

## **ScienceWord ordinary word processing functions**

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## INTRODUCTION

Before saving or printing a document, a word processor is generally used for typing, formatting, and bringing possibly some modifications to the document. Yet it become a very puzzling situation to type and process scientific documents which include mathematical or chemical formulae, geometrical drawings, and graphical representations, etc. To find a way around this problem, most of university institutions resort to some so-called scientific word processors.

Nevertheless, typing a scientific document remains a real brainteaser necessitating the combination of ordinary word processor and specialized scientific editors. And the result has always not been satisfactory. Therefore numerous people, including lecturers, chemical engineers, medical doctors, etc, feel reluctant to typing scientific documents.

ScienceWord is a new generation word processor. Not only it realises the processing of ordinary texts as it is done in most traditional programs, but also it simplifies processing complex scientific and technical documents made of ordinary texts, mathematical formulae, chemical groups and structures, graphical representation in two dimensional and three dimensional coordinate systems, geometrical drawings and constructions animation, etc. Besides, the software enables exchanges and network researches for all kinds of documents.

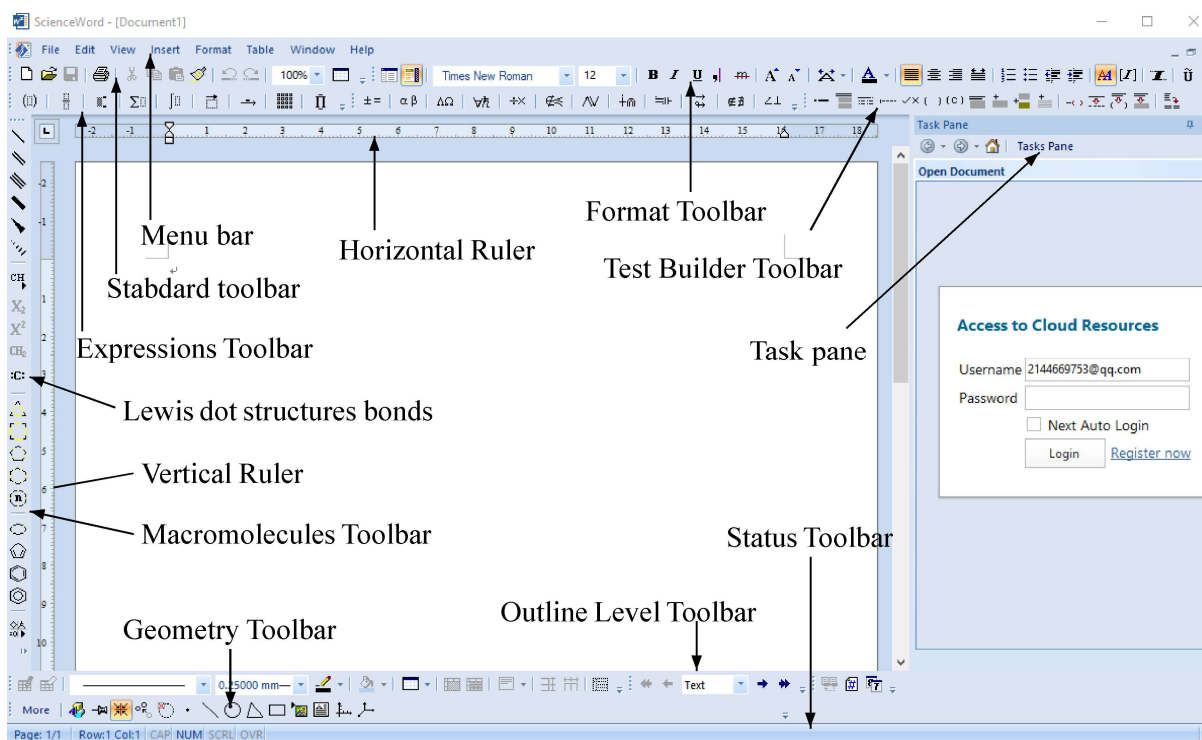
ScienceWord has come indeed to meet the expectation of those who desire to have a scientific word processor, in which tasks are easy to carry out and do not in any way require in-depth knowledge.

The ability to animate geometry constructions and mathematical models, explore further and to probe deeper in order to find solutions to scientific questions using ScienceWord has widened considerably the field of its applications, making it a powerful tool for teaching and learning at all educational levels.





ScienceWord documents are convertible into PDF, Web document, HTML, PS and EPS formats, very useful in scientific research and publishing. Besides ScienceWord takes as Object all versions of MS Word, Excel, PowerPoint, ChemDraw, etc. and opens directly all MS Word (97 – 2003 ) documents



## Chapter 1: Getting familiar with ScienceWord 6.5 interface



When the software has been installed, the icon  appears on the screen. The software interface (here Blue style) is the picture below, which appears when you double click on that icon.



The interface of the software is a space made up of a workspace (the white zone) and of an array of buttons supporting the programme in the execution of specific tasks; these buttons are gathered together in a distinct group called toolbars. Standard Toolbar, Format Toolbar, Expression Toolbar, Symbols Toolbar, Macromolecules Toolbar, Geometry Toolbar.



Both ends of each predefined toolbars are either vertical button-pictures "  and  ", or horizontal button-pictures "  and  ".

- From the first vertical end  or the first horizontal end , you can grasp the tool bar. Henceforth, for convenience, when you are typing a document, you could move this tool bar towards a new place allocated to tool bars in the interface zone, or you could put the particular toolbar on your workspace.

- From the second vertical end  or horizontal end , you can access to many other options (customizing the display of tools, etc.).

*Due to the small sizes of some screens and for convenience, it is therefore possible to customize*

the display of a reduced number of usefull tools.

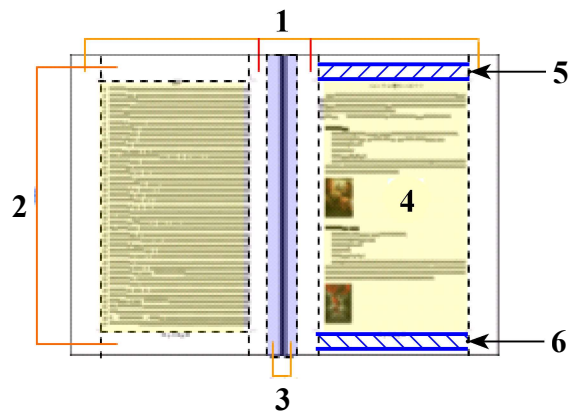
To do so, you just need to click on the button  (or  ) ; on the sub-menu that opens up, click on "Add or Remove Button", then on toolbars whose options you want to change. On the list of available tools , tick off elements whose display is useful for your work.

**Note: The appearance of the interface can be modified from the interface style of view menu option.**

## Chapter 2: Creating ordinary documents tools

### I-Page Setup dialog box

Generally speaking, a page contains six major areas as shown below: left/right margin ( 1 ) , up/down margin ( 2 ) , gutter area ( 3 ) and body area ( 4 ) , header ( 5 ) , footer ( 6 ) .



Click in the menu "File" on "**Page Setup**" to access Page Setup dialog box below where ( Fig1 is the default appearance )

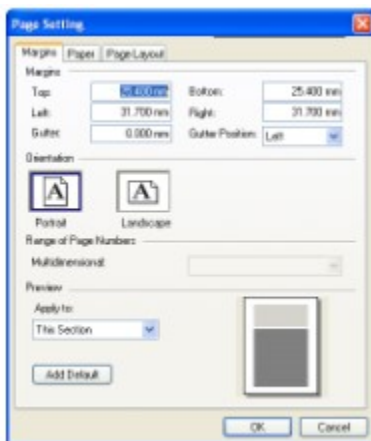


Fig 1

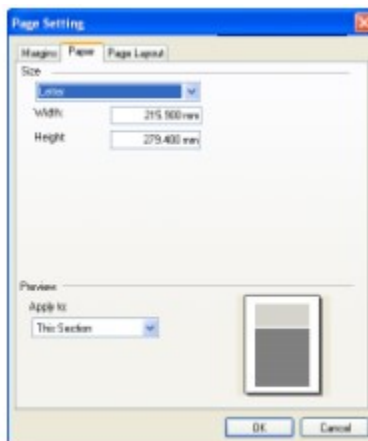


Fig 2

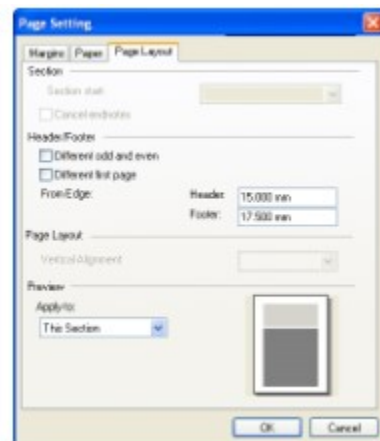
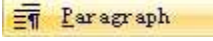


Fig 3







ScienceWord offers very flexible page margin options ( Fig1 ) , all kinds of page size options ( Fig 2 ) and a very flexible section pages layout ( Fig 3 ) . You can use a predefined setting or you can change it to suit your own preferences..

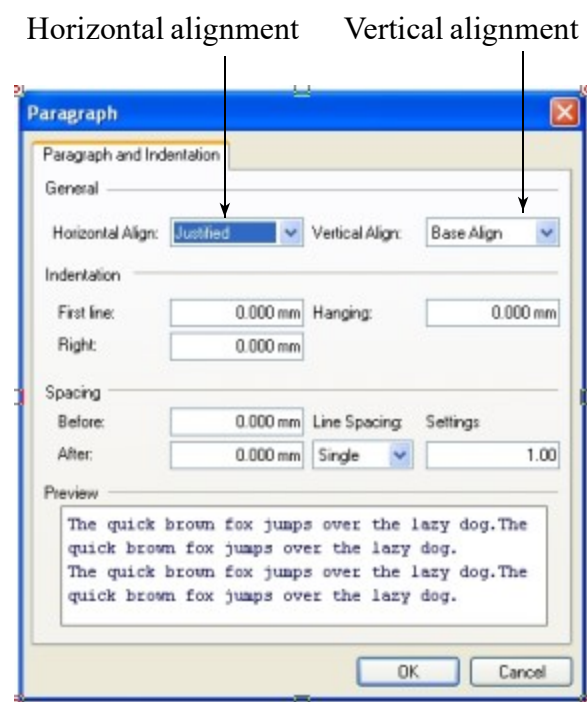
## II-Paragraph dialog box

To access Paragraph dialog box, click on the button  from the "Format" menu or from the contextual menu ( the menu that appears when you right-click on the worpage ) .

### 1 ) Options for aligning a text.

- The options of alignment in the horizontal direction, shown in the dialogue box as "Alignment" and whose (  ,  ,  ,  ) buttons may be activated in the format toolbar.
- The option "Center Align" of vertical alignment is for example applied to the following sequence of characters of different sizes:

ggggggggggg



*During the application any option of alignment to a paragraph, the cursor just has to be positioned within this paragraph. No selection is necessary.*

*There are four types of vertical alignment available in this dialog box. An additional customizable vertical alignment is available in object set layout style dialog box. In this case, there a need to select an object inserted into text .*

### 2 ) The options of "reducing the margins of the text" ( Indentation )

In the opposite paragraph dialog box, the "First Line " option causes the reduction of the left margin of the first line of a paragraph; the "Hanging" option causes the reduction of the left margins of the other rows of the paragraph; the " Right" option causes the reduction of the right margins of all the rows of the paragraph.

The buttons of these three options ( "", "", " " ) appear in the **horizontal ruler**. You

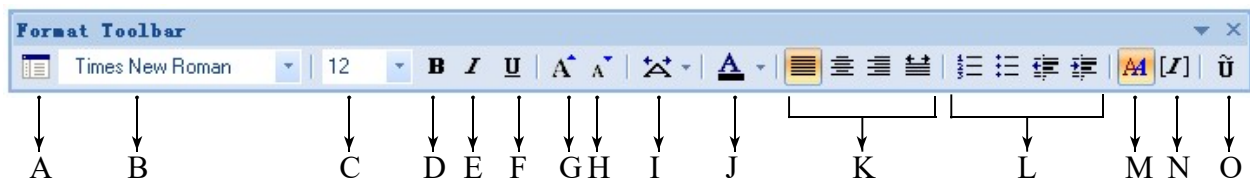
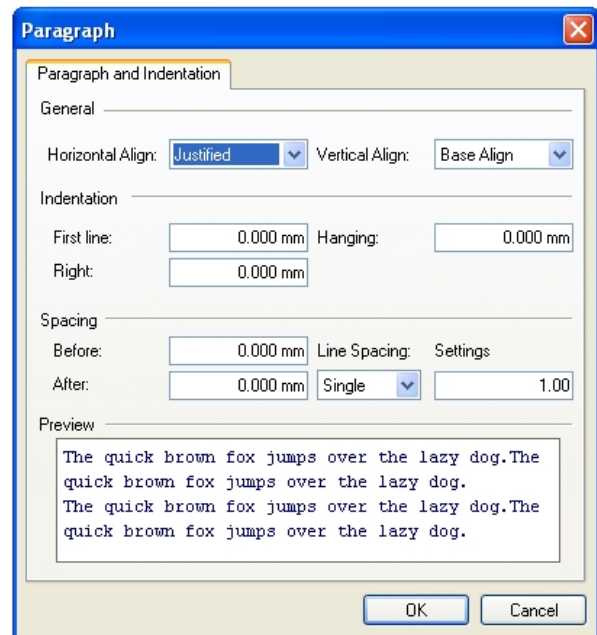
can in this way also modify the appearance of a paragraph ( while the cursor is in this paragraph ) by making the appropriate displacement of these buttons. Thus, just move the pointer to the button you want to move, then when the shape of the pointer changes ( into a small, thin, black arrow ), click on this button, keep the left button of the mouse held down, then slide your mouse in the desired direction ( to the left or right ).

### 3) The "Spacing" option

In spacing setting, "Before" option helps to set the spacing between the first row of a paragraph and the last row of the previous paragraph. The option "After" helps to set the spacing between the last row of a paragraph and the first row of the following paragraph. The "Line Spacing" option helps to set the spacing between two consecutive rows of the same paragraph.

