3

Working with Text

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This chapter describes all aspects of typing, editing and importing text. Once you have created a simple document, it explains how to save and print the document, and finally how to quit ***Ovation Pro***.

3.1 Typing & Editing Text

You can type and edit text whenever there is an active frame containing the caret. A later chapter will describe how to draw your own frames, but this chapter assumes you have opened a new document as described in the previous chapter *(see 2.4)*. You should have a document window open, with the caret in the default master frame ready for text entry. The Select tool should be chosen *(fig. 3.1)*.

Try typing a few words at the keyboard. The caret moves to the right of each character as you type. The style and format of the text you type is determined by the style called `Bodytext`. By default `Bodytext` uses the font Arial (equivalent to Helvetica) at a size of 12pt, and is suitable for general-purpose word processing.

Type more words until you have filled a complete line. If necessary the window automatically scrolls sideways so that the portion of the page you are editing always remains in view.

The entire text in a frame or in a number of linked frames is referred to as a *story*.

Word Wrap

Ovation Pro automatically re-formats text to fit into the active frame, so there is no need to press Return at the end of each line. If a word is too long to fit on a line, it is automatically transferred to the start of the next line. Similarly, if a word at the beginning of a line is reduced sufficiently in length for it to fit on the end of the previous line, then it will be automatically moved up.

New Paragraph & New Line

Press Return to start a new paragraph, putting the caret at the start of the next line. You can optionally add white space at the end of a paragraph to separate it from the next paragraph. This is called *Space after (see 5.4)*.

Choose **Misc⇨Insert⇨New line** or press Shift Return to start a new line, without starting a new paragraph *(see 5.1)*.

New paragraph and new line characters may be deleted, causing paragraphs and lines to be joined back together.

Fig. 3.1 - The Select tool.

Caret Movement

If the Select tool is chosen, and the pointer moved over an active text frame, the pointer shape changes to the *text insertion tool (fig. 3.2)*. You may position the caret by clicking with this tool:

- If you click within some text, the caret appears at that position.
- If you click beyond the end of a line, the caret appears at the end of that line.
- If you click in an empty frame, the caret appears in the top left corner of the frame.

The caret may also be moved using the cursor keys on the keyboard:

← →	Caret left/right one character
↑ ↓	Caret up/down one line
^← ^→	Caret left/right one word
⇑↑ ⇑↓	Caret up/down one paragraph
Home End	Caret to start/end of line
^↑ ^↓	Caret to start/end of text story
^⇑↑ ^⇑↓	Scroll up/down through story

Where ^ and ⇑ refer to the Ctrl and Shift keys.

Tab Key

Pressing Tab inserts a tab character into the text, causing subsequent text to be aligned to the next tab stop. The default tab stops are at 10mm intervals, but these may be changed if required using the tab ruler *(see 5.5)*.

Transposing Characters

A common typing mistake is to transpose character pairs e.g. `feild` and `otfen`. This can easily be corrected by positioning the caret between the two characters and pressing Ctrl Shift Q.

Deleting Text

Press Backspace to delete the character to the left of the caret, or Delet\e to delete the character to the right of the caret.

Press Shift Backspace to delete the word before the caret, or Shift Delete to delete the word containing the caret.

Press Ctrl Backspace to delete from the caret to the start of the line, or Ctrl Delete to delete from the caret to the end of the line.

Press Ctrl Shift Delete to delete the line at the caret. This also deletes a Return or New Line at the end of the line.

You may also delete selected blocks *(see 3.7)*.

Automatic Page Creation/Deletion

If text fills the default master frame, a new page is added with its own master frame. The text then flows automatically into that frame. This process is called *automatic page insertion* and the frames are said to be *linked*.

If you delete sufficient text from a document to leave the default master frame on the last page completely empty, the last page is deleted. This is called *automatic page deletion*. This only happens if the last page does not contain any additional objects.

It is possible to alter this behaviour (*see 15.12*).

Fig. 3.2 - The Text Insertion tool.

Force Page Break

Menu➪Misc➪Insert➪New Page Ctrl+Return
You can force a page break in the default master frame at any time by pressing Ctrl+Return or choosing **Misc➪Insert➪New page)**. This inserts a new page and forces the text after the caret to the top of it.

Doing this in a multi-column frame will force the caret and following text to the next column. With linked frames the caret is forced to the next linked frame.

The page break character may also be deleted, causing text that follows to flow back onto the previous page, the previous column or the previous frame.

Moving Around Pages

Once you have a document with a number of pages, you may use the following keys to move around the pages.

⇑Page Up	Start of previous page
⇑Page Down	Start of next page
^Page Up	Start of first page in chapter
^Page Down	Start of last page in chapter
^⇑Page Up	Start of first page in document
^⇑Page Down	Start of last page in document
^⇑Cursor Up	move page down one line
^⇑Cursor Down	move page up one line

Where ^ means the Ctrl key, and ⇑ the Shift key.

You can also move directly to any page using **Menu➪Page➪Goto page** *(see 11.1)*. **F5**

Remember that the number of the page shown on the info palette *(see 2.7)* is the one present in the centre of the document window.

Document Info

Menu➪File➪Info

Choose **File➪Info** to display a dialogue box that gives information about the document *(fig. 3.3)*.

Document is the name of the document.

Date is the time and date stamp of the file. If the document has not been saved, it is the time and date the document was created.

Size is the size, in bytes, of the entire document (in bytes).

Story size is the size of the text story containing the caret (in bytes).

Words is the total number of words in the document i.e. all stories.

Words in story is the number of words in the text story containing the caret. If a selection has been made **Selection words** gives the number of words selected including partially selected words.

Page is the current page number i.e. the one in the centre of the document window.

Total pages is the number of pages in the document.

Chapter is the current chapter number.

Total chapters is the number of chapters in the document.

