



Nisus[®] Writer Pro User's Guide

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Welcome to Nisus Writer Pro

Nisus [(nice us): L., noun of action f. niti, to strive, endeavor.] Effort, endeavor.
<<http://dictionary.reference.com/search?q=nisus>>

Writer: One who writes, especially as an occupation.
<<http://dictionary.reference.com/search?q=writer>>

Pro: [short for “professional”] following an occupation as a means of livelihood or for gain.
<<http://dictionary.reference.com/search?q=professional>>

Nisus Writer Pro is designed for you, the serious writer, in mind, whether you are a student who writes term papers, a professional academic who writes complex articles and books, a novelist whose creation will win the Pulitzer prize... or, enjoys writing and appreciates a tool that enables you to pursue your craft without distractions.

Before You Begin

Welcome to Nisus Writer Pro... the word processor that makes writing, editing, and managing documents easy!

About the Nisus Writer Pro Documentation

The Nisus Writer Pro documentation consists of this manual and help available online:

The Nisus Writer Pro manual introduces you to the package and its many features. It reviews basic Macintosh operations and Nisus Writer Pro conventions, shows you how to install the package. In addition to a:

- Table of Contents where each task you might want to accomplish with Nisus Writer Pro is listed;
- Index of subjects discussed;
- **Index of menu commands and screen messages**
if you encounter a command or a message you want to learn more about, this is a good place to start to learn more about it;
- Index of Figures and Tables (where every aspect of the application and its dialogs is identified);


The document is organized as follows:

- a short “Quick Start” section for those who do not read manuals;
- a description of the Nisus Writer Pro working environment (windows, buttons, dialogs, toolbar, tooldrawer, etc.);
- a description of each of the menu commands referred to from left to right and top to bottom (including submenus)
this is a good place to start if you have a question about what a command accomplishes;
- step-by-step procedures that show you how to complete tasks professional writers frequently perform
- Appendices with more detailed and background information for those who wish to have a deeper understanding of how Nisus Writer Pro works.

Because certain tasks require the interaction of a variety of aspects of the application, cross-references to additional information appear throughout the document.

Using the Documentation

Be aware of these conventions as you follow the instructions in the manual:

- Text in this style: **Command** identifies a menu command or dialog option to choose including buttons that appear in dialogs.
- When you are to press certain keys on the keyboard, they appear in a special  font.
- Text in `courier` font identifies text to type or select in the various instructions.
- Bullets :• indicate lists of related items that generally do not require a sequence.
- Wedges: ▶ indicate instructions (or, in the section that describes what each menu command does, a command's presence in a submenu). If you need to follow a series of steps, they are numbered.

You'll notice that some steps instruct you to choose a menu command while at other times, to complete the same operation you press keys or choose options from various palettes. You can configure Nisus Writer Pro to suit your working style. Try both methods to see which one you like.

Getting Help

All of us at Nisus Software are proud of our commitment to offer you quality software. Aside from this manual we have included both "Tool Tips" and Electronic on-line help available from the **Help** menu. We also offer technical support from our offices.

If you call or send email with a question, please have your Macintosh model name and number, Nisus Writer Pro version and registration number, the version of the Macintosh Operating System you use, and your question or description of your problem within easy reach. For faster service, use e-mail (support@nisus.com) or FAX (858-764-0573) or call 858-481-1477 for technical support.

Get online help

- ▶ Choose **Nisus Writer Pro Help** from the **Help** menu.
- ▶ Point to an item to show "Tool Tips", a short description of what that tool does.

Getting Set Up

Make sure your System meets these minimum requirements:

- Macintosh with a hard drive running Mac OS X Panther (10.3.9) or later. Certain features (for example, full Bidirectional text editing) only work in Tiger (10.4.x) or later.
- 65 Megabytes of space on your hard drive (*for installation*).

Installing Nisus Writer Pro

Installing Nisus Writer Pro is a simple process.

Install Nisus Writer Pro on an individual Macintosh

1. Make sure your Macintosh runs Mac OS X Panther (10.3.9) or later.
2. Insert the CD into the disk drive or download the disk image.
3. Drag the Nisus Writer Pro and Thesaurus icons to the Applications folder of your Hard Disk.
4. Start Nisus Writer Pro.
5. Follow any additional instructions you may see in the CD or the disk image.



Figure 1

The Nisus Writer Pro icon

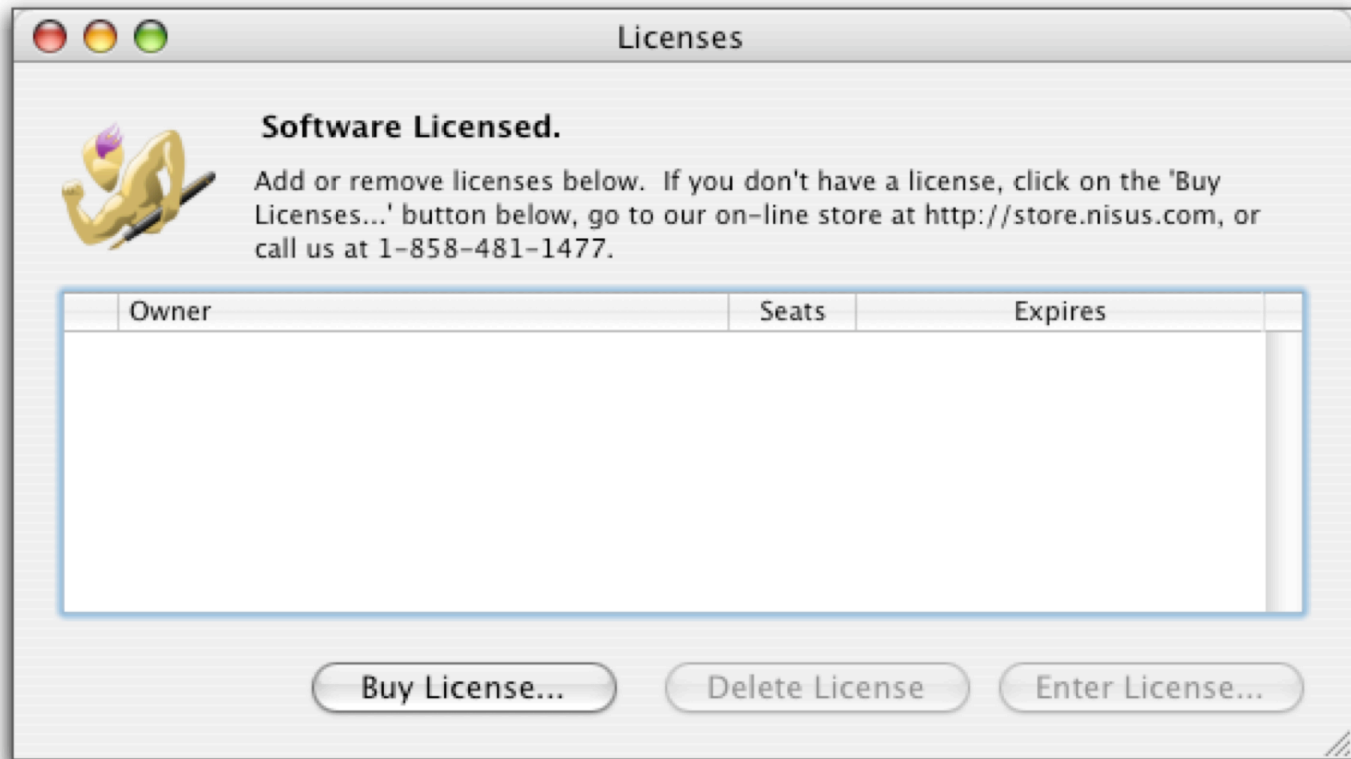
6. Drag the Nisus Writer Pro icon to your Dock. In that way it will be no more than one click away.

Enter your license number

Nisus Writer Pro runs for fifteen (15) individual days in Demo mode. You can leave the program running in the background for a week and so long as you do not open a file, that is considered one day of use. However, each time you open a file on any day, that day gets counted as one of the 15. In addition, if all you do is open the application and quit it, without doing anything else, that is considered one day of use. So, number your days.

No aspect of the application is disabled. However the words “Printed with a Demo of Nisus Writer Pro” appear as a watermark on the last page of every document.

1. Click the Nisus Writer Pro icon in the Dock.
2. Choose **Licenses...** from the **Nisus Writer Pro** menu.

**Figure 2****The Licenses dialog**

3. If you have used up your demo time
 - ▶ and have not yet purchased the program, click **Buy License....**
This opens your Web browser and takes you to the Nisus Software Inc. online store where you can purchase a license.
 - ▶ and have already purchased the program, click **Enter License....**

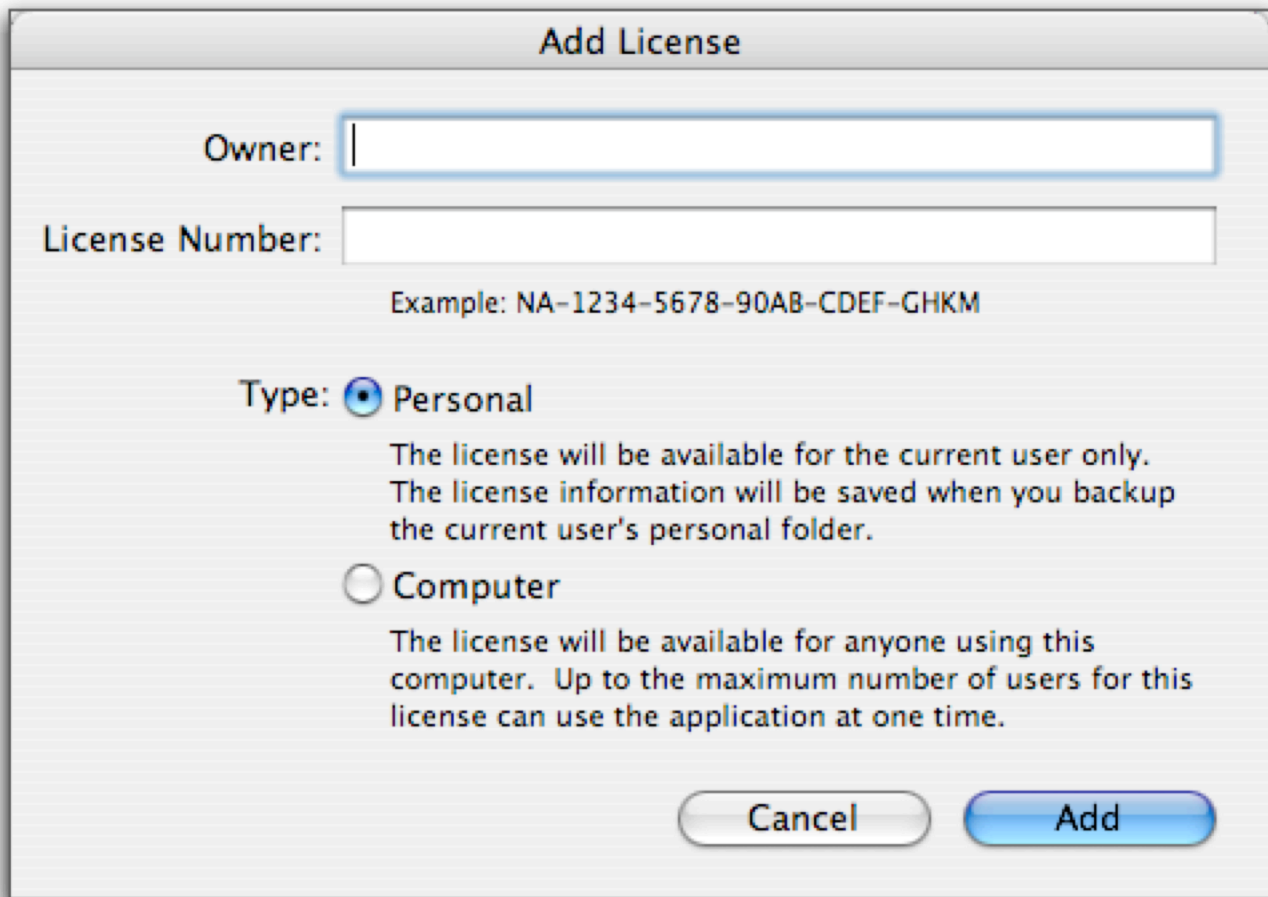

The image shows a macOS-style dialog box titled "Add License". It has a light gray background and a thin border. At the top, the title "Add License" is centered in a bold, black font. Below the title, there are two text input fields. The first is labeled "Owner:" and is empty. The second is labeled "License Number:" and is also empty. Below the "License Number:" field, there is an example text: "Example: NA-1234-5678-90AB-CDEF-GHKM". Below the example, there are two radio button options. The first is labeled "Type: Personal" and is selected (the radio button is filled with a blue dot). The second is labeled "Computer" and is not selected (the radio button is empty). Below the "Personal" option, there is a paragraph of text: "The license will be available for the current user only. The license information will be saved when you backup the current user's personal folder." Below the "Computer" option, there is a paragraph of text: "The license will be available for anyone using this computer. Up to the maximum number of users for this license can use the application at one time." At the bottom of the dialog, there are two buttons: "Cancel" and "Add". The "Cancel" button is light gray, and the "Add" button is blue with a gradient.

Figure 3

The Add License dialog

4. Enter your name as the **Owner**.
 5. Press  and enter your **License Number**.

If you have purchased Nisus Writer Pro online you should have the license number in your email. Copy it to the Clipboard and paste it into this dialog.

If you have purchased Nisus Writer Pro from a reseller you should have a copy of the CD and a card with installation instructions and a sticker on it that has the license number.
 6. Click **Personal** or **Computer** depending on your needs

Nisus Writer Pro is licensed on a “per computer” not “per user” basis. If you are the only user of this computer click **Personal**. If other “users” of the computer want to have access to Nisus Writer Pro click **Computer**.
 7. Click **Add**.

If you purchased your copy of Nisus Writer Pro online from the Nisus Software Inc. store we already have your registration information. However if you purchased it from a reseller, register your copy so that you can be eligible for technical support, notified of updates and to receive the Nisus Newsletter which includes additional tips and hints about how you can use the program.
 8. Click **Register...** or **Not Now** depending on your situation.
 - **Register** closes the Add License dialog opens your Web browser to the Nisus Software Inc. product registration page.
 - **Not Now** closes the Add License dialog.
 9. Click the red Close button in the upper left corner to close the dialog.
- Thank you for purchasing and registering Nisus Writer Pro.

Subscribe to the Nisus Newsletter

Learn about the latest Nisus news, receive relevant tips and hints about how to maximize your use of Nisus Writer Pro and get great Nisus deals. Subscribe today.

1. Go to the Nisus Software Inc. home-page
<<http://www.nisus.com>>
2. Enter your email address in the little box in the lower right corner
3. Click **Subscribe**.

Getting Started

For those who don't believe in reading manuals "Quick Start" offers the bare minimum of what you need to know to start the application, create and/or open a file, write and edit some text, then save and print it.

Nisus Writer Pro a "Grand Tour" is where you learn about Nisus Writer Pro menus, dialogs, and tools. Review this section to learn more about the Nisus Writer Pro working environment and its features. This portion of the manual lists each menu command with a short description of what it does.

If you have questions about your Macintosh or other computer equipment, refer to the manufacturer's manuals.

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Quick Start

Here's how to open or start Nisus Writer Pro:

Open or start Nisus Writer Pro

- ▶ Click the Nisus Writer Pro icon in the Dock.

A Nisus Writer Pro document window labeled "Untitled" displays, ready for typing.

Open a new or existing file

Nisus Writer Pro can create new files, open text documents, ".RTF", ".RTFD", and ".DOC" documents, many WordPerfect documents. It can even enable you to read (and edit) the PostScript™ "text" of ".PDF" documents.

Open a new file

- ▶ Choose **New** from the **File** menu to open a new file.
- ▶ If you have the Document Manager open you can click the **New** button to create a new file.

The file that appears is based on a file called the Nisus New File. You can modify most aspects of this file to suit your needs and desires.

Customize your new document "template"

You can learn more about the Nisus New File and how to arrange your "start-up" preferences in the section "Set "defaults" for new files" beginning on page 115. You can use the "defaults" for new files to create all kinds of stationery that you use regularly.



Different applications use different terms for the same phenomena. You might find them called "templates," "stationery," or "default" documents.

Open an existing file

There are a variety of ways you can open an existing file.



There are often as many as three ways to do almost anything in Nisus Writer Pro. You can locate and open any text document on your hard drive(s).

- ▶ Double-click any Nisus Writer Pro document icon.

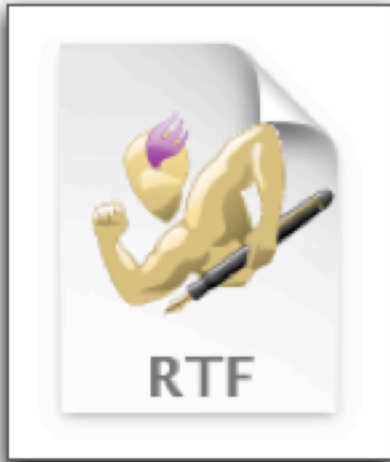


Figure 4
The Nisus Writer Pro document icon

- ▶ Use the **Open...** command.
 1. Choose **Open...** from the **File** menu.
 2. From the Open dialog that appears navigate to the location of your file.
 3. When you see it in the list, double click the name of the file you want to open (or click once to select the file and then click the **Open** button).

You can open any file you have saved in your Nisus Documents folder.

- ▶ Use the Document Manager.
 1. Choose **Document Manager** from the **Window** menu.
 2. Scroll through the list of files that appears there.
 3. When you see it in the list, double click the name of the file you want to open (or click once to select the file and then click the **Open** button).

You can learn more about how to use the Document Manager on page 291.

You can open any recently opened file from the **Open Recent** menu of the **File** menu.

- ▶ Choose the file you want from the list that appears in the **Open Recent** menu of the **File** menu.

You can determine how many files appear in the **Open Recent** menu in the **General** Preferences of Nisus Writer Pro.

Enter text in your new or existing file

Your new or existing file opens ready to receive your text. The insertion point in an existing file appears where it was when you saved the file. You can either...

- ▶ Type your text, or...
- ▶ Choose **Paste** from the **Edit** menu to enter whatever you have stored on any of Nisus Writer Pro's Clipboards, or...
- ▶ Drag a selection from another Nisus Writer Pro document or other application into your Nisus Writer Pro document window, or...
- ▶ Drag a file into your Nisus Writer Pro document window from the Desktop, or...
- ▶ Drag the icon of another Nisus Writer Pro document from its Title Bar into your Nisus Writer Pro document window.

Write in a language other than American English

In order to type text in a language other than English (Nisus Writer Pro is already set up and ready to go to write in American English) see the section “Writing in Multiple Languages” on page 47.

Enter right to left text

In order to type text in a language other than English (for which Nisus Writer Pro is already set up and ready to go) see the section “Writing in Multiple Languages” on page 47.

Modify the appearance of your file

Using the many tools of Nisus Writer Pro you can modify the appearance of the text in your file in a variety of ways. You can change the font (“family”), size, style (“typeface”) and color of text, you can change the margins of the page and the shape of paragraphs with various indents, line wrap areas, tab settings, line spacing and alignment options.

- ▶ To control the overall appearance of a longer document, your best solution is to use Styles. These are explained in the section “Formatting Documents using Style Sheets” beginning on page 98.

The Nisus New File that comes with Nisus Writer Pro has a number of Styles.

- ▶ To modify Styles to fit your own needs and desires see the section “Modify a style” which begins on page 103.

However if all you want to do is make a quick and simple change to a small area of your text you can do that as well.

- ▶ To quickly change the appearance of only a little bit of your text use the appropriate control in the Character palette (or the associated menu). To learn more about the Character palette see “Using the Nisus Writer Pro Tool drawer” on page 17 and “The Character Palette” on page 19.
- ▶ To change the shape of your paragraphs you modify the ruler that displays at the top of the document window and use the settings that appear in the Paragraph palette as explained in “The Paragraph Palette” on page 20 and “Structuring paragraphs” beginning on page 73.
- ▶ To change the margins of the document drag the Page Guides that appear in Page View or set them numerically as explained in “Set the margins of your document” on page 128.

Save your file

Nisus Writer Pro offers you a number of ways to save your work. The application can do this automatically or you can do it manually.

Save your file the first time and give it a name

1. Choose **Save As...** from the **File** menu.
2. Type the name you want to use for the file in the **Save As** text edit box at the top of the document.
3. Navigate through your folders to find the location where you want to save the file.
4. (Optionally) choose the file format in which you want to save the file from the pop-up menu at the bottom of the dialog. (The standard and preferred format is Rich Text Format (“RTF”). You can learn more about the various formats in which Nisus Writer Pro can save your files in the section “Choose the Way in Which Files Save” on page 290.

Save your file after you have made some changes to it

- Choose **Save** from the **File** menu.

Save your file with a new name and/or in a new location

- Follow the instructions in “Save your file the first time and give it a name”.

Save your file automatically

You should not have to worry about saving your work. Nisus Writer Pro can take care of that for you.

- Set your **General** preferences in Nisus Writer Pro to “autosave” after however many minutes you want.

For more information about automatic saving of files in Nisus Writer Pro see the section “Save files automatically and never see the Save As dialog, unless you choose it from the menu” on page 291.

If you save your file in this manner, the first time it is saved, Nisus Writer Pro assigns a name for the file based on the content at the beginning of the document and saves it in the Nisus Documents folder inside your Users’ Documents folder:

~Documents/Nisus Documents/“automatically named file”

Print your file

When you are satisfied with the appearance of your document and ready to store it on paper or share it with someone in a Portable Digital Format (PDF), Nisus Writer Pro is at your service.

Print an open document

- Choose **Print...** from the **File** menu and enter your choices in the dialog that appears.

Create a PDF file of your Nisus Writer Pro document

You may want to save your document as a PDF.

1. Choose **Save as PDF...** from the **File** menu.
2. Name the file and navigate to the location in which you want to save it.
3. Click **Save** in the Save As dialog.

You can learn more about printing on page 281.

Quit Nisus Writer Pro

You can leave Nisus Writer Pro open in the background all the time. You can keep a journal page open all the time, dragging in snippets of text, graphics from other applications and URLs directly off the Web bookmarking them, then easily jumping to or finding what you have stored there.

However, if you insist...

- Choose **Quit Nisus Writer Pro** from the bottom of the **Nisus Writer Pro** menu.

Nisus Writer Pro — a “Grand Tour”

Have you ever entered a new building or travelled to a new land and stood bedazzled by what lay before you? Where were all those buttons and knobs? Why were all the street signs and address markers different from what you knew before? Even cars, which are all pretty standard in their tools, put the light windshield wiper controls in different locations.

So it is, also, with software. To help you understand and use the many tools that are all within the reach of your mouse, read on.

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Windows, Bars, Buttons, Pointers and drawers

This portion of the manual describes the graphical elements you see on screen for controlling Nisus Writer Pro. Features of Nisus Writer Pro windows, palettes and the buttons they contain, are fully explained. Also included is a description of the various pointers you see when you perform different tasks. Finally, you can learn about how Nisus Writer Pro allows you to manipulate dialog boxes.

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The Nisus Writer Pro Window

Nisus Writer Pro's window resembles those of other Macintosh applications.