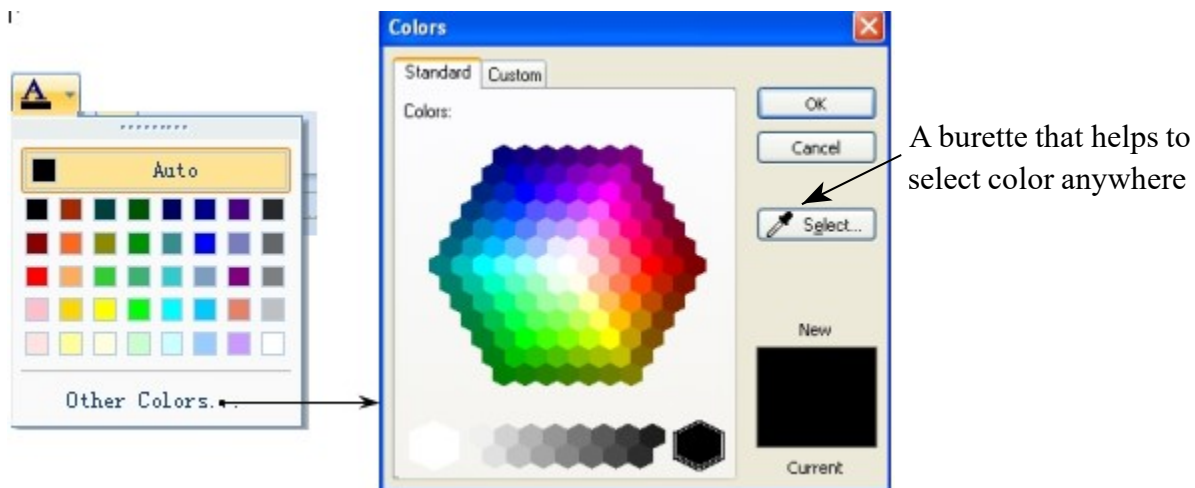
### III- Format toolbar

The following is the illustration of format toolbar.



A-Document Map; B-Set Font; C-Font size; D-Bold; E-Italic; F-Underline; G- Increase font size; H-Reduce font size; I-Zoom character; J-Font Color; K-Horizontal alignment options; K-Bullet and Numbering; M-Auto Adjust Expression Layout; N-Intelligent Adjust; O-Upper Modifier.

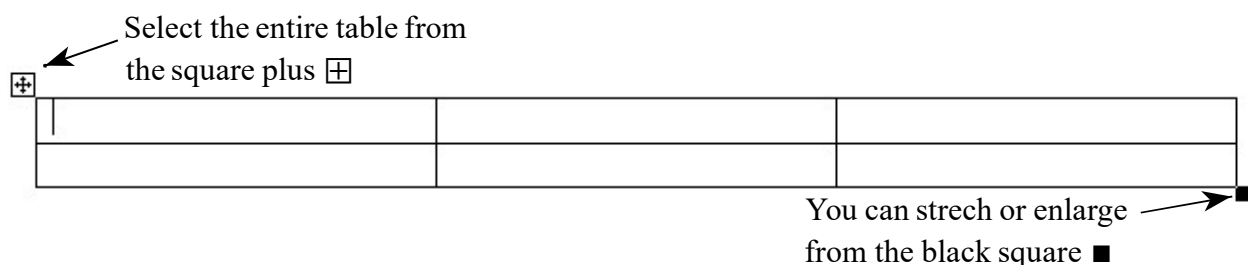
There is a need to mention a new possibility to select color anywhere from the operating system as it is shown below





Some additional options like Uper Modifier or character clearence can be found in Font setting dialog box.


#### IV- Table in ScienceWord




To insert a table, click on  button of "Table Toolbar" located just above "Geometry Toolbar".

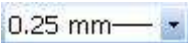



- To delete a row or a column, just select it and click on on delete key from the keyboard..


- The "Draw Table  " tool enables the modification of table borders or to create others ( the  button becomes active when the cursor is blinking in the table ) .



For example to modify a border of a table cell while the cursor blinks in the table, click on  button. While the cursor takes the form of a pencil, click on the chosen border.


- "Line Style  " button defines the style of the borders drawn by the "Draw Table  " tool. The active style is indicated by the  line

- "Width  " button defines the tickness of the borders drawn by "Draw Table  " tool. Here the active tickness is 0.25mm.


- "Color of Border  " button define the color of the drawn border by the "Draw Table  " "




tool.  button enables to choose the color. Here the active color is black.

- "*Shading color*  " tool enables to colour the table cell where the cursor blinks or a group of selected cells.  button helps to choose a color. Here the active color is black.


- "*Erase*  " tool enables the removal of borders inside the table, enabling then to merge the table cells.


- "*Merge Cells*  " tool enables the merging of two or several selected cells.


- "*Split Cells*  " enables the splitting of a selected cell.

- "*Align*  " tool enables the alignment of cells data.  button enables the access to several alignment option. The active option is shown by  icon.

When table undergo modifications ( reduction of the dimensions of the table, removal of borders or creation of new borders in the table ) :

- "*Distribute columns Evenly*  " tool enables to make uniform the length of the table columns

- "*Distribute Rows Evenly*  " tool enables to make uniform the height of the table rows.

- When table borders are made to become invisible, "*Show Gray Frame*  " tool once activated, enables to see the gray frame of the table borders.

- To repeat the header of a table that extends to the following page, position the cursor at the header of this table, then click on the " "Heading Row Repeat " sub-menu of "Table" menu.

- You can convert a series of data separated by punctuation marks ( semi colon, comma and others ) , by space etc. into a table. You need to select these data, then in the "Table" menu, click on the sub-menu "Text to Table" of "Convert". Options of the displayed dialogue box in the process of that conversion give information on type of series of data convertible into table .

- You can also convert a table into a series of data. In that case, you need to select the table then in the "Table " menu, click on "Table To Text" sub-menu of "Convert". Options of the displayed dialogue box in the process of conversion enables to define the type of the data series.

- You can insert directly a picture in the table cell at a position where the cursor is blinking..

## **V- The sections of a document**

Every ScienceWord document comprises one or more sections, a section itself being formed by one or more pages.

- The pages of a section have the same header and footer. Any modification of the footer or the header within a page causes the same modification in all the other pages of the section.

- The pages of two different sections can have different headers or footers. The modification of the

footer or header within the pages of a section has no effect on the pages of the other section.

- To see all headers or footers of a document, "Header and Footer " sub-menu of the " View " menu must be activated in every section; i. e. it must be ticked off.

### 1 ) Breaking the page and breaking the section

A break from one page to the following page can be done at any position of the cursor by means of one or the other of two options of the "Break" sub-menu in the " Insert" menu ( See the illustration below )

*Each of the " Page Break" and " Section" options helps create a virtual ( hidden ) separating line between these two pages.*

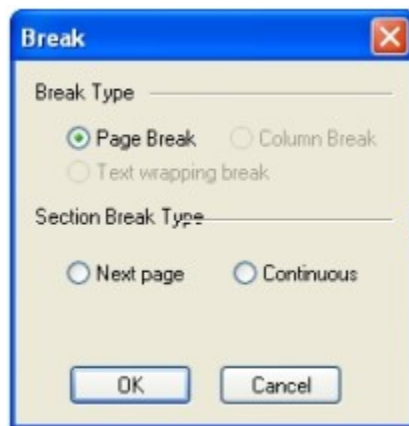
- The "Page Break" option facilitates the movement from one page to another within the same section while creating such a separating line between these two pages.

- "Next Page" option of "Section" enables the creation of a new section of the following page.

- "Continuous Page" option enables to create a new section, just from the position of the cursor.

When you create a new section, the header ( or footer ) of this section is by default the one of the previous section.

The tool  available at the bottom of work sheet, helps to modify header options.




### 2 ) Cancelling a section

During the typing of a document, when a virtual separating line demarcates two pages, the act of moving from the first page to the following page ( in the sequence of the pagination ) is done with the help of the arrow key or with the help of the mouse ( by clicking on the following page ).

To remove the separating line between two pages, place the cursor on the last paragraph mark of the first page ( according to the pagination sequence ), and then press the "Delete" key. Placing the cursor just at the left of the first character of the second page, then pressing the "Backspace" key gives the same result.

## VI- Header and Footer

"Header and Footer " is non- active by default. It can be activated through the " View " menu of the menu toolbar. As soon as it is activated, just click at the top of workspace ( when the pointer


of the mouse takes the form  ) in order to see the header and click at the bottom of the


workspace to see the footer. Then you can write text and formulae or draw objects that you want to be appeared in header or footer.


It is possible to make the horizontal bar ( which appears by default ) hidden through the properties of the header; in order to go to the properties, right click the mouse whilst the cursor is blinking on the header and when the contextual menu appears, click on **"Properties "**.

To insert an image as header or footer, just make sure that when importing this image the cursor is blinking into header or footer. The cursor turns into pencil form.and you just have to click at the appropriate location.

## VII- Reproduction of the format

Through the aid of "  Brush Format" tool, reproduce the format of a word or a paragraph.

- To reproduce the format of a word ( colour, style, size, underline, refurbishment ), select it and click on  icon. Then select the part of the document to which you want to allot this format. The result is automatic.

- To reproduce the format of a paragraph ( colour, style, size, underline, refurbishment, line space, indentation, alignments ), position the cursor in the paragraph and click on  icon. Sselect then the paragraphs of the document which you wish to allot that format. The result is automatic.

But take note, when the cursor blinks in mathematical mode, it is the format of the text in mathematical mode that is applied.

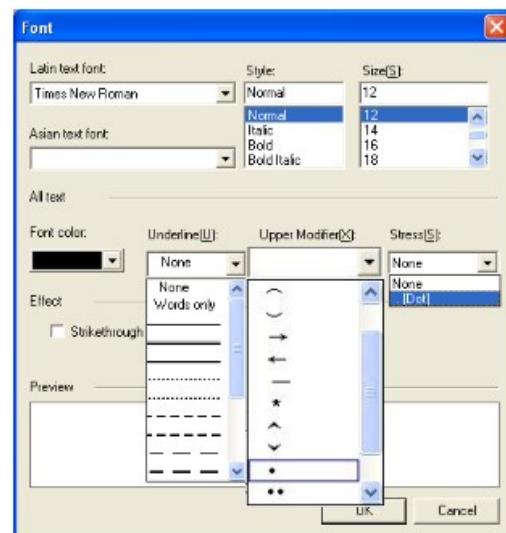
## VIII- Refurbishment

To refurbish a character, a word or a group of words, select it then access the Font dialogue box

The lists of three Underline, Upper, Modifier and Stress boxes that are opens provide these available refurbishment options. Try them!

In mathematics, we use for example an expression such

$$\text{as } \tilde{y} = \hat{a} + \hat{b}x \text{ or } \ddot{x}(t) = \frac{dx(t)}{dt}$$








## IX- Tabulation

In the "Format" menu, click on "Tabs" and the following dialogue box opens:

Note that when taping on "Tab", the cursor carries out by default a space jump of 8.5mm as can be read in "Default Tab Stops" box.

You can determine any new length jump in the "Tab Stop Position " box and select the type of

alignment or leader character then click on "Setting" button. One of the following symbols named Tab Stop , , , ,  appears on the ruler accordingly to the type of alignment selected ( respectively Left Tab , Right Tab , Center Tab , Decimal Tab , or Bar Tab ).

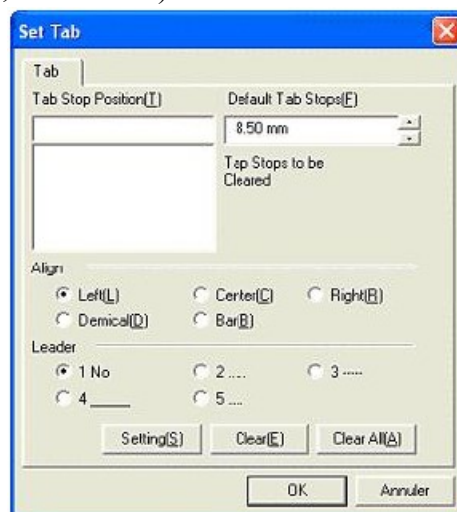
In the practical way, Tab Stop is set as follows:

Click Left Tab at the far left of the horizontal ruler until it changes to the type of tab you want: Left Tab , Right Tab , Center Tab , Decimal Tab , or Bar Tab .

Click the horizontal ruler where you want to set a tab stop.

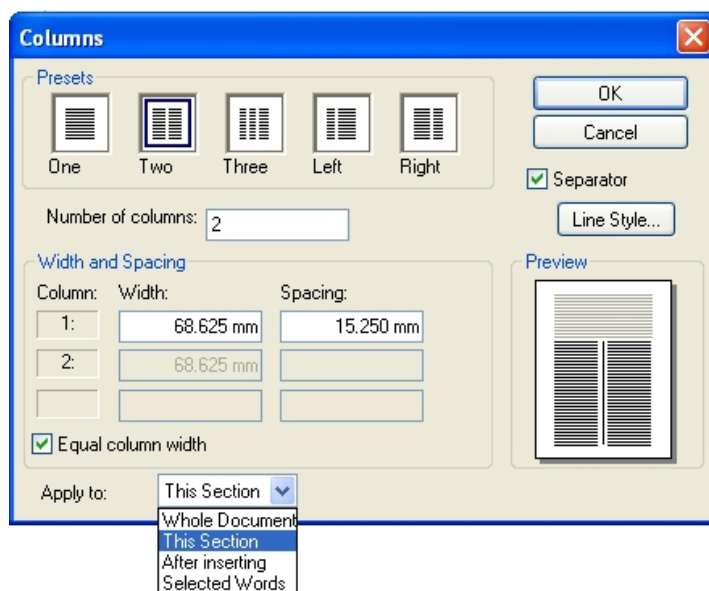


To remove a Tab Stop, you have just to drag it down or up out of the ruler. You can get the same result by clearing the settings in the Tab dialog box.



## X- Configuring columns of a section or of an entire document

Click on "Column" in the "Format" menu. The dialogue box shown below appears.