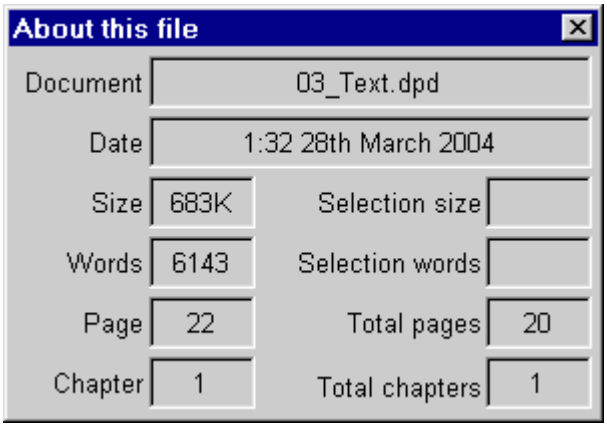

*Fig. 3.3 - The document **Info** dialogue box.*

3.2 Inserting Special Characters

Menu➪Misc➪Insert➪.....

There are a number ways of inserting special characters and control sequences into a document.

Insert Menu

The **Misc➪Insert** menu allows a number of special control characters to be inserted at the caret *(fig. 3.4)*.

Chapter number inserts the current chapter number.

Page number inserts the current page number.

Date inserts the current date. The date format may be set in **Choices** *(see 15.5)*. **Ctrl+D**

Active date inserts the current date which is updated automatically each time the document is loaded. The date format may be set in **Choices** *(see 15.5)*.

Time inserts the current time. The time format may be set in **Choices** *(see 15.5)*.

The **Choices** window is selected via;

Menu➪Misc➪Choices...➪.....Characters

New page inserts a page break *(see 3.1)*. **Ctrl+Return**

New line starts a new line, but not a new paragraph *(see 5.1)*. **Shift+Return**

Hard space inserts a non-breaking space. Words separated by a hard space are never split between lines. **Ctrl+Space**

Hard hyphen inserts a non-breaking hyphen. Words separated by a hard hyphen are never split between lines *(see 5.7)*. **Ctrl+Shift+ -**

Soft hyphen inserts a soft hyphen that doesn't appear until it is needed to split the word at the end of a line *(see 5.7)*. **Ctrl+ -**

Merge tag inserts a field for the mail merge facility *(see 12.5)*.

Fixed Space opens a window allowing you to insert a custom shift. The shift can be both horizontal (as with a normal space) and vertical. You can enter the size of the shift in absolute units for example inches. Alternatively if **Units em/1000** is checked the units used are thousandths of an em, the advantage of this is that the space is proportional to the font size. As elsewhere ***Ovation Pro*** takes the em space size as the point size of the font.

Two other options are provided, the inserted space can be made non-breaking (see hard space above). Finally the space can be a *delimiter*. A delimiting space is used to break up text into words, whilst a non-delimiting space adjusts the spacing between characters. To understand the relevance of this think about counting the number of words in some text with spaces in - how do you decide where words begin and end? There is a text effect in ***Ovation Pro*** that underlines words, delimiting spaces in common with normal spaces would not be underlined, non-delimiting space would be.

If the caret is before an existing fixed space in text when the window is opened the values in the window will show the values for the space, and when the window is closed the new space will replace the old one.

It is possible to enter negative values for the shifts.

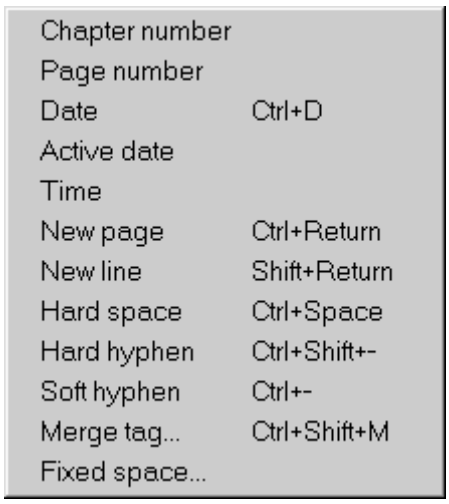

*Fig. 3.4 - The **Insert** menu.*

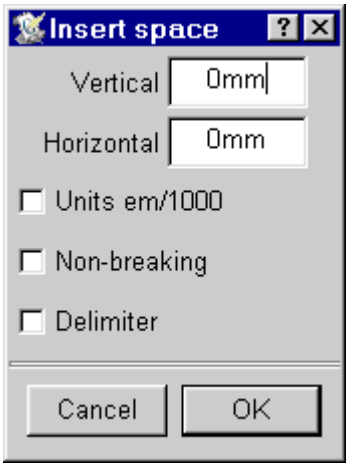

*Fig. 3.5 - The **Insert space** window.*

Menu➪Misc➪Characters F11

Most fonts contain a wide range of special characters that are not accessible directly from the keyboard. You can easily obtain these using **Misc➪Characters**. This opens a dialogue box displaying all the characters in the character set, for the current font *(fig. 3.6)*. Just click on a character to insert it at the caret. The selected character will be inserted in your document and the **Characters** window will close. If you want to insert more than one character, right click the first characters and left click on the last character you want.

You can change the font displayed, using the font menu at the top of the dialogue box. This font is used for the inserted characters only and any typing afterwards will be in the original font i.e. the one that was current before opening **Characters**.

The fields **Bold** and **Italic** are automatically ticked depending on the font chosen from the font menu.

The icons below the character grid show the glyph name of the highlighted character and its code number in decimal and hexadecimal.

You can put the caret into these icons and type in glyph names or code values and the hightlight will move to the matching character.

The character set menu at the bottom of the window lets you choose which selection is displayed. This menu is not available unless the document feature level is greater than 4.

Inserting Characters using Alt

The icon at the bottom right shows the keypress for the highlighted character. This is useful if you wish to insert special characters directly from the keyboard using the Alt key.

You can type characters not normally accessible from the keyboard by holding down Alt and typing the code number on the numeric keypad. When Alt is released, the character is inserted at the caret. So to type the bullet character •, hold down Alt, type 0149 on the keypad, and then release Alt.

