



Produced by

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Psion Series 5, 5mx, 7 and Revo Word Questions and Answers

Note: All occurrences of **Revo** in this document also refer to **Revo Plus** unless otherwise specified.

1. How do I select a template? (Not Series 5)

From within an existing Word document, select **Create new file...** from the **File** menu and select the template you want to use.

2. How do I create a template?

Series 5: You can only overwrite the existing standard template. To do this, create your template in Word and save it with the name **Normal** to the **C:\System\Apps\Word** folder.

Series 5mx, 7 and Revo: Create a template in Word and select **More** then **Save as template...** from the **File** menu.

3. How do I alter the size of text in a document?

To alter the size of the font, as it will print, highlight the text you want to alter and change the point size on the top toolbar. Alternatively, alter the style definition by selecting **Style gallery** from the **Paragraph** menu.

To zoom in on the document you are editing use the magnifying glass icons along the side of the screen.

4. How do I embed an object in Word?

Select **Other object...** from the **Insert** menu and select the type of object you want to embed. Edit the object as required and tap the **Done** button.

5. How do I set up a table?

Follow 4 above and select **Sheet** as the type of object to insert.

6. How do I spell check a document?

To spell check an entire document, select **Spell check** from the **Tools** menu. To check a portion of the document, highlight the text you want to check before selecting **Spell check** from the **Tools** menu. Note that you must install Spell to Revo before doing this.

7. How do I look up a word in the thesaurus?

It is not possible to use the thesaurus from within Word. You must select **Spell** from the **Extras** bar, type in a word and tap the **Thes** button. Note that you must install Spell to Revo before doing this.

8. How do I cheat at my crossword?

It is not possible to look for crossword solutions from within Word. You must select **Spell** from the **Extras** bar, type in a word, substituting question marks for unknown letters – for example, re?o?ut?on – and tap the **Xword** button. Note that you must install Spell to Revo before doing this.

9. How do I get an overview of the paragraph styles used in a document?

Select **Style gallery...** from the **Paragraph** menu.

10. Can I use my Word files on a PC?

Yes. Using PsiWin 2 you can convert Word files to various PC formats.