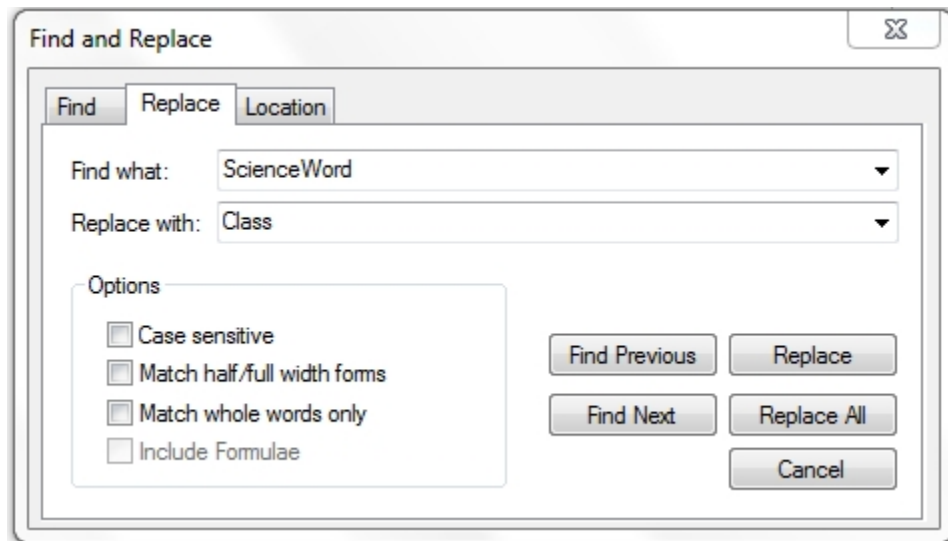
Click on the type of "Column" that you desire ( here, Two ), configure it, click on "OK".

*Note that "Column" applies to a section, to selection of a document part or to the whole document.*



## XI- Find and Replace ( including in formulae and labels )

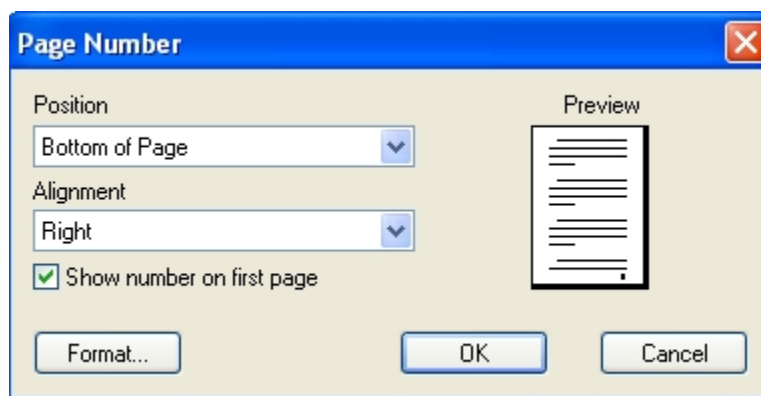
With the view of proof-reading, one can launch the research of an English word ( through "Match Whole Word" option ) or English phonetic ( through "Case Sensitive" option ) or one of several words comprising English letters ( through "Match half/Full width forms" ) or a mathematical expression in formulae. Such a research work is conducted thanks to the following dialogue box, which offers as well the possibility to do an automatic replacement. Here, the dialog box shows that ScienceWord will be found and will be replaced with Class.



Moreover, you can reach any line, any page or section of your document with the help of the button "Set position" of the same dialogue box.

## XII- Page numbering

You can number the pages of a ScienceWord document by numbering it section by section, continuously or in sequences. To obtain such numbering, click on "Page Numbers" in "Insert" menu. In the dialogue box that appears, choose one of the many options available of which we have "Position", "Alignment" and "format".






Validate each option by clicking on "OK" button.


The numbers which colors can be changed appear in texts zones which can be dragged by the mouse and filled through "Properties". To access any text zone, double click that text zone.

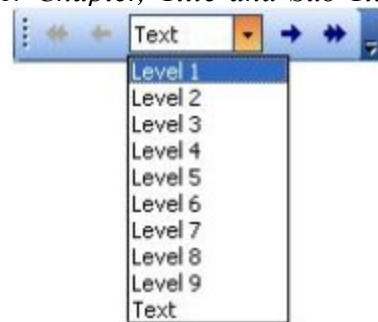
#### Note



You can have other types of page numbering at the header or footer by using one of the two options of "Page #" and "Page X of Y".

### **XIII- Creation of a ScienceWord document outline**

The "Outline Toolbar"  helps to create a well organized outline which encompasses all titles and sub-titles of the whole document, i.e. *Chapter, Title and Sub-Title*.


When clicking on "" button, a list of levels ( Level 1, ..., Level 9, Text ) opens up as the opposite image shows.




The two direction arrows   respectively help to reach the next "Level" and the "Level 9".

The two direction arrows   respectively help to reach the previous "Level" and the level "Text".

To apply a "Level" to a chapter or a sub-chapter, just position the cursor on its row and then select the appropriate "Level". To deactivate this "Level", select the level "Text".

To show the structure of your document, click on " ( ) Document Map" button in the "**Format Toolbar**". Then a column appears on the left of the worksheet showing the different titles of your document.

To reach directly a title in your document, you just need to click on it in the column started above. Then the cursor is positioned automatically on the particular title ( in the document ) .

To close the outline, click again on " (  ) Document Map" button.

### **XIV- Generate content**

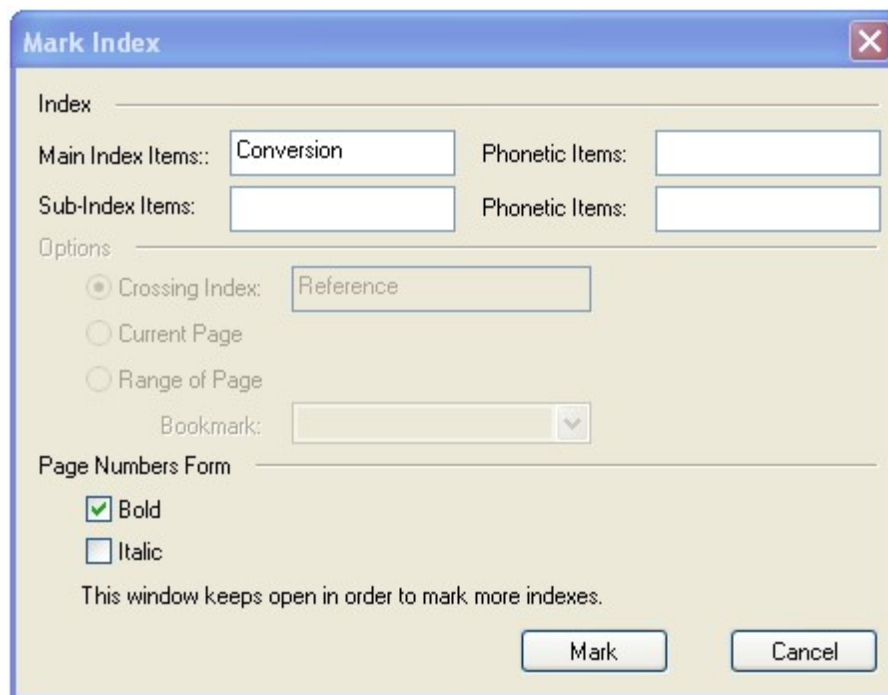
ScienceWord document can be structured by applying Outline levels to the titles of that document. Once this is done, we can then visualize that structure with the Document Map and easily access any title in the document just by clicking on that title. We can equally generate automatically the content in ScienceWord at any location in the document. All you need to do is to position the cursor at the location where you want to insert that content. Then in the "Insert" menu, click on "Reference" sub-menu and thereafter on "Content". In the dialogue box that opens,

personalize the type of content. Then validate by clicking on OK. The result is automatic.

## XV- Index creation

Index is a group of reference theme which can be words or group of word.

To create index in relation to the theme, select it then in the "Reference" sub-menu of the "Inert" menu, click on "Mark Index Entries". The following dialogue box opens.

The image shows a 'Mark Index' dialog box with a blue title bar and a close button. It contains several sections: 'Index' with 'Main Index Items' (containing 'Conversion') and 'Phonetic Items' (empty); 'Sub-Index Items' (empty) and 'Phonetic Items' (empty); 'Options' with radio buttons for 'Crossing Index' (selected), 'Current Page', and 'Range of Page', and a 'Bookmark' dropdown; 'Page Numbers Form' with checkboxes for 'Bold' (checked) and 'Italic' (unchecked); and a note at the bottom stating 'This window keeps open in order to mark more indexes.' with 'Mark' and 'Cancel' buttons.

The Main Index Items box shows that the word "Conversion" has been selected as the index reference. You can keep or modify the index reference name. Then click in Sub-Index Items box and write a theme that should appear as sub-index. Finally click on "Mark" button.

To include a third-level entry, type the subentry text followed by a colon ( : ), and then type the text of the third-level entry.

Repeat the same for each index reference. After ending the marking of all index entries, position the cursor at the place where you wish to insert the index then in the "Reference" sub-menu of the "Inert" menu, click on "Index". The result is automatic.

### Note

To simplify the index entry, keep the dialogue box opened. And you can even simultaneously use the "Find and Replace" dialogue box and that index entries dialogue box.

## XVI- Adding a bookmark

A bookmark represents a location or a text selection that you identify and give a name to in order to refer to it later. You can use a bookmark to identify a text that you wish to revise at a later date.

or for some practical reasons. Instead of scrolling the document to find the text, you can gain a direct access to it through the help of the bookmark dialogue box.

To create a bookmark follow the following steps:

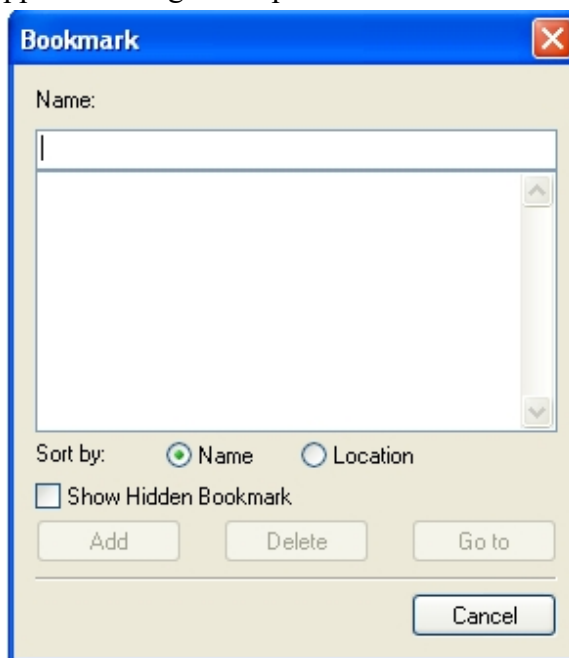
i) select the element ( or click at the location ) which you wish to associate to a bookmark.

ii) Click on "Bookmark " in the "Insert" menu and the opposite dialog box opens:

iii) Type a word in the "Name" box ( made up of only letters without space ) . Then "Add" button become active.

iv) Click on "Add" button and the dialogue box closes.

To check your application, open a new "Bookmark " dialogue box, then check whether the name you have previously written is there. Select it and click on "Go to G" button which becomes active. Then the cursor positions itself automatically by the element or at the location where the bookmark is associated.



## XVII- Endnote and footnote of a document

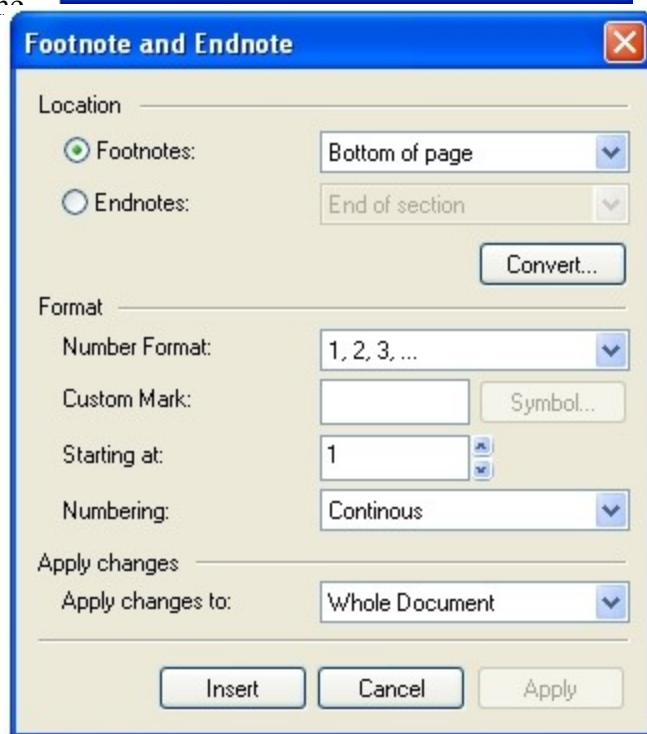
You can create Endnote and Footnote in a theme developed in your document. Only follow the following steps:

i) Position the cursor at the appropriate location in your document.

ii) In the "Insert" menu, click on "Reference" then on "Footnote and Endnote", and the opposite dialogue box opens.

iii) The default insertion location of the note is "Bottom Page". Click on "Insert" button then ensure that the cursor is position at the bottom of page with a number.

iv) Write your note, then if you which to position the cursor to its initial position, right click and in the contextual menu that opens up, click on "Go to Footnote". Note also that the



conversion option of "Footnote and endnote" appears in the contextual menu.

In the same way you can create a note at the bottom of the text, end of a document or of a section.

In this case, only tick off "Endnote" box in the above dialogue box.