A full list of codes is given in *Appendix B*.

As an alternative you can use the “United States-International Keyboard Layout”, when this is enabled the right Alt key in combination with other keys can be used to generate extra characters. See “How To Use the United States-International Keyboard Layout in Windows XP”, Microsoft Knowledge Base ID : 306560. This feature is available in older versions of Windows too.

Another possibility is to use the Windows Character Map program. This is accesible from the Windows Start Menu->Accessories->System Tools. However note that not all characters are

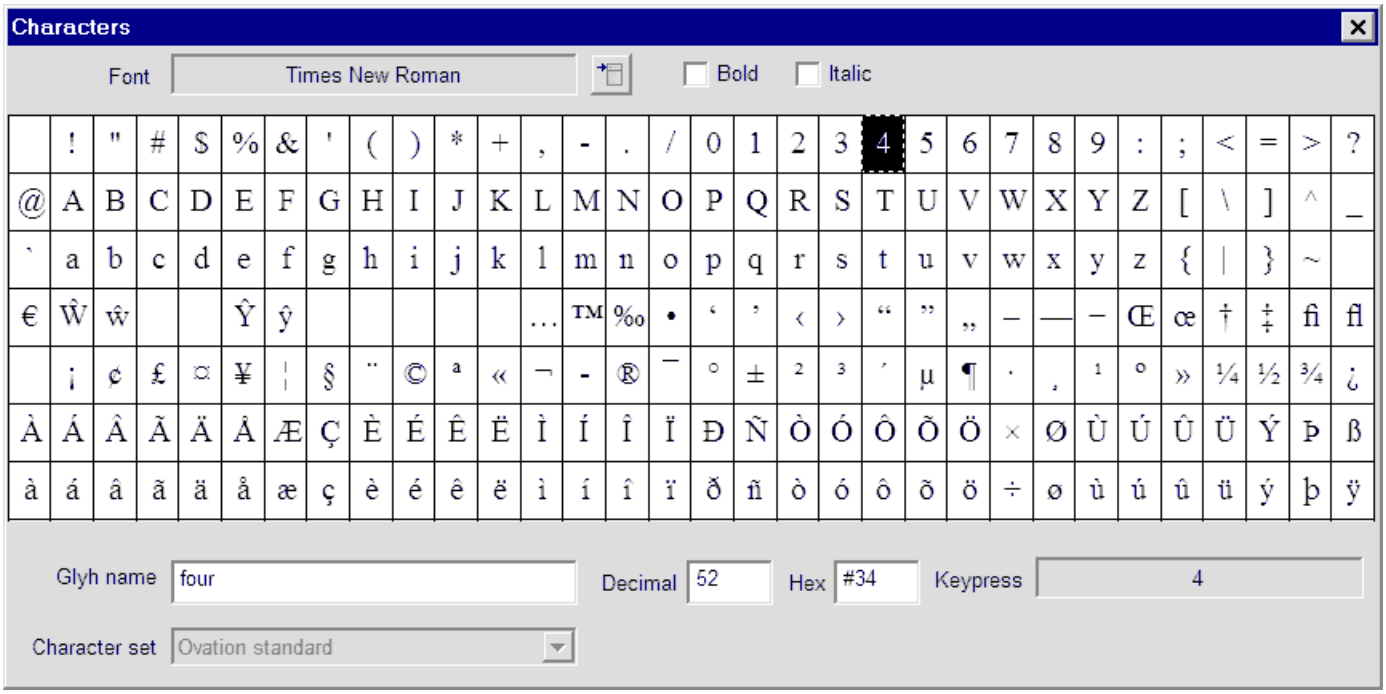

*Fig. 3.6 - The **Characters** dialogue box.*

available in ***Ovation Pro*** unless Unicode support has been enabled by setting the document feature level to 5 or greater.

If the document feature level is 5 or greater another technique can be used. Type the hexadecimal code number of the character into the text and then press **Alt+X** this will replace the code number with the corresponding character.

The process works in reverse, positioning the caret just after a character and pressing **Alt+X** will replace it with its character code.

Single Shift Font (SSF) F12

This facility allows you to switch to another font to insert a single character and then return to the previous font. The default single shift font is Symbol which contains a range of symbols, but you can choose another font *(see 15.7)*.

Single shift font is accessed using the key F12.

```
Uncertainty principle ΔpΔx~h
```

To produce the line above, type `Uncertainty principle` followed by a space, then press F12 and type D. Then type p, F12 again, D then x. This works because in Symbol font, D appears as the 'Delta' character.

You may also use the Alt key to insert characters not normally accessible from the keyboard.

```
Jack of Diamonds ♦
```

To produce the line above, type `Jack of Diamonds` followed by a space, then press F12, hold down Alt, type 0169 on the keypad, and then release Alt. This works because the diamond character has code number 169 in the Symbol font.

See *Appendix B* for a full list of characters in Symbol font.

Combining SSF and Characters

If you press F12 before opening **Characters**, the font used in **Characters** will be set to the single shift font.

Changing Single Shift Font (SSF)

Menu⇨Misc⇨Choices⇨Text

The **Choices** menu allows you to set the SSF.

3.3 Importing Text

Instead of typing in text, you may drag text files directly from disc. The imported text is inserted at the pointer position and takes the style of the preceding text.

If you import text into a frame that is too small and that frame isn't linked, the text will overflow *(see 8.3)*.

Text files can also be inserted by using Import on the File menu, this will let you use the standard Windows Open dialogue to find the file.

You can load a text file using Open on the File menu causing a new default document to be opened and the text file inserted into it.

Stripping Return Pairs

If you hold down the Ctrl key when dragging a text file into a document, single Return characters in it will be converted to spaces and pairs of Return characters will be converted to single Return characters. This is useful when importing text from text editors which terminate each line with a Return, since in ***Ovation Pro*** the line breaks will not necessarily fall in the same places. If Ctrl is not held down while importing text, Return characters will be unaffected.

