dialog box will open and show as below:

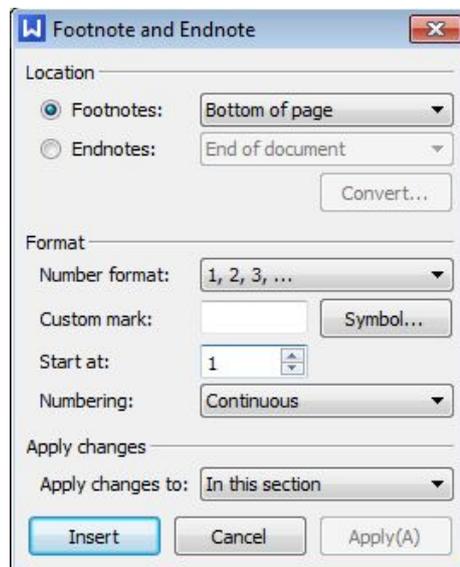


Figure 5.2—1 The Footnote and Endnote dialog box

- (3) If you want to insert a footnote, select the **Footnotes** option and choose the location of the footnote as **Bottom of page** or **Below text**.

- (4) If you want to insert an endnote, select the **Endnotes** option and choose the location of the endnote as **End of document** or **End of Section**.
- (5) Open the **Number format** drop-down list in the **Format** section and select a number format.
- (6) Enter the starting number in the **Start at** box.
- (7) Select either **Continuous**, **Restart each section**, and **Restart each page** options in the **Numbering** drop-down list.
- (8) You can also enter a symbol in the **Custom mark** section or click the **Symbol** button and select a special symbol in the **Symbol** dialog box.
- (9) Click the **Insert** button to complete the insertion of the footnote or endnote.
- (10) Enter the text into the footnote or endnote at the bottom of the page. See below:

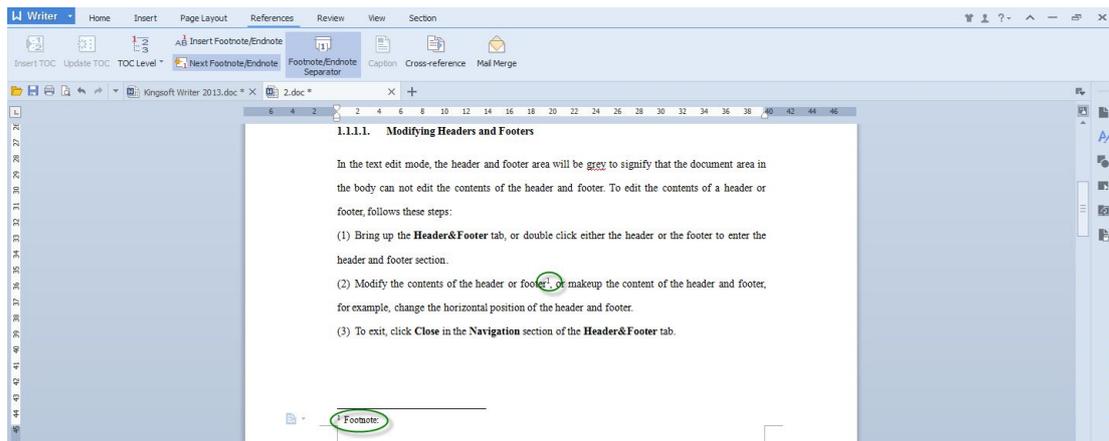


Figure 5.2—2 The effect of footnote

5.2.2. Editing Footnotes and Endnotes

If you want to move the footnote or endnote:

- (1) Select the the footnote or endnote.
- (2) Move the cursor over the note and hold the left mouse button. Drag the note to the new location, then release the button.

Tips: You can also use the **Cut** and **Paste** command to move the footnote and

endnote.

If you want to copy the footnote or endnote:

- (1) Select the the footnote or endnote.
- (2) Move the cursor over the note and hold the <Ctrl> key while dragging the mouse.

You can then copy the note to a new location, and insert text into the note area.

Tips: You can also use the **Copy** and **Paste** command to copy the footnote or endnote.

To delete a footnote or an endnote, select it and then press the <Delete> key. You should also delete the note reference mark in the document so that the other reference numbers can update accordingly.

Tips: To see the contents of a footnote or an endnote, double-click on the reference mark.

5.2.3. Converting Footnotes and Endnotes

Footnotes can be converted into endnotes, and vice versa. To do this, follow the steps below:

- (1) Right-click the footnote or endnote.
- (2) Open the context menu and select the **Convert to Endnote** or **Convert to Footnote** option:

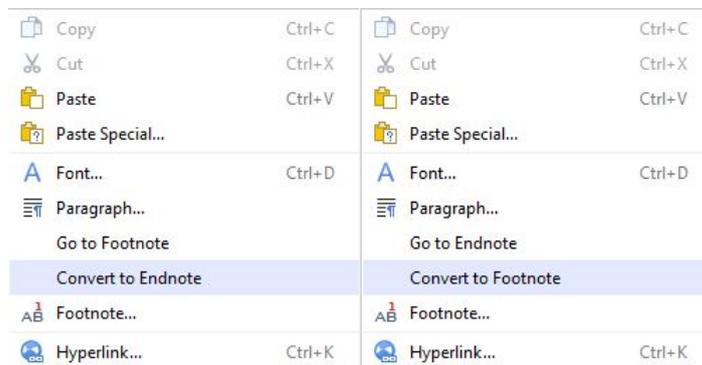


Figure 5.2—3 Converting footnotes and endnotes

5.2.4. Locating Footnotes/Endnotes

To locate a footnote or an endnote, follow the steps below:

- (1) Place the cursor in the text which includes the footnote or endnote.
- (2) Open the **References** tab and click the **Next Footnote/Endnote** icon. The **View Footnote** dialog box will then open and show as below:



Figure 5.2—4 The View Footnotes dialog box

- (3) Select either **View footnote area** or **View endnote area** and click the **OK** button. You can then locate the footnotes or endnotes in the document.