In this dialogue box, other options such as "Continuous numbering of notes" and numbering of each page and each section notes are available

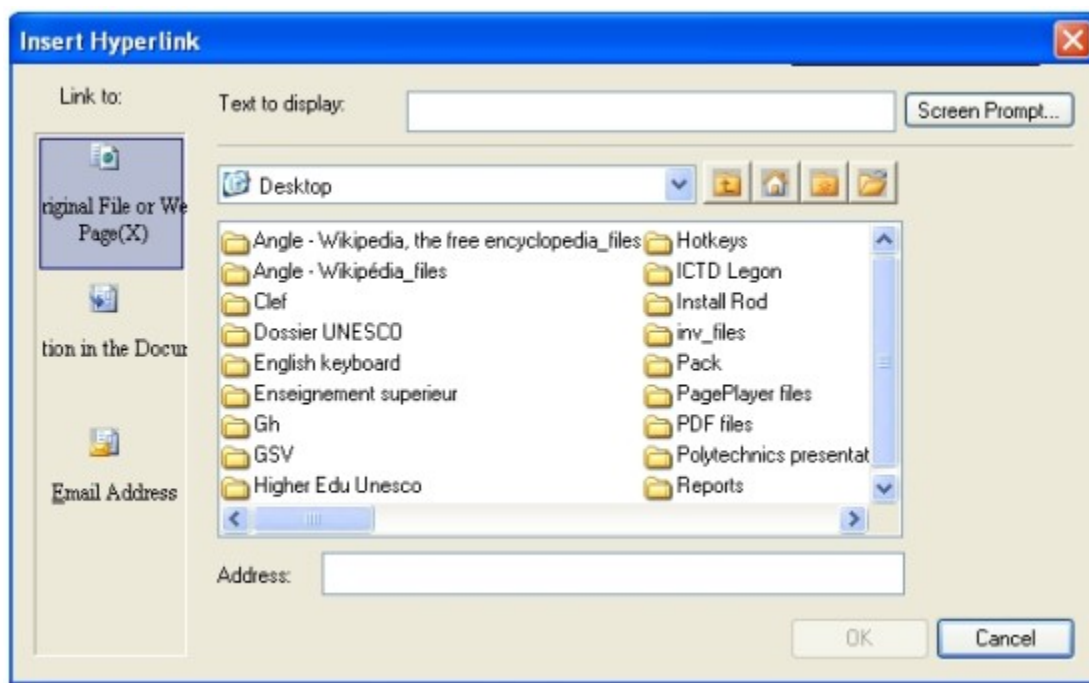
## XVIII- Hyperlink

During typing of a document, you can link a text or a drawing to a location within the document (a bookmark, a title or the beginning of the document), to a file, to an existing web page or to an Email Address in order to access it rapidly. This kind of link is referred to as hyperlink.

### 1) Linking a file

To link a text to a file:

- select a text (e.g the word "Experience").
- In the "Insert" menu, click on "Hyperlink" and the following dialogue box opens

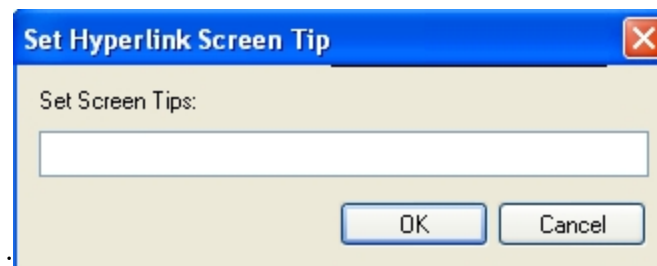


- In the "Link to" column, click on "**Original File or Web (X)**" button.
- In the list of files, select the file to link.
- Click on OK button which automatically becomes active.
- The word "Experience" will appear linked to the file. The hyperlink thus created and underlined is colored in blue. The modification of the format does not have any effect on the hyperlink.

Henceforth to gain access to this file, hold down "Ctrl" key and click on the word "[Experience](#)".

You can also link directly the file to its access path. In this case no text is selected. Otherwise, proceed as above by avoiding the first step only.

You may possibly want to see a message when positioning the cursor on the hyperlink. In this case, during the process of creation of the hyperlink, click on "Screen Prompt" button located at the right upper side of the "Hyperlink" dialogue box.

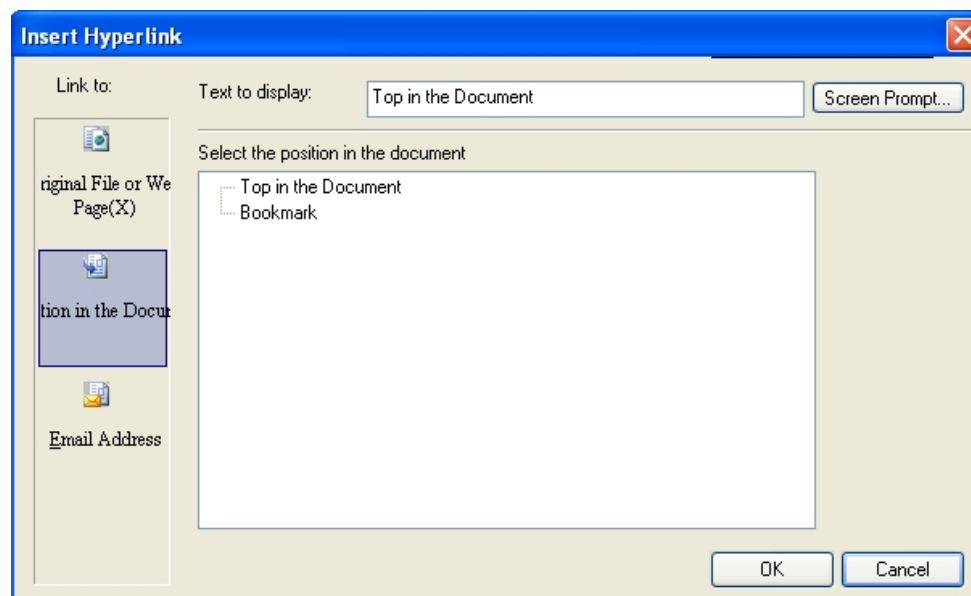


Write then this message in the dialogue box window.

## 2) Linking a location

To link a text to a location, select the text then:

- click on "Hyperlink" sub-menu of the "Insert" menu. "Insert Hyperlink" dialogue box opens.
- In the "**Link to**" column, click on "**Position in the Document**" button and the dialogue box appears as below:



In the "**Select the position in the document**" big box three options are available: "Top in the document", "Title" and "Bookmark".

- ***Top in the document***

The choice of this option implies that the selected text is linked to the beginning of the on-going document; that is to say from the selected text, you can access the beginning of the document.

- ***Title***

This option makes it possible to link the selected text to titles created in the document. By clicking therefore on "**Title**", the list of these titles appears automatically, you can then link the needed title.

- ***Bookmark***

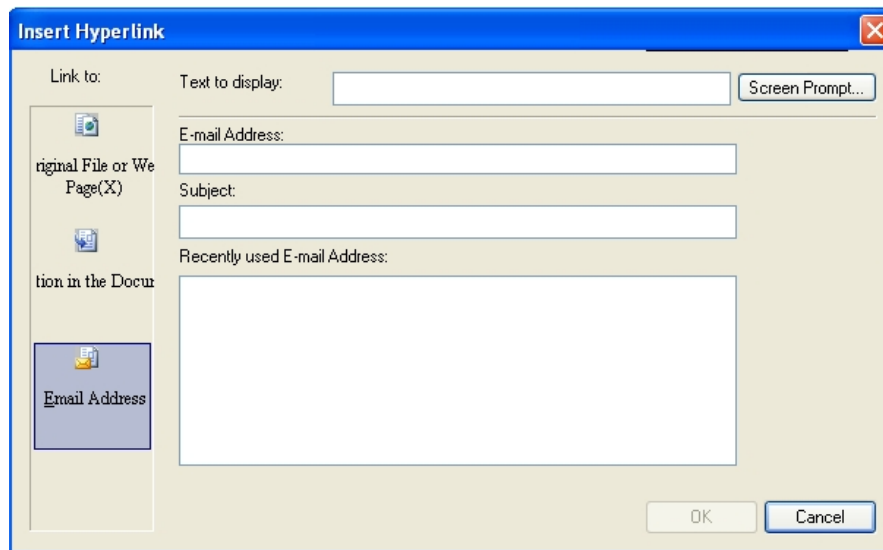
This option makes it possible to link the selected text to bookmarks created in the document. By clicking therefore on "**Bookmark**", the list of these bookmarks appears automatically, you can then link the wanted bookmark.

As in the case of linking a file, you can also directly link a title or the bookmark to the name it bears. In that case, at the beginning of the process of creation of the hyperlink, no text is selected.

### 3 ) Linking an Internet Address

To link a text ( e.g "Novoasoft" ) to an Email address:

- Select "Novoasoft" text
- In the "Insert" menu click on the "Hyperlink" sub-menu. The "Insert hyperlink" dialogue box opens.
- In "Link to" column, click on "**Email Address**" button. The dialogue box appears as below:



When you are linking this address the first time ( for example [www.scienceoffice.com/](http://www.scienceoffice.com/) English ),

all you need to do is to write this address in the "E-mail Address ( E ) " field. Type the address of the contact you want to link.

- Click on "OK" button which becomes automatically active.

For this you will then obtain [www.novoasoft.com/English](http://www.novoasoft.com/English) ( by holding "Ctrl" key and clicking on the link, an Email Editor appears )

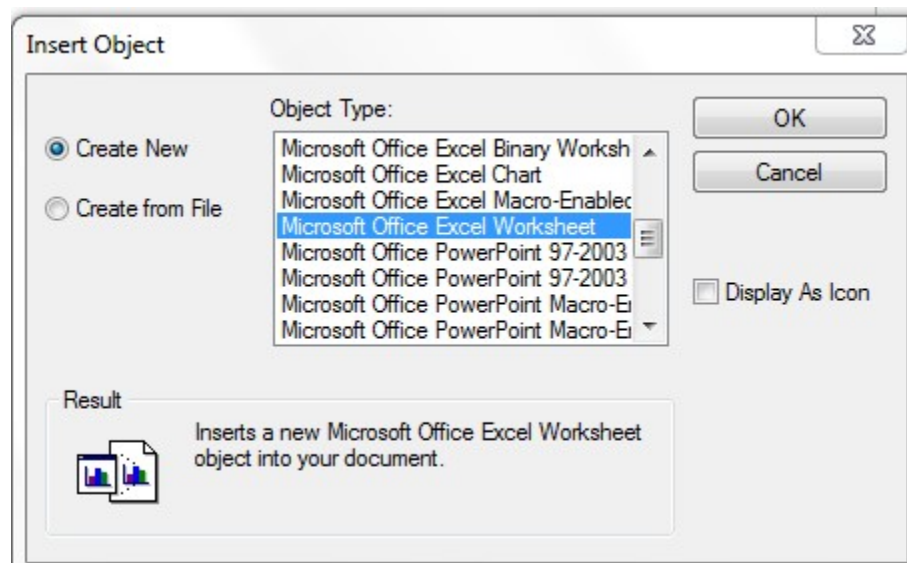
Click on "Save" in the File menu of the Email Address box to save "www.novoasoft.com" address. Hence whenever you access the "Insert Hyperlink" dialogue box, "www.novoasoft.com" address is displayed in "Used E-mail Address Recently ( C ) " box. This previously saved address, whenever selected, makes it possible to create another hyperlink.

### **XIX- Object Linking Embedded**

It is possible to open applications such as Microsoft Word, Excel, PowerPoint, clip video, etc, via ScienceWord and also to work on them and then save their ( newly created or already existing ) files as ScienceWord objects ( icons or documents which can be read as images ) .

For example to insert an Excel Worksheet:

- Click on the "**Insert**" menu, then on "**Object**". The dialogue box shown below opens.



The "Create new ( file ) "option is active by default.

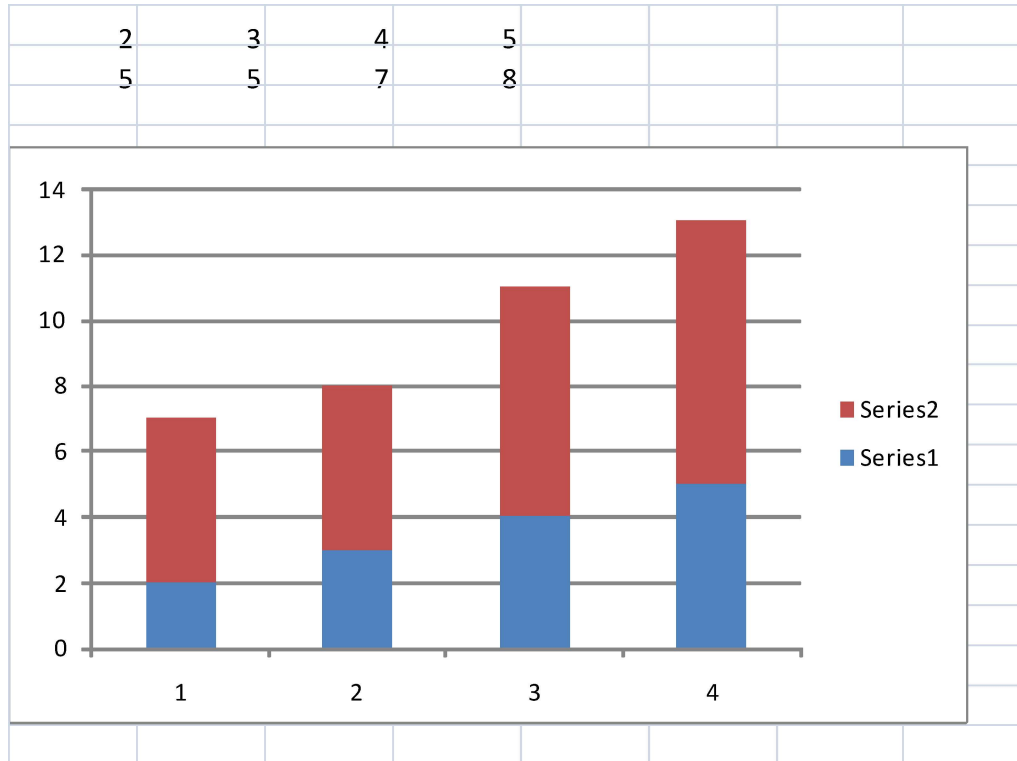
- Scroll the menu of the "Object Type " window, then select "Microsoft Office Excel Worksheet" as it appears in the box above.

- Click on " OK " and then the minimized Microsoft Worksheet appears as below.