Smart Quotes

When text is imported, plain single quotation marks (') or double quotation marks (") enclosing text are converted to fancy open and closing single (‘’) or double (“”) quotation marks respectively. This gives a more professional appearance to quotations and expressions such as “fish ‘n’ chips” and “rock ‘n’ roll”.

This facility is called ‘smart quotes’ and can be disabled if required *(see 15.7)*.

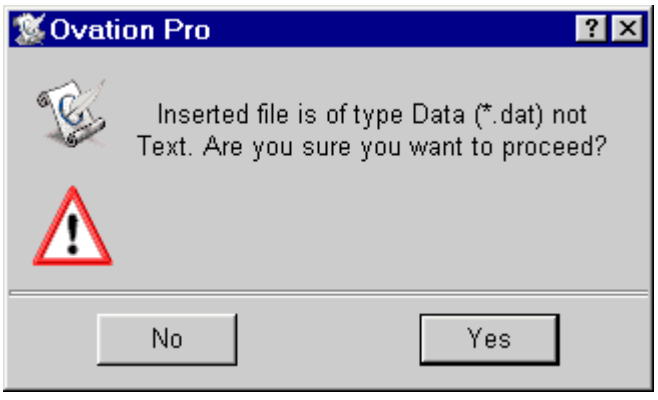

Fig. 3.7 - The text import warning box.

Importing Ovation Pro documents

It is possible to import an ***Ovation Pro*** document into another as separate chapters *(see 11.6)* Of course you can also import the contents or a selection of them from one ***Ovation Pro document*** into another either by dragging or by **Copy** and **Paste**. In these cases if certain styles of a document from which the text is taken do not exist in the document to which the text is imported, these styles will be added *(see 6.8)*.

Importing Other Types of files

Please refer to the ***Ovation Pro*** release notes for details of other formats that may be imported.

If you attempt to import a file that is not supported, you will be asked to confirm whether you wish to proceed *(fig. 3.7)*. If you do proceed, only the text content of the file will be imported.

3.4 Undo & Redo

Menu⇨Edit⇨Undo ..... Ctrl+Z

Undo

Edit⇨Undo *(fig. 3.8)* cancels the last operation performed, restoring your work to its previous state. You can undo anything that changes a document, such as deleting or editing text, changing styles or manipulating objects. You cannot undo things that just change the way a document looks e.g. **View** menu options.

A special feature of ***Ovation Pro*** is that you can undo more than one operation. The number of undo operations that can be performed depends upon the size of the undo buffer which can be increased or decreased as required *(see 15.5)*.

Undo is shaded if there is no further operation that can be undone.

> By default, the undo buffer is automatically flushed before saving a document. This means that after the document has been saved, you cannot undo operations that were carried before saving.

There are three reasons for automatically flushing the undo buffer before saving a document:

- As you edit a document, deleted objects are retained so that they can be put back. Flushing the undo buffer when the document is saved, recovers the memory used by these objects.
- It ensures that the saved document uses as little disc space as possible.
- Anyone receiving the document cannot use undo to see the contents of previous versions.

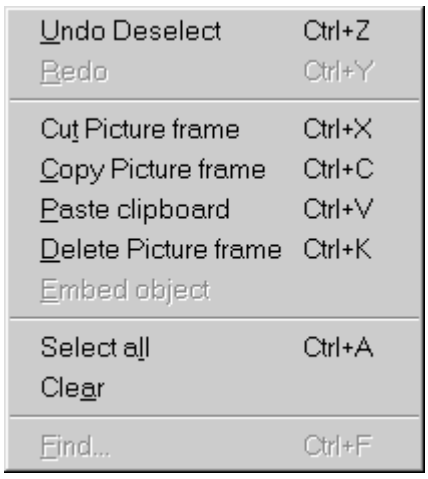

*Fig. 3.8 - **Undo** and **Redo***

Redo Ctrl+Y

Redo cancels the last undo operation performed. The **Redo** option will be shaded if there is no further operation that can be re-done i.e. the document is up-to-date.

Note that if you edit a document after using undo, the **Redo** function will not be available.

Clear undo buffer

Menu⇨Misc⇨Clear undo buffer

Whilst the undo buffer is automatically flushed when you save a document, you may need to flush it manually if you run out of memory when editing a document. You can do this using the option **Misc⇨Clear undo buffer**. This minimises the memory used by a document by flushing the undo buffer and recovering any memory used by deleted objects.

Saving the Undo Buffer

You can use an option on **Choices** which causes the undo buffer to be saved with documents *(see 15.5)*.

Making Undo Use Less Memory

When you delete an object such as a frame or picture, that object is retained in memory and a reference to it placed on the undo buffer so that the deletion can be undone. As a result even with a very small undo buffer, it is possible that significant amounts of memory may be used storing deleted objects. Eventually, as other operations are carried out, references to deleted objects are pushed off the undo buffer and the objects are removed from memory.

So, if you have little free RAM available for your document, you may wish to disable the undo buffer completely so that deleted objects are not retained. You can do this by setting the undo buffer size on the Choices window to 0 *(see 15.5)*.

Alternatively, you could save the document at regular intervals, since this has the effect of flushing the undo buffer and deleting any referenced objects.

> The exact text following the words **Undo** and **Redo** on the **Edit** menu is context sensitive and is not mentioned here.

3.5 Revert to Saved

Menu➪File➪Revert to saved

Revert to saved restores the document to the most recently saved version. A warning prompt is displayed before proceeding *(fig. 3.9)*. Click on **Discard** to delete the current document and reload the previously saved one, or on **Cancel** to cancel the operation.

Revert to saved is shaded and unavailable if the document has not changed since it was last saved or if it has never been saved.