5.3. Captions

5.3.1. Adding Captions

If you want to add captions to the existing tables, charts, formulas, and other items, follow the steps below:

- (1) Select an item for which you want to insert a caption.
- (2) Open the **References** tab and click the **Caption** icon. The **Caption** dialog box will then open (see figure 4.3-1).
- (3) Select the desired label from the **Label** drop-down list, such as **Equation**, **Figure**, and **Table**.
- (4) If these labels do not meet your needs, click the **New label** button and open the **New label** dialog box (see figure 4.3-2). Enter the name in the **Label** text box, and then click the **OK** button to return to the **Caption** dialog box. At this point, the new label will appear in the **Label** drop-down list.



Figure 5.3—1 The Caption dialog box



Figure 5.3—2 The New Label dialog box

- (5) Kingsoft Writer also provides the adding chapter numbers function. Select the **Numbering** option and open the **Caption Numbering** dialog box as shown below. Choose the **Include chapter number** check box which will allow you to add chapter numbers to the document.

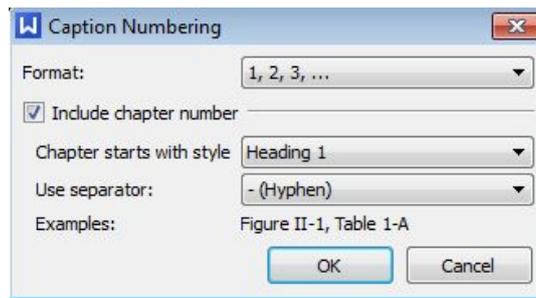


Figure 5.3—3 Setting the caption numbering

- (6) Click the **OK** button to complete the operation. If you want to add text, you can enter the text after the caption mark. See below:

Season 1	Season 2	Season 3	Season 4

Table 1: Sales for Each Season

Figure 5.3—4 Inserting the caption for a table

- (7) To delete a caption, select the caption and press the **<Delete>** key. After deleting this caption, Writer will automatically update the numbering for the rest of the captions.

Skills: If you have inserted related captions to a document, you are able to link these

captions by the Cross-Reference function, the steps are as follows:

(1) Open the **References** tab and click the **Cross-Reference** icon. The **Cross-reference** dialog box will open and show as below:

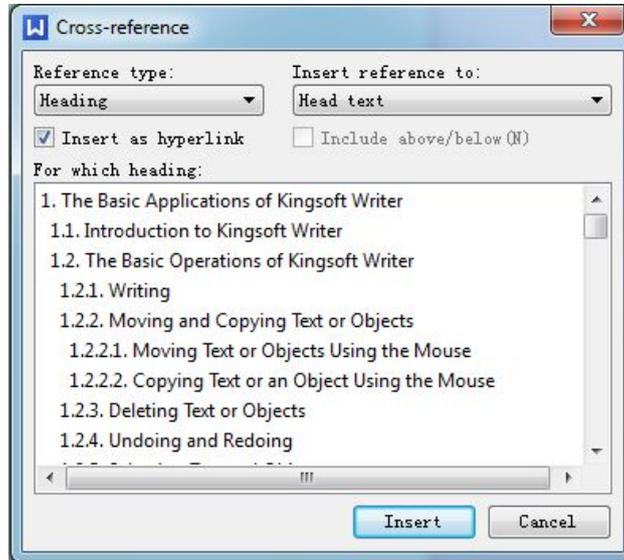


Figure 5.3—5 The cross-reference settings

(2) Create the cross-reference as shown in Figure 3.12—5 Cross-Referencing.

When you press the <Ctrl> key and click the reference link, you can quickly jump to a specified location.

5.4. Mail Merge

5.4.1. About Mail Merge

You can use the mail merge function when you want to create a series of almost identical documents except for just one unique element. Simply speaking, **Mail Merge** is an advanced tool to help you to mass produce letters, envelopes, labels, salary bills, and score sheets.

For example, if you need to send a fax to the subordinate companies with the same contents and only different recipients and fax numbers, it would be time-consuming to separately create each fax. However, it would be much more simple to use the Mail Merge function. You only need to create one document and add the unique

information (the “recipient” and “fax number” in this example) into each version, thus quickly finishing your work.

By the Mail Merge function, you can create:

- A set of labels or envelopes: where the information of the sender are identical while the information of the addressee are different from each other.
- A set of form letters, E-mails, and Faxes: where the basic information are identical, meanwhile contain specified information, like name, address, etc.
- A set of numbered coupons: where the contents are identical while the number contained by each coupon is exclusive.

5.4.2. Using the Mail Merge Function

To create a mail merge, follow the steps below:

- (1) Open or create the main document (letter, label, E-mail, envelope, contents, and ordinary document).
- (2) Open the **References** tab and click the **Mail Merge** icon. The **Mailings** tab will then open in line with the **Home** tab. Click the **Open Data Source** icon and open the **Select Data Source** dialog box as shown below:

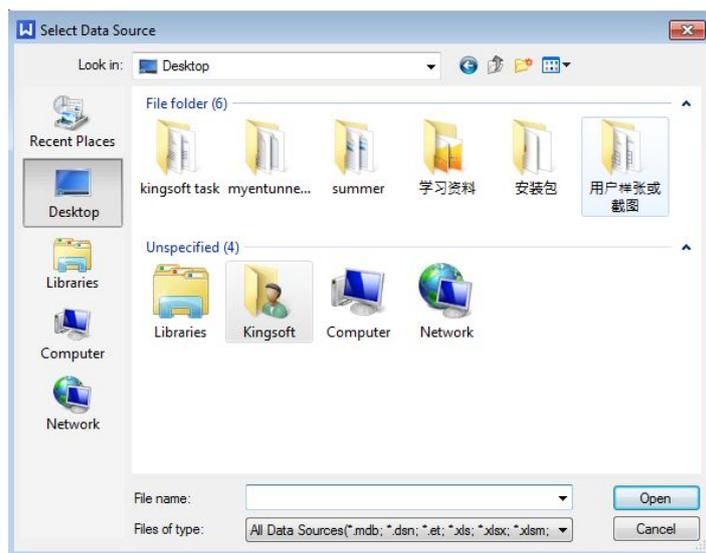


Figure 5.4—1 Select Data Source dialog box

- (3) Click the **Mail Merge Recipients** icon to edit the recipient list.
- (4) Click the **Insert Merge Field** icon. The **Insert Merge Field** dialog box will open and show as below. You can set the match between the Address fields and the Database fields.