The result is an object as shown in the illustration above. You could shift it with the mouse. You could increase its height by dragging downwards the small black square in the middle of the lower side of the rectangular minimized workspace, you could also reduce the width by dragging leftwards the small black square in the middle of the lower side of the rectangular minimized workspace. This is in fact to adjust the rectangle's size to fit the content.

- For example, plot data and resize the domain



The object can be shifted with the mouse or any arrow keys.



- Insert the object into the text ( *this facilitates the external adjustments as Remark 2 below shows at the end of this chapter* ).

**Remark 1:**

*In the case where you want to open an already existing Microsoft Office Excel file, follow the same process, then tick off the " Create from file " option in the first dialogue box.*

- The "Browse" button helps searching for the file you need.

- The "**Link**" option helps linking a file to the object in ScienceWord. In this case the "**Link To**" option in the " Edit " menu becomes active; you could make modifications to your object through this option.

**Remark2**

*You could for example open again the Microsoft Office Excel application source to make the necessary modifications. The two following possibilities therefore exist;*

*In order to find again the workspace of the Microsoft Office Excel application, double- click inside the rectangular grid that appears. Make the necessary modifications and then press the Esc in order to return into the ScienceWord application.*

**Remark 3:**

- After the insertion of certain objects ( "Microsoft Word" or "Excel" table, ChemDraw or other applications, etc. ) into the text, it is possible that some elements may appear somewhat overshadowed or shifted. In most cases the vertical alignment of the text ( " Text Align " ) could prove very useful. Remember that there are four types of this alignment; "Base Align", "Top Align ", " Centered Align " and "Bottom Align ". Most often, the " Centered Align " type of alignment is suited for this situation.



- When the same types of objects previously mentioned are not inserted into the text, the alignment of objects ( via "Format Object" ) could prove useful. Generally, the "Behind the text " alignment type is suited for this situation.

**Note on the function Special Paste**

You can copy text and objects from other applications and use the function "Special Paste" from Edit menu or the contextual menu to paste the clipboard content as embedded object.

**XX- ScienceWord Windows**

It is possible to open as one group many files and to arrange them through various options: "Windows" menu: "Cascade", "Tile Vertically", "Tile Horizontally", "Arrange All" and "Window List". It is a true Windows game made of professionalism and art.

You can click on "Open  "button to open several existing files or "New file  " button to create new files. Just make sure that several files have been opened through these two buttons. Then click from the menu bar on "Window".

The opposite illustration shows a group of files opened from the same ScienceWord window.

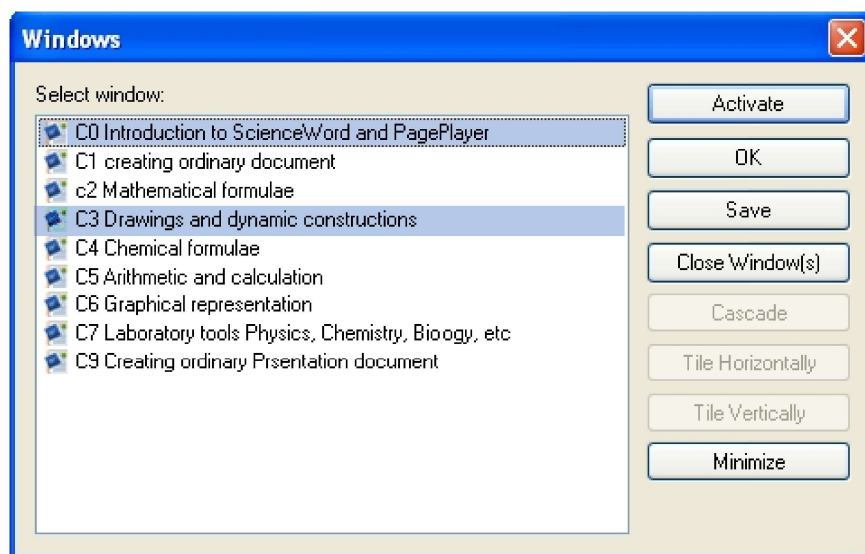
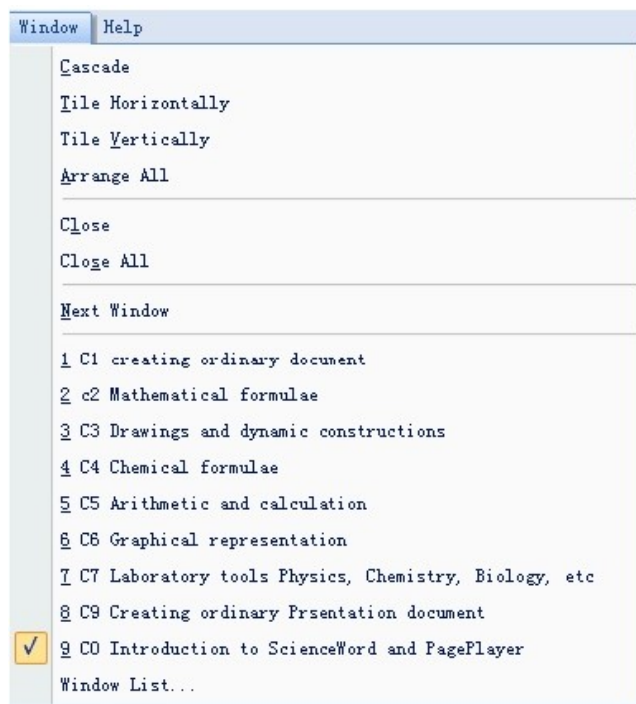
Notice that in this window, the active file name is ticked off.

The windows numbering indicates corresponding documents opening order. This menu shows that the window "Creating ordinary document" is the first document to be opened.

\* The options "Cascade", "Tile Horizontally" et "Tile Vertically" are applied to non-minimized windows.

\* The option "Arrange All" is applied to in disorder minimized windows.

\* Upon clicking on the option "Window List" the following dialogue box opens up.



You can select any set of files and apply one of the options "Cascade", "Tile Horizontally", "Tile Vertically", "Minimize", "Save" and "Close Window ( s )".

To select these files one by one, keep held down "Ctrl" key whilst clicking on each of them. You can also keep held down "Shift" key in order to select at once a series of files.

The dialog box shows that "Introduction to ScienceWord and PagePlayer" and "Drawings and dynamic constructions" are the only two files selected.


Upon clicking on "Tile Horizontally", the windows of these two files are horizontally arranged.

To confirm your choice, click on "OK".

You can also apply to a set of windows any one of the options: "Cascade", "Tile Vertically" and "Minimize". You could also decide to close or to save their corresponding documents thanks to "Close Window ( s )" and "Save" options. To activate a window, select it and then click on "Activate".

### Notes:

The shortcut keys of "Ctrl+Tab" and "Ctrl+Shift+Tab" help to switch forward and backward multiple documents of the same group..

To open other group of files, you have to click on ScienceWord icon  or click directly a

ScienceWord file  C10 Conversions  
ScienceWord Document  
19 KB

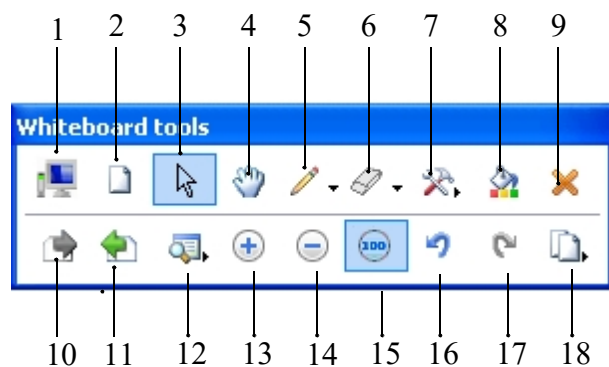
## XXI- Working in Web Layout

When working in Web layout, you don't mind the arrangement of the text or the paragraphs.




Then you can type faster your document and at the end make all the necessary arrangements in Print Layout. You can activate the Web layout from Insert menu.

## XXII- Working in Teaching mode F11

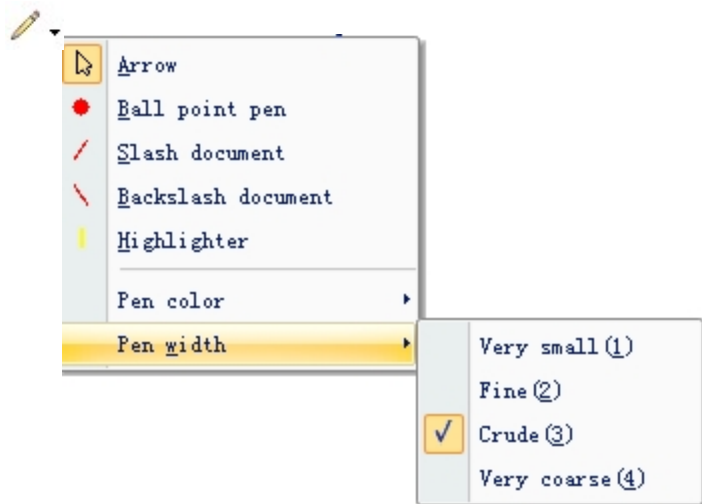
You can edit in full screen or teaching mode with the possibility of displaying the needed toolbars or using a white board tools.



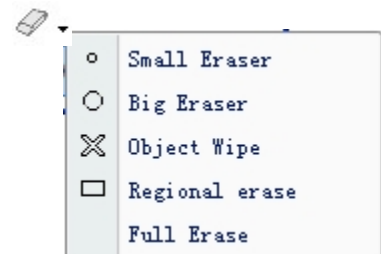
1-Switch to desktop; 2-Insert blank page; 3-Edit; 4- Drag; 5- Screen pencil; 6-Eraser; 7-Tool; 8-Change the background; 9- Exit; 10-Next page; 11-Previous page; 12-Position to page; 13-Enlarge; 14-Reduce; 15- Optimal; 16- Undo; 17-Redo; 18- Switch to ScienceWord documents.

Let note that "  'Screen pencil', "  Ersaer" and "  Tool" have many important options.

The following shows Screen pencil and eraser options



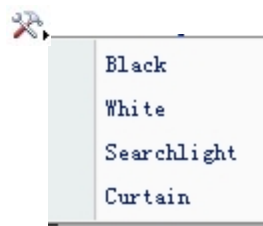
Screen pencil options



Eraser options

The options of eraser are available only when you have drawn or written with the screen pencil. This handwriting does not appear in print preview. You can remove any such handwriting with eraser or by clicking on "Remove handwritin from all pages".

The tool options are as shown below: Black, White, Searchlight and Curtain.



Tool options

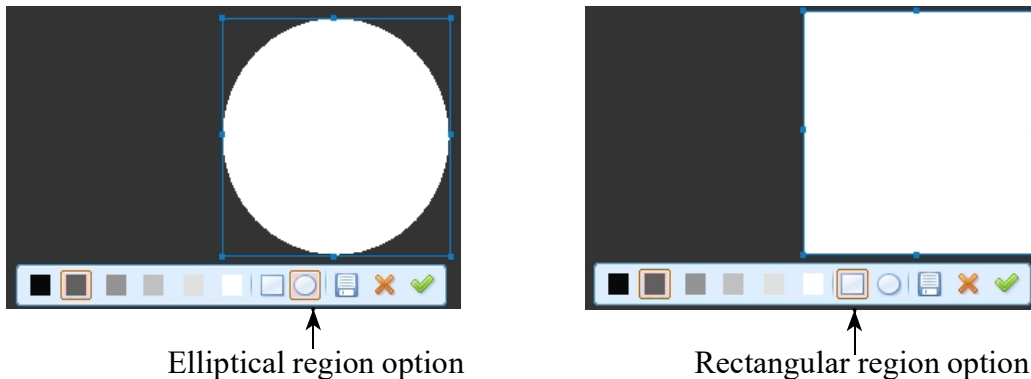
When you click on black ( White ) option the screen becomes black ( white ) . You would click on the screen to get it back at the normal view.

When you click on Curtain option, a curtain ( as shown below ) covers automatically the screen



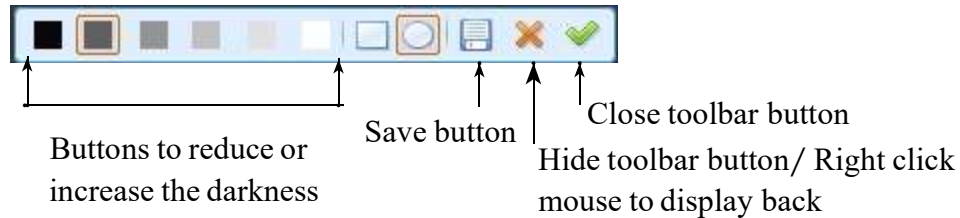
You can open or close it from the left, the right, the top or the bottom.

When you click on the option Searchlight, you get the following that helps to save as image, any part of the screen with a good resolution and a small size..



You can shift the region, enlarge or reduce it from the left or right corners.

The functions of the other buttons are shown in the figure below.



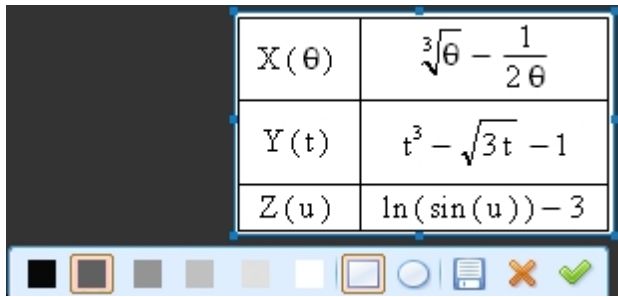
### Example:

We are going to save the following table as image and get this image in ScienceWord file and rotate it about  $90^\circ$ .

$X(\theta)$	$\sqrt[3]{\theta} - \frac{1}{2\theta}$
$Y(t)$	$t^3 - \sqrt{3}t - 1$
$Z(u)$	$\ln(\sin(u)) - 3$

The steps are the following:

- i Deactivated the option "Show marks of paragraph" from view menu.
- ii Press F11 to move to teaching mode
- iii Use the searchlight rectangular region option of tool to cover the table ( Fig1 )
- iv Click on save button to save it at a chosen location, for example Desktop or My documents.
- v From Insert menu, click on "Picture " and with the dialog box that opens up, find the picture you have previously saved and open it in your ScienceWord document.
- vi Rotate .the picture about  $90^\circ$ .. ( see Fig 2 ) .