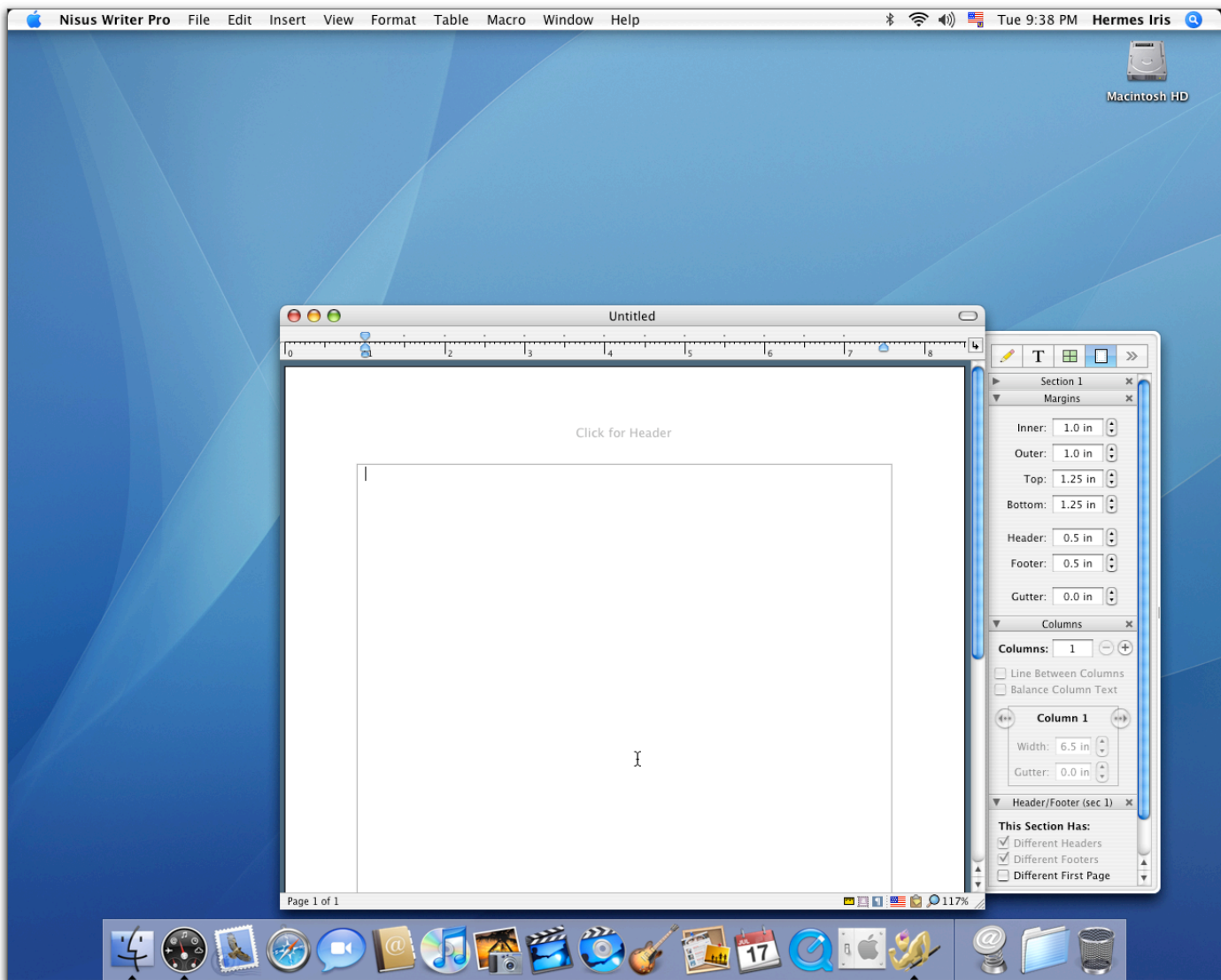


Figure 5
The Nisus Writer Pro window when first opened

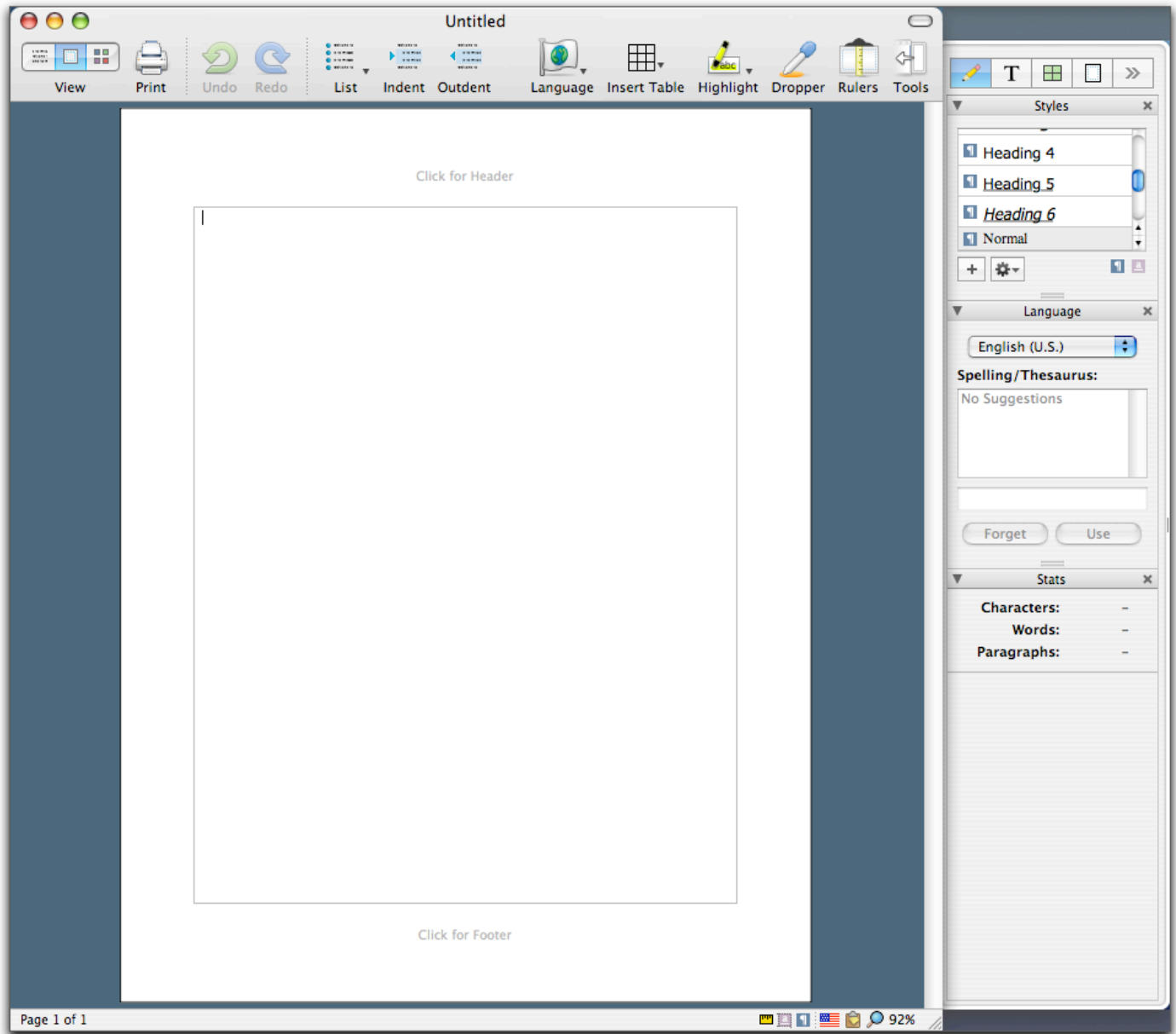


Figure 6
The Nisus Writer Pro window opened to full height

The Nisus Writer Pro Icon in the Dock



Figure 7
The Nisus Writer Pro icon, and its menu, in the Dock

The Nisus Writer Pro Dock icon also has a menu. From it you can choose any of your open windows.

The menu also indicates

- which document window is active (the check mark)
- which is in the Dock (the diamond).

From this menu you can also use commands to open a new document or show the Document Manager (along with the standard Dock commands).

The Menu Bar

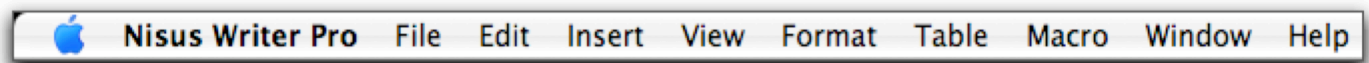


Figure 8
The Nisus Writer Pro Menu Bar

The menu bar lists the menus available in Nisus Writer Pro. Press a menu title to display the list of available commands.

The list below reviews the menus available in Nisus Writer Pro and briefly describes when to use which menu.

Nisus Writer Pro

Use the **Nisus Writer Pro** menu to access commands that control the entire application, not one portion of it: Preferences, Services, Hide/Show, Quit. A complete listing and description of the commands of this menu begins on page 23.

File Use **File** to open, close, save, export and print files. A complete listing and description of the commands of this menu begins on page 24.

Edit Use **Edit** to change text as well as undo or redo actions and use Cut Copy, Paste, Clear, Select All, Convert, Find, Spelling, Clipboards. A complete listing and description of the commands of this menu begins on page 24.

Insert	Use Insert to put Page Break, Column Break, Section Break, Automatic Numbers, Styles, Tables of Contents, Indexes, Footnotes and Endnotes and Images. A complete listing and description of the commands of this menu begins on page 28.
View	Use View to alter the manner in which Nisus Writer Pro displays your document and its window. A complete listing and description of the commands of this menu begins on page 30.
Format	Use Format (with its many submenus) to change the way your text appears in your document. A complete listing and description of the commands of this menu begins on page 32.
Table	Use Table to insert and modify tables. A complete listing and description of the commands of this menu begins on page 40.
Macro	Use Macro to write and run Perl scripts and Command menu macros. A complete listing and description of the commands of this menu begins on page 42.
Window	Use Window to choose among active windows and manage the Palette Library and the Document Manager. A complete listing and description of the commands of this menu begins on page 42.
Help	Use Help to get Nisus Writer Pro Help which gives you extensive explanations and hints regarding all of the features found in Nisus Writer Pro. A complete listing and description of the commands of this menu begins on page 43.

The Title Bar

The Title Bar, which appears across the top of every document window consists of three parts. The left side contains three buttons. Click to close (red/left), minimize (to the Dock) (amber/center), and zoom (green/right). Drag the Title Bar to move a window. On the right side of the Title Bar you can click Hide/Show Tool Bar button.

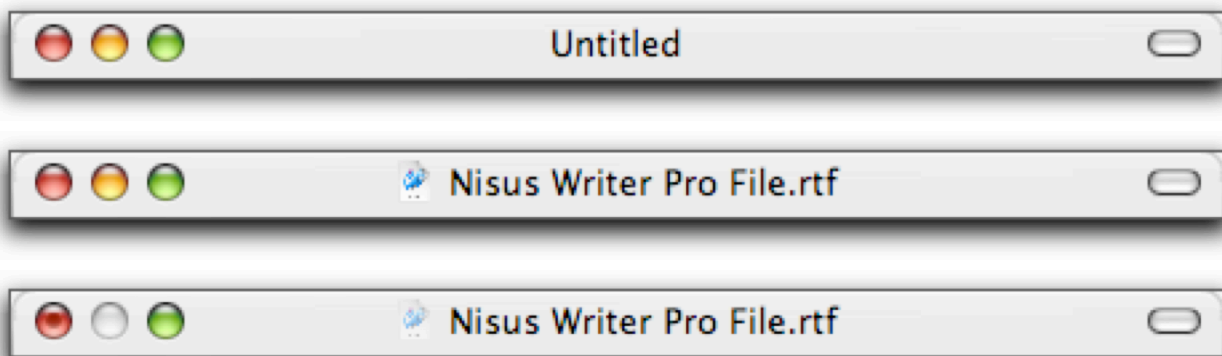



Figure 9

The Nisus Writer Pro Title Bar (Untitled, Saved, Saved and then modified)

When you save a file the Nisus Writer Pro document icon appears to the left of the document's name in the Title Bar. As you work on the document, the icon dims, becoming bright once again on saving.










Other things you can do with the document's icon in the Title Bar

- You can press  and click the icon (or area of the of the file's name) to see a pop-up menu indicating the file's location on your computer.
- You can drag the document's icon to any location on your hard drive, creating an alias that leads back to the file.

- You can drag the document's icon into another Nisus Writer Pro document causing its content to appear there.
- You can drag the document's icon into a Mail.app email message causing it to be sent as an attachment.

Nisus Writer Pro Windows

As you work with multiple windows

- The pointer is an arrow  in all window regions not allowing text entry. Exceptions to this include when the pointer hovers over one of the gray lines that determine the margins or the size of the headers or footers.
- Dialog sheets apply to the window. in which they appear.
- Press  and click the Maximize button to maximize all open Nisus Writer Pro windows.
- Press  and click the Minimize button to minimize all open Nisus Writer Pro windows.
- Press  and click the Close button to close all open Nisus Writer Pro windows.
- Press  and click the Show/Hide Toolbar button to show/hide the Toolbar in all open Nisus Writer Pro windows.
- Press   to circulate through open Nisus Writer Pro windows.
- To control an inactive window, press . You can press  and click the show/hide Toolbar button to rotate through the various display options of the Toolbar in all open Nisus Writer Pro windows. You can, scroll, move and resize inactive windows in this way without activating them. You cannot click inside the text editing area of the window without activating it.
- The Nisus Writer Pro document window displays either as it would appear on paper (Page View), as a continuous scroll (Draft View (or Full Screen, in which the window covers everything on the monitor)), or the various styles in the document (Style Sheet).

Nisus Writer Pro Pointer Variations

The pointer changes shape to give you feedback as you complete different tasks. You should be familiar with some of these from your previous activities on the Macintosh. The list that follows describes Nisus Writer Pro pointer shapes.





Arrow Pointer

The left-slanting arrow points to graphics, icons, menu commands and buttons you can choose or click. It also indicates that you have text to drop elsewhere. Select what you want to move then click and drag the mouse.



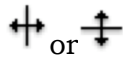
Arrow Pointer with Plus

This variant of the Arrow Pointer points to graphics, or text you can choose or click. It appears after you begin to drag something and press  to indicate that you have something to duplicate elsewhere. Select what you want to move then click and drag the mouse, then press .



I-Beam

The I-beam indicates where you can enter text. When you click in the text it changes to an insertion point.



or  Margin Mover

When your pointer hovers over one of the margin lines or lines that separate the header or footer from the writing area, or the lines of a table or a graphic.



Cross Hairs

When your pointer hovers over the “handle” of a selected graphic the cross hairs indicate that you can resize the graphic.







Grabbing Hand

When your pointer hovers over a selected graphic the grabbing hand indicates that you can move the graphic.

Keyboard Shortcuts in Nisus Writer Pro

You can use the keyboard for more than entering text and numbers. You can use it to give instructions to the computer to perform certain tasks.





Macintosh keyboards include a variety of modifier keys and function keys. The four modifier keys are  (Command),  (Shift),  (Option), and  (Control).

You can assign almost any key to any command in the menus of Nisus Writer Pro. Each time you look at the menus you can see the menu key shortcut along the right column opposite the command. As you become familiar with the commands you can also learn the shortcuts. To learn more about this see “Assign Menu Keys to Menu Commands” on page 304.

Nisus Writer Pro Dialogs

Dialogs are used to get information from you. Dialogs in Nisus Writer Pro appear from the Title Bar of the window to which they refer.

Dialogs can contain a variety of controls, including checkboxes, buttons, pop-up menus and text boxes.

- A checkbox () is referred to as checked when there is a “✓” a check mark in it (). You click a checkbox to check or uncheck it. It is possible to check multiple checkboxes in a dialog.
- A radio button () is referred to as selected when there is a “•” in it (). You can only select one radio button in a dialog. Click a button to select it; click an alternate button to deselect the first one and select the other.
- Pop-up menus, indicated by a menu name and an arrow, list options in the form of a menu.




or

Figure 10

Pop-up menu indicators

Click and hold to display the menu, then choose an option.

- Text boxes, indicated by a rectangular box, allow you to enter text in a dialog. To type in a text box, click in the box and begin typing. To move between text boxes, press .

Nisus Writer Pro allows you to copy, cut and paste in all the text boxes.

The Nisus Writer Pro Toolbar

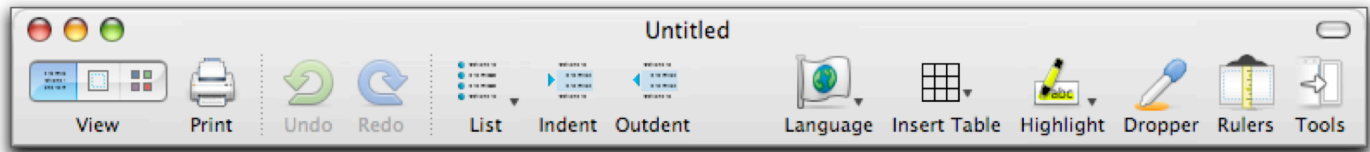


Figure 11

The Nisus Writer Pro Toolbar

Turn on/off the display of the Toolbar

- Choose **Show/Hide Toolbar** from the **View** menu or click the Show Toolbar button in the upper right corner of the Title Bar of the active window.

Using the capabilities of Macintosh OS X, Nisus Writer Pro keeps all the tools you need to control your text close at hand. Nisus Writer Pro opens with the Toolbar visible at the top of each window (immediately below the Title Bar) and the Tooldrawer (see page 16 below) opens on the right side of the window. From the Toolbar you can

- Switch from Page View to Draft View or Style Sheet view
For more information on Page and Draft View see pages 73, 140, and 268. For more information on Style Sheet view see page 98.
- Print your document
For more information on printing your documents see page 281.
- Click Undo and Redo buttons
For more information Undo and Redo see page 70.

Or, you can, with one click

- Create a list and modify its style
For more information on creating lists see page 62.
- Indent or Outdent selected text
For more information on indenting and outdenting in your documents see page 75.


Toward the right side of the Toolbar are buttons you can use to

- Change the language of your text.
For more information on writing in multiple languages see the section beginning on page 47.
- Insert a table with a click and a drag.
For more information on inserting tables in your documents see the section beginning on page 161.
- Highlight selected text with a click, and/or change the clickable highlight color with a click and a drag.
For more information on highlighting text in your documents see page 277.
- Absorb and drop attributes of selected text with a click and a drag.
For more information about the Dropper see page 96.
- Turn on or off display of the ruler with one click.
For more information on using the ruler and shaping the paragraphs in your documents see the section beginning on page 73.

Open and close the Nisus Writer Pro Tooldrawer with one click.

For more information on using the Tooldrawer see page 17.

Rotate through the various sizes of the icons and text of the Toolbar display

- Press  as you click the Show Toolbar button in the upper right corner of the Title Bar of the active window.



You can alter which icons appear on the Toolbar. See “Change the Display of the Toolbar” on page 311 for a thorough explanation.

The Nisus Writer Pro Ruler

Immediately beneath the Toolbar and above the text editing area the Ruler appears.

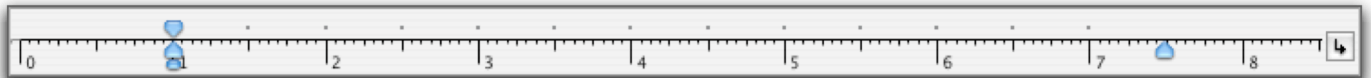


Figure 12

The Nisus Writer Pro Ruler in Page view

The ruler is explained in detail in the section “Structuring paragraphs” beginning on page 71.

You can turn the display of the ruler on or off at any time when in Draft View, Page View or Style Sheet view.

- Click the Rulers button on the Toolbar if it is available.
- Choose **Show Rulers** or **Hide Rulers** from the **View** menu.

The Nisus Writer Pro Statusbar

At the bottom of the document window (except in Full Screen view) Nisus Writer Pro displays a “Statusbar”. This bar gives you information (displayed in “tags”) about the document and any selection within the document. In addition it gives you easy access to a variety of formatting tools.



Figure 13

The Nisus Writer Pro Statusbar

- The far left of the Statusbar indicates the current (displayed) page number of the total pages of the document. When in Draft View this is blank as there are no “pages”.
When running a macro the words “Running macro” and the macro’s name appear in this area.
 - The right side of the Statusbar displays a number of tags that tell you about your selection and your file.
 - To the left of the vertical dotted line the tag (visible when your insertion point or selection is in an area of text that contains these attributes (from right to left)).
 - The first two tags represent the presence of Character (👤) and Paragraph (📄) styles in your selection. They have two states (if a style is absent, the tag is dimmed (👤 or 📄); if present, it is bright as illustrated in Figure 13). See the section “Apply a style to your text” on page 103 for more information on how to use the tags.
- 📄 If you are in the footnotes or endnotes text portion of your document window you will see a **Notes** Tag with similar capabilities 📄.


For more information about using styles in your documents see the section beginning on page 98.

- The remaining tags represent other attributes of your selection. These also have two states. (If an attribute is present the tag appears; if absent, it not appear.) By using the tags (and their respective pop-up menus you can remove the attribute from selected text, extend the range of the selection to select all contiguous text that shares the attribute, extend the range of the selection to select all text in the document that shares the attribute.
- 📄 The List Tag
Click to select (the current range or all text with the current list attribute(s)) modify or remove the current list attributes. The Tag appears whenever the paragraph has any attributes that override the style of the list assigned such as the list style, list level, and starting number (including “Continue Numbering From Previous”).
- 📄 The Ruler Tag
Click to select (the current range or all paragraphs governed by this ruler) copy, paste or remove the current ruler’s attributes.


For more information about using the ruler and shaping the paragraphs in your documents see the section beginning on page 73.

- 📄 The Font/Character attributes Tag
Click to select (the current range or all text with the current attribute(s)) copy, paste or remove the current font/character attributes.

For more information about using font and character attributes in your documents see page 275.


-  **The Color Tag**
Indicates the current text color at the insertion point. Click to select (the current range or all text with the current color attribute) copy or remove the current color attribute.

For more information applying color to the text of your documents see page 276.

-  **The Highlight Tag**
Indicates the current highlight color at the insertion point. Click to select (the current range or all text with the current highlight color attribute) or remove the current highlight color attribute.

For more information on highlighting text in your documents see page 277.


Always visible to the right of the vertical dotted line the tag (from left to right)

-  **The “flag” (Language Tag)**
Indicates the language of the document (and offers quick access to the **Language** menu).


For more information on writing in multiple languages see page 47.



The flag implies no political allegiance or association. The flag is of the entire people (and it represents the language of that people), not a particular party. This is an Apple convention. (The International System Preference lists many more flags (and other symbols) that attempt to iconographically represent a linguistic group.)

-  **The “Clipboard”**
offers quick access to the Clipboard related commands of the **Edit** menu. When the pointer hovers over the Clipboard Tag a tool tip appears indicating which Clipboard is active as well as a sample of its contents (in plain text).

For more information on using the Clipboards see page 60.

-  **The magnifying glass**
Displays the current percentage of magnification of your document (and offers quick access to change the zoom).

For more information on magnifying the view of your documents see page 22.

The Nisus Writer Pro Tooldrawer

The Nisus Writer Pro Tooldrawer holds a number of palettes to ease the manipulation of your text. Almost all of the tools available in the Tooldrawer are available on the menus of Nisus Writer Pro. However not all the tools that are available in the palettes are available from the menus.

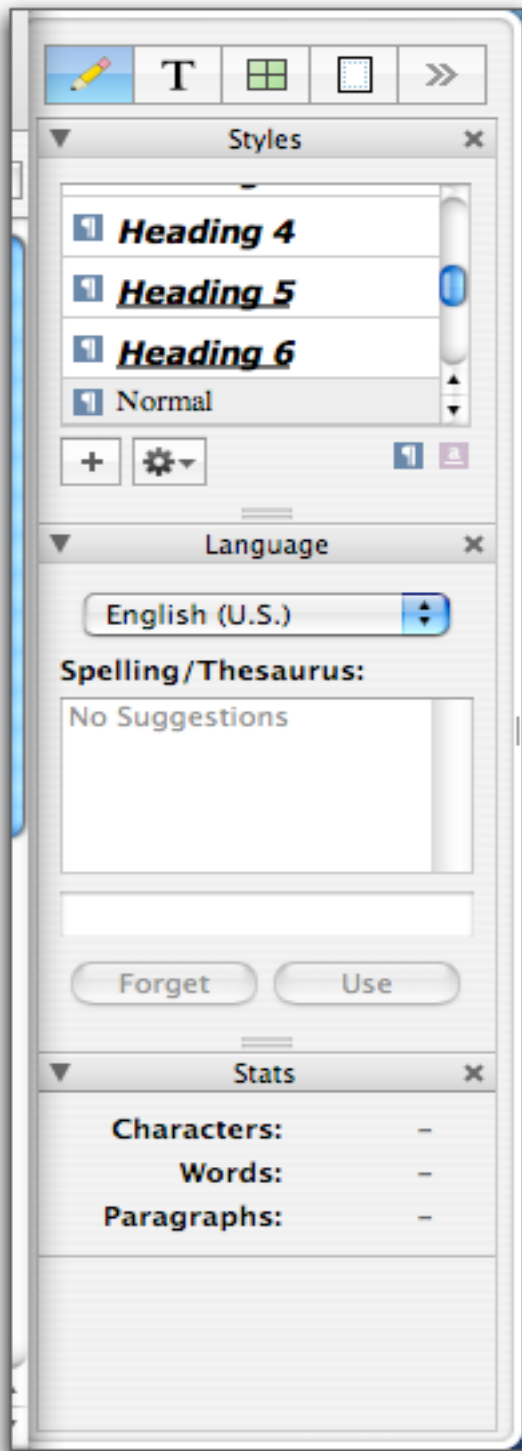


Figure 14

The Nisus Writer Pro Tooldrawer at first startup

The Tooldrawer's palettes hold all the tools available in Nisus Writer Pro to work on your document.

The Tooldrawer opens either on the right or the left side of your document window depending on your setting in Preferences. For more information on Nisus Writer Pro's General Preferences, see "Using the General Preferences to Control the Application" page 289.

The palettes are designed to give you an uncluttered working environment, while, at the same time giving you quick access to information about your document and the tools to manipulate it.



The Tooldrawer is not available in Full Screen view.

Modify the Nisus Writer Pro Tooldrawer

The Nisus Writer Pro Tooldrawer holds a number of palettes to ease the manipulation of your text.

Palettes are grouped according to task. You can switch among the various groups using the four buttons at the top of the Tooldrawer. You can rearrange the layout of the palettes by dragging them around within the Tooldrawer. You can drag any or all palettes out of the Tooldrawer creating floating palettes that can be placed anywhere you like on your screen. When you close a floating palette it returns to its original location in the Tooldrawer.

Display/hide the Tooldrawer

- ▶ Choose **Show/Hide Tooldrawer** from the **View** menu, or click the Tools button on the Toolbar.

Open/close a palette in the Tooldrawer

- ▶ Click the "Reveal" triangle on the left edge of the palette's title.

Move a palette in the Tooldrawer

- ▶ Grab the palette's title and move it above or below its current location or out onto the desktop.

Remove a palette from the Tooldrawer (so that it does not display at all)

- ▶ Click the "X" on the right edge of the palette's title.

Return a floating palette to the Tooldrawer

- ▶ Click the X "close" button on the right edge of the palette's title bar.

Display a different set of palettes in the Tooldrawer

- ▶ Choose the palette set you want from the four Palette Group buttons at the top of the Tooldrawer.



Figure 15

The Nisus Writer Pro Tooldrawer palette set selection buttons

The buttons are, from left to right

- Writing
- Formatting
- Tables
- Sections
- Additional Palette Groups Menu

Using the Nisus Writer Pro Tooldrawer

The Nisus Writer Pro Tooldrawer's palettes offer point and click access to tools.

When you start Nisus Writer Pro, the Tooldrawer opens with the Writing set of palettes visible.

- Writing
 - Styles
 - enables you to change the font, size, options and color of the characters of your text using Styles;
 - Language
 - checks spelling and definitions of words you use with the built-in dictionary and the Nisus Thesaurus, and change the language in which you write (with all its associated dictionaries and keyboard input methods);
 - Stats
 - maintains a continuous count of the characters, words and paragraphs of your document.