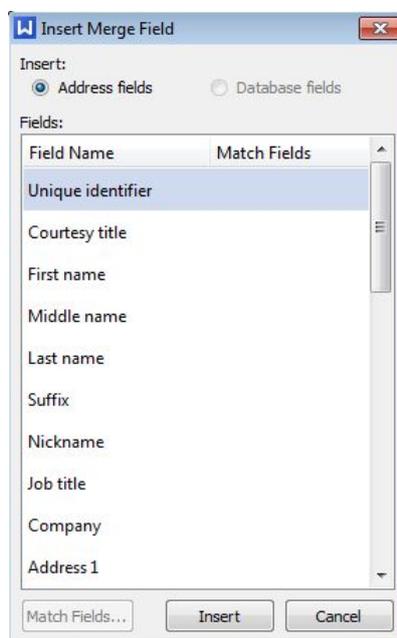


Figure 5.4—2 The Insert Merge Field dialog box

- (5) Search the field results by the record number and preview the contents of the

mail.

- (6) Then merge the results and send the merged mail. You can also merge the results into a new document, into different documents, and into the printer based on your need.

Tips:

- You can check which kinds of files are accepted as the data source by the **Open Data Source** dialog box. Simply select the arrow on the **Files of type** roll-down list.
- Kingsoft Writer turns the items in the data source to fields that it can identify.

5.4.3. About the Data Source of the Mail Merge

The data source of the Mail Merge supports the import of ODBC data source. It also supports to partially select, all select, delete all select, refresh, etc. the contents of data source.

You can also perform the following operations to the data source of the Mail Merge:

- Support the import of database which can be used not only in the Mail Merge, but also be directly imported in the table. The data used in the Mail Merge could be word-processed into merge fields and imported into lists identifiable by the text, thus to be edited and revised.
- The information of the database could be imported by the way of field. At this point, only one database is allowed to be imported in each document. If it is imported in the Mail Merge, the data in the table will be deleted.
- Merge field is automatically generated by different tabs in the database and marked by an unique ID-physical number. You can view different data information by switching. You can also partially select the data and re-identify the number sequence.
- Merge field can be merged and converted into general text.
- You can identify the items according to the physical number and customize to print.

6. The Review Tab

6.1. Proofing

6.1.1. Checking Spelling

Kingsoft Writer comes with an automatic spell-checker to aid in the proof-reading of documents. To use this function, follow the steps below:

- (1) Open the **Review** tab and click the **Check Spelling** icon. The **Check Spelling** dialog box will open and show as below:

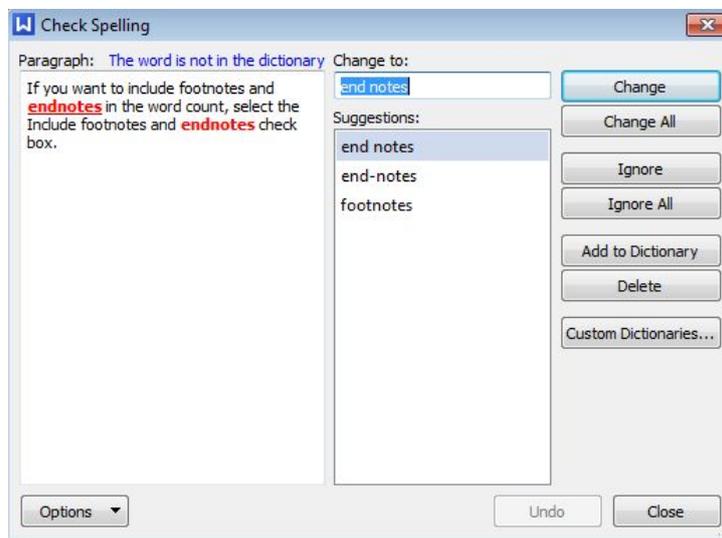


Figure 6.1—1 The Check Spelling dialog box

- (2) If you made a spelling mistake, the correct **Suggestions** will appear. You can also click the **Options** button to specify the conditions.
- (3) Open the **Application Menu** at the top right corner of the screen and click the **Options** icon at the bottom right. Choose the **Check Spelling** tab as shown below:

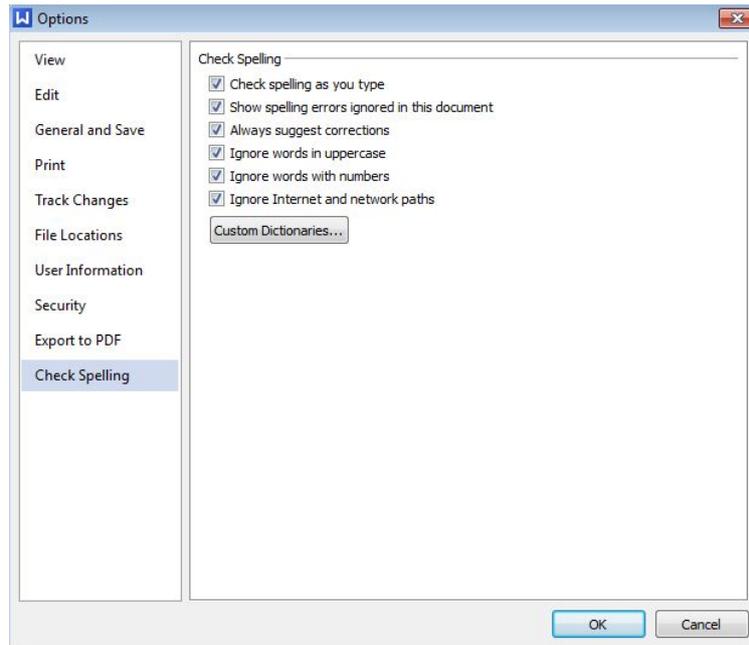


Figure 6.1-2 The Check Spelling tab

- (4) In the **Check Spelling** section, you can select and deselect the check box to set the conditions for spelling check.
- (5) Click the **Custom Dictionaries** button and the Custom Dictionary dialog box will open and show as below:

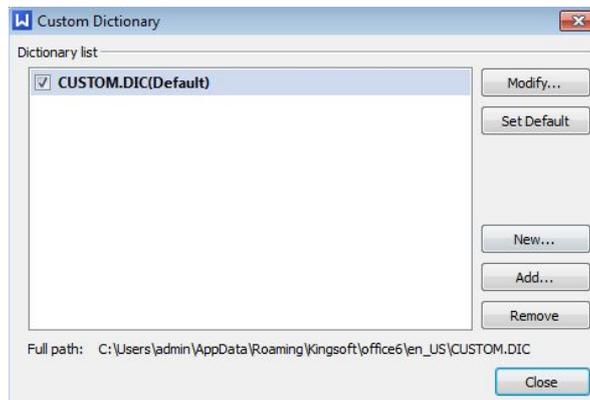


Figure 6.1-3 The Custom Dictionary dialog box

- (6) Here you can modify, customize, add, remove, etc. the dictionaries according to which the document is spell checked by the Writer.
- (7) Click the **Close** button to return to the **Check Spelling** tab.