$X(\theta)$	$\sqrt[3]{\theta} - \frac{1}{2\theta}$
$Y(t)$	$t^3 - \sqrt{3t} - 1$
$Z(u)$	$\ln(\sin(u)) - 3$

Fig 1

Rotation of  $90^\circ$  →

$X(\theta)$	$\sqrt[3]{\theta} - \frac{1}{2\theta}$
$Y(t)$	$t^3 - \sqrt{3t} - 1$
$Z(u)$	$\ln(\sin(u)) - 3$

Fig2

### XXIII- Symbols special characters

#### 1) Symbols and international characters

There are characters named symbols that do not exist on any key. They are generally inserted by means of the sub-menu "Symbol" of the menu "Insert". The insertion of some amongst them that are considered to be international is facilitated by the preset hotkeys (i. e., preset, shortcut keys). For example, to write "É", press simultaneously on the two keys "Ctrl" and "'", then release them; press therefore the "Shift" key, keep it held down and press the key "E". We observe the following type of operation as  $[(\text{Ctrl} + ')]$ ,  $(\text{Shift} + E)]$ .

Similarly, to write "ë", press simultaneously the two keys "Shift" and ":", **then release them**.

Press thereafter the key "E"; the operation is therefore as follows  $[(\text{Shift} + :)]$ ,  $(E)]$ .

Shown in the following table are the insertions of other international characters.

<i>To insert</i>	<i>Press</i>
à, è, ì, ò, ù, À, È, Ì, Ò, Ù	Ctrl + ` ( Accent Grave ), the letter
á, é, í, ó, ú, Á, É, Í, Ó, Ú	Ctrl + ` ( Apostrophe ), the letter
ã, ñ, õ, Ã, Ñ, Õ	Ctrl + ~ ( Tilde ), the letter
â, ê, î, ô, û, Â, Ê, Î, Ô, Û	Ctrl + Shift + ^ ( Caret ), the letter
ä, ë, ï, ö, ü, Ä, Ë, Ì, Ö, Ü	Ctrl + Shift + : ( Colon ), the letter
å, Å	Ctrl + Shift + @, a or A
æ, œ, Æ, Œ	Ctrl + Shift + &, a, o, A, O
ç, Ç	Ctrl + , ( Comma ), c or C
đ, Đ	Ctrl + ' ( Apostrophe ), d or D

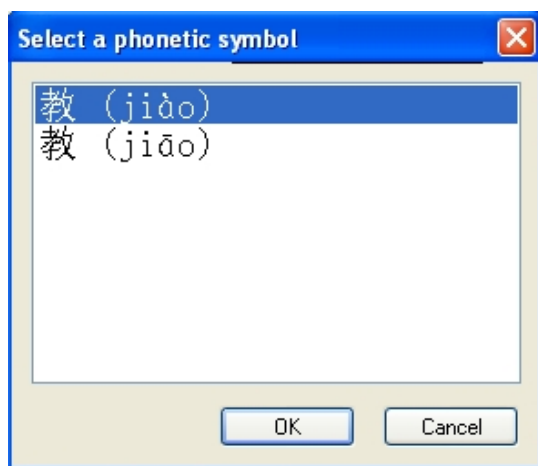
ø, Ø	Ctrl + /, o or O
ı	Alt + Ctrl + Shift + ?
ı	Alt + Ctrl + Shift + !
ß	Ctrl + Shift + &, s

## 2) Chinese characters

### a) Inserting Chinese characters Phonetic

Let consider for example the following Chinese text: 教学套件的组成部分

To add Chinese phonetic to this Chinese text, click in insert menu on phonetics, then on Auto label pinyin. The following dialog box opens up.



As a Chinese character may have several phonetics, you need sometimes to select the appropriate one as it is the case here.. Then Click on OK. button.

The final result would be: jiāo xué tào jiàn de zǔ chéng bù fèn.

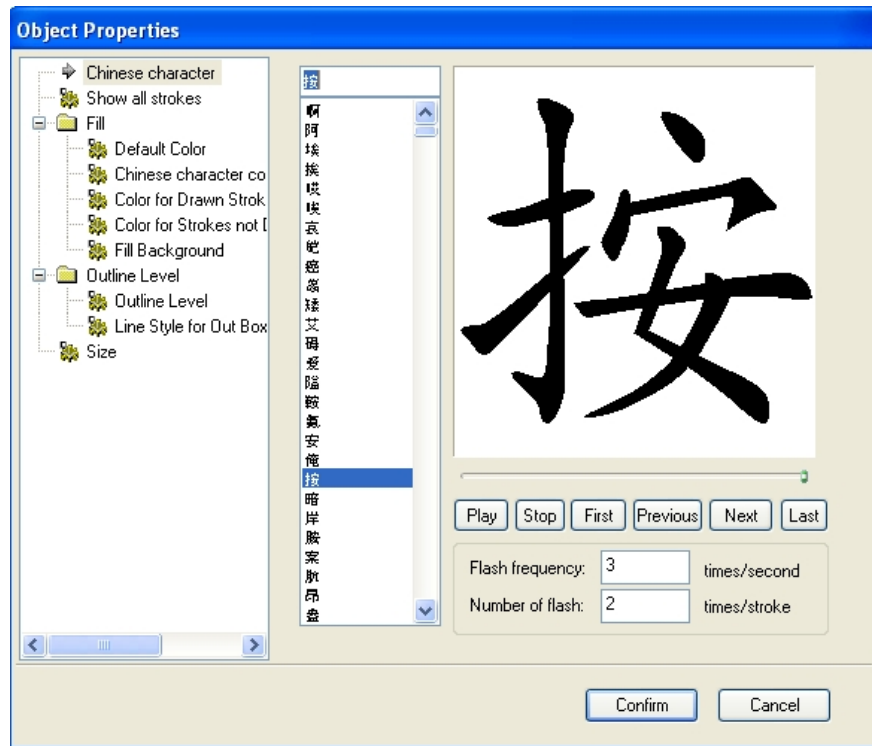
To change this Chinese text to phonetic, select the text and click from Insert menu on "Change Chinese Character to phonetic". The same dialog box above appears and you just need to choose the option "Change Chinese Characters to Phonetic".. The result would be: jiāo xué tào jiàn de zǔ chéng bù fèn

### b) Animation of Chinese characters

To write a Chinese Character, you may need to go through a well odered steps. This can be shown in ScienceWord.

To understand this, click on "Character Strokes in flash" from Insert menu. Then as the cursor tursns into a pencil form.click on the work page. The default appearence is 啊. Double click on it to play the strokes appearence sequences.

You can change the character through propertie dialog box ( right-click on it and see properties from the contextual menu )..



You may choose other character as it is shown in the dialog box and set the sequences frequency and other options.

### c) Change the default settings of Chinese character animation

To change the default settings of sequences animation, click from Format menu on "Manage Chinese Stroke". The dialog box that opens up help to set new sequences animation.

## XXIV- Default Hotkeys for English keyboard

The default hotkeys are the shortcut keys that have been predefined (preset) and which can be executed directly. Most of them can be reset (self-defined) to suit the taste of the user. In the below table are some default hotkeys

Hotkey	Action
Ctrl+P	Print
End	Positioning the cursor at the end of the row
Ctrl+Home	Positioning the cursor at the start of the document
Ctrl+End	Positioning the cursor at the end of the document
Ctrl+Tab	Getting to the previous window
Ctrl+Shift+Tab	Getting to the following window
Ctrl+ →	Positioning the cursor at the begining ofthe next word



Ctrl+ ←	Positioning the cursor at the beginning of the previous word
Ctrl+ ↓	Positioning the cursor at the beginning of the next paragraph
Ctrl+ ↑	Positioning the cursor at the beginning of the previous paragraph
Ctrl+Shift+Page Down	Select part of document from cursor position to the end of a page
Ctrl+Shift+Page Up	Select part of document from cursor position to the start of a page
Shift+Alt+X	Insert Index

### Chapter 3: Examination paper template

To prepare an examination paper template:

- Click on "Examination Paper Template" in the **"Format"** menu. The following dialogue box opens up. In the first window of this box, the **"Position and Size"** menu appears selected.

**Examination Paper Template**

Position and Size

- Gutter
- Fill Blank Region
- Border
- Words out of the gutter
- Words on the gutter

Margins of gutter region

Top: 5.00 mm Bottom: 5.00 mm

Left: 5.00 mm Right: 5.00 mm

Margins

Width: 40.00 mm

Height: 40.00 mm

Gutter

Words on the gutter: Please do not answer in the binding line

Content of gutter region

Description	Length of Blank ...
School	50.00 mm
Grade	40.00 mm
No. test:	30.00 mm
-----Create Newlin...	
Candidate Number	30.00 mm
Name and Surna...	30.00 mm

Others

Gutter position

No Gutter

☐ Reversed layouts for odd and even pages

Alignment in the gutter

Centered

All Pages 1

Confirm Cancel

This menu offers different columns for the purpose of preparing an examination paper template. It mainly deals with the configuration of a band or region, designated here by the term **"Gutter"**.

In the "**Gutter**" field of the column "**Other**", the option that appears automatically is "No Gutter". This "**Gutter**" band is configured to be positioned either at the top of the page, at the bottom of the page, at the left margin of the page or at the right margin of the page. To understand this better, click on the drop down arrow of the "**Gutter**" field. The five options available (No Gutter, Up, Down, Left, Right ).

Now click on the option "**Up**". The following dialogue box appears

The dialog box is titled "Examination Paper Template". It contains several sections for configuring the gutter:

- Position and Size:** A tree view on the left with options: Gutter, Fill Blank Region, Border, Words out of the gutter, and Words on the gutter.
- Margins of gutter region:** Input fields for Top (5.00 mm), Bottom (5.00 mm), Left (5.00 mm), and Right (5.00 mm).
- Margins:** Input fields for Width (40.00 mm) and Height (40.00 mm).
- Gutter:** A text field labeled "Words on the gutter:" with the value "Please do not answer in the binding line".
- Content of gutter region:** A table with two columns: "Description" and "Length of Blank ...".
 

Description	Length of Blank ...
School	50.00 mm
Grade	40.00 mm
Test No.:	30.00 mm
-----Create Newlin...	
Candidate Number	30.00 mm
Name	30.00 mm
- Others:**
  - Gutter position:** A dropdown menu set to "Up".
  - ☒ Reversed layouts for odd and even pages
  - Alignment in the gutter:** A dropdown menu set to "Centered".
- Page Selection:** A dropdown menu set to "All Pages" and a text field containing "1".
- Buttons:** "Confirm" and "Cancel" buttons at the bottom right.

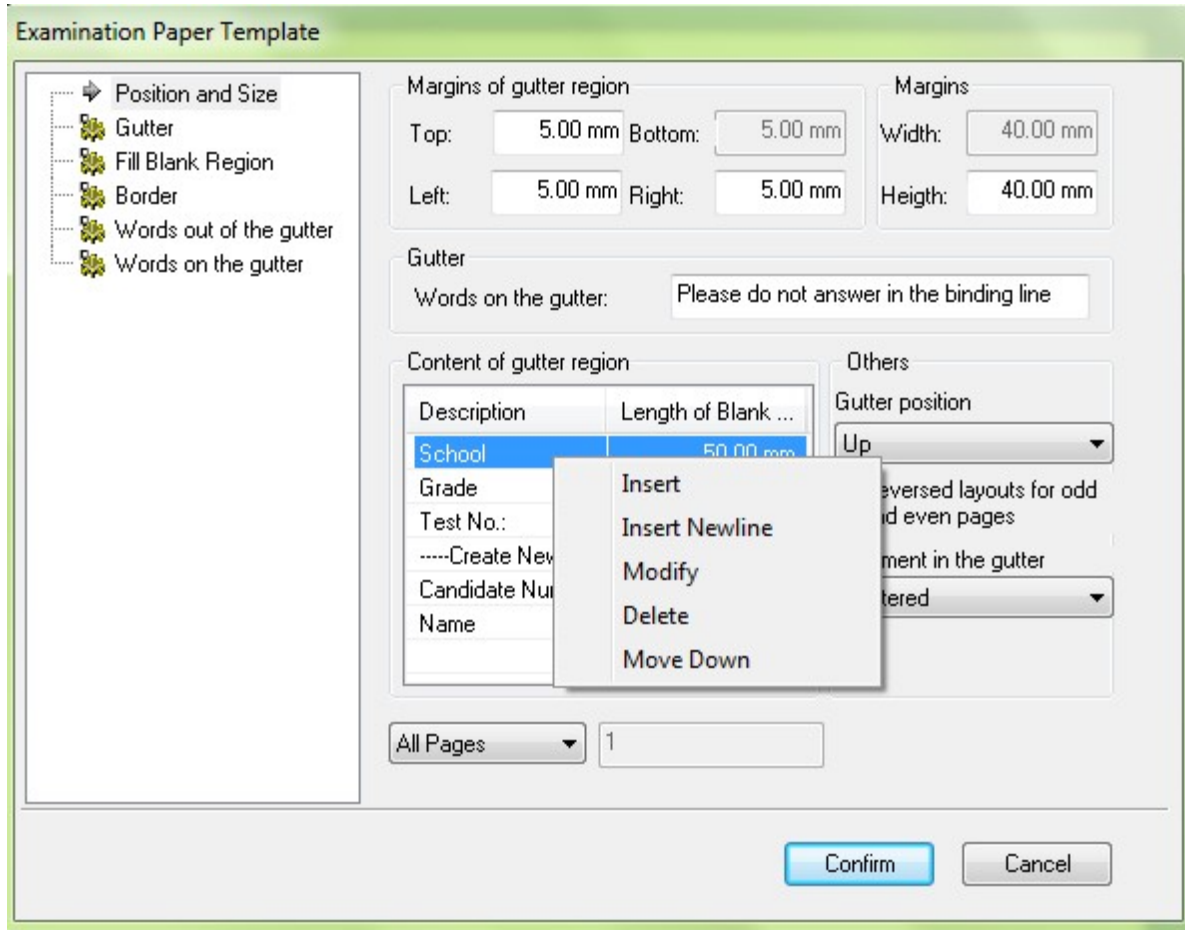
The columns "**Margin of Gutter region**", "**Size of Gutter**" and "**Content of Gutter region**" are thus activated. They help defining respectively the margins, the thickness and the content of the "**Gutter**" band. The "**Page**" column that is also activated, helps specifying the pages where the "**Gutter**" band should be configured.