Change the palettes that display in the Tooldrawer

You can rearrange the palettes that appear in any particular set. You can have a palette appear in multiple sets, thereby making those tools available in more contexts.

Other sets and their “default” palettes available include

- Formatting
 - Character
 - Paragraph
 - Lists
- Tables
 - Table
 - Table Cells
 - Borders
 - Shading
- Document
 - Section (#)
 - Margins
 - Columns
 - Header/Footer
- Reference Tools
 - Table of Contents
 - Indexing

Other palettes that are not part of sets include

- Images
- Line Number
- Page Zoom

You can display these at any time by choosing them from the **Palettes** submenu of the **Window** menu. You can also add these to existing palette sets... or create a special set with the palettes of your choosing.



The Headers and Footers palette and the Image palette appear automatically whenever you click your insertion point in a header/footer or select an image in your document (unless you have added the palette to a set in the Tooldrawer... in which case that set displays if the Tooldrawer is open).

Display a different set of palettes in the Tooldrawer

- ▶ Click the palette set you want from the display at the top of the Tooldrawer.



You can modify the palettes and their sets to your heart's delight. See "Create Your Own Set of Palettes for the Tooldrawer" on page 312 for a thorough explanation.

How clicking in the palettes of the Tooldrawer affects your text

The following briefly describes using various palettes to alter the appearance of your text. These capabilities are discussed in much greater detail in the section "Formatting Documents" beginning on page 71. Each palette controls a variety of aspects of your document. The following describes a few actions you can do with the Character, Paragraph, Stats and Page palettes.



The vast majority of actions in the palettes (especially when you input text) require confirmation by pressing , or .

The Character Palette

The Character palette indicates the font family, typeface, options, color and size of selected text. It also presents the tools to modify each of those attributes.

Change the font

1. Select the text you wish to change.
2. Click the arrow to the right of the font **Family** display and choose the font you want from the menu that appears.

If you have many fonts available, a scroll bar appears. You can drag this scroll bar to display additional fonts.

Scroll through a longer list of fonts

- ▶ Drag the resize tab at the bottom of the Character palette down to display a longer list of available fonts.

If you know the name of the font you want, you can click and select the font name in the **Family** display and type the first few characters. Nisus Writer Pro uses "auto-fill" to sense which font you want, displaying the closest match (in alphabetical order). When you see the font you want, press to confirm your choice.



To learn more about using fonts (where they belong in your System, etc.) see pages 34 and (for non-Roman text) 47.

If you want to change the typeface and/or size, you can press to confirm and select the next field in the palette.

Change the typeface or color

1. Select the text you wish to change.
2. Click the arrow to the right of the **Typeface** display and choose the typeface you want from the menu that appears.


Not all fonts have all typefaces (for example Geneva does not support "italic"). In that case, Nisus Writer Pro can achieve this effect if you click one or more of the **Options** buttons available.

If you know the name of the typeface you want, you can click and select the typeface name in the display and then type the first few characters. Nisus Writer Pro uses "auto-fill" to sense which typeface you want, displaying the closest match (in alphabetical order). When you see the typeface you want, press to confirm your choice.

The options available include

- **Bold**
- **Italic**
- **Underline**
- **Subscript**
- **Superscript**
- **Strikethrough (Single)**
- **Strikethrough (Double)**
- **Shadow**
- **Small Caps**



Color is an aspect of **Options**. Click the Color Picker to open the System's Colors panel.

If you want to move on to change the size of your characters, you can press  to confirm and select the next field in the palette.

Change the size

1. Select the text you wish to change.
2. Click and drag the Size slider to the size you want.

The Size box updates to display the actual size of the characters,

If you know the size you want, you can click and select (or double-click) the size display and type the size you want. Nisus Writer Pro uses only whole number sizes. When you are satisfied, press  or  to confirm your choice.

While the slider only goes up to 128 pt., you can enter any size you like in the size display text box.

The Paragraph Palette

The Paragraph palette enables you to modify the alignment, text direction, the space between lines and paragraphs, as well as offering controls for widows and orphans and whether paragraphs are permitted to break across pages or separate from each other.

Change the alignment

1. Select the text you wish to change.
2. Click the alignment button that illustrates the effect you want in your document.

Possible alignments are (from left to right) left justified, center justified, right justified and full justified.

Change the direction text flows (for right to left languages)

1. Select the text you wish to change.
2. Click the direction button that illustrates the effect you want in your document.



Text direction is a function of the language selected. Each language has a “natural” or “normal” direction of its own. You can override this direction of a paragraph within a section of text designated as being in a particular language (and, therefore flowing in a particular direction) by using this control.

Possible directions are (from left to right)

- left to right
- normal
- right to left.

For more information on right to left text editing see “Enter right to left text in your document” on page 53.

Change the space between lines of text (“leading”)

1. Select the text (lines or paragraphs) you wish to change.
2. Click the “stepper” to the space you want.

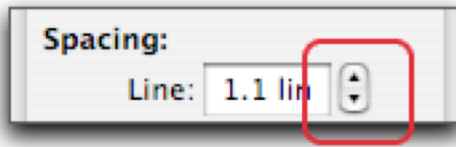




Figure 16

The “stepper” in the Spacing portion of the Paragraph palette

The Size box updates to display the actual size of the space.

If you know the size you want, you can click and select (or double-click) the size display and type the size you want. When you are satisfied, press  or  to confirm your choice.



Multiple/Fixed

The Multiple/Fixed pop-up menu refers to the vertical distance between the top of one line and the top of the following line. To prevent the lines of paragraphs from spreading, regardless of the height of the characters, choose Fixed from the menu. To permit the lines of paragraphs to spread choose Multiple from the menu.

Change the amount of space that appears above (before) a paragraph

1. Select the text (lines or paragraphs) you wish to change.
2. Click the “stepper” to the space you want.



The Size box updates to display the actual size of the space.

If you know the size you want, you can click and select (or double-click) the size display and type the size. When you are satisfied, press  or  to confirm your choice.

Change the amount of space that appears below (after) a paragraph

1. Select the text (lines or paragraphs) you wish to change.
2. Click the “stepper” to the space you want.

The Size box updates to display the actual size of the space.

If you know the size you want, click and select (or double-click) the size display and type the size. When you are satisfied, press  or  to confirm your choice.

Control for widows and orphans

1. Click your insertion point in the paragraph (or select a range of paragraphs).
2. Click **Prevent widow/orphan**.

Prevent a paragraph (or paragraphs) from splitting across page or column breaks

1. Click your insertion point in the paragraph (or select a range of paragraphs).
2. Click **Keep ¶ together**.

Keep one paragraph with the one that follows it

1. Click your insertion point in the paragraph.
2. Click **Keep with next ¶**.

The Stats Palette

The Stats palette keeps constant count of the number of characters, words and paragraphs (Return characters) in the text portion (not the header/footer) of your document.

- If you select text, the Stats indicates the count within the selection.
- To get a count of the characters, words and paragraphs in your footnotes and/or endnotes, you need to select that text.

The Page Palette

While it does not appear in any of the default sets, the Page palette is very useful. As with the Statusbar at the bottom of each Nisus Writer Pro document window, it indicates (when in Page View) the page number of the currently displayed page (not the location of the insertion point), and the total number of pages in your document. It also indicates the percentage to which you have zoomed your window. It also offers additional tools relating to the magnification of your document's display.

Show the Page palette

- Choose **Page Zoom** from the **Palettes** submenu of the **Window** menu.

Magnify, or, zoom in and out of your document

- Click and drag the slider in the “Page” palette.
- Double-click in the percent zoom text box and type the percent you want to increase or decrease the display.

You can have a different zoom percentage for Page View or Draft View. The percent set in Draft View is maintained in Full Screen view.

When in Page View Nisus Writer Pro can display your page with either the entire width in the window's limits or so that the entire page (height and width) fills the available window space.

Show the maximum width of your document in Page View

- Click Show Page Width in the Page palette of the Tooldrawer.
This displays your document in such a way so that a “portrait” orientation of your page requires scrolling to see all the contents of the page.

Show the entire width and height of your document in Page View

- Click Show Entire Page in the Page palette of the Tooldrawer.
This displays your document in a format similar to Page (or Print) Preview. It is, however, fully editable



The other tool palettes will be described as they are needed for the specific tasks they control.

The Nisus Writer Pro Menus

For reference, this section gives a brief description of every menu command in Nisus Writer Pro. Details on how to use the commands in conjunction with one another to accomplish tasks appear in later sections of the manual. It is structured by the order of the menus on the Menu Bar; the commands in the **Nisus Writer Pro** menu are discussed first, then those in the **File**, and so forth.

Nisus Writer Pro Menu	23
File Menu	24
Edit Menu	24
Insert Menu	28
View Menu	30
Format Menu	32
Window Menu	40
Macro Menu	42
Window Menu	42
Help Menu	43

Conventions

Every application uses its own menu bar. If a menu command is dimmed, it is not available in the context of your work at that time. Ellipses (...) identify commands that require dialog entries. Check marks (✓) identify selected menu items. If you select a region of text that has more than one font size and/or style associated with a portion (though not all) of it Nisus Writer Pro displays a dash (-) beside all those attributes partially represented in the selection. Wedge-shaped symbols (▶) identify submenus which open to give you access to more commands.

Nisus Writer Pro Menu

Choose commands from the **Nisus Writer Pro** menu that affect the entire application. These include **About Nisus Writer Pro**, **Preferences...**, **Hide** and **Quit Nisus Writer Pro** as well as the **Services** submenu. Nisus Writer Pro is a Cocoa application, any services you add to your /Library/Services folder are available to you in Nisus Writer Pro. In addition to these standard commands, you will find

Check for Updates...

Opens a Web Browser that points to the Updates section of the Nisus Software Web Site to check to see if a new version of Nisus Writer Pro is available for downloading.

Preferences...

Sets preferences specific to Nisus Writer Pro.

Buy Nisus Writer Pro

Opens a Web Browser that points to the Nisus Software Online store where you can pay for the demo version of Nisus Writer Pro you may be using.

Licenses...


Opens a dialog that enables you to buy, delete or add a license to your Nisus Writer Pro.

Quit Nisus Writer Pro

Quits the application. Depending on how you set your preference in the **General** preferences of Nisus Writer Pro, you can have all windows open on quitting opened again when you start the application.

File Menu

Choose commands from the **File** menu to open, save, and print documents in Nisus Writer Pro.

- New** Opens a new, untitled document.
- Open...** Opens an existing, saved document for on-screen reading and/or editing.
- Open Recent** Choose commands from the **Open Recent** submenu to open files you have recently worked on in Nisus Writer Pro.(customizable in the **General** preferences of Nisus Writer Pro).
 - ▶ **Clear Menu** Removes all files accumulated in the **Open Recent** submenu.
- Close** Closes the active window. If it contains any unsaved changes you will see a dialog prompting you to save. Press  to close all open windows. If any windows contain unsaved changes, a dialog prompts you to save them.
- Revert** Returns the active window to the way it was when it was last saved.
- Save** Saves the active window. If the document has never been saved, Nisus Writer Pro opens the Save as dialog enabling you to give the file a name, save it to a particular location and choose a format for the file including formats that might be considered exporting such as HTML. Nisus Writer Pro saves the current selection or insertion point position as well as the window shape and position in addition to the zoom percentage.
- Save As...** Saves the active window with a different name and/or different folder location.
- Save In Document Manager** Saves the active window to the Nisus Documents folder and lists it in the Document Manager window.
- Save as PDF...** Saves the document of the active window as a PDF. It opens the Save as dialog enabling you to give the file a name, save it to a particular location. This is the same as clicking the Save as PDF button in the Print dialog (though it saves a step).
- Page Setup...** Customize specific printer options and Nisus Writer Pro printing options by choosing Nisus Writer Pro from the pop-up menu at the top of the dialog. The options in the Page Setup dialog are specific to the printer selected.
- Print...** Print all or part of a document and specify Nisus Writer Pro printing options.

Edit Menu

- Undo** Reverses the effect of the last action made in the current editing session. Choose **Undo** repeatedly to step back through all changes made in the active window.
- Redo** Undo an **Undo**. Choose **Redo** repeatedly to redo all recent Undos until the Undo list is empty.

Cut

- **Cut** Removes the current selection and inserts it in the current Clipboard, replacing whatever was in the Clipboard.
- **Append Cut** Removes the current selection and inserts it at the end of whatever is stored in the current Clipboard.

Copy



- **Copy** Inserts a copy of the current selection in the current Clipboard, replacing whatever was in the Clipboard.
- **Append Copy** Inserts a copy of the current selection at the end of whatever is stored in the current Clipboard.
- **Copy Text Only** Copies only the text, but no formatting information. This is especially useful for taking formatted text from Nisus Writer Pro to another application such as FileMaker Pro.
- **Copy to Find** Inserts the current selection in the Find box of the Find & Replace window.
- **Copy to Replace** Inserts the current selection in the Replace box of the Find & Replace window.
- **Copy Character Attributes** Copies the font and other attribute information of selected text.
- **Copy Ruler** Copies the ruler information of selected text.

Paste

- **Paste** Inserts the contents of the current Clipboard into your document at the insertion point.
- **Swap Paste** Swaps the current selection with the contents of the current Clipboard.
- **Paste Character Attributes** Pastes the font and other attribute information on the Clipboard over selected text.
- **Paste Ruler** Pastes the ruler information on the Clipboard over selected text.
- **Paste Text Only** Pastes the text on the Clipboard so that it assumes surrounding attributes.

Delete Deletes the current selection from your document. The deleted selection is not stored on the Clipboard.

Select All Selects everything in the active window.

Complete Presents a “menuoid” that offers words that would complete the word you began to type. Most useful by using its keyboard shortcut (initially set at  .

Expand Glossary

Expands Glossary abbreviations created by using the Glossary tools of the QuickFix preference. This is especially useful for East Asian (ideographic) languages that don't have spaces between characters.

Convert Choose commands from the **Convert** submenu to quickly change the kind of quotes and/or the case of text in a selection. These commands are not to be confused with the commands with similar names that appear in the **Character Case** submenu of the **Format** menu. The commands here alter the actual Unicode values (in addition to the appearance) of the characters. If you copy and/or paste the text only at a different location (either in Nisus Writer

Pro or some other application) the underlying characters will not change.

► **Plain Quotes to Smart Quotes**

Changes all quotes in the current selection to "Smart Quotes" (sometimes called "curly" quotes).

► **Smart Quotes to Plain Quotes**

Changes all quotes in the current selection to "Plain Quotes" (sometimes called "dumb" quotes).

► **To lowercase**

Changes the current selection to all lowercase characters.

► **To UPPERCASE**

Changes the current selection to all UPPERCASE characters.

► **To Capitalized**

Makes the first letters of all words in the current selection uppercase characters. If any uppercase characters appear in the selection (and not at the beginning of words) Nisus Writer Pro makes these lowercase

► **To Small Caps**

Changes the current selection so that all lowercase characters are reduced by approximately 75 percent and then exchanged with their equivalent uppercase characters.

► **To Toggled Case**

Switches UPPERCASE characters in the current selection to lowercase characters and lowercase to uppercase.

► **To Unicode Code Points**

Changes the character displayed to its appropriate value in the Unicode codespace; that is, the range of integers from 0 to 10FFFF₁₆.

► **From Unicode Code Points**

Changes the character displayed from its Unicode codespace; to its appropriate linguistic glyph.

Sort Paragraphs

Choose commands from the **Sort Paragraphs** submenu to quickly change the sequence of selected paragraphs. A paragraph is any text that ends with a Return character.

► **Ascending (A-Z)**

Changes the sequence so that selected paragraphs ascend from A - Z and from 1 - "x".

► **Descending (Z-A)**

Changes the sequence so that selected paragraphs descend from Z - A and from "x" - 1.

► **Randomly (shuffle)**

Changes the sequence so that selected paragraphs appear in a random shuffle.

Find

Choose commands from the **Find** submenu to specify Find and Replace options.

► **Show Find...**

Opens the Find/Replace window.

► **Find Next**

Finds the next occurrence of the Find Expression in the active document without activating the Find/Replace window.

► **Find Previous**


Finds the preceding occurrence of the Find Expression in the active document without activating the Find/Replace window.

► **Find All**

Finds all occurrences of the Find Expression in the active document without activating the Find/Replace window.

- ▶ **Replace and Find** Replaces the selection with the contents of the Replace Expression and finds the next occurrence of the Find Expression in the active document without activating the Find/Replace window.
- ▶ **Replace All** Finds all occurrences of the Find Expression in the active document and replaces them with the contents of the Replace Expression without activating the Find/Replace window.
- ▶ **Use Selection for Find** Functions the same as **Copy to Find**.
- ▶ **Scroll to Selection** Scrolls the active document to the location of the insertion point/selection.


Spelling... Choose commands from the **Spelling** submenu to check the spelling of your document.

- ▶ **Spelling Window...** Opens the Spelling dialog for you to check the spelling of your document.
- ▶ **Check Spelling** Selects the next misspelled word following the insertion point.
- ▶ **Correct Next Spelling** Moves the insertion point to the next “unknown” word and corrects it. If more than one possible alternate spelling exists it opens a windoid with the list of words the dictionary suggests as replacements. Pressing  replaces that word with the top word in the list. Pressing an arrow key replaces it with the next (and continuing) word in the list.
- ▶ **Learn Word** Adds the selected word to the System User Dictionary.
- ▶ **Ignore Word** Causes Nisus Writer Pro to ignore the selected word in the current document without adding it to the System User Dictionary.
- ▶ **Check Spelling As You Type** Turns on or off Nisus Writer Pro’s ability to draw a red squiggly line beneath misspelled words (as you type).

Speech Choose commands from the **Speech** submenu to have Nisus Writer Pro start or stop speaking the selected text of your document.

- ▶ **Start Speaking** Causes Nisus Writer Pro to start speaking your text from the location of your insertion point, or the selected text.
- ▶ **Stop Speaking** Causes Nisus Writer Pro to halt speaking your text.

Clipboards Enables you to create new Clipboards and edit them as well as determining which is the “current” Clipboard. A check mark in the menu indicates the current Clipboard.

- ▶ **New Clipboard...** Opens the Clipboard preference dialog and creates a new Clipboard.
- ▶ **Edit Clipboards...** Opens the Clipboard preference dialog.
- ▶ **Edit Current Clipboard** Opens the Current Clipboard for editing. To open any Clipboard to edit its contents press  as you choose its name from the Clipboards submenu.

Special Characters...

(Supplied by the System.) Opens the System Character Palette from which you can choose to insert into your document any special character or symbol in the System. Do not confuse this with the

Special Characters submenu that appears in the Find/Replace window.

Insert Menu

Use the **Insert** menu to add objects (images, etc.), formatting elements (page and column breaks, sections, etc.) and numbering variables, footnotes and/or endnotes, tables of contents, indexes, images and hypertext links to your document.

Automatic Number

Choose commands from the **Automatic Number** submenu to insert into your document numbers that automatically increment and sort.

- ▶ **Section Number** Inserts the number of the current section at the insertion point in the active window.
- ▶ **Pages in Section** Inserts the total number of pages in the current section at the insertion point in the active window.
- ▶ **Page Number** Inserts the number of the current page (of the current section) at the insertion point in the active window.

New Style Commands from the **New Style** submenu enable you to create a new style for your document.

- ▶ **Based on Selection** Changes the view of your document to Style Sheets and creates a new style with the attributes of the selected text.
- ▶ **Character Style** Changes the view of your document to Style Sheets and creates a new character style
- ▶ **Paragraph Style** Changes the view of your document to Style Sheets and creates a new paragraph style

Page Break Starts a new page immediately following the insertion point.

Column Break

Starts a new column immediately following the insertion point.

Glossary Entry Break

In a Glossary document, starts a new Glossary entry immediately following the insertion point. This command is only available in a Glossary type file as illustrated in Figure 207 on page 308.

Section Break

Commands from the **Section Break** submenu enable you to start a new section immediately following the insertion point.

- ▶ **Next Page** A new section begins on the following page.
- ▶ **Odd Page** A new section begins on the following odd page.
- ▶ **Even Page** A new section begins on the following even page.
- ▶ **Same Page** A new section begins at the insertion point on the current page.

Cross-reference... Presents a dialog that enables you to add a cross-reference to the page..., paragraph..., line..., list item... and/or bookmarked text or list item, or table, footnote or endnote.

Bookmarks Commands from the **Bookmarks** submenu enable you to mark a selection of text to which you can jump and/or cross-reference.

- ▶ **Add Bookmark** Creates a bookmark using selected text.
- ▶ **Add Bookmark As...** Presents a dialog enabling you to name a bookmark of selected text.
- ▶ **Remove Bookmark** Removes a bookmark from selected text.

►Show Bookmarks in Navigator

Displays all bookmarked text in a list to the left of the document window. Clicking one of the items in the list moves the selection to that marked text.

Table of Contents

Choose commands from the **Table of Contents** submenu to mark text for, and to create a table of contents of and for your document.

- Include in TOC** Marks the selected text for inclusion in a table of contents. You can mark text for the table of contents to nine levels deep.
- Remove from TOC** Removes the selected text from inclusion in a table of contents.
- Show TOC in Navigator** Displays all text marked for the current table of contents in a hierarchical and collapsible list to the left of the document window. Clicking one of the items in the list moves the selection to that marked text.
- Insert TOC** Generates the Table of Contents using marked text and places it at the insertion point.
- Rebuild TOC...** Rebuilds the Table of Contents in your document.
- Configure TOC Styles...** Presents a dialog enabling you to determine the attributes of your Table of Contents.
- Default TOC** The command checked beneath **Configure TOC Styles...** indicates the name of the current Table of Contents among those that exist in the document. This is the Table of Contents that is active, highlighted (in the text), and will be inserted when you choose **Insert TOC**. The active Table of Contents is the one to which text will be included when you choose one of the various levels of the submenu **Include in TOC**.

Index Choose commands from the **Index** submenu to mark text for, and to create an index of and for your document.


- Index** Marks the selected text for inclusion in an index.
- Index As...** Presents a dialog enabling you to index the selected text (or all expressions that match it) as a different term.
- Additional Index As...** Allows you to add an additional “Index As” reference to selected text.
- Index Using Word List...** Presents a dialog enabling you to open a “word list” file. Nisus Writer Pro then uses the terms of the word list to search your document. When items in the word list are found every occurrence is marked for the index.
- Remove Indexing** Removes the selected text from inclusion in the index
- Insert Index...** Presents a dialog enabling you to determine which index to display and in how many columns. It then places the generated index at the location of the insertion point.
- Rebuild Index** Regenerates the index adding text newly marked for the index.
- Configure Index Styles...** Presents a dialog enabling you to determine the attributes of your Index.

►Default Index	The command checked beneath Configure Index Styles... indicates the name of the current Index among those that exist in the document. This is the Index that is active, highlighted (in the text), and the one that will be inserted when you choose Insert Index.... The active Index is also the one to which text will be included when you choose Index, Index As..., Additional Index As... or Index Using Concordance List....
Footnote	Inserts a footnote at the location of the insertion point.
Endnote	Inserts an endnote at the location of the insertion point.
Directionality Marker	Use the commands in the Directionality Marker submenu in bidirectional text to embed an “Implicit Directional Override”. The different markers allow the bidirectional character types to be overridden when required for special cases, such as for part numbers, addresses and punctuation. These also allow for nested directional overrides. These characters do not display or have any other semantic effect.
►Reverse Direction Marker	Enters a non-displaying character (that takes up no space) that forces the following text to flow in the opposite direction from that of the preceding text.
►Left to Right Marker	Enters a non-displaying character (that takes up no space) that forces the following text to flow left to right in the midst of right to left text.
►Right to Left Marker	Enters a non-displaying character (that takes up no space) that forces the following text to flow right to left in the midst of left to right text.
Images...	Displays the Open dialog from which you can choose a graphic to insert in your document.
Hyperlink...	Displays a sheet that enables you to enter a URL and the clickable text to insert in your document.

View Menu

Choose commands from the **View** menu to see your file in different ways.

Draft View	Displays your current document as free-flowing text, independent of how it would appear printed on paper.
Page View	Displays your current document as it would appear printed on paper.
Style Sheet	Displays the various styles in your current document and enables you to edit them.
Full Screen	Displays your current document so that it fills the entire screen, hiding the Dock (if it is visible) and the Menu Bar. To view the Menu Bar and the Dock move your pointer up to the area where the Menu Bar would be visible. The amount of time required to have the Menu Bar appear is set in the General preferences of Nisus Writer Pro. You can continue to use the commands of Nisus Writer Pro by using the Menu Keys equivalents. You can also exit Full Screen view choosing another view from the

View menu, by pressing the ESC (escape) key or by choosing **Exit Full Screen** from the contextual menu that appears when you press  and click your mouse in the window.

Zoom In Doubles the display size of your document.

Zoom Out Decreases the display size of your document by 50%.

Zoom Choose commands from the **Zoom** submenu of the **View** menu to display your document at various preset percentages **800%**, **400%**, **200%**, **128%**, **100%**, **75%**, **50%**, or **25%**; to set your own percentage (**Other...**). In addition...

▶ **Show Page Width** Shows the maximum width of your document in Page View.

▶ **Show Entire Page** Shows the entire width and height of your document in Page View.

Show/Hide Toolbar

Hides or displays the Toolbar at the top of the Nisus Writer Pro document window.

Customize Toolbar...

Opens a sheet that enables you to customize the appearance of the Toolbar.

Show/Hide Tooldrawer

Displays a drawer of tools to the right or left side of the Nisus Writer Pro document window (depending on the side set in the **General** preferences of Nisus Writer Pro).