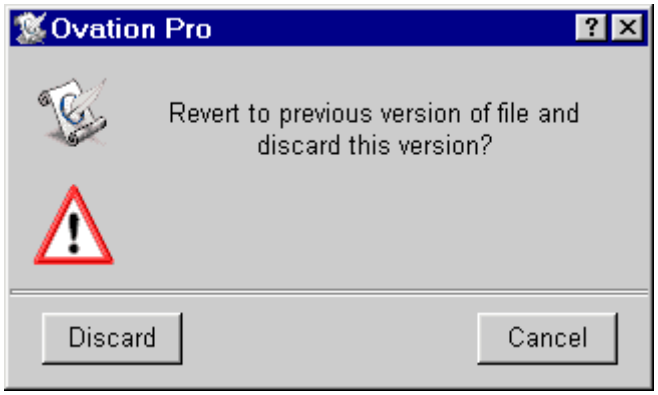

*Fig. 3.9 - The **Revert to saved** warning box.*

3.6 Selecting Text

Many operations are applied to a text selection. The selection may be any amount of text from a single character to an entire story.

There are a number of way to select text:

1. Left click and hold down the mouse button at the start of the text to be selected, drag to the end of the text and then release.
2. Left click to position the caret at the start of the text to be selected. Hold down Shift and Left click at the end of the text. Further Left clicks with Shift can be used to adjust the range of the selection at either end.
3. Use one of the following short-cuts:

- Left Double-click with on a word to select that word including following spaces;
- Left Triple-click on a line to select that line;
- Left 4 clicks anywhere in a paragraph to select that paragraph;
- Left 5 clicks anywhere in text to select the entire story

4. Choose **Edit⇨Select all** to select all the text in a story. **Ctrl+A**
5. Hold down Shift and use the usual caret movement keys. For example Shift + Home will select all the text between the start of the current line and the caret.

After any of these operations the selected text is highlighted, i.e. inverted (normally white text on a black background).

Note, it is not possible to have more than one region of text selected at any time.

Clearing a Selection

There are a number of ways to clear a selection:

- Click once anywhere in the document.
- Choose **Edit⇨Clear** *(fig. 3.8)*.
- Select something else.

Overtyping

Note that if you type anything while text is selected, the selection will be deleted and replaced with the text typed.

This facility may be disabled on **Choices** *(see 15.7)*.

3.7 Cut, Copy, Paste & Delete

Menu➪Edit➪.....

The **Cut**, **Copy** and **Paste** options on the **Edit** menu *(fig. 3.8)*, are used to move or copy text within the same document or to another document.

They do this via a clipboard, which may be viewed using the **Clipboard** option on the View menu. Text or pictures are displayed on the clipboard in exactly the same format as they appear in the document.

Please note that if there is no selected text, the following options are used to manipulate other selected objects, such as frames, pictures or lines.

Cut text Ctrl+X

Cut deletes the selected text and places it on the clipboard. The previous contents of the clipboard are overwritten by this operation.

Copy text Ctrl+C

Copy copies the selected text onto the clipboard. The previous contents of the clipboard are overwritten by this operation.

Paste text Ctrl+V

Paste inserts the text that is on the clipboard into the document at the caret. Text can be pasted into any ***Ovation Pro*** document, not just the one from which it was cut or copied. After pasting, the clipboard contents remain unchanged so you can paste more than once.

Use **Cut** followed by **Paste** to move text.

Use **Copy** followed by **Paste** to copy text.

Delete text Ctrl+K

Delete deletes the selected text. It does not place the deleted text on the clipboard. This option is only available if there is some text selected.

You may also delete selected text by pressing Delete on the keyboard.

If **Overtype** has been set in **Choices**

Menu➪Misc➪Text➪Overtype

selected text will be deleted when entering new text.

Transferring Text Between Documents

Ovation Pro uses special rules to deal with clashing style names when using cut, copy and paste between documents.

The situation occurs when text containing a defined style is transferred to another document which contains a style of the same name, and that style has a different definition. If this situation occurs, by default ***Ovation Pro*** renames the style in the transferred text. So if you edit `Bodytext` in one document and then transfer it to another document containing `Bodytext`, the transferred style will be renamed `Bodytext01`.

Alternatively, you may use an option on **Choices**,

Menu➪Misc➪Choices➪Text

that causes the clashing style name to be discarded *(see 15.7)*. Then the transferred text will take over the style attributes from the receiving document.

The above rules for clashing style names, also apply to clashing colour names.

3.8 Drag & Drop

Instead of using **Cut**, **Copy** and **Paste** to move or copy text via the clipboard, you can use the drag and drop facility to do this directly.

To use drag and drop, first select the text you wish to move or copy. Left Click over the selection so that the drag and drop tool is displayed *(fig. 3.10)*. Now drag until the pointer is over the required insertion point and release the button to insert the text.

If you drag and drop within the same document, the text is *moved*; if you drag and drop to another document, the text is *copied*.

If you hold down Shift while dragging, the above operations are transposed. So, if you drag and drop within the same document, the text is *copied*; if you drag and drop to another document, the text is *moved*.

If you start a drag operation and wish to cancel it, press Esc.

Fig. 3.10 - The drag and drop tool.

Transferring Between Documents

The rules given earlier for dealing with clashing style and colour names when using cut, copy and paste, also apply to drag and drop *(see 3.7)*.

Inserting Pathname

Holding down the Alt key and then dragging a file or directory from a Windows Explorer window into an ***Ovation Pro*** document, will insert the full pathname into the text.

3.9 Find & Replace

Menu➪Edit➪Find **Ctrl+F**

Edit➪Find opens a dialogue box which allows you to search a story or document for a string, and optionally replace the found string with another string *(fig. 3.11)*.

By default if there is no selected text, the search starts at the caret and continues to the end of the story. If there is a selection, only the selection is searched.

The options in the **Find** dialogue box are described below.

Menu➪Edit➪Find next **F3**

Edit➪Find next searches from the current position for the next match of the previously used search string. This provides a quick way of resuming a search perhaps after doing some editing around a string found.

Find

Type in the string that you want to search for. Pressing Tab in this field will place the caret in the **Replace with** field below.

Replace with

Type in the replacement string that will be substituted for the search string when it is found. Leave this field blank if you do not want to replace the search string or if you want to delete the search string.