(8) Click the **OK** button to complete the operation.

6.1.2. Set Language

(9) You can change spell checking language according to you needs. Writer currently supports two languages: US English and UK English. To Switch between the two, follow steps below:

- (1) Go to **Review** tab and click the drop-down arrow of **Check Spelling** option.
- (2) In the option list, choose **Set Language** option. The Set Language dialog box will open and show as below:



- (3) Choose a different spell checking language and click Set as Default button. To switch back, simply repeat the above steps.

6.1.3. Word Count

The count the number of words in a document:

- (1) Place the insertion point anywhere in the document. If you want the statistics for a specific paragraph, select the paragraph.
- (2) Open the **Review** tab and click the **Word Count** icon. The **Word Count** dialog box will open and reveal the document statistics as below:

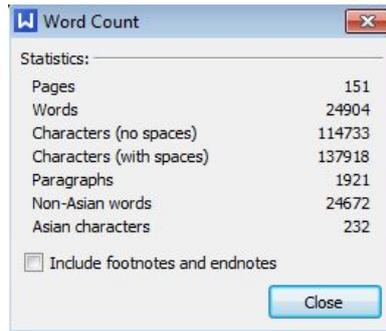


Figure 6.1—2 The Word Count dialog box

- (3) If you want to include footnotes and endnotes in the word count, select the **Include footnotes and endnotes** check box at the bottom.
- (4) Click the **Close** button to exit.

6.2. Changes and Comments

6.2.1. Tracking Changes

To track the changes made in a document, follow the steps below:

- (1) Select the text that you want to modify.
- (2) Open the **Review** tab, either select the **Track Changes** option in the **Track Changes** drop-down list, or press <Ctrl+Shift+E> to enter the tracking changes mode.
- (3) If you want to exit the tracking changes mode, select the **Track changes** option again in the **Track Changes** drop-down list.

6.2.2. Changing Tracking Options

The steps to change tracking options are as below:

- (1) Open the **Review** tab and select the **Change Tracking Options** in the **Track Changes** drop-down list. The **Options** dialog box will open and you can then select the **Track Changes** tab as below:

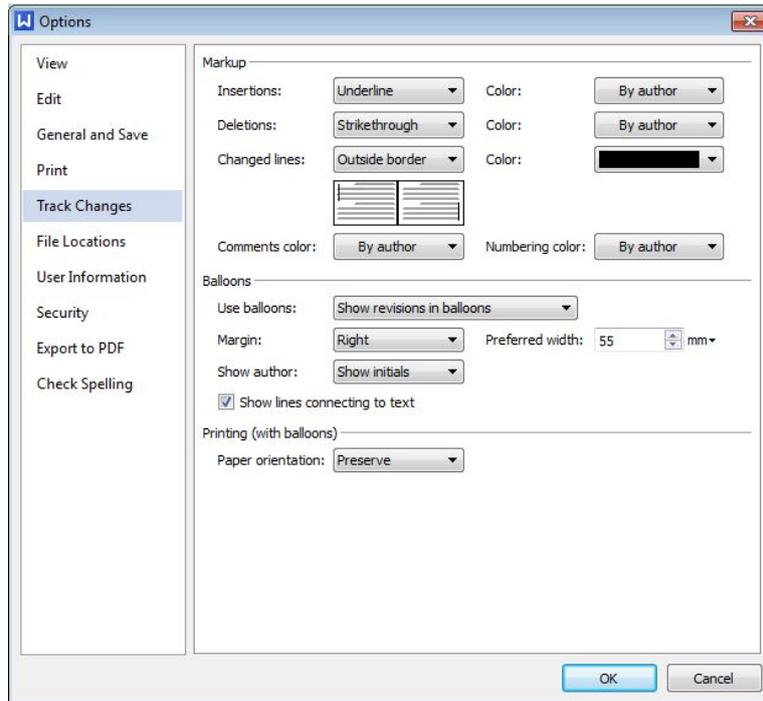


Figure 6.2—1 The Track Modifications tab dialog box

- (2) In the **Markup** section, you can adjust the **Insertions**, **Deletions**, and **Comments Color** options.
- (3) In the **Balloons** section, you can set the corresponding items.
- (4) Select the **Change User Name** option in the tab and you can enter the **Name**, **Initials**, **Mailing address**, etc. here:

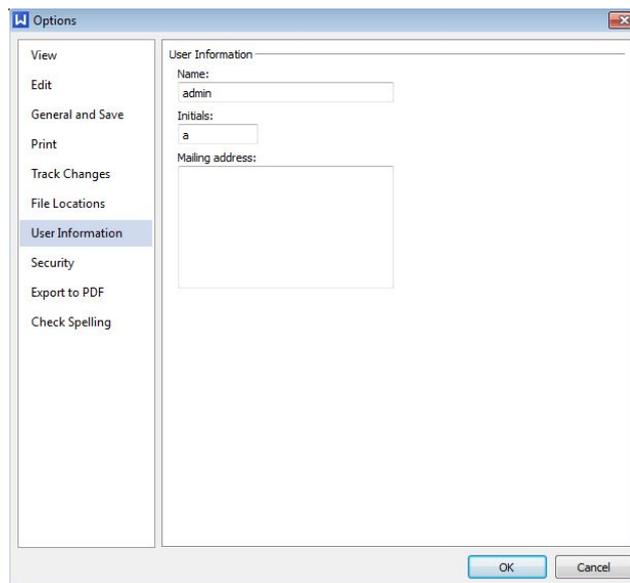


Figure 6.2—2 The User information tab

- (5) Click the **OK** button to complete the operation.