Show/Hide Navigator

Displays a (resizable) pane on the left side Nisus Writer Pro document window that lists all the bookmarks or table of contents entries in the document.

Show/Hide Rulers

Displays a ruler (with certain paragraph formatting tools) at the top of the Nisus Writer Pro document window.

Ruler Units Commands from the **Ruler Units** submenu enable you to choose the units displayed on the ruler. You can choose from among **Centimeters (cm)**, **Inches (in)**, **Millimeters (mm)**, **Picas (pc)**, or **Points (pt)** .

Go to Note (Text/Reference)

When a footnote or endnote reference marker is selected this moves your insertion point to the associated note text and selects it. When in the note text, it moves your insertion point to select the footnote/endnote reference marker.

Show Page Guides

When in Page View, displays a line around the printable area in the Nisus Writer Pro document window. It also indicates where to click to add text for a header or footer.

Show Invisibles

Displays various markings in the text to indicate location of spaces, tabs, inserted page and section breaks, and Return characters.

Line Numbers

Choose commands from the **Line Numbers** submenu to cause numbers to appear in Page View (outside the margin) to the left of each line of text. The commands are each exclusive of one another. Line numbers are only “meaningful” in Page View as there are no “hard” lines in Draft View and Full Screen View.

►Not Shown This Section

Prevents line numbers from appearing in the section where the insertion point appears.

►Continue From Previous Section

Causes the line numbers to display and continue numbering from the previous section (unless the previous section does not display numbers in which case the numbers begin again at the number designated in the Line Numbers palette).

►Restart This Section

Causes the line numbers to display (in the section where the insertion point appears) beginning at the number designated in the Line Numbers palette.

►Restart Every Page

Causes the displayed line numbers to restart numbering on every page beginning at the number designated in the Line Numbers palette.

►Show Line Numbers Palette

Opens the Line Numbers palette so you can customize the appearance and other settings of the line numbers.

Allow Hyphenation

Causes all the text of your document to hyphenate based on Apple's internal hyphenation dictionary.

Format Menu

Choose commands from the **Format** menu to alter the display of text of your document.

Remove Attributes Except Styles

Removes all formatting from selected text except for applied Styles.

Remove Attributes and Styles

Removes all formatting (both character and paragraph, but not "List" styles) from and applies the "Normal" style to selected text. When in the Find/Replace window this command displays as **Any Attributes**. In this instance it functions the same as having the **Attribute Sensitive** checkbox unchecked.

Character Style

Choose commands from the **Character Style** submenu of the **Format** menu to apply styles to your document. This is the easiest way to control the formatting of your document. The styles that appear beneath the dotted line are those that exist in the document (the ones described here exist in the Nisus New File shipped with Nisus Writer Pro). You can add or remove these styles. The styles are based on standard HTML editing conventions.

►**Select Style Range** Selects the entire current range of text with the current attribute(s).

►**Select All Style** Selects all text in the document with the current attribute(s).

►Remove Character Styles

Removes all Character Styles that match those of the selection.

When in the Find/Replace window this command displays as **Any Character Style**. In this instance it functions the same as having the **Attribute Sensitive** checkbox unchecked (*for that particular attribute*).

- ▶ **Emphatic** A style supplied in the shipped Nisus New File, applies the user defined attributes of the emphatic style to selected text.
- ▶ **Endnote Reference** A style supplied in the shipped Nisus New File, applies the user defined attributes to the Endnote Reference marker.
- ▶ **Footnote Reference** A style supplied in the shipped Nisus New File, applies the user defined attributes to the Footnote Reference marker.
- ▶ **Strong** A style supplied in the shipped Nisus New File, applies the user defined attributes of the strong style to selected text.

Paragraph Style

Choose commands from the **Paragraph Style** submenu of the **Format** menu to apply styles to your document. This is the easiest way to control the formatting of your document. The styles that appear beneath the dotted line are those that exist in the document (the ones described here exist in the Nisus New File shipped with Nisus Writer Pro). You can add or remove these styles. The styles are based on standard HTML editing conventions.

- ▶ **Select Style Range** Selects the entire current range of text with the current attribute(s).
- ▶ **Select All Style** Selects all text in the document with the current attribute(s).
- ▶ **Remove Paragraph Styles** Removes all Paragraph Styles that match those of the selection.
When in the Find/Replace window this command displays as **Any Paragraph Style**. In this instance it functions the same as having the **Attribute Sensitive** checkbox unchecked (*for that particular attribute*).
- ▶ **Block Quote** A style supplied in the shipped Nisus New File, applies the user defined attributes of the Block Quote style to selected text.
- ▶ **Footer/Header** A style supplied in the shipped Nisus New File, applies the user defined attributes of the Header/Footer style to selected text.
- ▶ **Heading 1** A style supplied in the shipped Nisus New File, applies the user defined attributes of the Heading 1 style to selected text.
- ▶ **Heading 2** A style supplied in the shipped Nisus New File, applies the user defined attributes of the Heading 2 style to selected text.
- ▶ **Heading 3** A style supplied in the shipped Nisus New File, applies the user defined attributes of the Heading 3 style to selected text.
- ▶ **Heading 4** A style supplied in the shipped Nisus New File, applies the user defined attributes of the Heading 4 style to selected text.
- ▶ **Heading 5** A style supplied in the shipped Nisus New File, applies the user defined attributes of the Heading 5 style to selected text.

► Heading 6	A style supplied in the shipped Nisus New File, applies the user defined attributes of the Heading 6 style to selected text.
► Normal	A style supplied in the shipped Nisus New File, applies the user defined attributes of the Normal style to selected text. This is the style of text in your Nisus New File when you first start typing in Nisus Writer Pro.
► Title	A style supplied in the shipped Nisus New File, applies the user defined attributes of the Title style to selected text.
Note Style	Choose commands from the Note Style submenu of the Format menu to apply styles to your document. This is the easiest way to control the formatting of your document. These styles are based on standard HTML editing conventions. These styles only appear when and if you insert an endnote or footnote in your text.
► Endnote	A style supplied in the shipped Nisus New File, applies the user defined attributes of the Endnote style to selected text.
► Footnote	A style supplied in the shipped Nisus New File, applies the user defined attributes of the Footnote style to selected text.
Language	<p>Choose from available languages to have Nisus Writer Pro check spelling, etc. according to that language. Those above the first separator line refer to your most recently used languages. The next list of languages represent those you have included in your Languages preferences in Nisus Writer Pro. Below that are user defined languages. Below Edit Languages... you may see additional languages. If you receive a file with a User Language from someone and that User Language does not match one you have added to your copy of Nisus Writer Pro, that Language name appears at the bottom of the Language submenu.</p> <p>“Language” is an attribute of your text, not the document. If done correctly, changing the language of a part of the text changes the input method (keyboard), dictionary and/or thesaurus (if available) and (if appropriate) font.</p>
► Remove Language Attribute	<p>Removes any user applied languages, allowing the system language or languages defined by styles to be used instead.</p> <p>The command is enabled whenever the selection has a particular language attribute applied.</p> <p>When in the Find/Replace window this command displays as Any Language. In this instance it functions the same as having the Attribute Sensitive checkbox unchecked (<i>for that particular attribute</i>).</p>
► Edit Languages...	Opens the Languages preferences dialog in which you can modify existing or create new language settings.
Font	<p>Lists all the fonts you have that your version of the OS can display. These are generally in any of the following folders</p> <p>/Library/Fonts ~/Library/Fonts /Network/Library/Fonts /System/Library/Fonts and any fonts in the Fonts folder of the OS 9.x, Classic “System</p>

Folder” so long as they are not being managed by a Classic font management tool.

Choose a font from the **Font** submenu to apply it to the current selection. If you have no text selected, Nisus Writer Pro applies the font change at the insertion point, and as you type, the text displays in the font you have chosen.

Nisus Writer Pro lists all available fonts in the submenu which you can apply to the current selection. A check mark precedes the currently selected font. If you select a range of text displaying multiple fonts a dash appears before those fonts which are present in the selection.

Nisus Writer Pro lists the most recent five fonts you have chosen for easy access at the top of the **Font** submenu. Nisus Writer Pro restarts this list when you restart the application.

The fonts appear in the list displayed in their own font (WYSIWYG) if you set your Appearance Preferences of Nisus Writer Pro to do this (see “Choose Various Display Options for Your Documents” on page 293). Displaying the **Font** menu this way causes initial activation of the application to take longer.

► **Show Fonts** Opens the Fonts panel which allows you to choose from various sets of fonts or font families, the typefaces they support, and their various sizes.

► **Remove Font Attribute** Removes any user applied fonts from the selection, allowing the System font or the underlying font defined by styles and/or the Nisus New File to be used instead. The command is enabled whenever the selection has a particular font attribute applied. When in the Find/Replace window this command displays as **Any Font**. In this instance it functions the same as having the **Attribute Sensitive** checkbox unchecked (*for that particular attribute*).

Size Choose a point size from the **Size** submenu to apply that size to the current selection. If you have text selected, Nisus Writer Pro applies the size change at the insertion point, and as you type, the text displays in the size you have chosen.

► **Other...** Enables you to set the point size of your text to any point size.

► **Remove Font Size Attribute** Removes any user applied sizes from the selection, allowing the size defined by any underlying styles to be used instead. When in the Find/Replace window this command displays as **Any Font Size**. In this instance it functions the same as having the **Attribute Sensitive** checkbox unchecked (*for that particular attribute*).

► **Increase** Enlarges the size of the current selection in one-point increments.

► **Increase By...** Enlarges the size of the current selection by a specified number of points.

► **Decrease** Diminishes the size of the current selection in one-point increments.


► **Decrease By...** Diminishes the size of the current selection by a specified number of points.

Character Case


Choose commands from the **Character Case** submenu to alter the appearance of the case of the current selection. If you have text selected, Nisus Writer Pro applies the case change at the insertion point, and as you type, the text displays in the “style” you have chosen.

These commands are not to be confused with the commands with similar names that appear in the **Convert** submenu of the **Edit** menu. These alter the appearance of the characters but not their Unicode values. If you copy and/or paste the text only at a different location (either in Nisus Writer Pro or some other application) the underlying characters will display.


► Remove Case Change Attribute

Causes text to display according to the physical settings of the keyboard ( pressed or not, etc.). When in the Find/Replace window this command displays as **Any Case Change**. In this instance it functions the same as having the **Attribute Sensitive** checkbox unchecked (*for that particular attribute*).


► Display as lowercase

Causes text to display as lowercase despite the settings of the keyboard ( pressed or not, etc.).

► Display as UPPERCASE

Causes text to display as UPPERCASE despite the settings of the keyboard ( pressed or not, etc.).

► Display as Capitalize

Causes text to display with each word capitalized despite the settings of the keyboard ( pressed or not, etc.).

► Display as SMALL CAPS

Causes all lowercase text to display as if it were in a smaller size of the uppercase characters of the font.

Bold, Italic Displays selected text in these formats.

Underline Choose commands from the **Underline** submenu of the to apply and/or remove various underline attributes to or from selected text.

► None

Removes any and all **Underline** attributes from selected text whether the underline is part of the style’s definition as set in the Style Sheet view or applied in addition to the style.

► Remove Underline Attribute

Removes any additional underline attributes applied to the text that are not part of the style’s definition as set in the Style Sheet view.

When in the Find/Replace window this command displays as **Any Underline**. In this instance it functions the same as having the **Attribute Sensitive** checkbox unchecked (*for that particular attribute*).

► Single or Double

Draws either a single or a double line under selected text.

► Show Underline Colors

Opens the Colors panel enabling you to set the color of the **Underline**.

Strikethrough

Choose commands from the **Strikethrough** submenu of the **Format** menu to apply and/or remove various strikethrough attributes to or from selected text.

- ▶ **None** Removes any and all **Strikethrough** attributes from selected text whether the strikethrough is part of the style's definition as set in the Style Sheet view or applied in addition to the style.
- ▶ **Remove Strikethrough Attribute** Removes any additional strikethrough attributes applied to the text that are not part of the style's definition as set in the Style Sheet view.
When in the Find/Replace window this command displays as **Any Strikethrough**. In this instance it functions the same as having the **Attribute Sensitive** checkbox unchecked (*for that particular attribute*).
- ▶ **Single or Double** Draws either a single or a double line through selected text.
- ▶ **Show Strikethrough Colors** Opens the Colors panel enabling you to set the color of the **Strikethrough**.

Shadow Displays selected text with a shadow you can customize in the Font panel (opened by choosing **Show Fonts** from the **Font** submenu of the **Format** menu).

Baseline Choose commands from the Baseline submenu to raise or lower selected text.

- ▶ **Use Default** Returns the selected Super or Subscripted text to the baseline of the surrounding text (unless some other baseline attribute has been added).
- ▶ **Remove Super/Sub Attribute** Returns the selected Super or Subscripted text to the baseline of the surrounding text (unless some other baseline attribute has been added).
When in the Find/Replace window this command displays as **Any Super/Sub**. In this instance it functions the same as having the **Attribute Sensitive** checkbox unchecked (*for that particular attribute*).
- ▶ **Superscript and Subscript** Places the current selection five points above or below the baseline of the surrounding text and makes the text appear smaller (without changing the actual size).
- ▶ **Remove Baseline Attribute** Returns the selected text to the baseline of the surrounding text (unless some other baseline attribute has been added).
When in the Find/Replace window this command displays as **Any Baseline**. In this instance it functions the same as having the **Attribute Sensitive** checkbox unchecked (*for that particular attribute*).
- ▶ **Raise Baseline and Lower Baseline** Raises or lowers the current selection in one point increments above or below the current height.

Ligature Choose commands from the **Ligature** submenu to cause selected text to use ligatures (characters (such as æ) consisting of two or

more letters or characters joined together). Various fonts support more or less ligatures.

- ▶ **Use Default** Uses the basic set of ligatures built into “most” fonts.
- ▶ **Remove Ligature Attribute** Removes the ligature attribute from selected text (unless some other ligature attribute has been added). When in the Find/Replace window this command displays as **Any Ligature**. In this instance it functions the same as having the **Attribute Sensitive** checkbox unchecked (*for that particular attribute*).
- ▶ **Use None** Prevents any connecting of characters.
- ▶ **Use All** Uses the greatest available number of ligatures built into a font.

Kern Choose commands from the **Kern** menu to cause selected text to be squeezed closer or spread further apart.

- ▶ **Use None** Removes any squeezing or spreading of selected text (unless some other baseline attribute has been added i.e. based on a style defined in Style Sheet view).
- ▶ **Remove Kern Attribute** Removes any squeezing or spreading of text. When in the Find/Replace window this command displays as **Any Kerning**. In this instance it functions the same as having the **Attribute Sensitive** checkbox unchecked (*for that particular attribute*).
- ▶ **Tighten** Squeezes selected text closer together.
- ▶ **Loosen** Spreads selected text further apart.

Line Spacing Choose commands from the **Line Spacing** submenu to cause lines of selected text to spread themselves vertically in various ways. Line height, known to typesetters as leading (because of the pieces of lead placed between the lines of type) refers to the vertical distance between the top of one line and the top of the following line. You can achieve more precise spacing by using the Paragraph palette.

- ▶ **Single** Spaces the lines so that the minimal amount of leading is used.
- ▶ **1.5 Lines** Spaces the lines so that the minimal amount of leading plus one half line more is used.
- ▶ **Double** Spaces the lines so that double the amount of leading in **Single** is used.
- ▶ **Triple** Spaces the lines so that triple the amount of leading in **Single** is used.

Paragraph Alignment

Choose commands from the **Paragraph Alignment** submenu to cause selected text to align itself in various ways.

- ▶ **Align Left** Aligns text along the left edge of the line wrap area.
- ▶ **Align Right** Aligns text along the right edge of the line wrap area.
- ▶ **Center** Centers text around an invisible line between the left and right line wrap indicators.
- ▶ **Justify** Spreads text “evenly” between the left and right line wrap indicators so that it touches both sides.

Paragraph Writing Direction

Choose commands from the **Paragraph Writing Direction** submenu to cause selected text to flow either from left to right or

right to left.

Text direction is a function of the language selected. Each language has a “natural” direction of its own. You can override this direction of a paragraph within a section of text designated as being in a particular language (and therefore flowing in a particular direction) by using this control.

- ▶ **Natural** Causes text to flow in the “natural” direction for the language associated with the text.
- ▶ **Left to Right** Causes the primary direction of the paragraph to flow from left to right.
- ▶ **Right to Left** Causes the primary direction of the paragraph to flow from right to left.

Paragraph Layout Options

Choose commands from the **Paragraph Layout Options** submenu to cause selected text to keep together or flow to the next page.

These commands only display their effects in Page View.

- ▶ **Disallow Widows & Orphans** Causes the text of the first and last lines of a paragraph to appear with at least one other line of that paragraph if it would otherwise appear on a page or column by itself.
- ▶ **Keep Paragraph Together** This causes the selected paragraph to appear on one page, moving the entire text of the paragraph to the following page, if as much as one line of it must display on that page.
- ▶ **Keep With Next Paragraph** Causes the selected paragraph to stay with the succeeding paragraph (if that paragraph must move to the following page).

Lists

Choose commands from the **Lists** submenu to cause selected text to have bullets or various sequences of numbers before it (or to remove those numbers). Additional list styles you create appear above **New List Style...**

- ▶ **Restart Numbering** Restarts the numbering sequence for every paragraph that is selected.
- ▶ **Continue Numbering from Previous** Resumes the numbering sequence from the last number or letter before any break was introduced.
- ▶ **Use None** Removes any of the numbers that have been automatically created.
- ▶ **Bullet List** Uses single bullets to begin each paragraph.
- ▶ **Headings** Uses (European) Arabic numerals (1, 1.1, 1.1.1, etc.) to number and causes the numbers to appear at the far left (or right in right to left sections), i.e. along the margin. Designed to be used in conjunction with the Heading 1, etc. styles.
- ▶ **Lettered List** Uses letters to begin each paragraph.
- ▶ **Number List** Uses numbers to begin each paragraph.
- ▶ **Outline** Makes the numbering sequence like an outline.
- ▶ **Tiered List** Resembles the Headings list, but is not designed to work in conjunction with the Heading 1, etc. styles.
- ▶ **New List Style...** Creates a new list style.
- ▶ **Edit List Style...** Enables you to edit the selected list style.

- Increase Indent** Moves the left indent and first line indent markers in at quarter inch increments. If you choose this command repeatedly, the indents continue in one-quarter inch increments.
- Decrease Indent** Moves the first line indent and left line indent out a quarter inch. If you choose this command repeatedly, the indent and the left line wrap continue in one-quarter inch increments (until both are flush left).
- Highlight** Use commands of the **Highlight** submenu to add highlight color to selected text. Unlike the Highlight button on the Toolbar, the **Highlight** submenu does not have an associated default highlight color. It is primarily intended for assigning Keyboard Shortcuts to the colors you use most often. The colors available are **None** (which clears any highlighting present), **Yellow**, **Pink**, **Blue**, **Green**, **Cyan** and **Gray**.
- ▶ **Remove Highlight Attribute** Removes any highlighting present in selected text. When in the Find/Replace window this command displays as **Any Highlight**. In this instance it functions the same as having the **Attribute Sensitive** checkbox unchecked (*for that particular attribute*).
- Text Color** Use commands of the **Text Color** submenu to add color to the characters of selected text. The colors available are: **Black**, **Brown**, **Dark Red**, **Red**, **Purple**, **Orange**, **Fuchsia**, **Dark Green**, **Green**, **Yellow**, **Dark Blue**, **Blue**, **Teal**, **Cornflower Blue**, **Cyan**, **Dark Gray**, **Gray**, and **Light Gray**.
- ▶ **Remove Text Color** Removes any text color present in selected text. When in the Find/Replace window this command displays as **Any Text Color**. In this instance it functions the same as having the **Attribute Sensitive** checkbox unchecked (*for that particular attribute*).
 - ▶ **Show Text Colors** Opens the Colors panel enabling you to change the color of selected text to any color you can point to.

Table Menu

Use commands of the **Table** menu and its submenus to insert and modify your tables in Nisus Writer Pro.

New Table... Inserts a new table.

Convert to Table

Converts selected tab delimited text to a table.

Copy Table Text

Copies all the text in selected cells of a table and enables you to paste elsewhere the information as text (without its table formatting).

Insert

Choose commands from the **Insert** submenu to insert columns and/or rows to existing tables.

- ▶ **Column to the Left** Adds a column to the left of the column in which the insertion point appears.
- ▶ **Column to the Right** Adds a column to the right of the column in which the insertion point appears.
- ▶ **Row Above** Inserts a row above the row in which the insertion point appears.
- ▶ **Row Below** Inserts a row below the row in which the insertion point appears.

Select	Choose commands from the Select submenu to select an entire table or various portions of it.
▶ Table	Selects the entire table.
▶ Rows	Expands the selection to include all the rows in which the insertion point appears.
▶ Columns	Expands the selection to include all the columns in which the insertion point appears.
▶ Cells	Expands the selection to include all the text in all the cells in which the insertion point appears.
Delete	Choose commands from the Delete submenu to delete an entire table or various portions of it.
▶ Table	Deletes the entire table.
▶ Rows	Deletes all the rows in which the insertion point appears.
▶ Columns	Deletes all the columns in which the insertion point appears.
▶ Cells	Deletes all the cells in which the insertion point appears.
Merge Cells	Merges selected cells.
Split Cells...	Presents a dialog that allows you to determine how you want to split selected cells.
Align Left	Aligns the table along the left line wrap indicator.
Align Right	Aligns the table along the right line wrap indicator.
Center	Aligns the table centered between the two line wrap indicators.
Align Cells	Choose commands from the Align Cells submenu to align the contents of cells.
▶ Align Left	Aligns the contents of a cell along its left edge.
▶ Align Right	Aligns the contents of a cell along its right edge.
▶ Center	Aligns the contents of a cell along its imaginary center line.
▶ Justified	Spreads the contents of a cell so that its contents fill the cell evenly.
▶ Top	Suspends the text from the top of the cell.
▶ Bottom	Rests the text just above the baseline of the cell
▶ Middle	Centers the text evenly between the top and the baseline of the cell.
Distribute Rows Evenly	Resize selected rows so they are all the same height.
Distribute Columns Evenly	Resize selected columns so they are all the same width.
Fit to Contents	Resize the table so that the cells are no larger than they need to be to display their contents (including “padding”).
Fit to Page	Resize the table so that the cells expand to fill the entire page regardless of how much space each cell needs to display its contents.

Macro Menu

Use commands of the **Macro** menu to automate aspects of how you use Nisus Writer Pro. The **Macro** menu supports submenus that consist of folders inside the Macro folder.

Run Selection As Macro

Executes the selected macro commands.

New Macro Opens a new Untitled document window ready for you to enter the code for a Perl Script or Nisus Writer Pro macro. When you choose Save As, navigate to the folder
~/Library/Application Support/Nisus Writer/Macros/
Nisus Writer Pro appends the appropriate extension “.nwm” (Nisus Writer Macro).

Load Macro...

Presents an Open dialog that allows you to select a macro to open (load) so that it appears in the **Macro** menu.

Open Macro Folder

Opens the Macro folder in the Finder.

Save As Macro...

Saves the current Nisus Writer Pro document as a Macro. You should only use this command if your document contains macro instructions.

The name of each macro file appears in alphabetical order in the lower portion of the menu.

Templates Nisus Software supplies some Perl templates to help you get started. These are kept in the templates folder inside the Macros folder. You can group and store other macros in folders in a similar fashion.
Other macros (or folders of macros) may be available when Nisus Writer Pro is released. These will appear on this menu.

Window Menu

Choose commands from the **Window** menu to manage document windows.

The names of open documents appear at the bottom of the Window menu in alphabetical order. If the document name has a bullet in front of it, the document has changed since it was last saved. If the document name has a diamond in front of it, the document is “minimized” in the Dock. Choosing a document name from the Window menu brings its window to the front. The document name with a check is the active window.

Minimize This has the same effect as clicking the Minimize (amber) button, it sends the window to the Dock.

Zoom This has the same effect as clicking the Zoom (green) button, it alternates between the full height and width of the window and its previous display size. The fully zoomed size differs depending on whether you use Draft or Page View.

Palettes Choose commands from the **Palettes** submenu to manage your Nisus Writer Pro palettes.

► Show Palette Library

Opens the Palette Library window which allows you to define sets of palettes for your work.

►Hide/Show Palettes

Alternately hides or shows any floating palettes.

►Borders, Character, Columns, Headers & Footers, Image, Indexing, Language, Line Numbers, Lists, Margins, Page Zoom, Paragraph, Section, Shading, Statistics, Styles, Table, Table Cells, Table of Contents

Alternately displays or closes that particular palette as a floating windoid.

Document Manager

Opens the Document Manager which allows you to preview unopened documents. It also lets you open, move or delete them.

Bring All to Front

Brings all Nisus Writer Pro documents to the front of all other windows.

Exchange Front Windows

Brings the document window immediately behind the current window to the front. The current active window becomes the second window.

Next Window

Brings the document window immediately behind the current window to the front. The current active window becomes the last window.

Last Window

Brings the document window at the bottom of the pile to the top. The current active window becomes the second window.

Help Menu

Nisus Writer Pro Help

Opens the Apple Help Viewer with Nisus Writer Pro Help.

Get Support...

If you are connected to the Internet, this opens your Web browser and displays the Nisus Software Support Forum.

Send Feedback...

Opens a dialog that enables you to send feature requests or problems directly to Nisus Software.

Creating Documents

Now that you've had a grand tour and a brief description of the menu commands of the Nisus Writer Pro working environment you are ready to begin creating and editing your documents.

This is the major portion of the documentation. It describes all the tools you need to create basic printable documents.