- Click on "**OK**" to see the "**Gutter**" band at the top of the page.

Carry out the same procedure by selecting respectively "**Down**", "**Left**", "**Right**" under the "**Other**" column. Take note that for every modification, you have to open again the dialogue box "Examination Paper Template" through the "**Format**" menu.

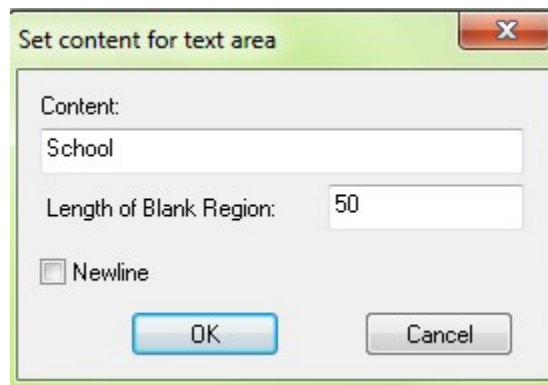
*In the case where you no more want a "**Gutter**" band, select "**No Gutter**".*

When one of the options "Up", "Down", "Left", "Right" is activated, you could modify a sub-column of the "Content of Gutter region" column ( for example School ) by right-clicking with the mouse on "School". As the following figure shows, there are five options ( Insert, Insert New line, Modify, Delete and Move Down ) at your disposal.



- Try out each of these options and then carry out the necessary modifications.

For example, if you click on "Modify", the following dialogue box opens up:



Carry out the necessary modifications and then click on " OK ".

- In the "**Word on the**" field, is the remark "Please do not write anything out of the gutter ", which can be replaced at will with the remark: e. g. "For official use only " or with any other appropriate remark.



*Attention: you would have to create space after the last word written which is "only ", by tapping on the space bar.*

- Finally, confirm the configuration of "Examination Paper Template" by clicking on " **OK** ".  
Thus; the top of your workspace would be configured as desired.

Remark: *When you insert a new line ( through the option "Insert New line " ) , you have to consider any value except zero in the " Length of Blank " sub-column .*

### **Other menus of the dialogue box**

**Gutter:** This menu helps to define the colour, the thickness and the style of the line separating different words of the remark.

**Fill Blank Region:** This menu helps to define the colour, the thickness and the style of the line separating all information on the candidate.

**Border:** This menu helps to define the colour, the thickness and the style of the border of the band.

**Words out of the gutter:** This menu helps to define the font, style, the thickness and the colour of the letters of all information on the candidate .

**Words on the gutter:** This menu helps to define the font, the style, the thickness, the colour and the style of the text of the remark.

## **Chapter 4: Useful precautions**

### **I - Avoiding files loss**

#### **1) Multiple Save**

During typing of a document, an accidental closing can occur on the file as a result of power cut, wrong operation, etc. leading to work loss. Despite the fact that an automatic data saving ( see "Filling Documents" Chapter ) was set during typing, a simple precaution need to be taken!

As a matter of fact good typing operators know that there is need to have two copies of files in different locations ( for example in "My Documents" or in "Disc C " ) . For example, for the typing of a document that last several days, you can decide to use only a copy each time that you decide to continue with the typing of the document. At the end of each typing, ensure that your


work is well saved. Then reproduce another copy in another location. This precaution shields you from a sudden loss of all your work.

## 2) Creating a backup file for data


During typing of a document, an accidental closing of a file may occur due to a blackout or a wrongly executed operation etc. We can prevent these kinds of situations by creating an automatic backup file of the data ( of the typing ).

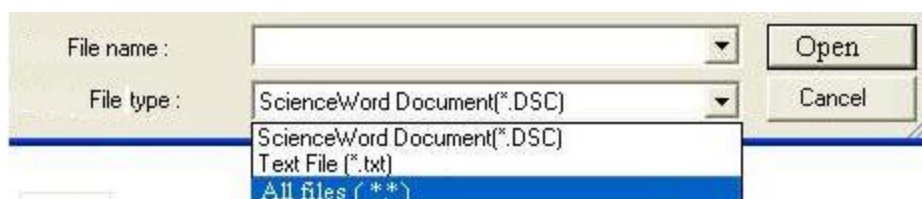
You could activate the backing-up of data by clicking on the "Auto Save Backup" function in the "Format" menu; you could also set the time interval in which the automatic backup is done.

To set the time interval for backing-up data, click on "Set Auto Save Interval" in the "Format" menu; you could then set this time in the dialogue box that opens up.

The icon of a backup file ( BAK File ) appears by default as follows . It has the same name as that of the main file.

You can open directly Bak file as follows:

Open ScienceWord programme and click on the button  to get the location of the main file. In "file type" field, select the option "All files" , then find the Bak file and select it. Then click on the "Open" button.



## II - Protection of a file

### 1) Create a password

To create password for a ScienceWord document, click on "Setting password ( E ) " button in the "File" menu. In the dialogue box that opens, type a password in the "Typing password ( O ) " window, then type the same password in the "Confirm it ( R ) " window click finally on OK button and save your document.


Henceforth whenever you open this document, the same box containing "Setting password" and "Typing Password" opens; you can then insert your password, and click on OK button.

### 2) Concealing a file

Click on "Properties" in the "File" menu. In the dialogue box that opens you can get a simple protection of the file by ticking off "Hidden" box; or a reinforced protection by ticking off the

two "Hidden" and "System" boxes.



When the option of folders does not permit the appearance of hidden files and folders, the file is hidden where it is saved.

To reopen it, open first ScienceWord, then click on " Open" icon, thereafter in the window that opens, write the name of the file with ".dsc" extension in the "File Name" slot, then click on OK button.

## Chapter 5: Conversions


### I- Converting a ScienceWord document to the Web document or HTML Format

Click on "Export to Web document" that allows an additional save option to HTML File. You may then name the file or choose a location ( Desktop, My Documents etc ) within the dialogue box that opens up.

At the end of the conversion, you will find your Web document file icon  or HTML file icon  and eventually a folder of images in the location chosen. .

### II- Converting a ScienceWord document into PDF Format ( direct conversion )

Click on "Export to PDF" in the File menu. You may then name the file or choose a location ( Desktop, My Documents etc ) within the dialogue box that opens up.

At the end of the conversion, you will find your PDF file with the following icon  in the location chosen.

### III - Converting a ScienceWord document into ps and eps formats

#### 1) Installing a Virtual Printer *Apple Color LW 12/660 PS*

*When a printer has already been installed on your computer, you can click on "Print Preview" in "File" menu in order to view your document before printing.*

*If no printer has been installed on your computer, you may click on the icon "Print Preview". In this case, a message appears asking if you want to install a printer ( and this is the condition required for inspecting your document ) . If yes, click on "OK". Thus, all the operating system's windows have a virtual printer that you can install. Upon clicking on "OK", a dialogue box opens to assist you.*

*This installation is not only useful when a printer has not been installed but also for conversions into PS and EPS file. The following steps will help you to install it.*

i) Click on "**Start**", then on "**Printer and Faxes**".

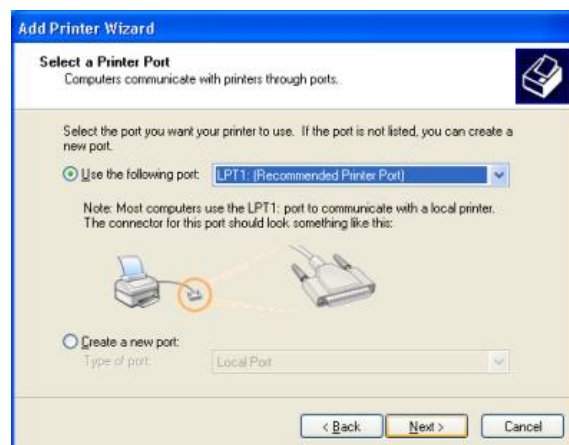
ii) In the window "**Printers and Faxes**", click on "**Add a printer**". Then the window "Add Printer Wizard" appears as shown below:



iii) Click on "**Next**". The window shown below appears



- iv) - Choose the "**Local Printer attached to this computer**" option.
- Untick the "**Automatically Detect and Install my Plug-and-Play Printer**" option.
  - Click on "**Next**"; the window shown below appears



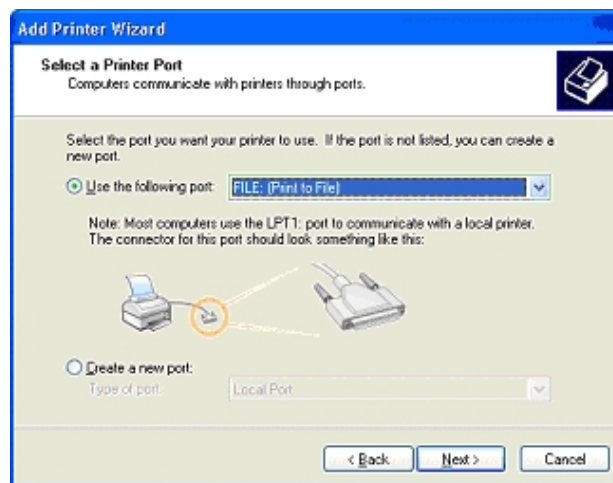
v) In the "Use the following port" window, click on the drop down arrow to display the window



as below:



vi) Select ( click on ) "FILE: ( Print to File )". The window appears as below:

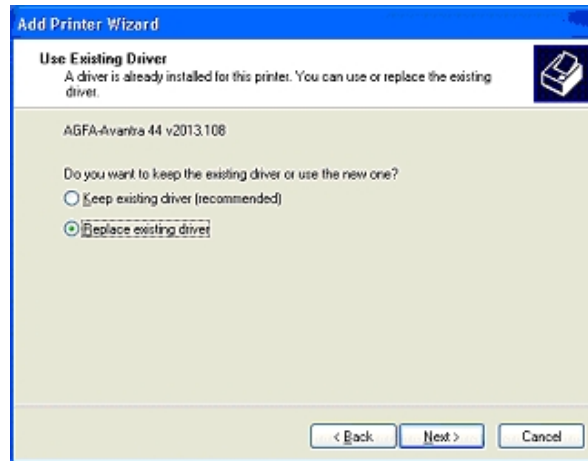


vii) Click on "Next", then the window shown below appears:

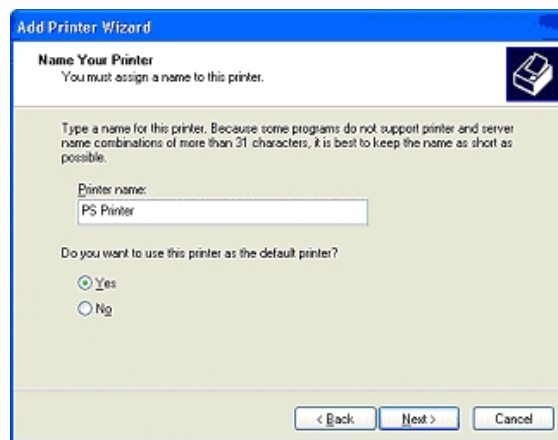


viii) Choose "*Apple Color LW 12/660 PS*", in the printers list which appears, then click on "Next", and the window below appears.

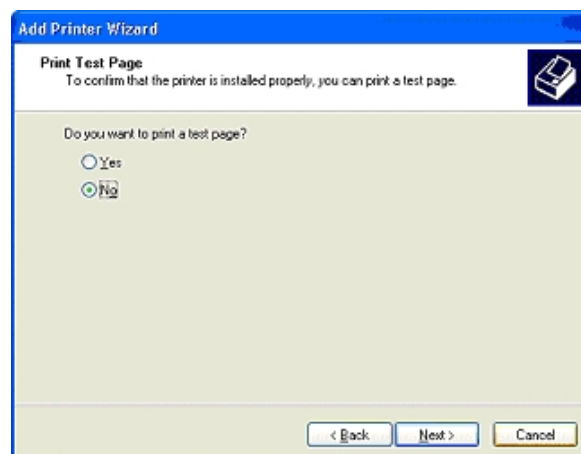




ix) Select "Keep existing driver (recommended)" and click on "Next". The window shown below appears



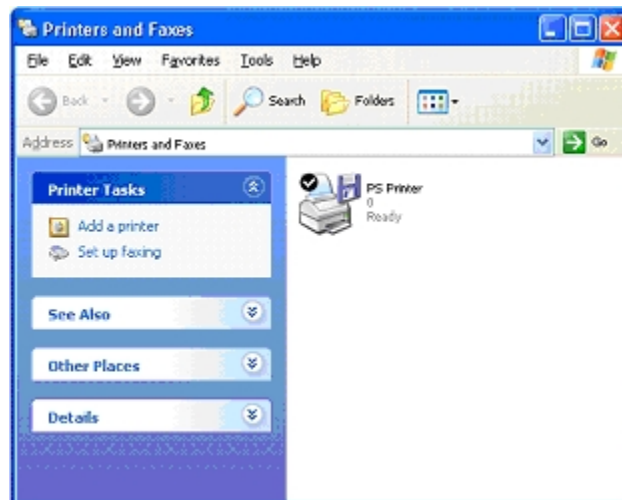
x) Click on "Next"; the following window appears



xi) Click on "Next"; the following window appears



xii) Click on "**Finish**"; the window shown below appears

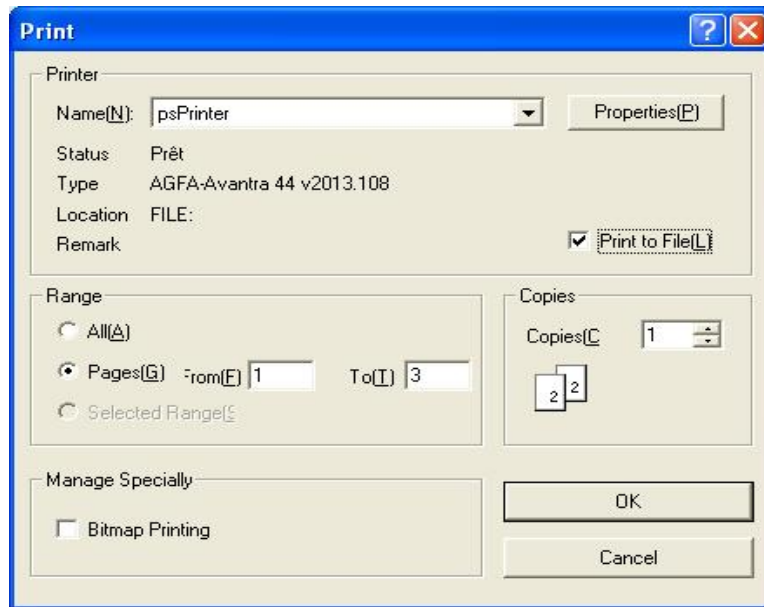


The virtual printer "**PS Printer**" is now installed.