Pressing Return in either the Find or Replace field will start the search i.e. it is equivalent to clicking on **Go**.

Case Sensitive

If **Case sensitive** is not selected, the search will match all occurrences of the search string, making no distinction between upper and lower case characters. So searching for `Abc` will match with `abc`, `Abc` and `ABC` etc. The replace string will match the upper-case/lower-case format of the found string. So replacing with `pqr` in the example above gives `pqr`, `Pqr` and PQR.

If **Case sensitive** is selected, the search will only match occurrences of the search string with exactly the same upper-case/lower-case format. So searching for `Abc` will only match with `Abc` and not `abc` or `ABC`. The replace string is substituted unchanged.

Whole Word

If **Whole word** is not selected, the search will match occurrences of the search string even if bounded by other letters and numbers. So searching for `her` would match with `there` and `other`.

If **Whole word** is selected, the search will only match occurrences of the search string that are not bounded by other letters and numbers. So searching for `her` would match with `her` and `(her)`, but not with `there` and `other`.

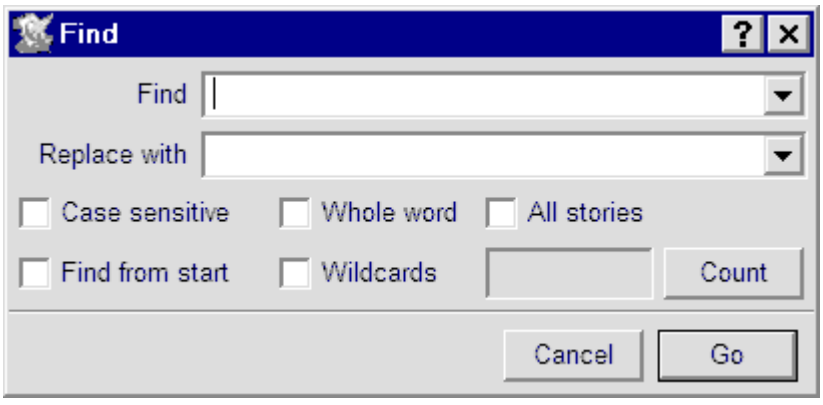

*Fig. 3.11 - The **Find** dialogue box.*

All Stories

If **All stories** is not selected, the search starts at the caret and continues to the end of the story. If there is a selection, only the selection is searched.

If **All stories** is selected, the search starts at the caret and continues through each story until the end of the document. But if **Find from start** is selected as well the search starts at the beginning of the first story.

Find From Start

If **Find from start** is not selected, the search starts at the caret.

If **Find from start** is selected, the search starts from the beginning of the current story rather than the caret position or start of the marked area. It is useful if you wish to search an entire story but have forgotten to, or do not wish to move the caret to the start of the story.

Find from start does not apply if you have a selection or if **All stories** is selected. In the latter case it starts at the beginning of the first story in the document.

Count

Click on **Count** to count all the occurrences of the search string. The number counted is displayed in the icon to the left of the **Cancel** option.

Count acts in the same way as stated above under the sections **All Stories** and **Find From Start**.

Previous searches

Pressing cursor down in the find or replace fields allows you to step through previous search and replace strings. When the search field is changed in this way the replace field will change to the corresponding replace string. However stepping through previous values for the replace field will not change the search field.

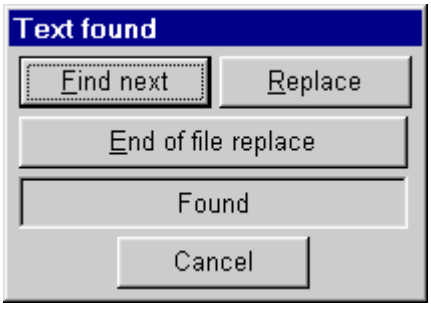

*Fig. 3.12 - The **Found** dialogue box.*

Go

Click on **Go** to start the search. If the search string cannot be found, the message `Not found` is displayed in the **Find** dialogue box. Click on **Cancel** to close the dialogue box.

When the first occurrence of the search string is found, the **Text found** dialogue box is displayed *(fig. 3.12),* indicating the operations available. The found string is selected in the document.

Click on **Continue** to find the next occurrence of the search string.

Click on **Replace**, to replace the search string with the replace string, and continue to the next occurrence. If the replace string is blank, the found string will be deleted.

Click on **End of file replace** to find and replace all occurrences of the search string without stopping for further instructions.

Click on **Stop** to abandon the search.

If the search string cannot be found, the message `Not found` is displayed. Click on **Stop** to close the dialogue box. Alternatively if **Continue** is clicked on searching will recommence from the start of the story or if **All stories** is selected, from the start of the document.

Wildcards

Click on **Wildcards** to display the extended **Find** dialogue box *(fig. 3.13)*. In this mode you can introduce wildcards or special characters into the search string (and in one case, into the replace string).

To insert a wildcard, position the caret correctly in the search string and then click on the required wildcard icon. The escape sequence for that wildcard is inserted into the string. If you wish you may type the wildcard escape sequence directly into the string.

In the following table, the escape sequence is shown first, followed by the icon name, followed by a description of the wildcard function.

`\.` **Any char** matches any single character.
`\d` **Any digit** matches any single digit 0 to 9.
`\a` **Any alpha** matches any single alphanumeric character. A to Z, a to z, 0 to 9 and _.
`\*` **Any string** matches any string of characters.
`\&` **Found** refers to the string found and is used in the replace string. For example, if you search for `c\.t`, putting \&s in the replace string will replace `cat`, `cot` and `cut` with `cats`, `cots` and `cuts`.
`\\` \\=\ matches the \ character.
`\l` **New line** matches the new line character.
`\n` **New para** matches the new paragraph character i.e. Return character.
`\t` **Tab** matches the tab character.

Although not displayed in the extended Find dialogue box the following wildcards can also be used:

`\c` matches the chapter number
`\e` embedded frame
`\f` new frame
`\g` page number
`\h` active date
`\m` merge tag
`\p` new page
`\s` fixed space
`\w` one item of white space, i.e. space, non breaking space or tab

Note `\e`, `\m`, `\s` and `\w` - cannot appear in the replace string.