Writing and Editing	47
Formatting Documents	71
Setting Up a Document's Page	113
Headers and Footers	135
Graphics	147
Book Tools	153
Working with Bookmarks and Cross-references	191

Writing and Editing




This portion of the manual introduces you to Nisus Writer Pro and shows you basic word processing tasks. Review the information here to get a feel for the application and how easy it is to learn and use. The sections include

Entering (Typing) Text	47
Writing in Multiple Languages	47
Selecting Text	56
Copying Text	57
Drag and Drop	59
Cutting Text	59
Pasting Text	59
Moving, Deleting, and Replacing Text	60
Using the Clipboards	60
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Recovering from Mistakes	70

Entering (Typing) Text

At first blush, the Macintosh seems a lot like a typewriter (if you can remember what that was)¹. It has a keyboard that looks pretty much like that of a typewriter and it enables you to put letters together to put words on paper. However, there the metaphor ends.

On a computer you type letters and spaces, numbers and punctuation marks, combining them into recognizable, meaningful configurations. The keyboard sends electronic signals to the central processing unit (CPU) which then sends the signals further on to become images that appear in thousands of points of light on the monitor in front of you.

- When you type, words that do not fit on one line, automatically “wrap” to the beginning of the next line.
- Press  only to begin a new paragraph, not when you come to the end of a line.
- Indent the beginnings of your paragraphs using the tools on the ruler (as explained in “Structuring paragraphs” beginning on page 73). Do not press  or .

For detailed information that explains how fonts work and how Nisus Writer Pro displays your text on opening a file see Appendix II - Displaying Fonts and Text on page 361.

Writing in Multiple Languages

Though it is invisible, “Language” is an attribute of your text. If applied correctly, changing the language of a portion of the text changes the

- input method (keyboard),
- dictionary and/or thesaurus (if there is one for that language),
- font (if appropriate),
- QuickFix typo and related corrections (if you have set them).

¹ Certain aspects of the typewriter still affect the way we do and conceive of word processing. For more information see the article in the Wikipedia: <<http://en.wikipedia.org/wiki/Typewriter>>.

While Nisus Writer Pro is set up “out of the box” to write in American English, it supports writing in any version of English (or other European romanica² languages), or in a mixture of these languages. It supports writing in languages where the shape of the alphabetic character changes depending on its position in relation to other characters (Devanagari, Thai, etc.—similar in concept to “*script*” in romanica handwriting where letters following the *h*, *o*, *o* and *w* have slightly different shapes because the letters end above the baseline). It also supports writing in languages where writing is syllabic or ideographic rather than alphabetic such as Chinese, Japanese and Korean. Due to limitations in Bidirectional text handling in Panther, full Bidirectional text manipulation (Arabic, Hebrew, Ladino, Pashtun, Persian, Urdu, or Yiddish) is available in Nisus Writer Pro only when run in Mac OS X 10.4.x (Tiger) and above.

Nisus Writer Pro supports Unicode which is explained in the “Glossary of Useful Terms” on page 357. It can mix and match characters from any language in any document, page, paragraph, sentence and/or word.

Set up language support in Nisus Writer Pro

Nisus Writer Pro enables you to edit your text in any language the Macintosh supports.

This allows you to use specialized dictionaries, thesauri (if available), a localized keyboard (input method) and a specific font for characters unique to that language if the primary font (the one you have set in that document (or the Nisus New File)) does not have them. This also enables you to use the QuickFix Preferences you set in relation to that language. For more information about QuickFix see “Determine What QuickFix Fixes” on page 306.

You will achieve best results in writing in the language of your choice if you take a few minutes to set the Languages preference of Nisus Writer Pro in advance.



Remember, “Language” is an attribute of your text.

1. Choose **Preferences...** from the **Nisus Writer Pro** menu.
2. Choose **Languages** at the top of the dialog.

Along the left column you will see those languages you have enabled in the International panel in the System Preferences. You can add or subtract your own “designer” language (Tok Pisin³, Jawi⁴, Syriac⁵, Klingon⁶ for example). If a language you would like to use is missing from the list, click **More** and add it to the list.

² Romanica refers to those languages that use the Latin alphabet regardless of their linguistic relationships.

³ The creole language spoken in northern mainland Papua New Guinea.

⁴ The nearly extinct Australian Aboriginal language of Western Australia.

⁵ An Eastern Aramaic language that was once spoken across much of the Fertile Crescent.

⁶ The constructed language spoken by Klingons in the fictional Star Trek universe.

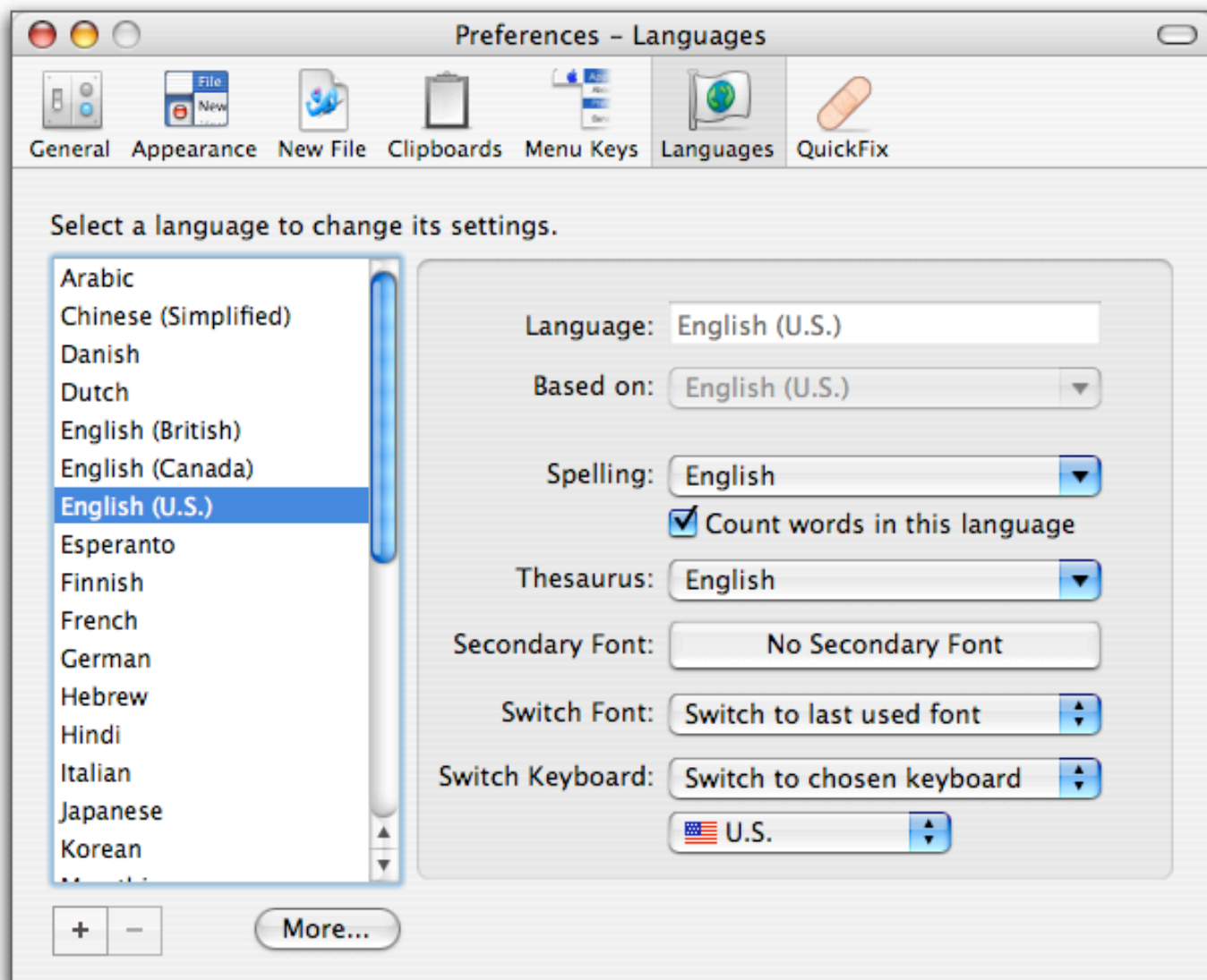


Figure 17
The Languages portion of the Preferences dialog

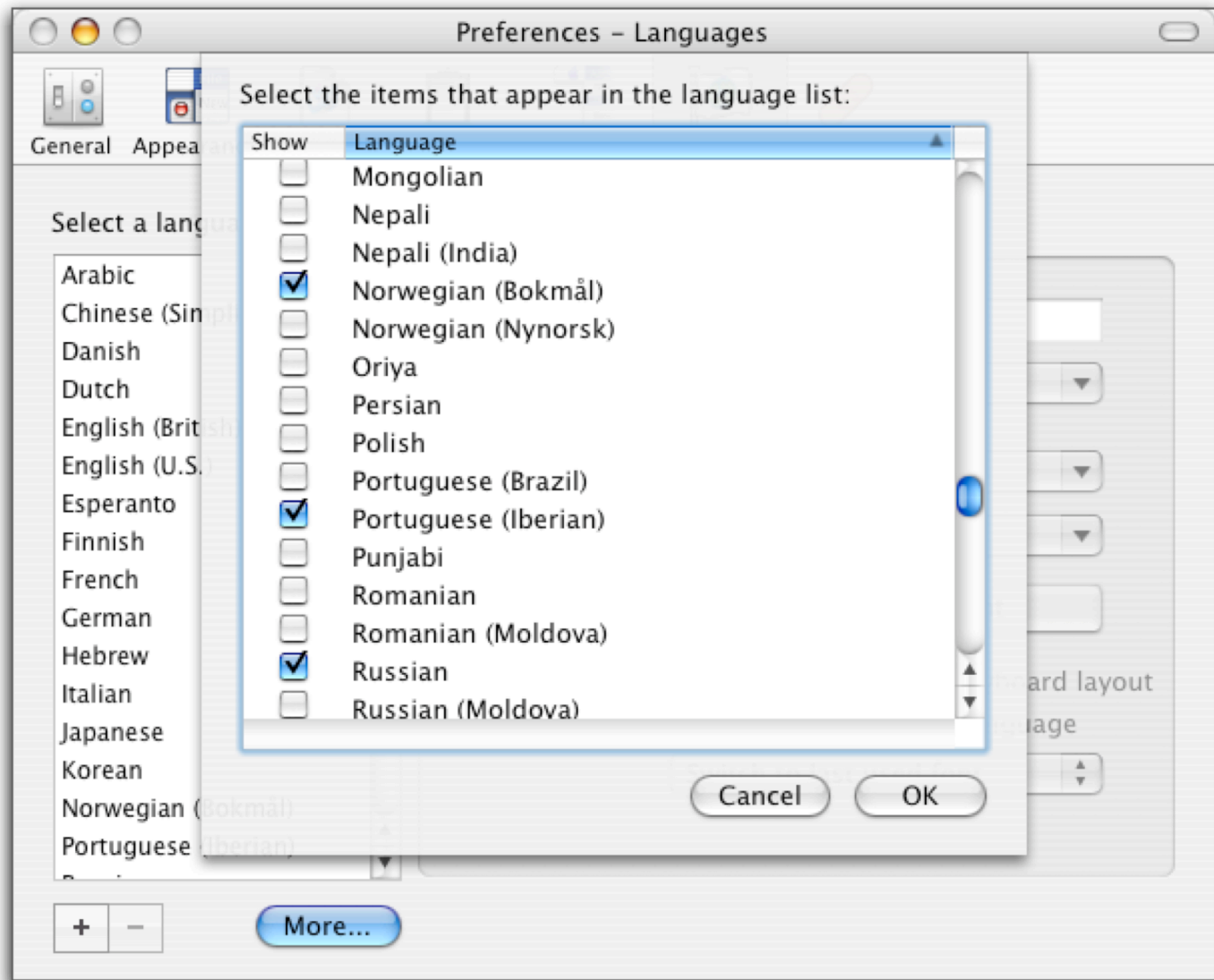


Figure 18

The “More” portion of the Languages Preferences

3. Select any language in the column of available languages to customize its behavior in Nisus Writer Pro.
4. From the **Spelling** pop-up menu choose the appropriate spelling checker dictionary.

You can choose from among any of the dictionaries you have in your System (Apple’s own dictionary or those available via [CocoAspell](http://people.ict.usc.edu/~leuski/cocoaspell) <<http://people.ict.usc.edu/~leuski/cocoaspell>> or [Spell Catcher](http://rainmakerinc.com/) <<http://rainmakerinc.com/>> or, for Hebrew <<http://www.mitzpettel.com/software/hspell.php>>).

5. Check **Count words in this language** if you want Nisus Writer Pro to count the words in your document that are written in that language (displayed in the Stats palette).
6. From the **Thesaurus** pop-up menu choose an appropriate thesaurus (if available).
7. Set the secondary font options.

The options here are many and varied. Your choice depends, in part, on the nature of the languages you use.

Independent of what you choose here, if your second (third, or additional) language has characters that do not appear in your primary language’s

preferred font (almost any font other than **Lucida Grande** if you use a language other than romanian languages), Nisus Writer Pro will switch to the secondary font to display those characters.

- **Do not change the font**

If your second language uses the same characters as your primary language (the vast majority of European (romanian) languages), you would have minimal reason to change the font.

- **Switch to last used font**

If your second language has multiple fonts that can display its characters, you might want Nisus Writer Pro to use the font you had most recently used when you last entered text in that language.

- **Switch to secondary font**

Nisus Writer Pro will use the designated secondary font whenever you choose that particular language.



Because standard European style Arabic numerals (1, 2, 3, etc.) are almost always available in all fonts; these will display in your primary font even if you choose **Do not change the font**, and your second language needs to display the majority of its characters in the secondary font.

8. Click the button beneath the **Secondary font** pop-up menu to choose a secondary font if appropriate for writing in that language. This opens the Font panel illustrated in Figure 85 on page 119. Choose the font and size you want then close the Font panel.

Most European languages do not need a different font for their display. However if writing in German you might want to use a Blackletter, (or Gothic script or Gothic minuscule) font.⁷

Some languages are pre-set to use a secondary font. In that case (and when you choose a font) the font's name appears on the button.

You can learn more about what Unicode fonts are available for your particular language needs on the Web, in particular Alan Wood's Unicode Resources:

<http://www.alanwood.net/unicode/fonts_macosx.html>

9. Choose the appropriate keyboard options from the **Keyboard Layout** pop-up menu.

Once again, the options are varied and your choice depends, in part, on the nature of the languages you use and the kind of writing you do.

- **Do not change the keyboard**

If you write in two romanian languages, but use a secondary language intermittently, you can use the **U.S. Extended** keyboard, illustrated in Figure 221 on page 364, to enter any character in that extended set.

- **Switch to last used keyboard**

If the different languages you use have multiple input methods and you switch among those various methods you can have Nisus Writer Pro use the most recently used method.

- **Switch to chosen keyboard**

If the different languages you use have multiple input methods and you prefer to use a specific method you can have Nisus Writer Pro use the particular one you designate.

Switch to chosen keyboard enables another pop-up menu from which you can choose any of the keyboards you have enabled through the International

⁷ For more information and illustrations see <<http://en.wikipedia.org/wiki/Blackletter>>

System Preferences as explained in “Turn on display of the input (keyboard “flag”) menu” on page 363. Choose the keyboard you want to use from this menu.



Once you have set up your Languages preference, you can have your New file open in that language. For more information on this task, see “Set “defaults” for new files” on page 115.

Choose a language in which to write

If you have set up your languages, you can change the language in which you enter text in your document by choosing the appropriate language from the:

- **Language** button on the Toolbar at the top of your document window



Figure 19

The Language button on the Toolbar

- **Language** Tag on Statusbar at the bottom of the document window



Figure 20

The Language Tag on Statusbar



The flag implies no political allegiance or association. The flag is of the entire people (and it represents the language of that people), not a particular party. This is an Apple convention. (The International System Preference lists many more flags (and other symbols) that attempt to iconographically represent a linguistic group.)

- **Language** pop-up menu in the Language palette of the Tooldrawer



Figure 21

The Language pop-up menu in the Language palette (shows the Thesaurus when a word is spelled correctly)

- **Language** submenu of the **Format** menu.



For quick access to any of your languages you can assign a keyboard shortcut as explained in “Assign Menu Keys to Menu Commands” on page 304.

Write in a different language (to switch languages)

1. Make sure that you have set your International System Preferences and your Nisus Writer Pro Language Preferences as indicated in Appendix III - “Set up language support on your Macintosh” on page 367 and “Set up language support in Nisus Writer Pro” on page 48.
2. Choose the language you want to type in from the Language palette (or the **Language** button on the Toolbar at the top of the window, or the **Language** submenu of the **Format** menu, or from the **Language** Tag on the Statusbar at the bottom of the document window).
3. Begin typing.

Enter right to left text in your document

Once you have set your Nisus Writer Pro Languages preference appropriately (as explained in “Set up language support in Nisus Writer Pro” on page 48), typing in right to left (or “Bidirectional”) languages (such as Arabic, Hebrew, Ladino, Pashtun, Persian, Urdu, or Yiddish) is the same as in any other language.

However, in order to get you started quickly the following information deals with matters explained in more detail later in the documentation.

1. Choose the language you want to type in from the Language palette (or the **Language** button on the Toolbar at the top of the window, or the **Language** submenu of the **Format** menu, or from the **Language** Tag at the bottom of the document window).

If this is a new document that has no text in it, a dialog appears asking if you want the document to be primarily right to left.

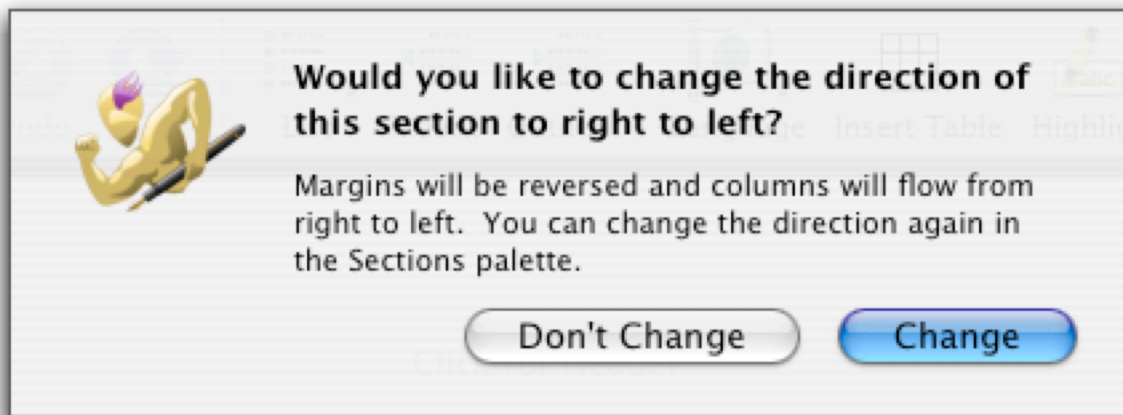


Figure 22

The change direction of document dialog

2. Choose the option you want. In either case, Nisus Writer Pro will switch the display of the ruler as well as the indent and outdent buttons on the Toolbar.

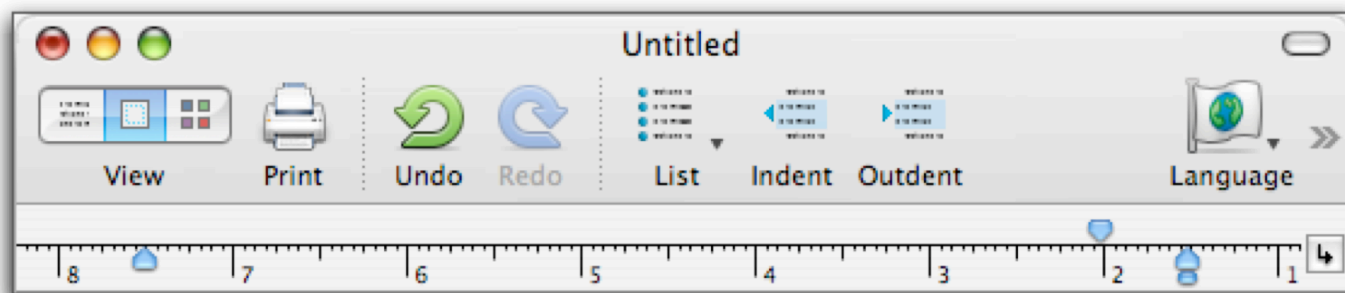


Figure 23

The right to left ruler and Indent/Outdent buttons

3. Type your text.

Mix right to left and left to right text... some common errors and fixes

If your insertion point is inside a left to right paragraph (of a left to right document) and you want to write something in a right to left language, all you need do is choose the language you want to write in from the Language palette (or the **Language** button on the Toolbar at the top of the window, or the **Language** submenu of the **Format** menu, or from the **Language** Tag at the bottom of the document window). Nisus Writer Pro keeps the direction of the paragraph but switches the keyboard and the font based on your preferences.

If you have text that includes “part numbers” or addresses or similar mixtures of right to left and left to right characters, you can assure the correct flow of the text by choosing the appropriate **Reverse Direction Marker** from the **Directionality Marker** submenu of the **Insert** menu. Insert the character as soon as you need to switch the directionality, *or the direction will not switch*. These characters do not display, nor do they have any other semantic effect.

Be sure to turn on **Show Invisibles** (near the bottom of the **View** menu)

Have an exclamation point appear correctly in a left to right string of right to left text

- The problem... the exclamation point appears at the beginning of the English phrase, not at its end:

(!Be Careful) משפחות

- Solution
 1. Type the Hebrew text.
 2. Choose **Left to Right Marker** from the **Directionality Marker** submenu of the **Insert** menu.
 3. Type the English text.
 4. Once again, choose **Left to Right Marker** from the **Directionality Marker** submenu of the **Insert** menu.

(Be Careful!) משפחות

Have the period appear correctly in a left to right sentence that ends with a right to left word

- The problem... as received by technical support:
First I write English then עברית. אבל the עברית comes out on the wrong side of the period.

- Solution

In areas of mixed languages, you might switch the “Keyboard” “input method” rather than change the actual language associated with that text as explained in step 2 of “Write in a different language (to switch languages)” on page 53.

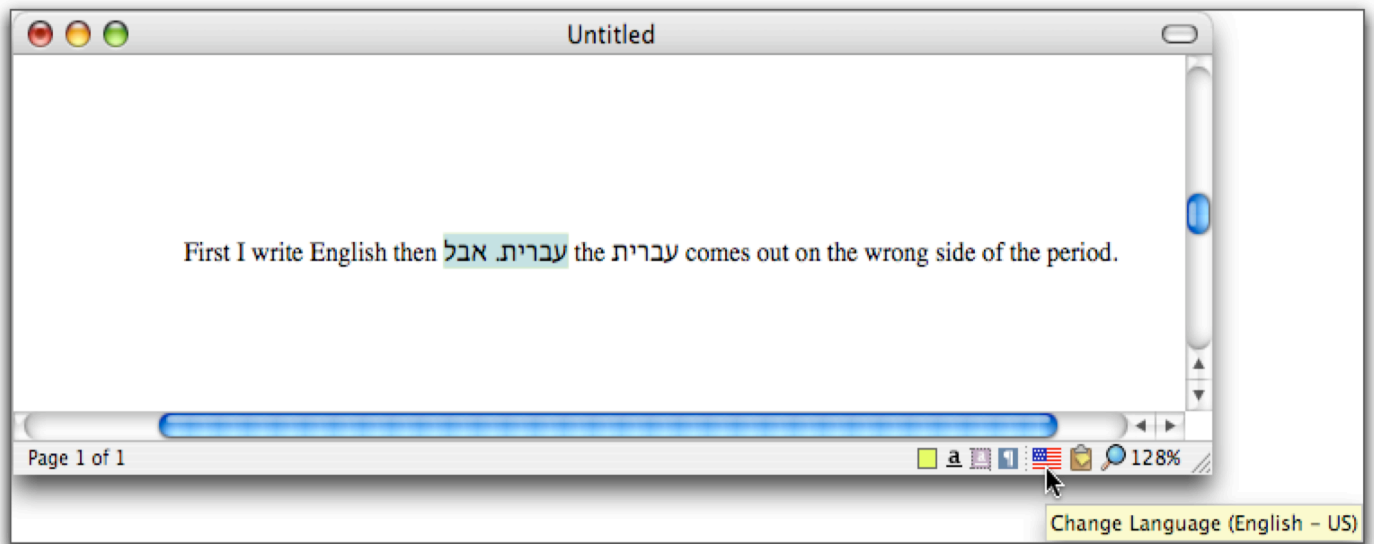


Figure 24

“Hebrew” text written in “English”

In Figure 24 above, the two Hebrew words are selected and yet the flag below, in the Statusbar, indicates that the language set for the two words (and the period and space) is English.

- Corrected

First I write English then עברית. אבל the עברית comes out on the wrong side of the period

1. Type:
First I write English then
2. Choose **Hebrew** from the Language tab on the Statusbar or the Language button on the Toolbar or the Language pop-up menu in the Language palette (not simply the input method from the flag at the top of the menu bar, but **Hebrew** inside Nisus Writer Pro) and type the word:
עברית
3. While still in Hebrew, choose **Reverse Direction Marker** from the **Directionality Marker** submenu of the **Insert** menu
4. Type the period:
.
5. Type the space and the word:
אבל
6. Choose **English** from the Language tab on the Statusbar or the Language button on the Toolbar or the Language pop-up menu in the Language palette (not simply the input method from the flag at the top of the menu bar, but **English** inside Nisus Writer Pro) and type the word:
the
7. Switch back again to Hebrew (again using the methods inside Nisus Writer Pro as explained in 2 above) and type:
עברית
8. Switch back again to English (again using the methods inside Nisus Writer Pro as explained in 6 above) and type:
comes out on the wrong side of the period.