6.2.3. Modifying the Document

To modify a document:

- (1) Open the document that you want to modify, and open the tracking changes mode.
- (2) You can edit the document as an ordinary document. However, any changes to the document will be marked. See below:

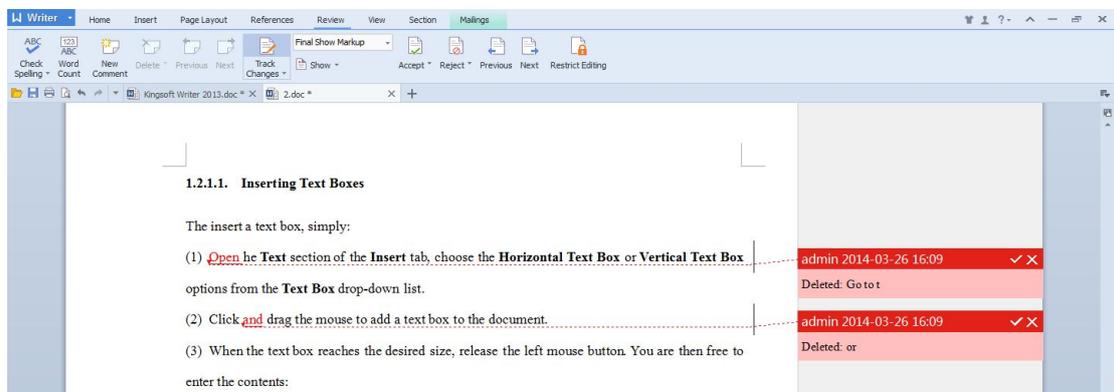


Figure 6.2—3 The tracking changes mode effect

Tips: To view a change, place the cursor in the change section. The prompt will open, including the name, time, and operation of the change.

- (3) There are four options in the **Display for Review** section: **Final Show Markup**, **Final**, **Original Show Markup**, and **Original**. The following figure demonstrates the **Original Show Markup** option which displays all of the changes made to the document. If you want to clearly see the effect of the revised document, select the **Final Show Markup** option.

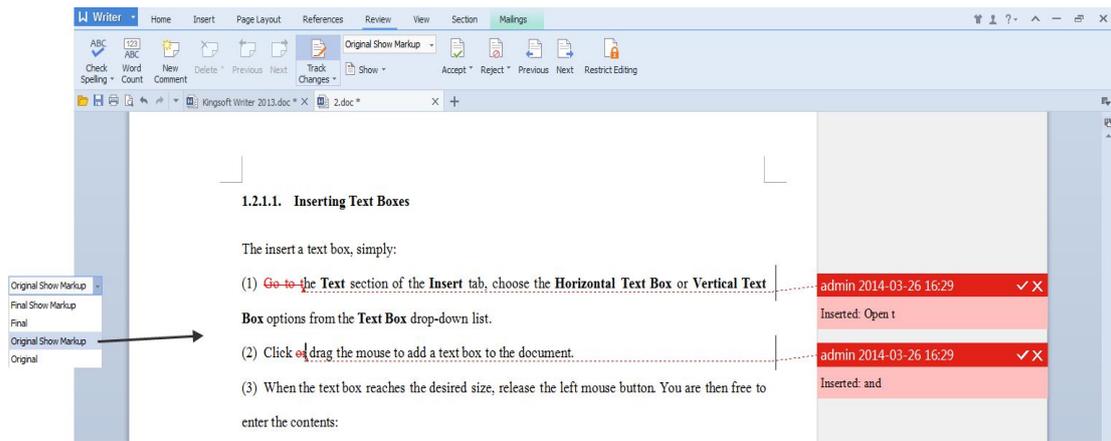


Figure 6.2—4 The Original Show Markup view

6.2.4. Inserting Comments

Comments are notes attached to specific points in a document. The inserted comments do not become part of the document until the author accepts them. If you are not satisfied with the comments you are making, you can delete them as you see fit. To do this, follow the steps below:

- (1) Place the insertion point to the place where you want to insert the comment.
- (2) Open the **Review** tab and click the **New Comment** icon.
- (3) Enter your comment in the comment balloon.

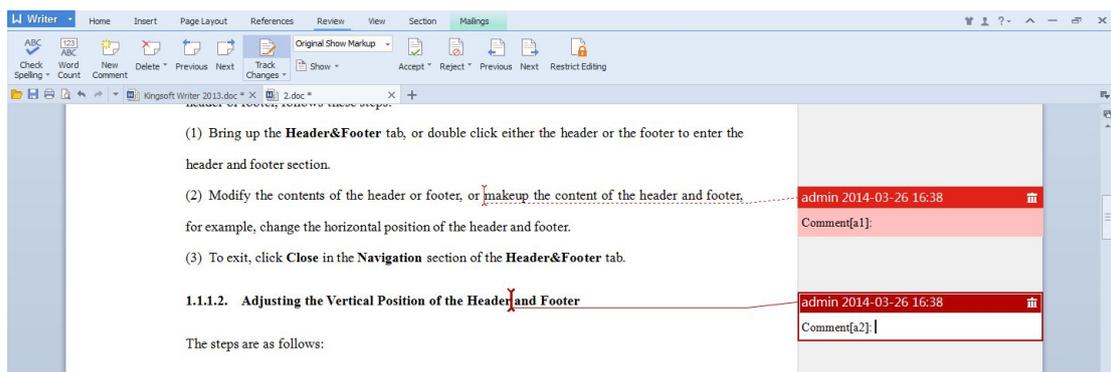


Figure 6.2—5 Inserting comments

6.2.5. Deleting Comments

To delete a comment, follow the steps below:

- (1) Open the **Review** tab and click the **Delete** icon.
- (2) The Delete drop-down list will then open and show as below. You can choose either the **Delete Comment** option to delete the current comment, or the **Delete All Comments in Document** to delete all the comments in the document.

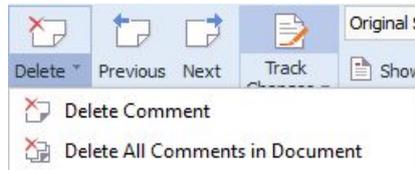


Figure 6.2—6 The Delete drop-down list

6.2.6. Accepting, Rejecting and Viewing Changes

When reviewing the changes made to a document, you can accept, reject, and view the changes:

- To accept all the changes, open the **Review** tab and click the **Accept** icon. Select the **Accept All Changes in Document** option in the **Accept** drop-down list.
- To reject the changes, open the **Review** tab and click the **Reject** icon. Select the **Reject Change** or **Reject All Changes in Document** option in the **Reject** drop-down list.
- If you want to view and cycle through the changes, open the **Review** tab and click the **Previous** or **Next** icon.