As well as wildcards it is possible to use glyph names in the search and replace strings. This allows characters which cannot be entered into Windows text icons to be used. A complete list of glyph names can be found in Appendix H. For example {fl} represents the fl ligature. This does mean that if you want to search for text that looks like a ligature name an extra { must be used. So {{fl} will find the text {fl} in the previous sentence.

Macro expansion is supported in the find and replace strings *(see Chapter 17)*.

*Fig. 3.13 - The extended **Find** dialogue box with wildcards.*

3.10 Saving Documents

Menu➪File➪Save As...

To save the document choose **File➪Save As...**. The standard Windows Save window will appear *(fig. 3.14)*. If the document, hasn't been saved before, a default name will be supplied e.g. `Document1`, `Document2`, etc. If you want to change the name, edit it in the usual way.

Ensure that ***Ovation Pro*** is selected for Save as type, and click on Save. An icon representing the file appears in the Winows explorer display to confirm that the file has been saved and the name of the file is updated in the document window title bar.

You may also save documents in DDL (*document description language*) format by choosing **DDL** before saving *(see Appendix I)*.

Menu➪File➪Save **Ctrl+S**

If a document has already been saved and has a full pathname assigned to it, it can be resaved with the same filename by using this entry on the file menu.

Saving Text Stories

In addition to saving entire documents, you may just save text stories.

To save a text story, position the caret in the story, and choose **File➪Save story**. Now use the standard save box to save the story as a plain text file. You may also save the story in **DDL** format by choosing **DDL** before saving *(see Appendix J)*.

To save selected text, select the text required then choose **File➪Save selection**. Now save the file in the usual way.

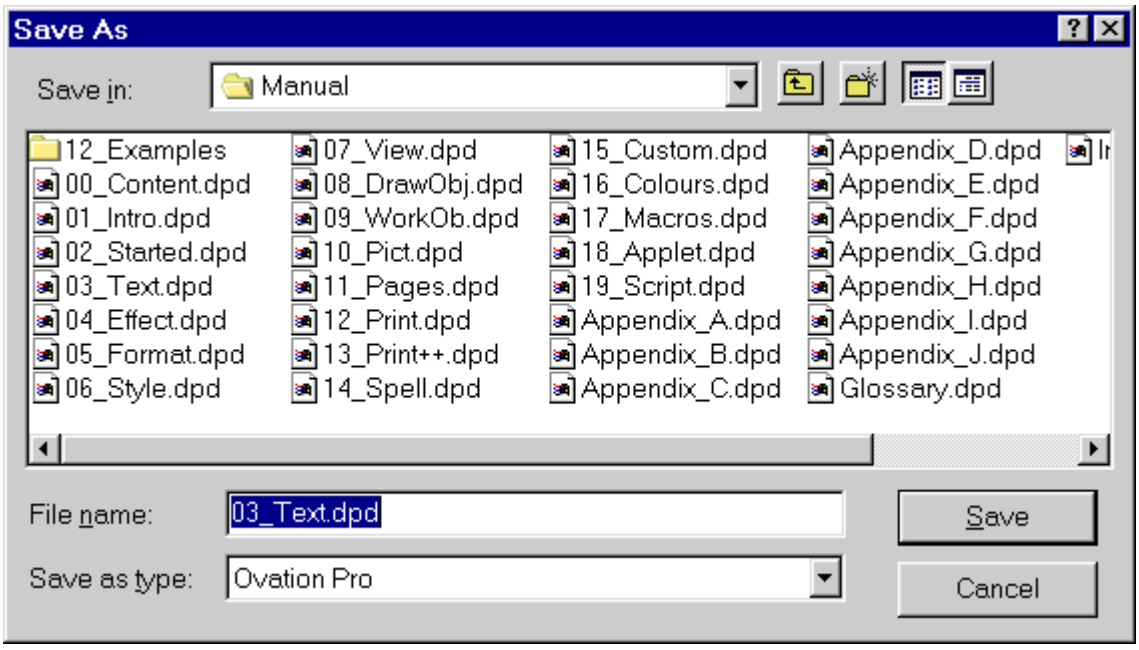

*Fig. 3.14 - The **Save** dialogue box.*

3.11 Basic Printing

Menu⇨File⇨Print... Ctrl+P

Before you can print, you must load a printer driver suitable for your printer. Ensure that the printer driver has been configured correctly, for such things as resolution and number of colours.

Choose **File⇨Print** or press Ctrl P to display the **Print** dialogue box *(fig. 3.15)*. The name of the current printer driver is displayed in the title bar.

A brief description of the options on the **Print** dialogue box is given below, but more detailed information is given later in this user guide *(see 12.2)*.

Copies

Copies is the number of copies of each page that you want to print.

Format

Format should be set to **Normal** the first time you start a print job.

All Pages

All pages prints all pages in the document.

Range allows you to print the range of pages specified in the writable field.

All Sides

All sides prints both left and right hand pages.

Left and **Right** allow you just to print one side of the document. This is useful if you want to print a double-sided document by printing one side then turning the paper over and printing the other.

Pause

If **Pause** is selected, ***Ovation Pro*** will pause between each page printed until you click on **Continue** on the **Printing** dialogue box (see overleaf).

Reverse

If **Reverse** is selected, the order of printing is reversed.

Collate

If **Collate** is not selected, ***Ovation Pro*** prints multiple copies of each page, so pages are printed in the order 1,1,1, 2,2,2, 3,3,3.

If **Collate** is selected when printing multiple copies, ***Ovation Pro*** prints multiple copies of the document, so pages are printed in the order 1,2,3, 1,2,3, 1,2,3.

No Pictures

If **No pictures** is selected, ***Ovation Pro*** will ignore pictures and just print text. Only the picture frame guideline is printed. On some printers printing pictures is very slow, so this option may be useful for quickly printing draft copies.