Insert a right to left table in a left to right section

You can adjust the direction of the tables using the Paragraph palette.



New tables derive their direction from the direction you have set for your section (or the document if you only have one section). Therefore, if you insert a table while in right to left text of a left to right section or document, the insert table pop-up menu and the actual table display in left to right.

1. Select all the cells in the table.
2. Choose the right to left language you want to use from the Language tab on the Statusbar or the Language button on the Toolbar or the Language pop-up menu in the Language palette (not simply the input method from the flag at the top of the menu bar).


Nisus Writer Pro presents a dialog asking if you want to change the direction of the table.

Selecting Text


Select text using the mouse

- ▶ Drag across text to select it.
- ▶ Double-click to select a word.
- ▶ Triple-click to select a paragraph.

Select a column of text (rectangular selection)

1. Press .
2. Drag across the text to select it.

Select text from different places in the document (noncontiguous selection)

1. Drag across the text to select it.
2. Press  as you select each additional character or passage.

What you can (and cannot) do with noncontiguously selected text

Almost anything you can do with contiguously selected text you can do with noncontiguously selected text. Certain commands and actions are disabled for practical reasons. (Which selection should the command affect the most recent selection or the first selection, the selection closest to the top of the document, or closest to the bottom?)

- ▶ Commands disabled in the **Edit** menu (and its submenus) are
 - **Paste**
 - **Complete**
- ▶ All the Commands in the **Insert** menu.
- ▶ You cannot enter text from the keyboard when you have noncontiguous text selected.

Select using the keyboard

You can use your keyboard to select various amounts of text.
























Selecting text using the keyboard			
To select forward...	one character	press...	 
	one word		  
	one line		 
	to end of line		   or   
To select backward...	one character	press...	 
	one word		  
	one line		 
	to beginning of line		  

Table 1


Selecting text using the keyboard

Other methods of selection

Nisus Writer Pro enables a variety of other selection methods. When you find a text selection using the Find/Replace tool Nisus Writer Pro selects what you find. When you click **Find All** in the Find/Replace window, Nisus Writer Pro noncontiguously selects all instances of what it finds.

“De-select” text from a selection

This is not to be confused with removing/deleting selected text from your document, but, when you have a lot of text selected and you want to “de-select” some of that text.

- Press  and double-click (or double-click and drag) over the text you want to remove from the selection. This creates noncontiguous selections of the previously selected area.



When you save your document, Nisus Writer Pro saves the current selection or insertion point position.


Copying Text

Copy text

Nisus Writer Pro automatically copies text with all its attributes.

1. Drag across the text to select it.
2. Choose **Copy** from the **Edit** menu, or from the **Clipboard** menu on the Statusbar, or, click the Copy button on the Toolbar.

Nisus Writer Pro enables you to append selections of text to the Clipboard. Using this capability you can collect a variety of snippets of text to paste at another place in your document, or in another document.

- ▶ Choose **Append Copy** from the **Copy** submenu of the **Edit** menu (or as you press  from the **Clipboard** menu on the Statusbar) to insert a copy of the current selection at the end of whatever is stored in the current Clipboard.
- ▶ Choose **Copy Text Only** from the **Copy** submenu of the **Edit** menu (or from the **Clipboard** menu on the Statusbar) to copy only the text, but no formatting information. This is useful for transferring text from Nisus Writer Pro to other applications where you want the text to appear with the current attributes in those applications.

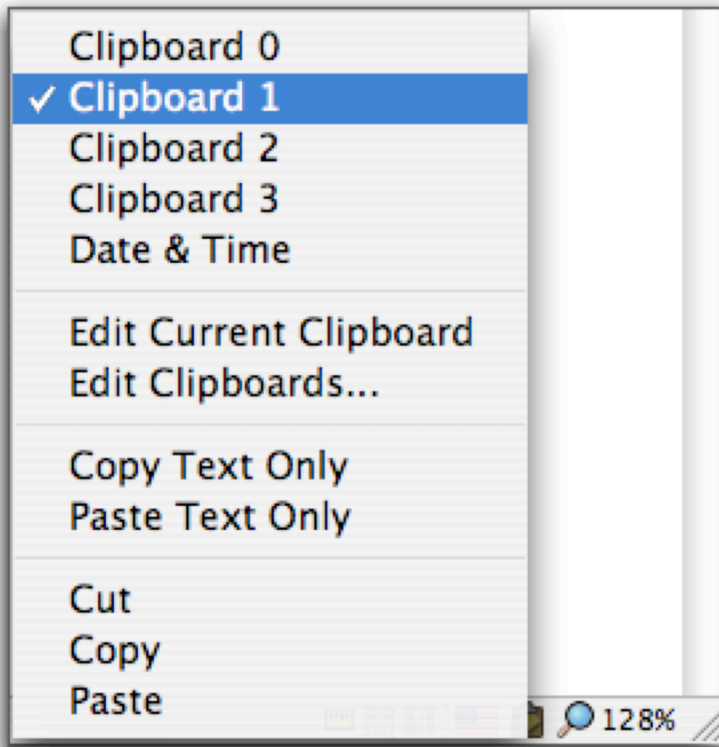


Figure 25

The Clipboard menu on the Statusbar

Copy text only, without its attributes

You can copy the selected text to paste into another application in which you do not want the attributes associated with it in Nisus Writer Pro to appear.

1. Drag across the text to select it.
2. Choose **Copy Text Only** from the **Copy** submenu of the **Edit** menu or from the **Clipboard** menu on the Statusbar.

Copy attributes only, without its text

You can copy the attributes of selected text to paste into another location in the current document, or another Nisus Writer Pro document.


1. Drag across the text to select it.
2. Choose **Copy Character Attributes** from the **Copy** submenu of the **Edit** menu.

Drag and Drop

With Nisus Writer Pro you can drag any selection and drop it somewhere else in any Drag and Drop compatible application.

1. Select the characters (either text or graphics, either contiguous or noncontiguous items) which you want to move.

You can use Drag and Drop to move selections into another Nisus Writer Pro document (or text editable window (the Clipboard or the Find/Replace window)), to the desktop as clippings or into other Drag and Drop compatible applications.


2. Move the mouse over the selected text.
 3. Click and drag the text to where you want it.
 4. Release the mouse button.
- ▶ Press  as you drag your selection to place a copy of your selection where you drop it.

Cutting Text

Cut text

1. Drag across the text to select it.
2. Choose **Cut** from the **Edit** menu, or from the **Clipboard** menu on the Statusbar, or, click the Cut button on the Toolbar.



Nisus Writer Pro enables you to append selections of text to the Clipboard, if you

- ▶ Choose **Append Cut** from the **Cut** submenu of the **Edit** menu (or as you press  from the **Clipboard** menu on the Statusbar) to remove the current selection and insert it at the end of whatever is stored in the current Clipboard.

As explained in the section on Drag and Drop, you can simply drag a selection from one location to another in the current document or across documents.

Because this removes your selection from one place, you must “drop” the selection into another portion of your document.

When you choose **Cut** from the **Edit** menu you actually place a copy of that text on the Clipboard. However, if you just want to delete the text

- ▶ Choose **Delete** from the **Edit** menu to remove a selection
- ▶ Press  to remove the characters to the left of your insertion point (or the selection)
- ▶ Press  to remove the characters to the right of the insertion point (if your keyboard has such a key).


Pasting Text

Paste text


You can paste text at your insertion point or in place of a selection.

1. Cut or copy the text to paste.
2. Put your insertion point where you want to have the text appear.
3. Choose **Paste** from the **Edit** menu or from the **Clipboard** menu on the Statusbar, or, click the Paste button on the Toolbar.



As explained in the section on Drag and Drop on page 59, you can simply drag a selection from one location to another in the current document or to another document. If you press  as you drag you can put a copy of the selection in the new location.

Just as Nisus Writer Pro enables you to append text to the Clipboard, you can also swap what you have in the Clipboard with what you have selected in your document.

- ▶ Choose **Swap Paste** from the **Paste** submenu of the **Edit** menu (or as you press  from the **Clipboard** menu on the Statusbar) to swap the current selection with the contents of the current Clipboard.

Paste text only, without its attributes

You can paste text at your insertion point or in place of a selection and have the text assume the surrounding attributes, not those already associated with the copied text.

1. Cut or copy the text to paste.
2. Choose **Paste Text Only** from the **Paste** submenu of the **Edit** menu or from the **Clipboard** menu on the Statusbar.

Paste attributes only, without their text

You can paste the attributes of text you have copied elsewhere in your document. This causes the selection to assume those distant attributes without altering the selected text.

1. Select the text with the attributes you want.
2. Choose **Copy Character Attributes** from the **Copy** submenu of the **Edit** menu.

You can apply character attributes using the Dropper on the Toolbar as well. See “Change the attributes of characters using the “Dropper”” on page 96 for an explanation.

Moving, Deleting, and Replacing Text

See the sections on Drag and Drop, Cutting Text, and Pasting Text on this and the preceding page.

Using the Clipboards

Clipboards temporarily store copied (or cut) text and/or graphics.

You can


- Place a single character or an entire document on the Clipboard
- Edit text you have put on your Clipboard
- Transfer text or graphics from another application into Nisus Writer Pro.

Nisus Writer Pro offers you as many Clipboards as you like. On these you can store different materials. You can choose which Clipboard you want to use from the **Clipboards** submenu at the bottom of the **Edit** menu or from the Clipboard Tag on the Statusbar, or from the Clipboards Preferences of Nisus Writer Pro.



While you can store many different items on the various Clipboards, only one Clipboard is active for cutting and pasting at a time. This Clipboard is called the Current Clipboard. When copying and pasting from other applications, Nisus Writer Pro uses the current Clipboard.

Display the contents of a Clipboard

- ▶ Press  and choose that Clipboard's name from the **Clipboards** submenu of the **Edit** menu or from the **Clipboard** menu that appears from the Clipboard Tag on the Statusbar.
- ▶ Choose **Edit Current Clipboard** from the **Clipboard** Tag on the Statusbar.



When the pointer hovers over the **Clipboard** Tag a tool tip appears indicating which Clipboard is active as well as a sample of its contents (in plain text).

Choose which Clipboard to use

- Choose the Clipboard's number from the **Clipboards** submenu of the **Edit** menu, or from the **Clipboard** menu that appears from the **Clipboard** Tag on the Statusbar, or from the Clipboard Preferences of Nisus Writer Pro.

Add text or graphics to the current Clipboard

- Select what you want to add (not replace) to the current Clipboard, then choose **Append Copy** or **Append Cut** from the **Copy** or **Cut** submenus of the **Edit** menu respectively.

You can also show the Clipboard and add text by typing or dragging items into the Clipboard's window.

Edit the contents of the current Clipboard

1. Press  and choose that Clipboard's name from the **Clipboards** submenu of the **Edit** menu, or choose **Edit Current Clipboard** from the from the **Clipboard** menu that appears from the **Clipboard** Tag on the Statusbar.

2. Complete your editing tasks.

You can do almost anything on the Clipboard that you can do in any Nisus Writer Pro document.

- Enter text
- Drag and drop text (this allows you to copy and paste on the current Clipboard)
- Use most of the commands of the **Edit** menu and the **Convert** submenu
- Change the font, size and style of your text using the commands of those menus and the palettes.

3. Close the Clipboard window.

Edit the contents of a Clipboard other than the current Clipboard

1. Choose the Clipboard you want to edit from **Set Clipboard (n)** submenu of the **Edit** menu or from the **Clipboard** menu that appears from the **Clipboard** Tag on the Statusbar.

2. Show the Clipboard (which is now the current one) and complete your editing tasks.

3. Close the Clipboard window.

You can then switch back to another Clipboard to keep what you had on the previous Clipboard for a later time.



Nisus Writer Pro only transfers the contents of the Current Clipboard to the System Clipboard when you quit the application. Anything you have on any other clipboards is eliminated.

To be sure you do not lose any material that may be on your clipboards you may want to paste it into one or more documents before quitting Nisus Writer Pro.

Add a Clipboard

Nisus Writer Pro allows you to have as many Clipboards as you like.

- See "Customize Your Clipboards" on page 302.

Change the name of a Clipboard

Nisus Writer Pro allows you to name your Clipboards anything you like. This allows you to use dedicated clipboards for specific tasks.

► See “Customize Your Clipboards” on page 302.

Copying and Pasting Styled Text

When you copy formatted text and then paste it into an area with other formatting Nisus Writer Pro pastes in the text with the attributes as it existed in that text’s original location. To override this behavior choose the commands **Copy Text Only** or **Paste Text Only** as explained above.

Creating Lists

Nisus Writer Pro enables you to create various kinds of lists that automatically appear and/or increment.

Six list “styles” come built into Nisus Writer Pro. You can use these “out of the box”.

You can modify, or add to the list styles supplied, whenever you want.

The appearance of the list, its indents, the format of the numbers, starting number, increment value, etc. are all controlled by the Lists palette and the List Styles portion of the Style Sheet view. See “Modify list styles” on page 67 for instructions on how to modify the List Styles.

You can combine List Styles and other Styles of Nisus Writer Pro to create a wide variety of listing capabilities. All of the figures, tables, numbered (and unnumbered) instructions, and bulleted lists in this document are controlled by the list and style tools of Nisus Writer Pro. Details of how to develop these more complex tools are discussed in the section “Formatting Documents using Style Sheets” beginning on page 98.

Nisus Writer Pro offers numerous methods for creating your numbered lists, from the standard menus (the **Lists** submenu of the **Format** menu), the Toolbar, and the Lists palette of the Tooldrawer. In addition, you can use the keyboard if you assign keyboard shortcuts to the standard menu commands. When your insertion point is in a range of text that is part of a list you can modify that list’s format from the **List** (“number”) Tag at the bottom of the document window. menu) , the Toolbar, and the Lists palette of the Tooldrawer. In addition, you can use the keyboard if you assign keyboard shortcuts to the standard menu commands. When your insertion point is in a range of text that is part of a list you can modify that lists format from the **List** (number) Tag at the bottom of the document window.



The List button on the Toolbar is probably the easiest way to insert a list, but, because it may not always be visible, the following instructions explain how to use lists by referring to the standard menus. All the other methods can be used interchangeably.

About lists

As a rule, list item numbers (if they appear (bullets are not numbers)), appear in sequence.

A particular list item gets its number from the previously used number of the same list style and the same list level.

Each list style can have the option **Continue Throughout Document** turned on or off in the Style Sheet view.

- If **Continue Throughout Document** is turned *on*, all list items on the same level in the entire document appear numbered consecutively (regardless of whatever content may appear between them, including other lists).
- If **Continue Throughout Document** is turned *off*, all list items would restart after each interruption in the list.

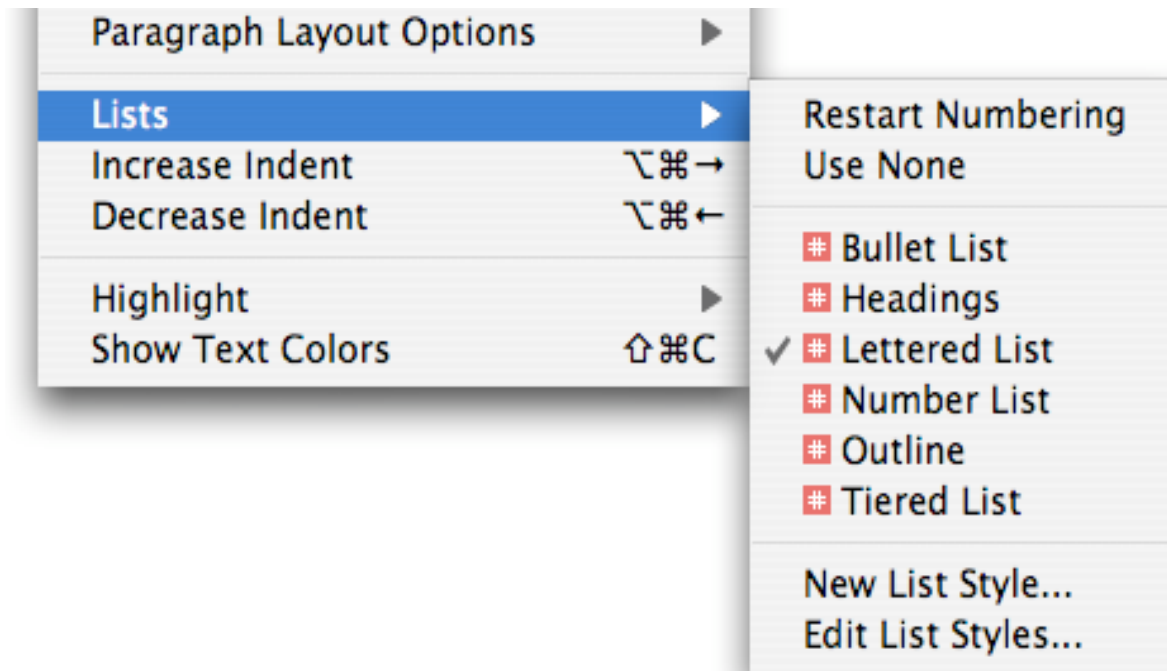


Figure 26
The Lists submenu of the Format menu

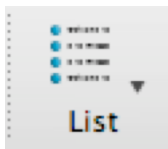


Figure 27
The List button on the Toolbar

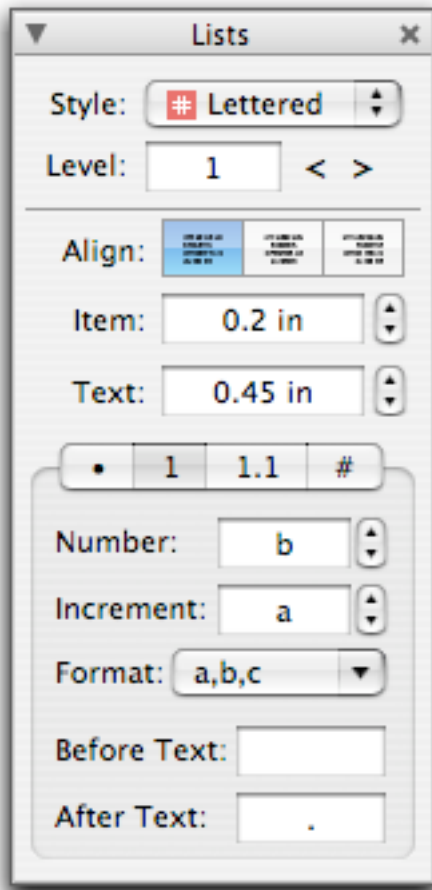



Figure 28
The Lists palette


Insert a bulleted list

1. Choose **Bullet List** from the **Lists** submenu of the **Format** menu.
2. Begin typing.
Each time you press , your new paragraph will begin with a bullet.

End a bulleted list

- Choose **None** from the **Lists** submenu of the **Format** menu.

Apply bullets to a series of paragraphs

1. Select the paragraphs you want to have bulleted.
2. Choose **Bullet List** from the **Lists** submenu of the **Format** menu.
If you put your insertion point inside the series of bullets, each time you press , your new paragraph will begin with a bullet.
Nisus Writer Pro supplies a variety of bullet styles.

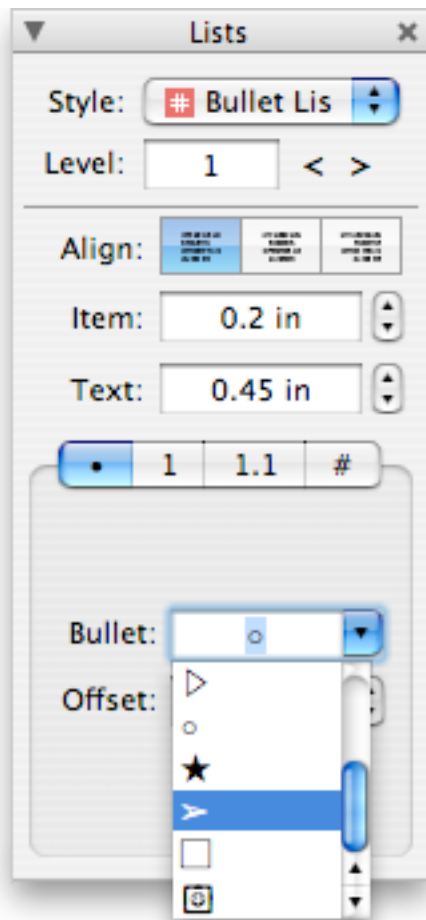


Figure 29
The Bullet pop-up menu in the Lists palette

Insert an automatically incrementing list

The remainder of the supplied list styles automatically increment each time you press `[return]`.

- **Headings**

Uses (European) Arabic numerals (1, 1.1, 1.1.1, etc.) to number and causes the numbers to appear at the far left (or right in right to left sections), i.e. along the margin. Designed to be used in conjunction with the Heading 1, etc. styles.


This style (as supplied) continues numbering throughout the document. You can associate this list style to the Headings styles (Heading 1, Heading 2, etc.) to automatically increment all the headings in your document.




- **Lettered List**
- **Numbered List**
- **Outline**
- **Tiered List**

1. Choose your desired list style from the **Lists** submenu of the **Format** menu.
2. Begin typing.

Each time you press `[return]`, your new paragraph will begin with a bullet or whatever your selected list style has determined as appropriate.

Begin using the next level of a list

Each list style begins at whatever number or letter you have determined in the Lists palette. The numbers (or letters) increment every time you press . Each list style consists of a cascading series of numbers as illustrated in the Style Sheet view in Figure 30 on page 67.




1. When your insertion point is at the end of a paragraph which is part of an automatically incrementing list, press .
2. Press .
Pressing  actually causes the display to change to the next lower level number.





You can select multiple paragraphs and cause them all to change to the next lower level (“demote”) them all at once.

Return to a higher level of a list

After you begin numbering paragraphs at a lower level of the list, you can return to a higher level.

1. When your insertion point is at the end of a paragraph which is part of an automatically incrementing list, press .
2. Press .
Pressing  actually causes the display to change to the next higher level number.



You can select multiple paragraphs and cause them all to change to the next higher level (“promote”) them all at once by pressing  .

Restart numbering

You can interrupt the natural flow of a numbering sequence (or restore that flow).

1. Select at least one character in the paragraph you want to have begin the new numbering sequence.
2. Choose **Restart Numbering** from the **Lists** submenu of the **Format** menu.

Resume numbering

If you interrupt the natural flow of a numbering sequence you can resume that sequence.

1. Select at least one character in the paragraph where the numbering sequence was restarted.
2. Choose **Continue Numbering from Previous** from the **Lists** submenu of the **Format** menu.



The commands **Restart Numbering** and **Continue Numbering from Previous** toggle, depending on the state of the paragraph you have selected.

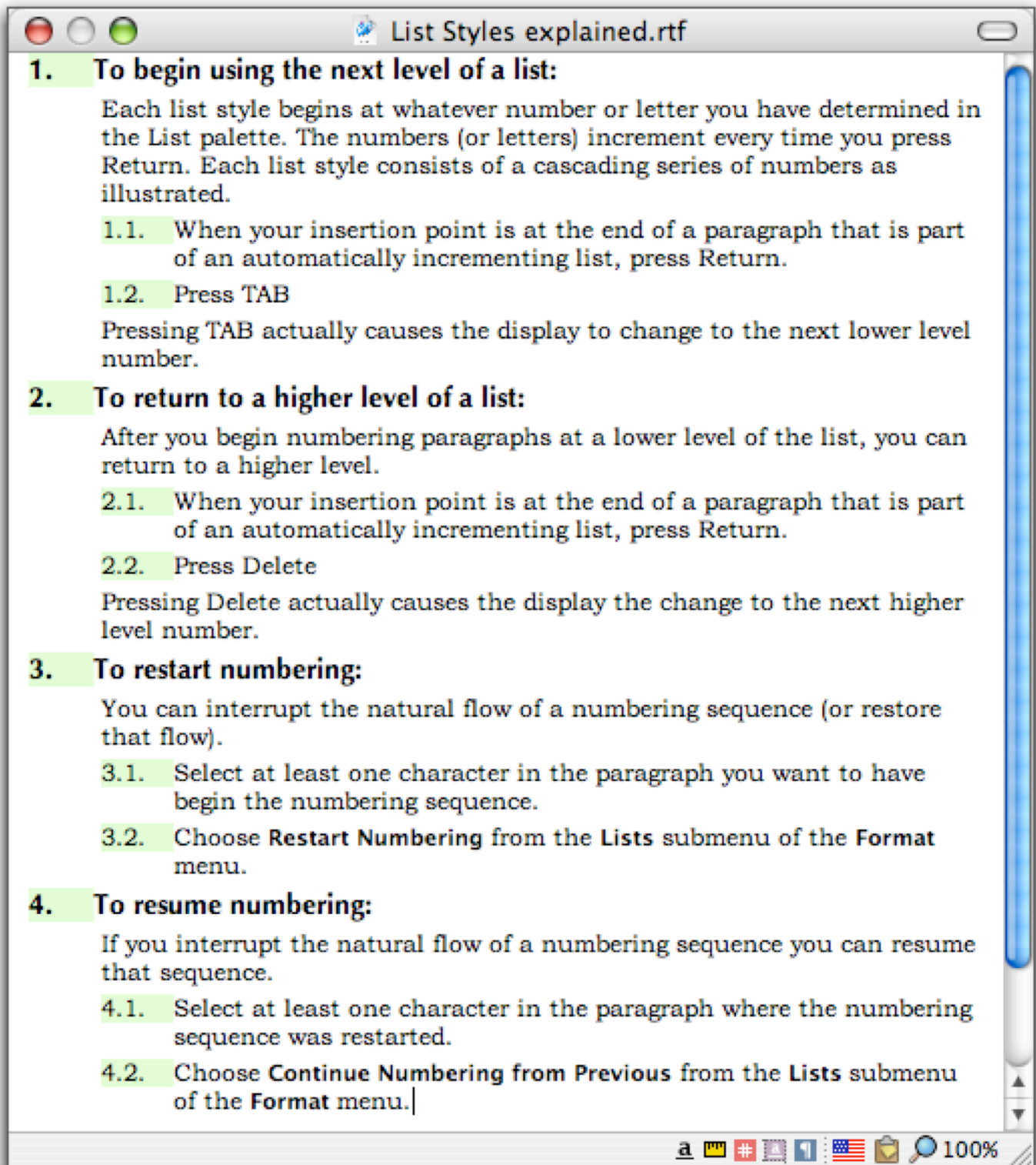


Figure 30
List Styles explained

Modify list styles

You can modify list styles in the same way you modify any other styles in Nisus Writer Pro as explained in “Modify a style” on page 103.