6.3. Protecting your Work

To protect your work, follow the steps below:

- (1) Open the **Review** tab and click the **Restrict Editing** icon at the end of the tab. The **Restrict Editing** task window will open at the right. See below:

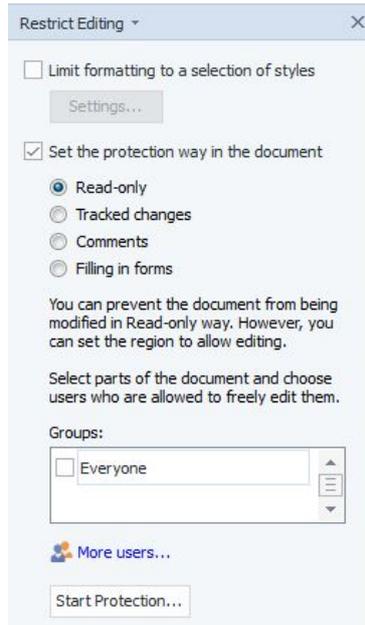


Figure 6.3—1 The Restrict Editing task window

- (2) Select the **Set the protection way in the document** check box and choose one of the **Read-only**, **Tracked changes**, **Comments**, and **Filling in forms** options.
- (3) Click the **Start Protection** button at the bottom and the **Start Protection** dialog box will open and show as below:



Figure 6.3—2 The Start Protection dialog box

- (4) Enter the password twice in the corresponding text box.
- (5) Click the **OK** button to start the protection.

7. The View Tab

7.1. Document View

7.1.1. Outline

To set the outline, open the **View** tab, click the **Outline** icon and open the **Outline** tab. Alternatively, you can also click the **Outline View** button at the bottom right corner of the screen to start the outline view, shown as below:



Figure 7.1—1 The Outline tab

The functions of the commands in the **Outline** tab:

- Promote to Level 1: promote the text where the cursor stays to the highest level of the outline.
- Promote: promote the text where the cursor stays to a higher level.
- Outline Level: displays the outline level of the text where the cursor stays. You can also quickly adjust the outline level of the text by this icon.
- Demote: demote the text where the cursor stays to a lower level.
- Demote to Body Text: demote the text where the cursor stays to body text.
- Move Up: move the text where the cursor stays up within the outline.
- Move Down: move the text where the cursor stays down within the outline.
- Expand: expand the selected item.
- Collapse: collapse the selected item.
- Show Level: displays the outline level of the text where the cursor stays.
- Show First Line Only: choose the **Show First Line Only** check box and only the

first line of the multi-lined text paragraphs in the document will be displayed with the end of the paragraphs omitted.

- Show Formatting: choose the **Display Formatting** check box, all the text in the document will be displayed in the established format.
- Update TOC: click the Update TOC icon to update the Table of Contents directly.
- Go to TOC: click this icon to go to the Table of Contents directly.
- Close: click the **Close** icon to close the outline view mode and return to the view mode.

7.1.2. The Print Preview Mode

To enter the print preview mode, click the icon  at the left top corner of the screen to open the **Application** menu and select the **Print Preview** option. This will take you to the print preview mode and you can adjust the preview effect in the **Print Preview** tab shown as below:

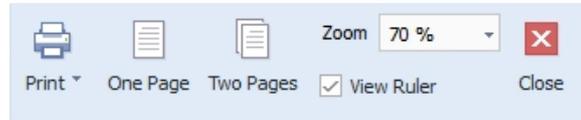


Figure 7.1-3 The Print Preview tab

7.1.2.1. Switching Pages in the Print Preview Mode

It is possible to preview the document in one page or two pages in the print preview mode. To switch pages you can choose any of the following options:

- Click the **One Page** and **Two Pages** icon in the **Print Preview** tab.
- Click the mouse to switch between one page and two pages. When the cursor is in the  shape, click it and the document will be displayed in one page. When the cursor is in the  shape, click it and the document will be displayed in two pages.

7.1.2.2. Changing the Display Proportion in the Print Preview Mode

To change the display proportion in the print preview mode, first you need to enter the mode. Place the cursor in the page and click the **Zoom** drop-down list. Then you can change the display proportion by choosing your preferred size shown as below:

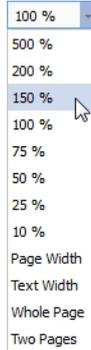


Figure 7.1—5 The Zoom drop-down list

Tips: Click the **Close** icon at the end of the **Print Preview** tab to close the **Print Preview** mode.

7.1.2.3. Printing the Document

- (1) If you need to print the document, click the icon  at the left top corner of the screen to open the **Application** menu and select the **Print** option. The **Print** dialog box will open and show as below:

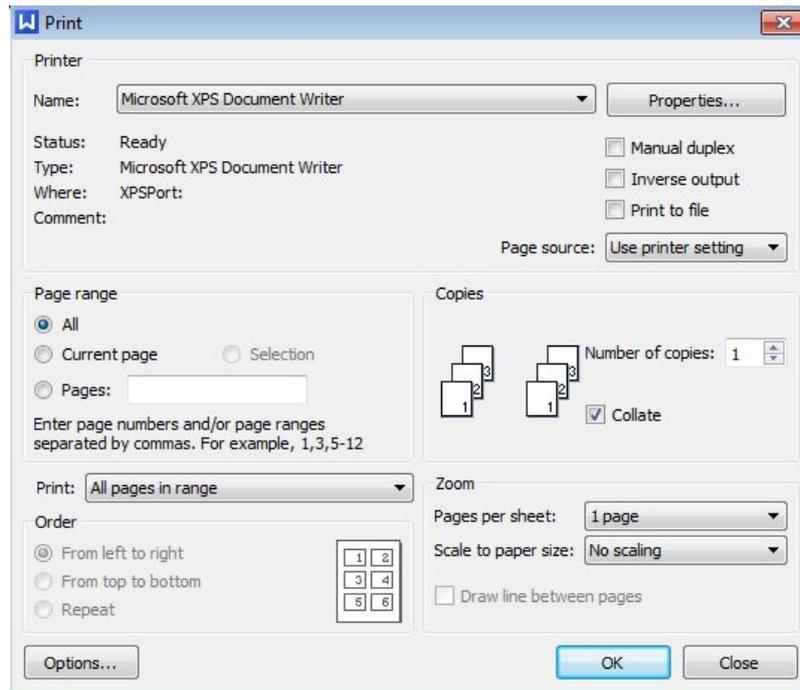


Figure 7.1—4 The Print dialog box

- (2) In the **Printer** section, you can set the name of the printer, and check the printer status and type among other things. In the **Name** drop-down list, choose the printer you want to use.
- (3) Click the **Properties** button, open the dialog box, and set the paper source and other relevant options.
- (4) When finished, click the **OK** button to return to the Print dialog box. Click the **OK** button again to complete the operation.

