

your document, including character formats, founts, columns and so on. This concept (not exclusive to word processors) is called WYSIWYG, which stands for **What you see (on the screen) is what you get (when you print it out)**.

Print preview. Allows you to see a picture of your printed page exactly as it will appear when printed out, to check layout, character formats etc. An especially important feature on non-WYSIWYG word processors.

Spelling/thesaurus. Most word processors now have a spell checker, which on the more advanced software will also pick up typing and basic grammatical errors. Most also include an online dictionary for defining words, and some have a fully functioning thesaurus which will suggest alternative synonyms. (Irresponsible use of this feature may lead to completely unintelligible documents.)

Headers/footers. Any text or graphics from a page number to a title or even a company logo which appears at the top (header) or the bottom (footer) of every page can be inserted automatically rather than having to be typed in each time.

Outlining. Outlining allows you to condense paragraphs to single lines, and reorganise your document quickly without having to scroll through pages and pages of text.

Styles. Often-used combinations of font, margin settings and paragraph styles, etc, can be saved as a

“style” which can be applied to each new document and without having to alter the default settings every time.

Tables. Tables can be created *de novo* or imported from a spreadsheet or database and then formatted to improve their clarity and appearance.

Mail merge. See Databases section in the next issue of the *Psychiatric Bulletin*.

Desktop publishing

DTP packages offer advanced text and graphics manipulation, especially with regard to layout. Text can be in a wide variety of fonts (often up to 150), and can be laid out sideways, upside down, diagonally or curved, even around graphics, for example. DTP applications are not normally used primarily for the creation of text or graphics, and hence support a wide variety of formats giving them the ability to import from other packages. The distinction between DTP and word processing is becoming increasingly blurred. Many word processors now offer features, such as graphics import, which previously were the exclusive domain of DTP packages, and likewise DTP packages can function as limited word processors. Basically, if it is the appearance and layout of the printed output which concerns you as much as the content, e.g. such as with a magazine or poster, you may need DTP to get the special effects you want. A simple handout, for example, can be transformed by the use of DTP.

Erratum

‘Old age psychiatry and mental handicap’ by N. Pearson and J. Smithies (*Psychiatric Bulletin*, June 1992, 16, 338–339). Dr Wiley was described as

Chairman, Section for the Psychiatry of Old Age. This is incorrect; she is Chairman of the Section for the Psychiatry of Mental Handicap.