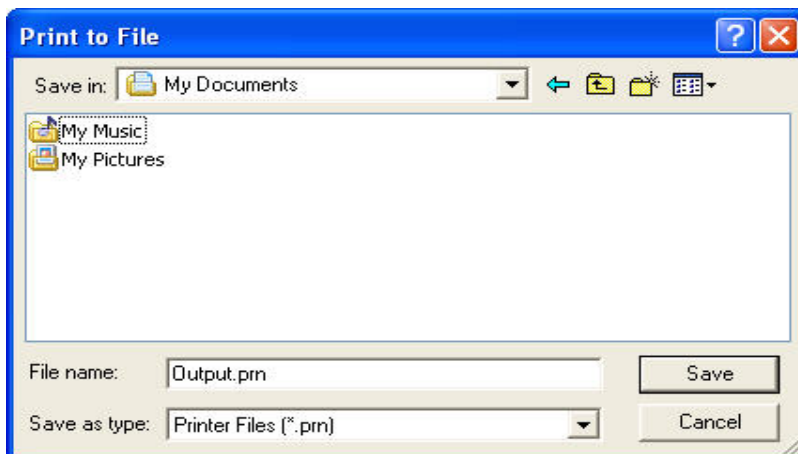
## 2) Conversion of ScienceWord document into "ps" or "eps" file

Insure that the virtual printer "PS Printer" is installed .

Click on "Print" in the "File" menu. Then, check the "Print to File" box in the "Print" dialogue box that opens up.



Click on "OK" button. Then select the destination folder ( "Shared documents" here )



Note that the default file type is ( \*.prn ) for a print file.

- If you wish to convert a file into a "\*.ps" ( Post Script ), replace "Output.prn" by the convenient file name with a "\*.ps" extension ( for instance: File 1.ps ). Click on "Save" button to obtain the conversion.

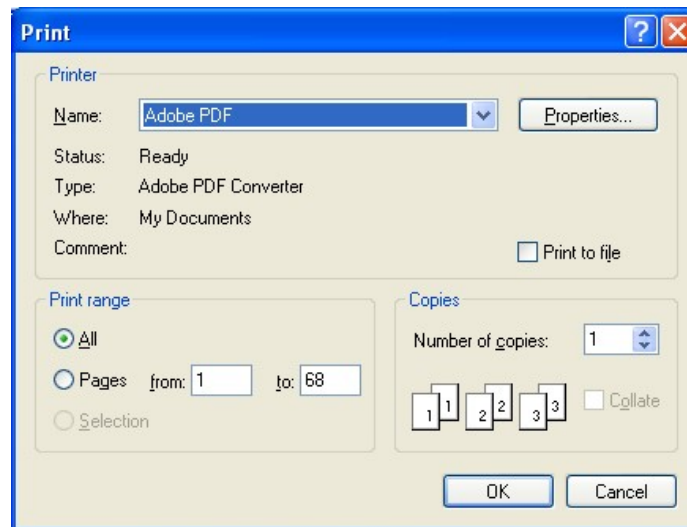
-If you rather wish to convert a file into "\*.eps" ( Encapsulated Post Script ) replace "Output" by the desired file name with a "\*.eps" extension ( for instance: File 1.eps ). click on "Save" button to obtain the conversion.

In either case of conversion you will find the converted file at the location where you save it ( "Shared documents" in our example ).

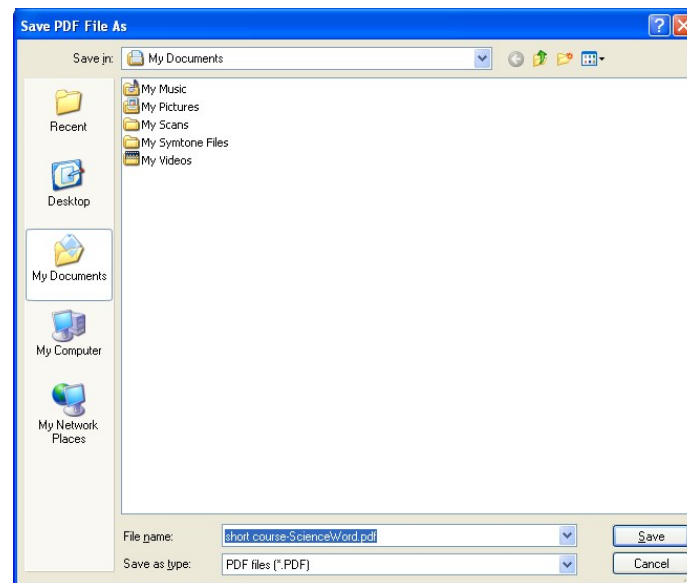
### 3) Converting a ScienceWord document into PDF Format, using PDF printer

The process is as follows:

i) Click on **"Print"** in the **"File"** menu. In the **"Print"** dialogue box, that opens up, select your pdf printer ( here **"Adobe PDF"** ). The **"Print"** window appears as follows:



ii) Click on OK button. the "Save PDF File" opens up to allow the file saving:



- The file's name come as default. You can change it.

- The folder selected here is "My documents". Other folders can be chosen.

iii) Click on "Save" button. The conversion is carried out to the selected folder ( "My Document"

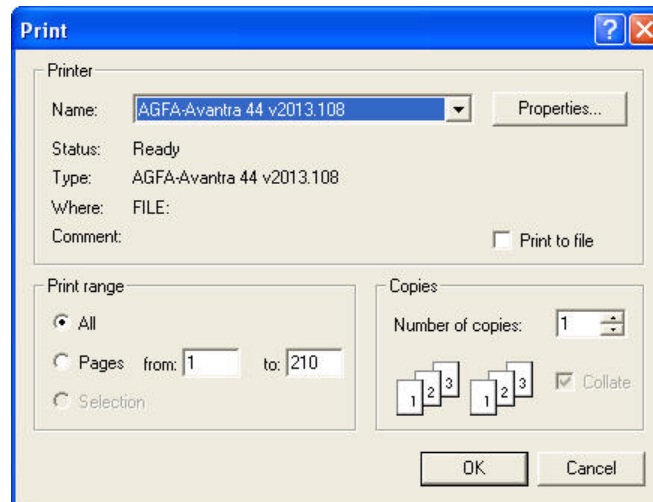
in this case ) and the obtained PDF file  opens up directly.

#### 4) Converting into the Microsoft Office Document Imaging Format

The printer Microsoft Office Document Image Writer is a Microsoft Office 2003 tool. Ensure that it is installed on your computer.

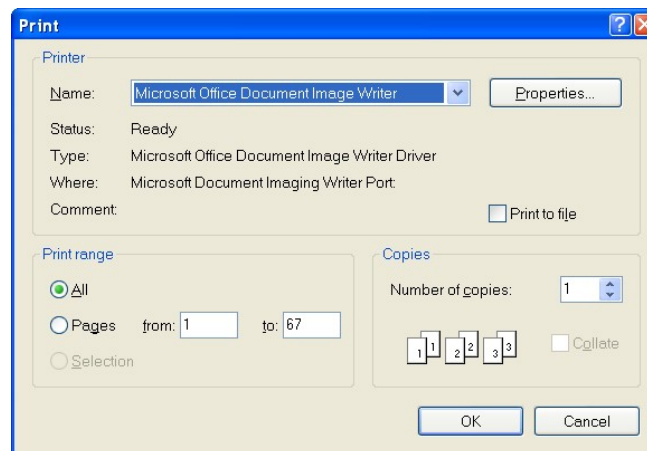
The conversion process is the following:

i) Click on "**Print**" in the "**File**" menu. The "**Print**" dialogue box opens up:

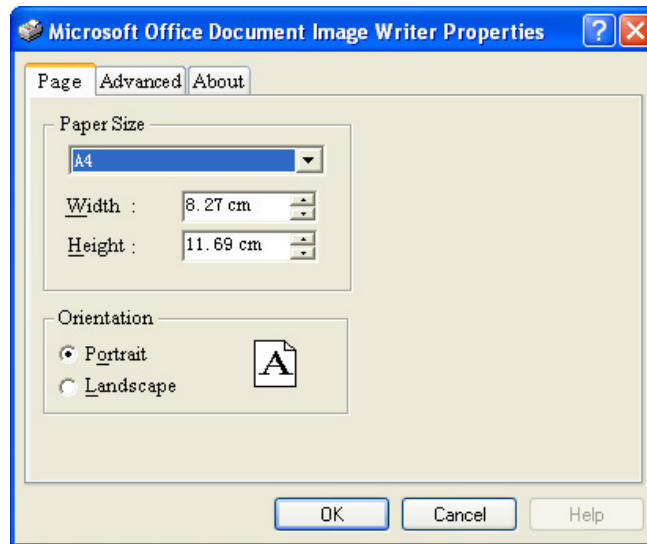


Here the " AGFA- Avantra..." printer appears in the "Name " field. The printer appearing in the "Name" window is actually the printer that is active at that moment on your computer.

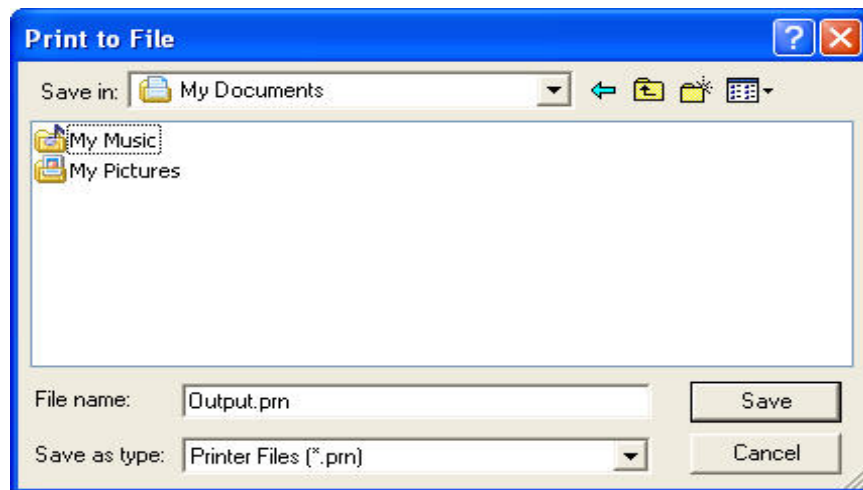
ii) Click on the "▼" drop - down arrow of "Name " and select " **Microsoft Office Document Image Writer**". Tick off the "**Print to file**" box. The "**Print**" dialogue box appears as follows



iii) Click then on the "**Properties**" button. The window "**Microsoft Office Document Imaging Writer Properties**" dialogue box opens up. Select the paper format , then click on "**OK**".




iv) Click again **"OK"** button to print to file. Then, the **"Print to file"** dialogue box opens up to facilitate the save of the file.



- **Output** is a default name. You can modify it.

- The folder selected here is **"My Documents"**. You may choose another one.

v) Click thereafter on **"Save"**. The conversion happens automatically; you have to wait a few minutes to see the document open up. The speed of the conversion depends on the size of the document.

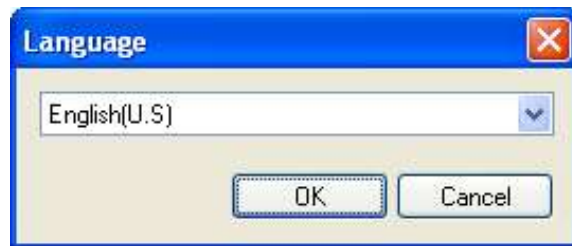
The file of the conversion appears in the form of the icon here  which is that of Microsoft Office Document Imaging, in the location where it is saved ( "My Documents" in this case )

## Chapter 6: Configuration of the language of ScienceWord

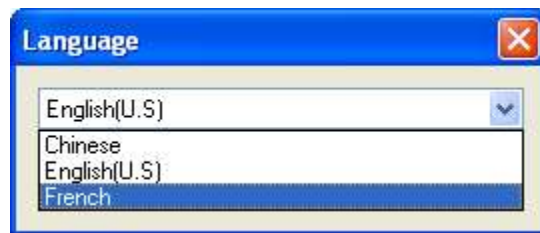
You can configure the menus in English, French and Chinese languages.

For example, when the English version of ScienceWord 6.5 is installed on your system, the menu appears by default in English.

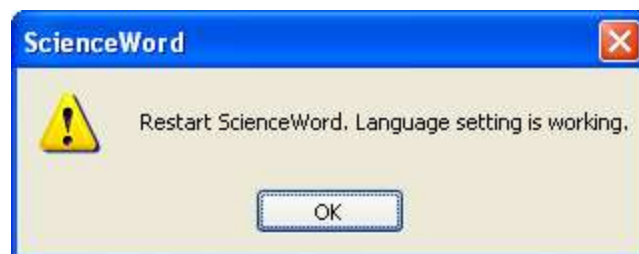
To set the menu in French, click on "View", then in the menu that opens, click on "Language", therefore the following dialogue box appears.



Click on the button of the window to bring out the list of available languages as below:



Click on "French" then click on OK button to validate the choice. The following message will then appear: "Restart ScienceWord. Language setting is working".



Click on OK button.

What you need to do therefore is to shut down ScienceWord programme and restart it afresh to get the menus in French language.

*Note: You can in the same way set back the menus in english or configure the menus in other languages.*

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