7.2. Displaying Functions

7.2.1. Print Layout Display Mode

In Kingsoft Writer 2013, the document is opened in the print layout display mode by default. You can also click the **Print Layout** icon in the **View** tab to return to the print layout display mode from other display modes.

7.2.2. Full Screen Display Mode

Open the **View** tab and click the **Full Screen** icon. The document will be displayed in

the full screen mode. Click the **Close Full Screen** icon at top right corner of the screen to exit the full screen mode.

7.2.3. Web Layout Display Mode

Open the **View** tab and click the **Web Layout** icon. The document will be displayed in the web page format. Click the **Print Layout** icon to return to the print layout display mode.

7.2.4. Document Map

To open the document map: Open the **View** tab and click the **Document Map** icon. The default mode is **Invisible**. In the **Document Map** drop-down list, you can select the **Place on Left**, **Place on Right**, and **Invisible** option to set the location of the Document Map pane.

7.2.5. Ruler

To display the ruler in the window, select the **Ruler** check box in the **View** tab.

You can use the ruler to indent paragraphs. The indentation marks are shown as follows:

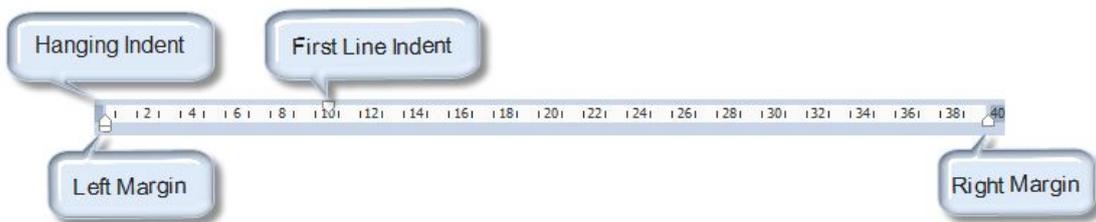


Figure 7.2—1 The ruler margin markers

- Drag the **Left Margin** marker to control the position of the left border.
- Drag the **Right Margin** marker to control the position of right border.
- Drag the **First Line Indent** marker to change the starting position of the the first character in the first line of a paragraph.
- Drag the **Hanging Indent** marker to change the starting position of all

lines except the first line.

7.2.6. Gridlines

To display the gridlines in the document, follow the steps below:

(1) Open the **View** tab and select the **Gridlines** check box. The gridlines will be displayed on the screen.

(2) Deselect the **Gridlines** check box to remove the gridlines.

7.2.7. Markup

If you need to hide or display revision markups, Kingsoft provides a markup function. To use the markup function, the document must be in a **Modification** state. Open the **View** tab and select/unselect the **Markup** check box to show or hide the revision markups.

7.2.8. Task Window

Open the **View** tab and select the **Task Window** check box. By default, the task window will be displayed on the right side of the screen. You can easily create, open, or edit a document via the task window.

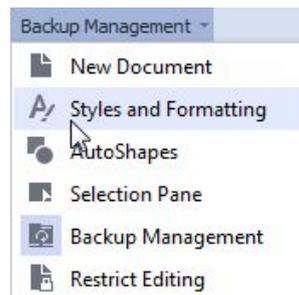


Figure 7.2—2 The Task window

7.2.8.1. Using the Task Window

To use the task window, follow the steps below:

(1) Click the Backup Management icon on the top of the task window and select different tasks in the drop-down list. Kingsoft Writer 2013 provides the **New**

Document, Styles and Formatting, AutoShape, Selection Pane, Backup management, and Restricting Editing functions. By clicking any one of them, the contents of the task window will change correspondingly.

- (2) Select one of the options in the task window to execute the corresponding action.
- (3) Click the **Close** button at the top right corner of the task window to close it.
- (4) In the **View** tab, you can display and hide the task window either by selecting the **Task Window** check box or pressing the <Ctrl+F1> shortcut key.

7.2.8.2. Automatically Starting the Task Window

You can set to automatically start the task window in the **Options** dialog box. The steps are as follows:

- (1) Open the **Application** menu  at the top left corner and click the **Options** icon at the bottom right to open the **Options** dialog box. Choose the **View** tab:

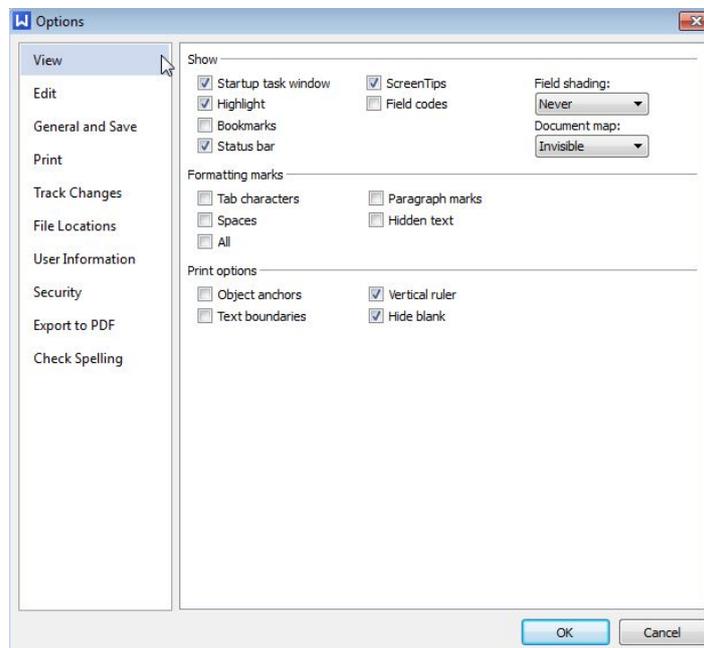


Figure 7.2—3 The View tab

- (2) In the **Show** section, select or deselect the **Startup task window** check box to complete the operation.