You can use any of the palettes to modify the font, size and style of the number. In addition you can use the Lists palette to modify the type of number, its horizontal location, its format, the starting number, the amount by which it

increments as well as any characters that appear in front of or following it. You determine whether or not the number sequence continues throughout the entire document using the checkbox in the Style Sheet view.

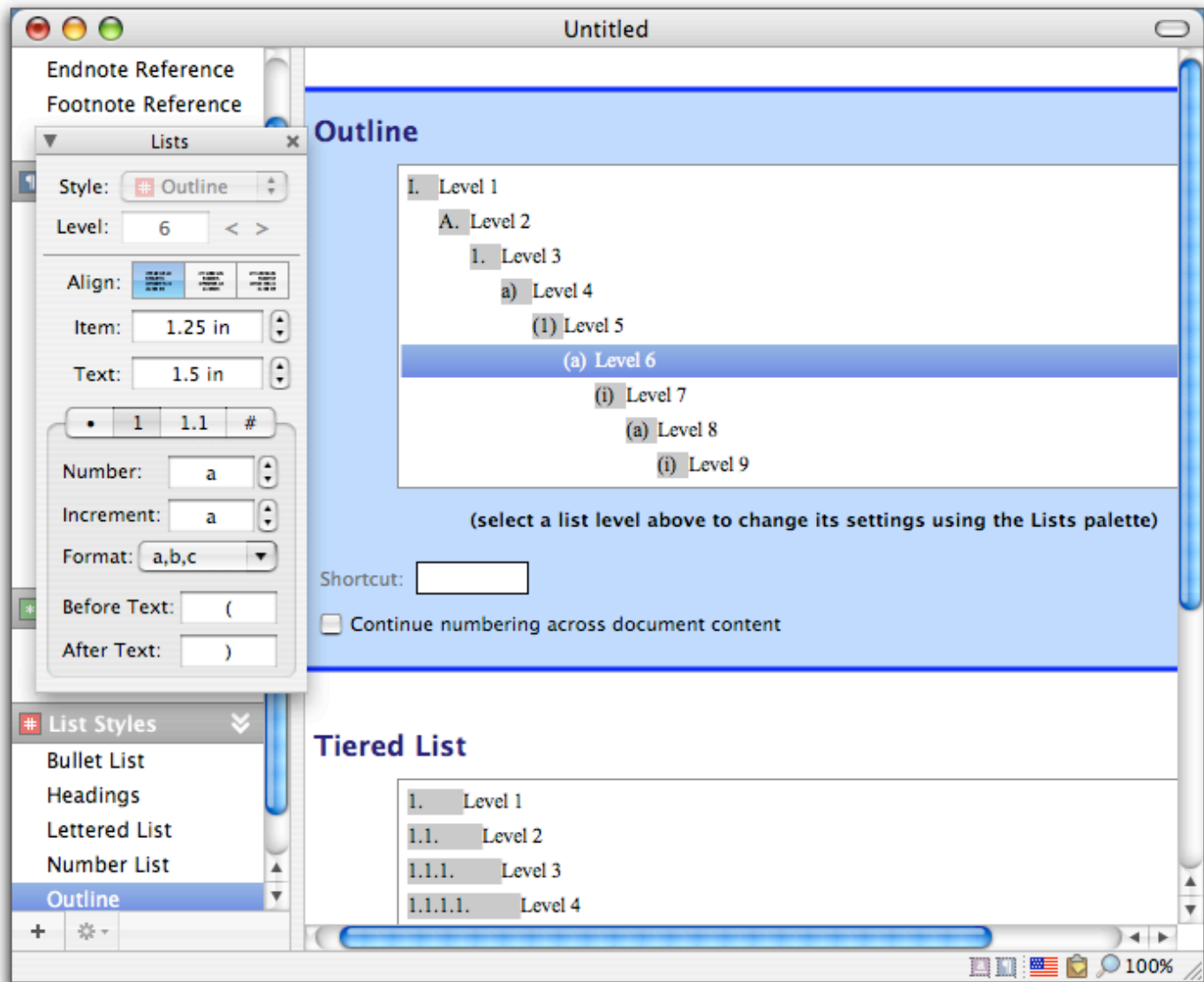


Figure 31

The List Style portion of the Style Sheet view (with the List's palette)

Use list styles to automatically number figures, tables, etc.

In Nisus Writer Pro you can have as many automatically numbered items as you like. All you need do is create a new list style for each set of numbered objects (as in this document, which has “figures” and “tables” as well as numbered instructions).

1. Display **Style Sheet** view of your document as explained in “See the Style Sheet associated with a document” on page 100.
2. Choose **List Style** from the **New Style** submenu of the **Insert** menu.
3. Give your new style a meaningful name for example: “Caption Figure” or “Caption Table”.
4. Choose **Numbered** from the **Kind** pop-up menu.
5. Check (turn on) **Continue numbering across document content**.
6. Click **Create**.

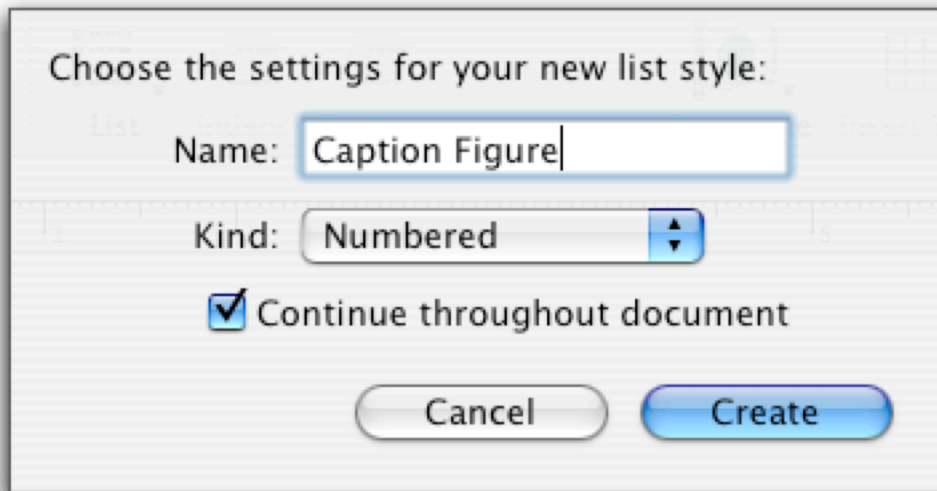


Figure 32
Creating a numbered list style

You would probably want to apply some identifying text to appear before the number.

7. Select the Level 1 item in the List style's hierarchy.
8. Open the Lists palette and type
Figure
in the **Before Text** text edit box.
9. Press **tab** or **enter** to confirm your entry as illustrated in Figure 33 below.

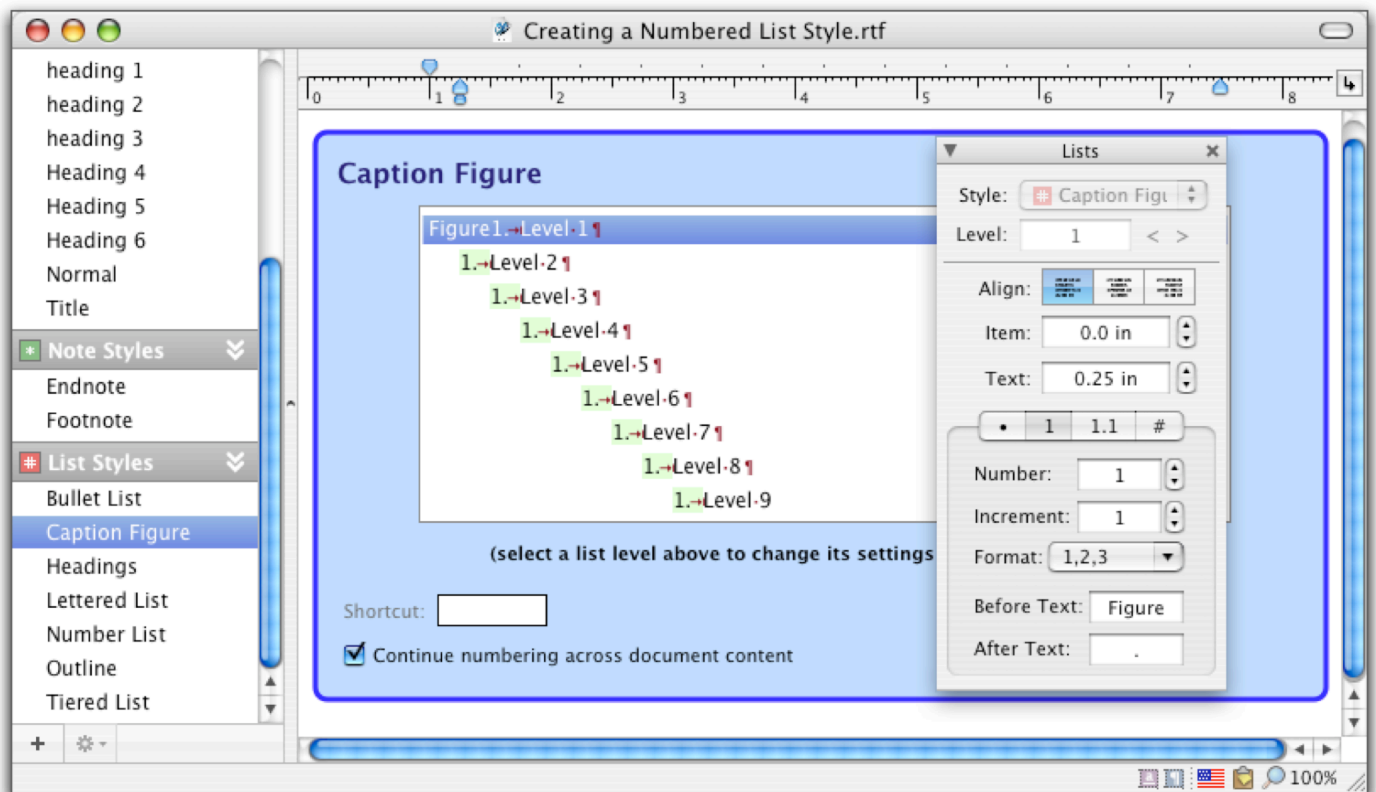


Figure 33
Assigning text to appear before a numbered list style

You can now cross-reference to these automatically numbered items as explained in “Add cross-references to your text” on page 194.

Recovering from Mistakes

Undo an action

- Choose **Undo** from the **Edit** menu.
You can undo an unlimited number of actions!

Redo an action

- Choose **Redo** from the **Edit** menu.

Not only can you undo your previous actions, you can also redo them. Redo—the opposite of Undo—(believe it or not) undoes your undo. It puts your commands back into effect. You can continue redoing all the commands in the undo list until it is empty. Nisus Writer Pro remembers the Redo list as long as you do not make any editing changes to your text. You can Undo and Redo any number of times, but as soon as you resume editing your document, Nisus Writer Pro clears the Redo list. The Undo list continues to accumulate the new commands you make.

To help you visualize these Undo and Redo lists, imagine that the process of preparing your document is like a walk across an open field with many branching paths. As illustrated in Figure 34, you can take any path you like. Having gone a certain distance along the path ABCD in the figure, you change your mind and want to go back to the point B (Undo Bold) which you passed. That is what multiple undos allow you to do.

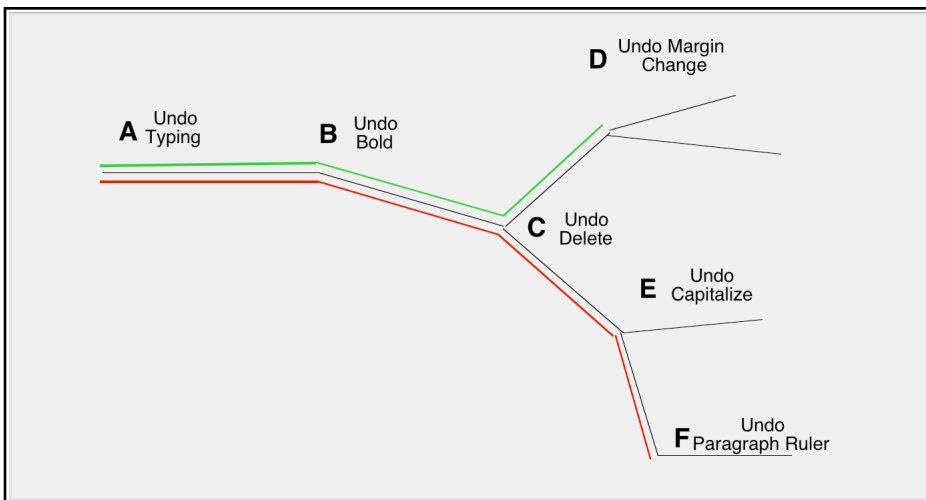


Figure 34

The Undo and Redo paths

Imagine now that you have undone everything from changing the margin to bolding your selection, you find that you have gone back too far and want to retrace your original path to redo the Bold and redo the Delete (to point C having redone part of the original path) and start on the new path CEF (by making changes to your document). Immediately, Nisus Writer Pro forgets the rest of the original path CD (including the expanding of the abbreviation). Nisus Writer Pro clears the Redo list before the path to E begins. The new undo list, however, can get you back along any portion of the path ABCDF.

Formatting Documents

This portion of the manual describes how to define the way your document looks. There are four, concentric, levels of control over the various limits that control the format of what appears on a page (from outer to inner):

- the paper size... set in the Page Setup dialog explained in “Setting paper size and margins” on page 124,
- the margins... set in Page View by dragging the margin line or using the Sections palette explained in “Set the margins of your document” on page 128,
- the line wrap area (indents)... set by moving the indent markers on the ruler explained in “Set the indent or outdent (“hanging indent”) position of the first line of a paragraph” on page 73,
- the contents of a table... set by using the tools of the **Table** menu and its related palettes which is explained in “Tables” on page 161.

Because the vast majority of users are satisfied with the paper size and margin dimensions of the file opened when you choose **New** from the **File** menu, this documentation begins with an explanation of how to modify the shapes of your paragraphs.

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Structuring paragraphs

This section describes the different ways you can define the appearance of paragraphs. When in page view, all paragraphs appear within the margins you set (outlined as the gray line around the area of the page). When in Draft View and Full Screen view, Nisus Writer Pro allows your text to run as far to the right of the document window as you wish. The four blue paragraph definition "droplets" appear on the ruler at the top of the window (though not when in Full Screen view).

Select the paragraph(s) you want to modify before making any changes to the ruler.



The markers (droplets) you see on the rulers are called indents. They are measured from the edge of the margin.

The actual indent used for right to left text switches based on the direction of the paragraph.

Set the indent or outdent ("hanging indent") position of the first line of a paragraph

- Drag the First Line In/Outdent maker across the ruler and release the mouse button at the position where you want the first character of your paragraph to appear.

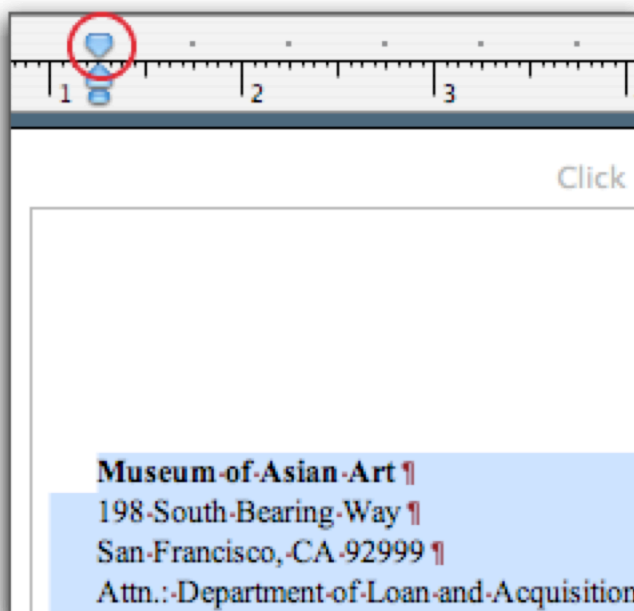


Figure 35

The First Line In/Outdent marker relative to the Tail Line Wrap Indicator (flush)

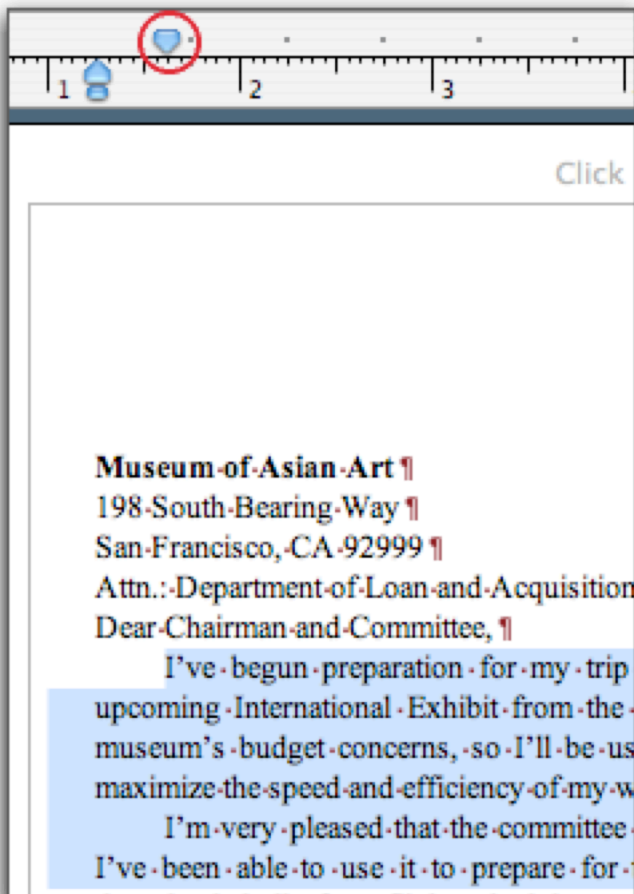


Figure 36

The First Line In/Outdent marker relative to the Tail Line Wrap Indicator (indented)

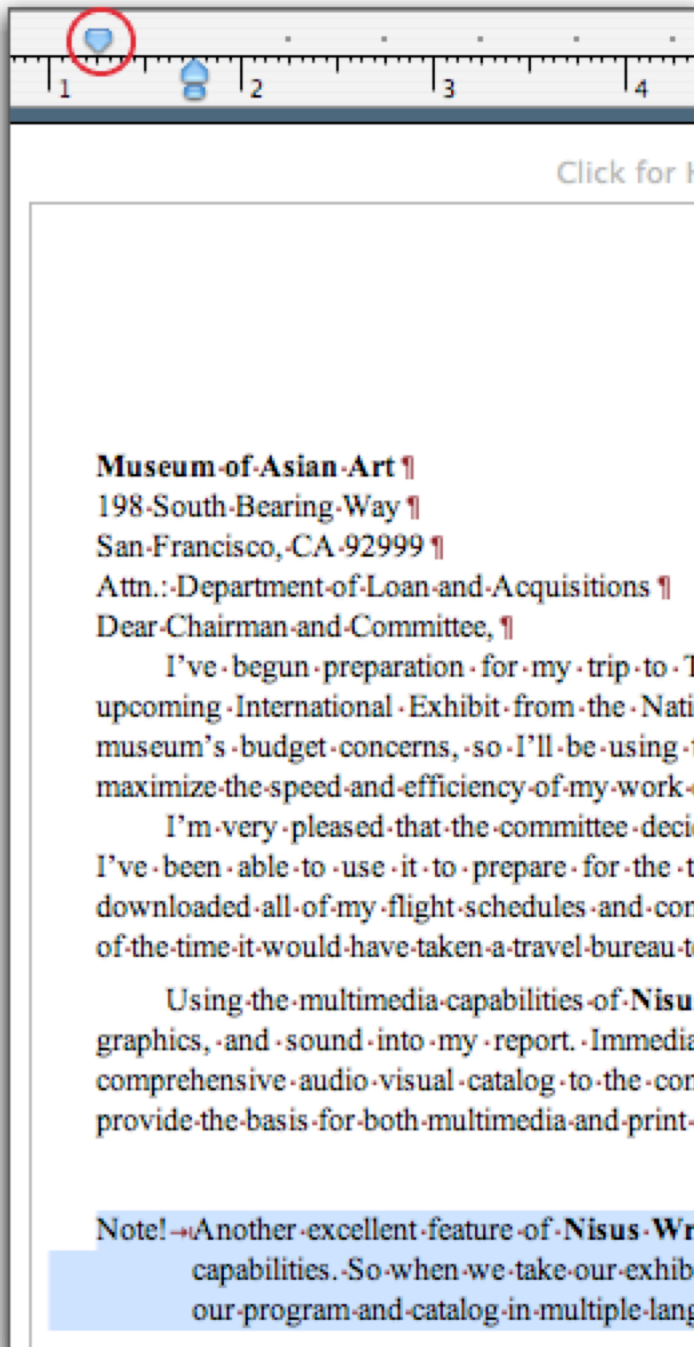


Figure 37

The First Line In/Outdent marker relative to the Tail Line Wrap Indicator (outdent or hanging indent)

Quickly indent or outdent a selected range of paragraphs

- Select the range of paragraphs you wish to modify and click the **Indent** or **Outdent** button on the Toolbar.

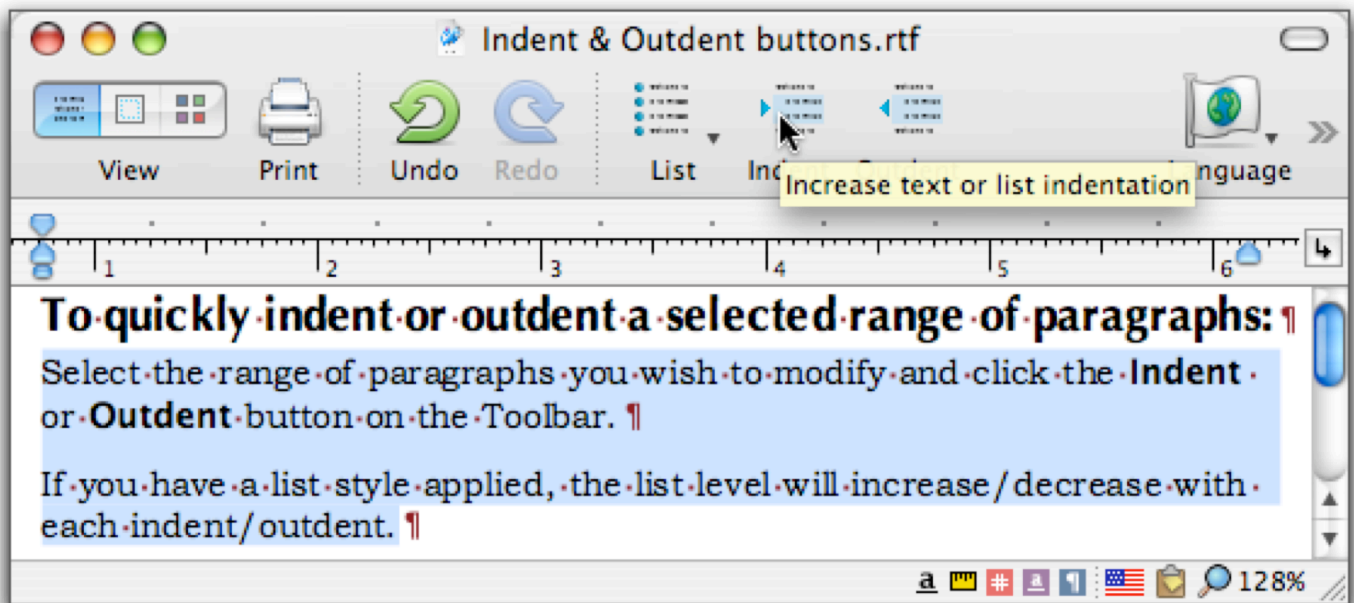


Figure 38

A range of paragraphs with the indents set at the far left, along the margin

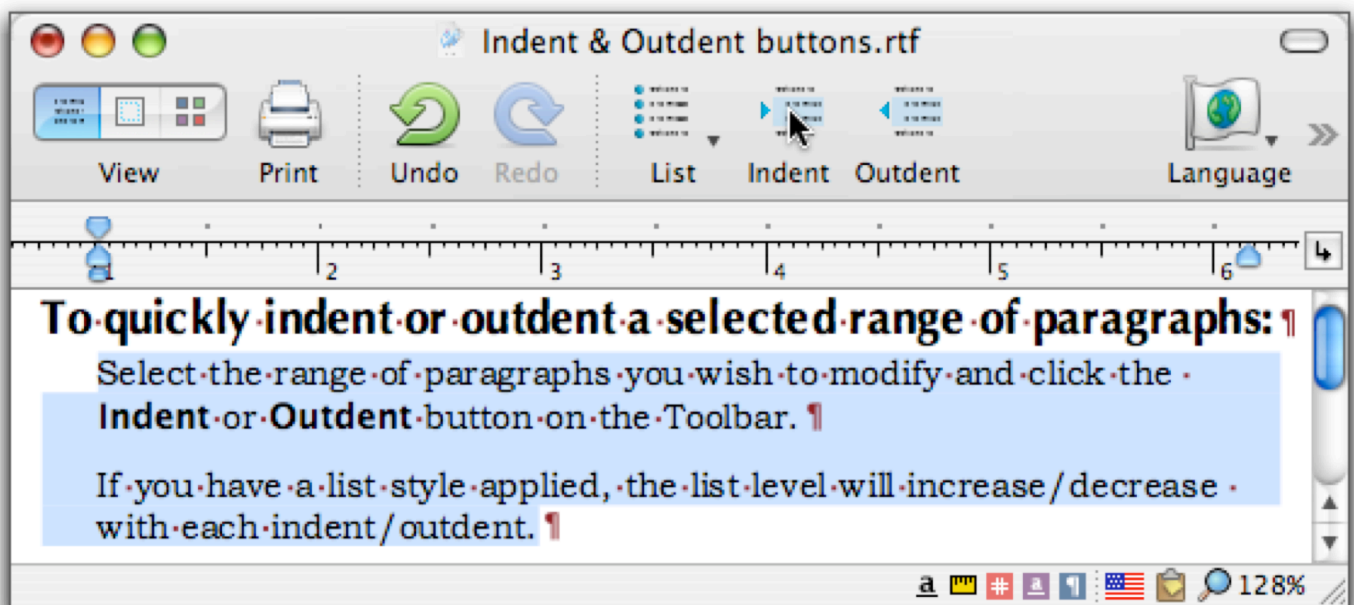


Figure 39

A range of paragraphs after clicking the Indent button



If you have a list style applied, the list level will increase/decrease with each indent/outdent.