Tumble

If **Tumble** is selected and **All Sides** is selected, then printing on the even sides will be rotated by 180 degrees. If **Left/Right** or **Front/Back** are selected all printing will be rotated by 180 degrees.

Print Setup

Print setup extends the **Print** dialogue box to provide further advanced printing options *(see 12.3)*.

Chapter 12 gives information on many advanced printing options available.

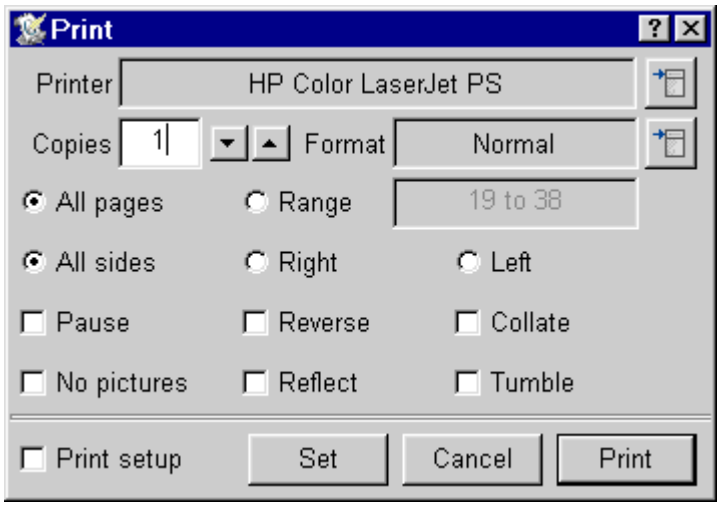

*Fig. 3.15 - The **Print** dialogue box.*

Set

Click on **Set** to set the options in the **Print** dialogue box, without actually printing the document. These options will be saved with the document when it is saved.

Print

Click on **Print** to print the document. The pointer changes to an hourglass and the **Printing** dialogue box is displayed *(fig 3.16)*. It shows the **Page** and **Copy** being printed.

The green bar gives a visual indication of how much of the print job has been completed, but please note that this is only accurate to the nearest whole page.

Click on **Cancel** to terminate printing. Please note that only a limited amount of multitasking is possible when printing i.e. when the hourglass turns back to the standard pointer. So there may be a delay before **Cancel** takes effect. Usually it is quicker to press Escape instead.

Click on **Pause** to pause printing. Again, there may be a delay before **Pause** takes effect. When paused, the **Pause** option changes to **Continue** which you should click on to continue printing.

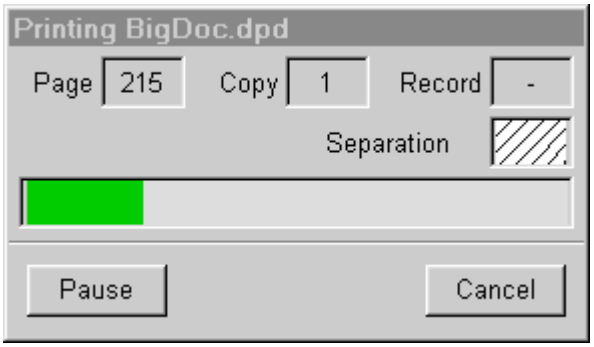

*Fig. 3.16 - The **Printing** dialogue box.*

3.12 Closing Documents & Quitting

When you have finished working on a document, close it by clicking on the close icon of the document window. If the document has been modified since it was last saved, a warning will be displayed *(fig. 3.17)*. Click on **Save** to save the document before closing it; click on **Discard** to close the document losing the latest changes; click on **Cancel** to cancel the close operation and retain the document in memory.

If you have finished using ***Ovation Pro***, you can remove the program from the computer's memory by choosing **Exit** on the **File** menu *(fig. 2.2)*. Again, you will be warned if your document has been modified since it was last saved *(fig. 3.18)*. Click on **Discard** to quit ***Ovation Pro*** losing the latest changes made to any modified documents, or click on **Cancel** to cancel the quit operation.

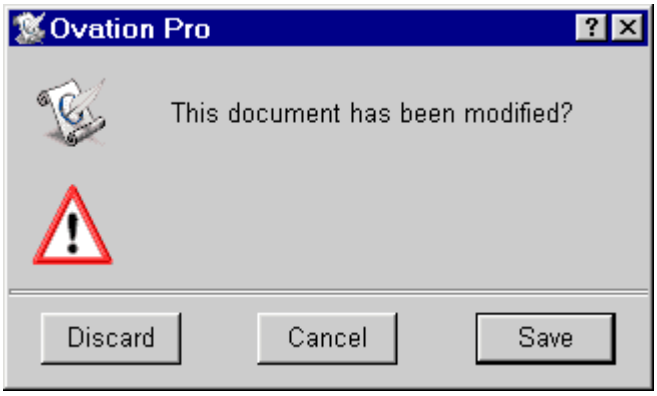

Fig. 3.17 - Confirm box when closing a modified document.

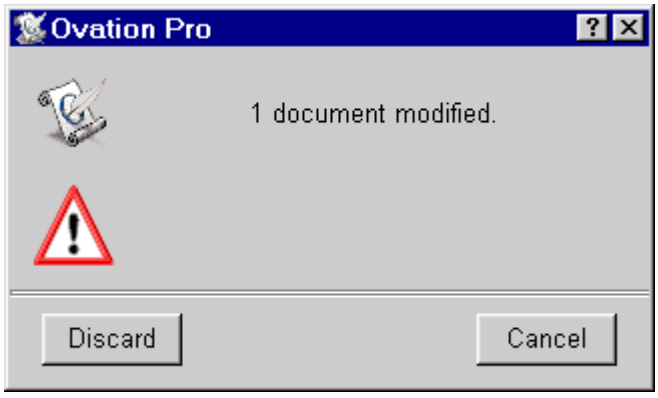

*Fig. 3.18 - Confirm box when quitting **Ovation Pro**.*