7.2.9. Table Gridlines

Select or unselect the **Table Gridlines** check box in the **View** tab to display or hide the gridlines within the table that has no borders.

7.2.10. Navigation Pane

Select the **Navigation Pane** check box in the **View** tab and the **Section Navigation** task window will open at the left of the screen. Then you can edit the **Cover Page**, **Table of Contents**, and **Sections** in the task window.

7.2.11. Zooming

To zoom the document, the options are as follows:

- (1) Click the **100%** icon  in the **View** tab, the document will then be displayed in accordance with the ratio of 100%.
- (2) Alternatively, you can click the **Zoom** icon to open the **Zoom** dialog box and enter the proportion you prefer. Click the **OK** button to complete the operation.
- (3) Click the **Page Width** icon in the **View** tab and the page width of the document will be zoomed to the width of the window.
- (4) In the **View** tab, click the **One Page** icon and the current document will be displayed in one page. Click the **Two Pages** icon and the current document will be displayed in Two pages.

7.2.12. Windows

Kingsoft writer 2013 offers functions related to the window which will greatly convenient your editing work. The functions offered are as follows:

- (1) **New Window**: click the **New Window** icon  in the **View** tab will open a new window containing a view of the current document.
- (2) **Arrange All**: click the **Arrange All** icon  in the **View** tab and choose one of the displaying styles in the drop-down list, namely the **Horizontal**, **Vertical**, and **Cascade** options. Then all opened documents will be displayed side-by-side

according to the chosen style in the same project window.

(3) **View Side by Side:** To compare two documents, select the **View Side by Side**

icon  in the **View** tab and the documents will be displayed side by side. If there are more than two documents, the **Side by Side Window** will pop up as below:

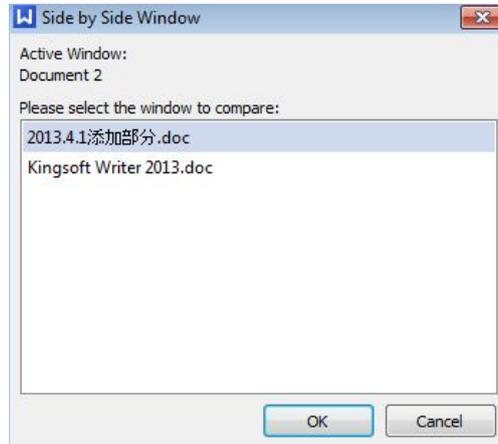
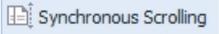


Figure 7.2-4 The Side by Side Window

Here you can select the document you prefer to compare with the current document.

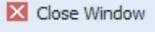
Click the **OK** button to complete the operation.

Re-click the **View Side by Side** icon to close the mode.

(4) **Synchronous Scrolling:** Select the **Synchronous Scrolling** icon  in the **View** tab and the two currently open documents that are displayed side by side will scroll synchronously when you move the mouse up and down the page.

(5) **Reset Window Position:** select the **Reset Window Position** icon  in the **View** tab and the currently two side by side documents will share the screen equally.

(6) **Switch Window:** click the **Switch Window** icon  in the **View** tab and you can switch to other currently open window.

(7) **Close Window:** click the **Close Window** icon  in the **View** tab and you can close the currently open windows.

8. The Section Tab

The functions offered in the last tab-the **Section** tab is partially overlapped with those offered in other tabs. However, by grouping these functions together, user can editing the sections in the document more easily and conveniently.

8.1. Section Functions

The section related functions are as follows:

- (1) Section Navigation: click the **Section Navigation** icon to open the task window and you can edit the **Cover Page**, **Table of Contents**, and **Sections** listed there.
- (2) Orientation: click the **Orientation** icon and choose either **Portrait** or **Landscape** options in the drop-down list to set the page layout.
- (3) Columns: click the **Column** icon and choose one of the options in the drop-down list to split the text into two or more columns.
- (4) Cover Pages: click the **Cover Page** icon to open the drop-down list. You can choose preferred cover page style in the **Business** and **Resume** section.
- (5) Contents Page: click the **Contents Page** icon to open the drop-down list. The current and default contents page both are presented in the **Built-in** section. You can choose one of the offered contents page styles. You can also insert contents page by clicking the corresponding option at the bottom of the drop-down list.
- (6) Split Section: click the **Split Section** icon to open the drop-down list. By inserting one of the **Next Page Section Break**, **Continuous Section Break**, **Even Page Section Break**, and **Odd Page Section Break** to split section.
- (7) Insert Section Before: to insert a section before the current section.
- (8) Insert Section After: to insert a section after the current section.
- (9) Delete Section: delete the selected section.
- (10) Locate to Section: relocate to other section.
- (11) First Section: go to the first section of the document.
- (12) Previous Section: go to the previous section.

- (13) Next Section: go to the next section.
- (14) Last Section: go to the last section of the document.

8.2. Page Number

The page number related functions are as follows:

- (1) Page Number: click the **Page Number** icon to open the drop-down list. Then you can choose the location of the page number from the offered styles.
- (2) Page Number Format: click the **Page Number Format** icon and choose the preferred page number format in the drop-down list.
- (3) Restart Page Number: select the **Restart Page Number** check box to reset the starting page number of the current document.
- (4) Show First Page Number: select or deselect the **Show First Page Number** check box to display or hide the page number on the first page of the document.

8.3. Header and Footer

The header and footer related functions are as follows:

- (1) Different First Page: Specify a unique header or footer for the first page of the document.
- (2) Header and Footer: click the header and footer icon to open the **Header and Footer** tab. Then you can adjust the header and footer in the tab.
- (3) Show Header Line: click the **Show Header Line** icon to add a horizontal line to the header of the current document.
- (4) Link to Previous Header: select the **Link to Previous Header** check box to link the current header to the previous section.
- (5) Link to Previous Footer: select the **Link to Previous Footer** check box to link the current footer to the previous section.

KINGSOFT Office

Visit us at: www.kssoft.com