Set the text wrap area

- Drag the First Line Indent and/or the Right Indent marker across the ruler and release the mouse button where you want the lines of your paragraph to wrap.



Figure 40

The First Line Indent in various positions relative to the Left Indent marker

You can drag the First Line Indent marker independently of the **Left Indent marker**. If you drag the larger (upper) “Independent Drag” droplet, when you release the mouse button, the smaller, lower “Conjoined Drag” droplet bounces into position. The First Line In/Outdent does not move.

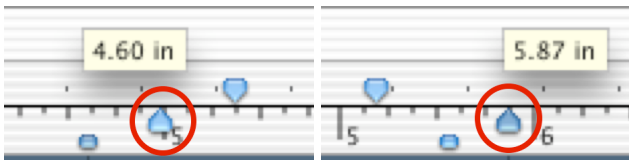


Figure 41

The Independent Drag First Line Indent marker

If you drag the smaller, lower “Conjoined Drag” droplet, when you release the mouse button, the larger (upper) the “Independent Drag” droplet bounces into position and the First Line In/Outdent moves the same distance as you moved the Conjoined Drag droplet.

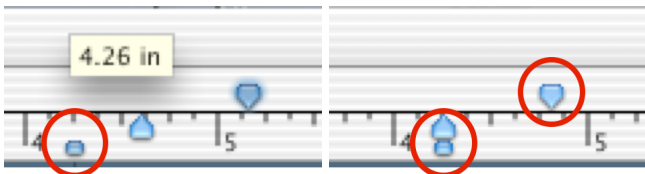


Figure 42

Moving the Conjoined Drag First Line Indent marker



Figure 43

The Right Indent marker



You can select any combination of the four indent markers by pressing **shift** or **⌘** as you click each one.

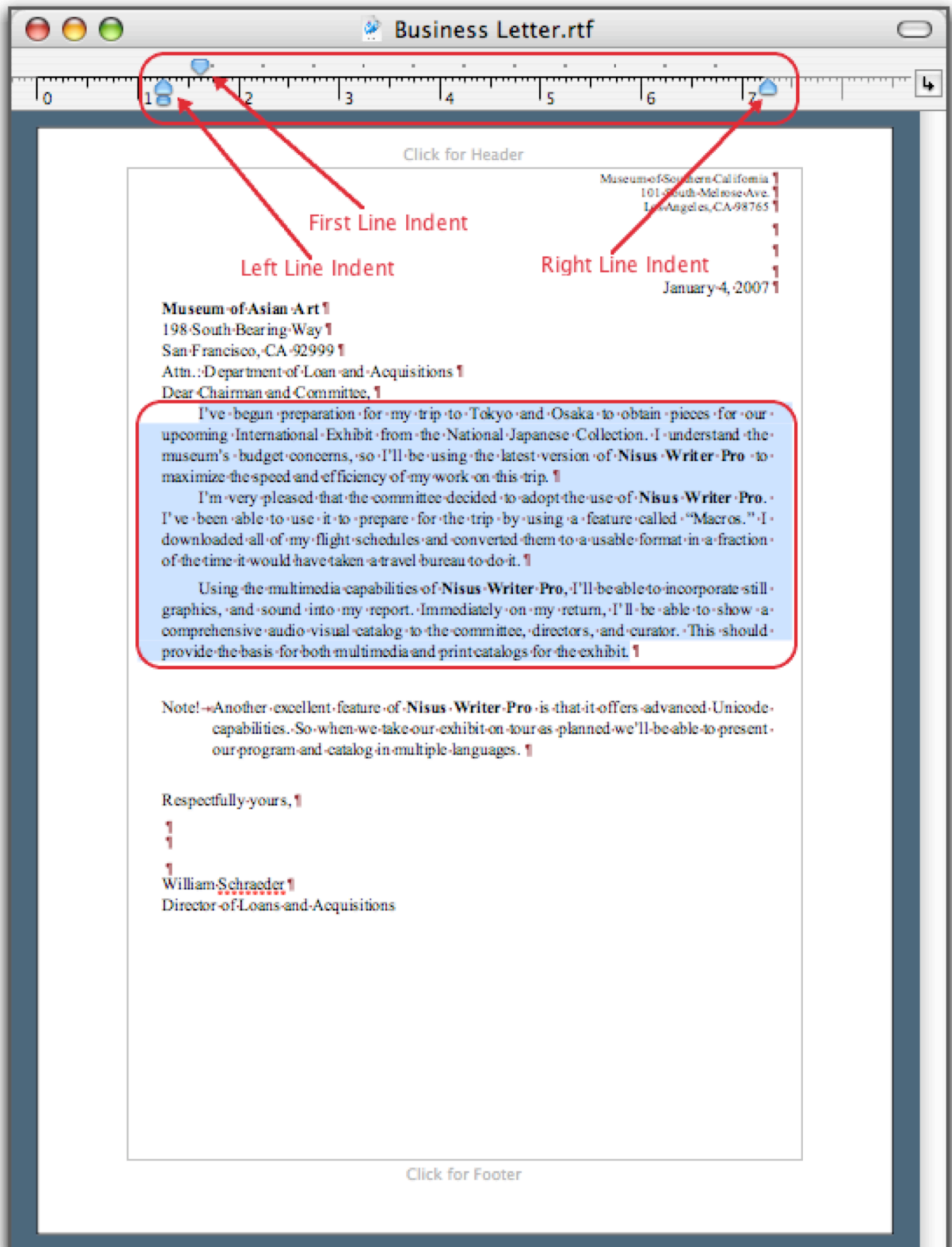


Figure 44
The Text Wrap area

Set the text wrap area numerically

1. Double click any of the indent markers.
2. Enter the settings you want in the **Edit Line Wraps and Indent** dialog that opens.

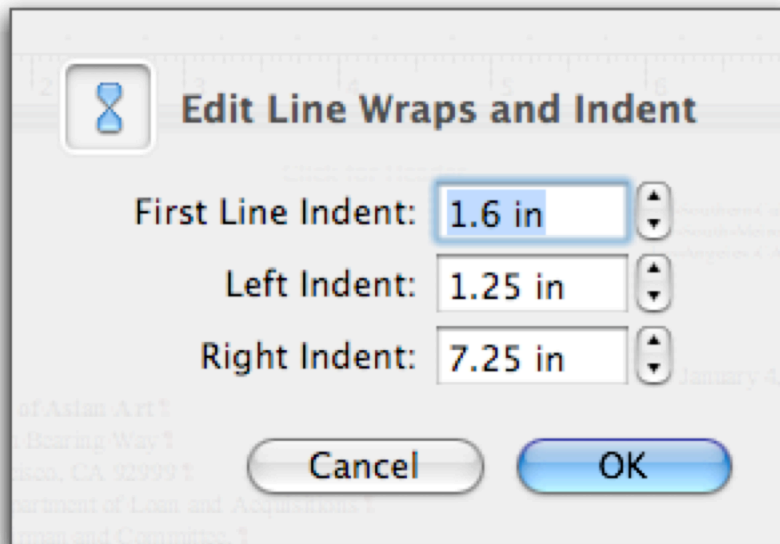


Figure 45
The Edit Line Wraps and Indent dialog in a left to right section

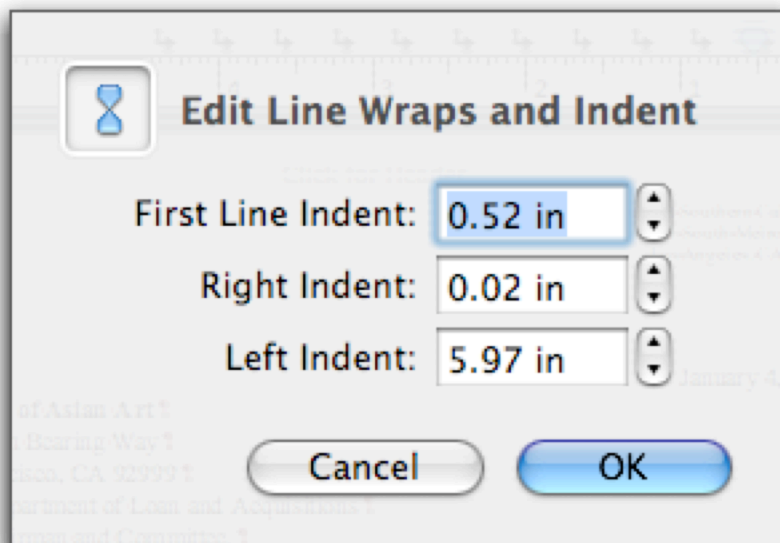


Figure 46
The Edit Line Wraps and Indent dialog in a right to left section



3. Click **OK**.

Set the text wrap area using the keyboard

1. Select any of the indent markers (either individually, or more than one by pressing **⌘** or **⇧**).
2. Press the right or left arrows on the keyboard to move the markers a short distance to the right or left respectively.



You can move the left indent marker and first line indent of selected text by pressing **⌥** **→**. This moves the left indent marker and first line indent in one-half and one-quarter inch increments (respectively) to create a “hanging indent”.

Alternatively, press   to move the left indent marker and first line indent out one-half and one-quarter inch increments (respectively) (until both are flush left).

Justify “align” text

Use the Paragraph palette in the Tooldrawer to set paragraph justification and specify how lines in a paragraph line up based on the left and right line wrap indicators. The choices are left, center, right, and full justification. Fully justified type causes uneven word spacing with even line widths, while unjustified (or “ragged”) type causes even word spacing with uneven line widths. You can also access these commands by choosing them from the **Paragraph Alignment** submenu of the **Format** menu.

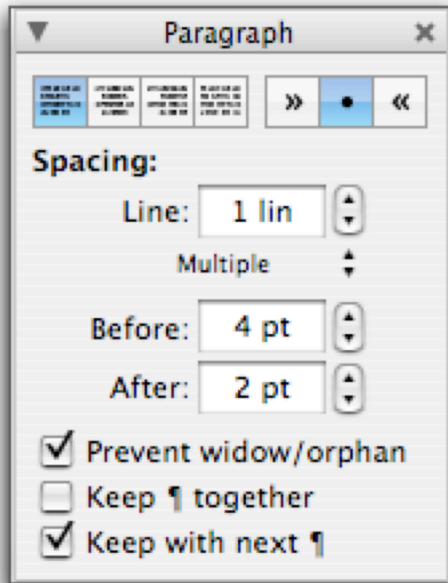


Figure 47

The Paragraph palette

- Click alignment buttons on the Paragraph palette.





Alignment Buttons on the Character Palette		
Left justify		Click to align text along the left indent marker.
Center justify		Click to center text around the midpoint between the first line indent and the right indent for the first line of a paragraph and between the two indent markers for all subsequent lines.
Right justify		Click to align text along the right indent marker.
Full justify		Click to cause text to justify the edges of text at both the right and left indent markers.

Table 2

Alignment buttons on the Character palette

The following examples show how the different types of justification affect your text.

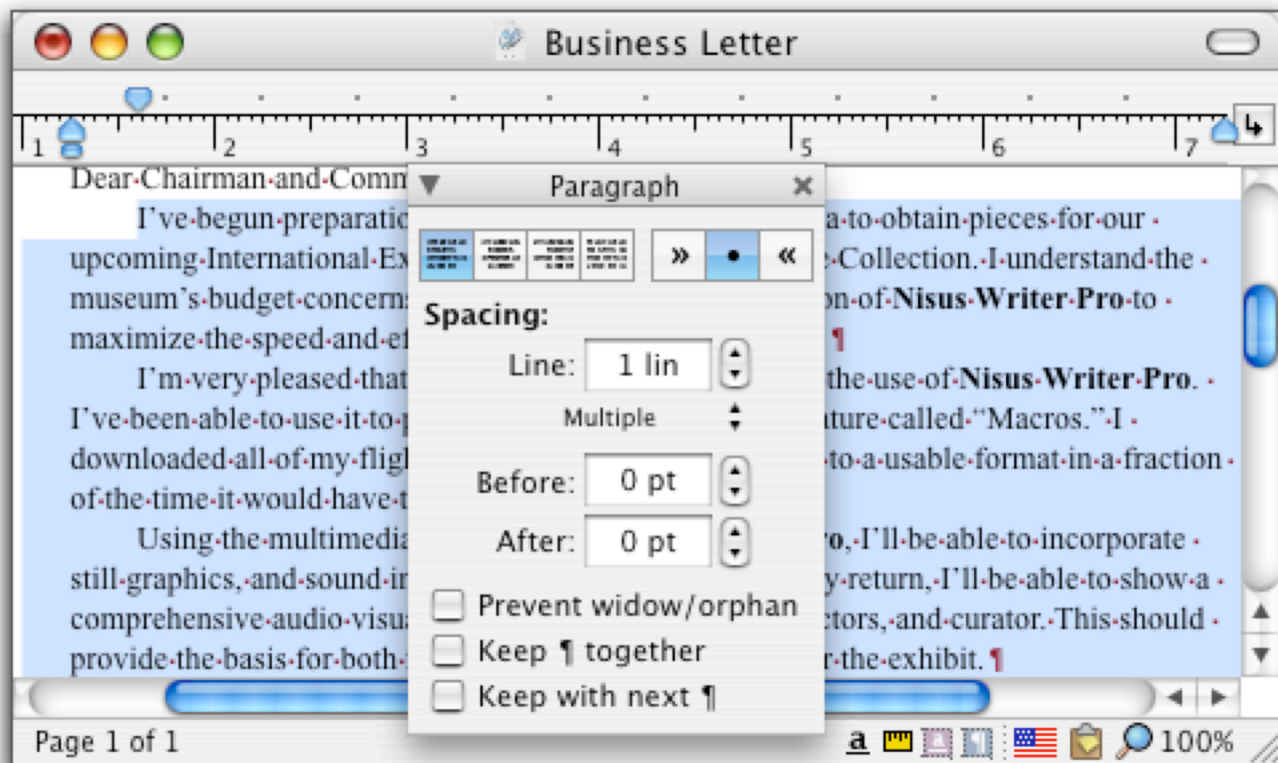


Figure 48
Example of Left Justification (with show invisibles turned on)

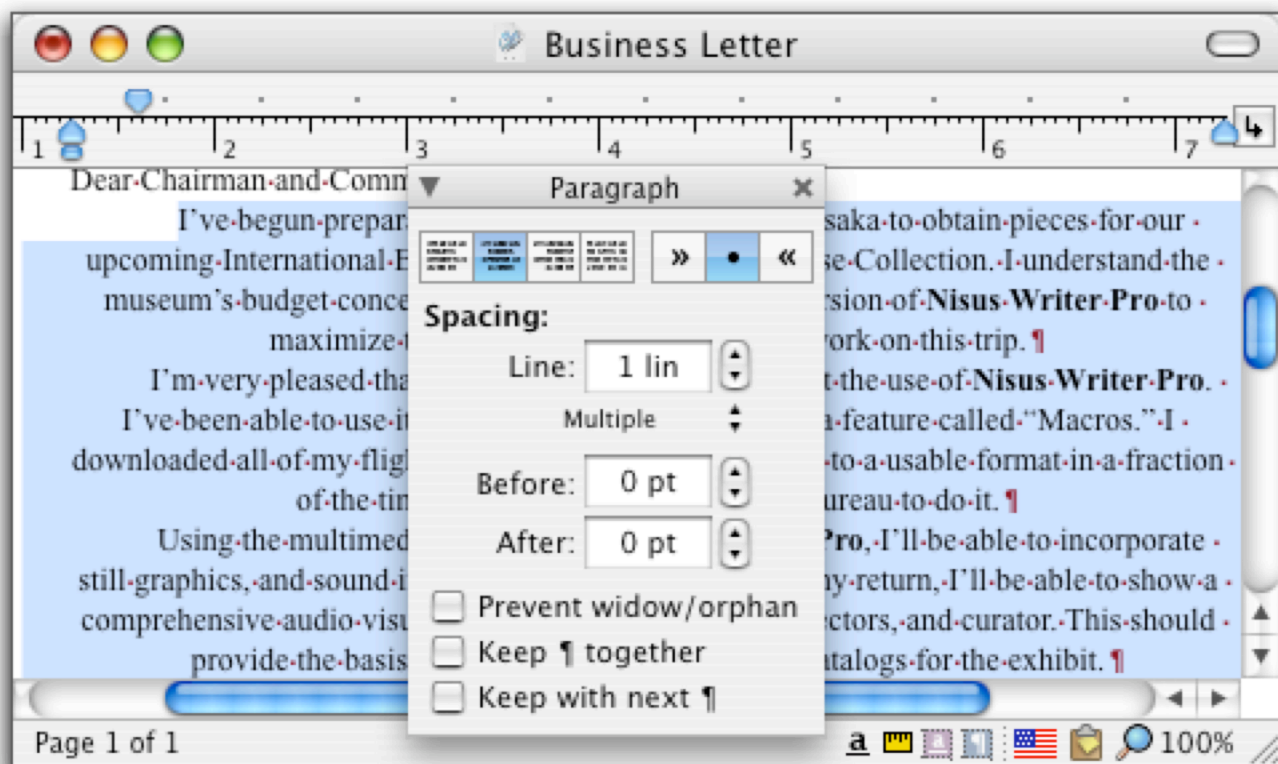


Figure 49
Example of Center Justification (with show invisibles turned on)

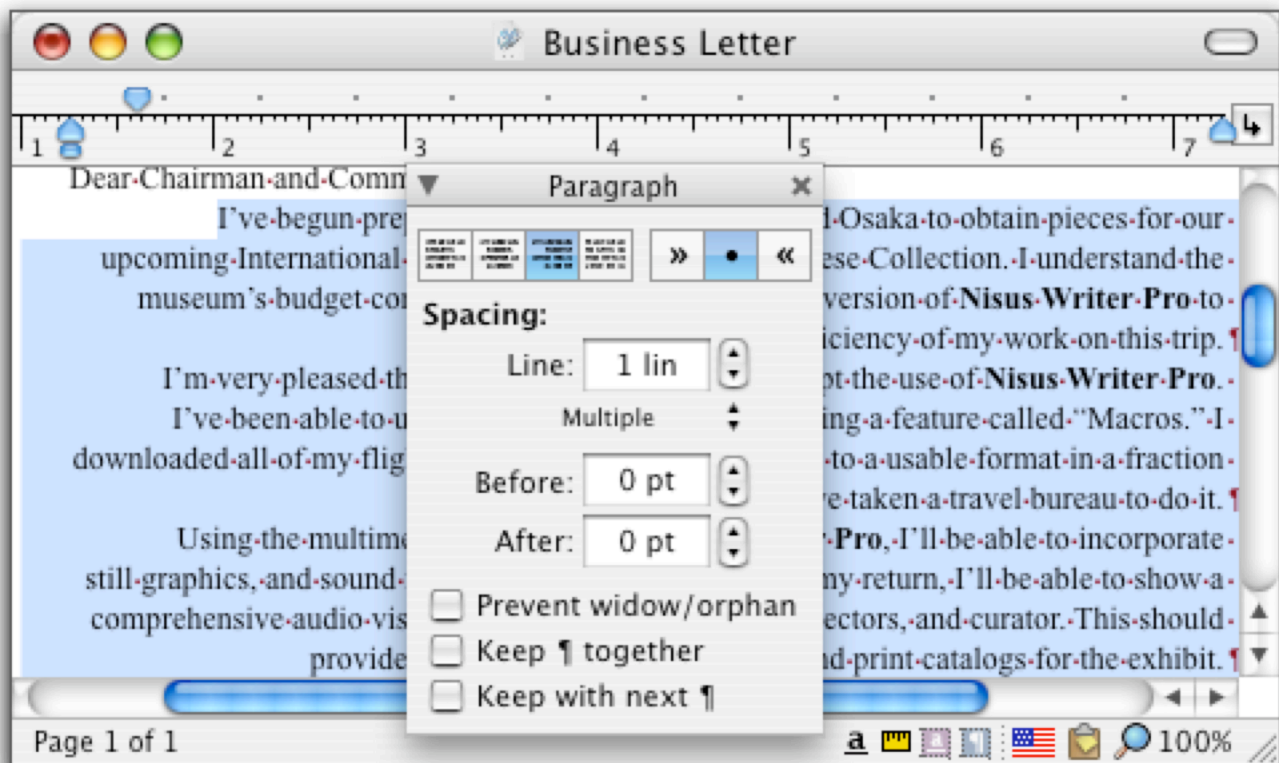


Figure 50
Example of Right Justification (with show invisibles turned on)

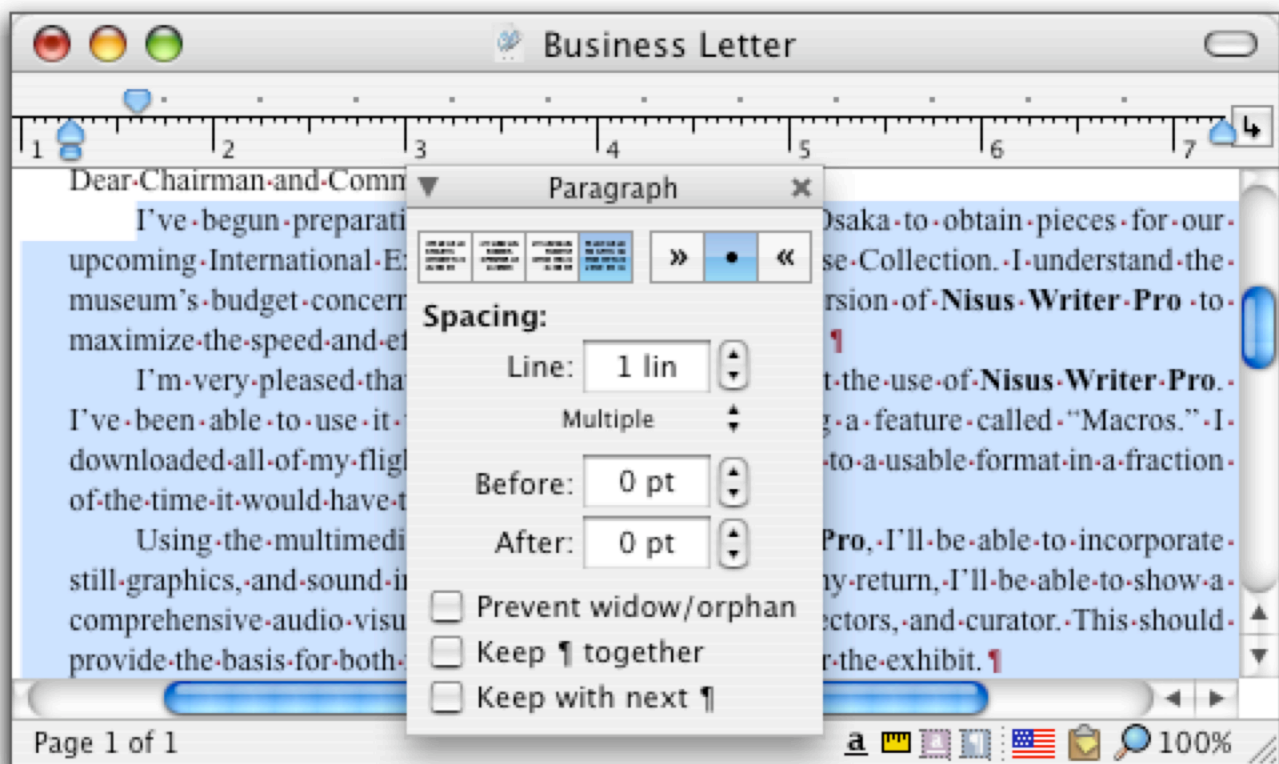


Figure 51
Example of Full Justification (with show invisibles turned on)

Set spacing between lines

Line height, known to typesetters as leading (because of the pieces of lead placed between the lines of type) refers to the vertical distance between the top of one line and the top of the following line.

Use options of the **Spacing** portion of the Paragraph palette illustrated in Figure 52 below to change the spread between lines, above paragraphs and below selected paragraphs.

- Click the “steppers” to apply varying amounts of spacing you want between lines and paragraphs or type the number of lines or points appropriate in the text edit box to the left of each stepper.

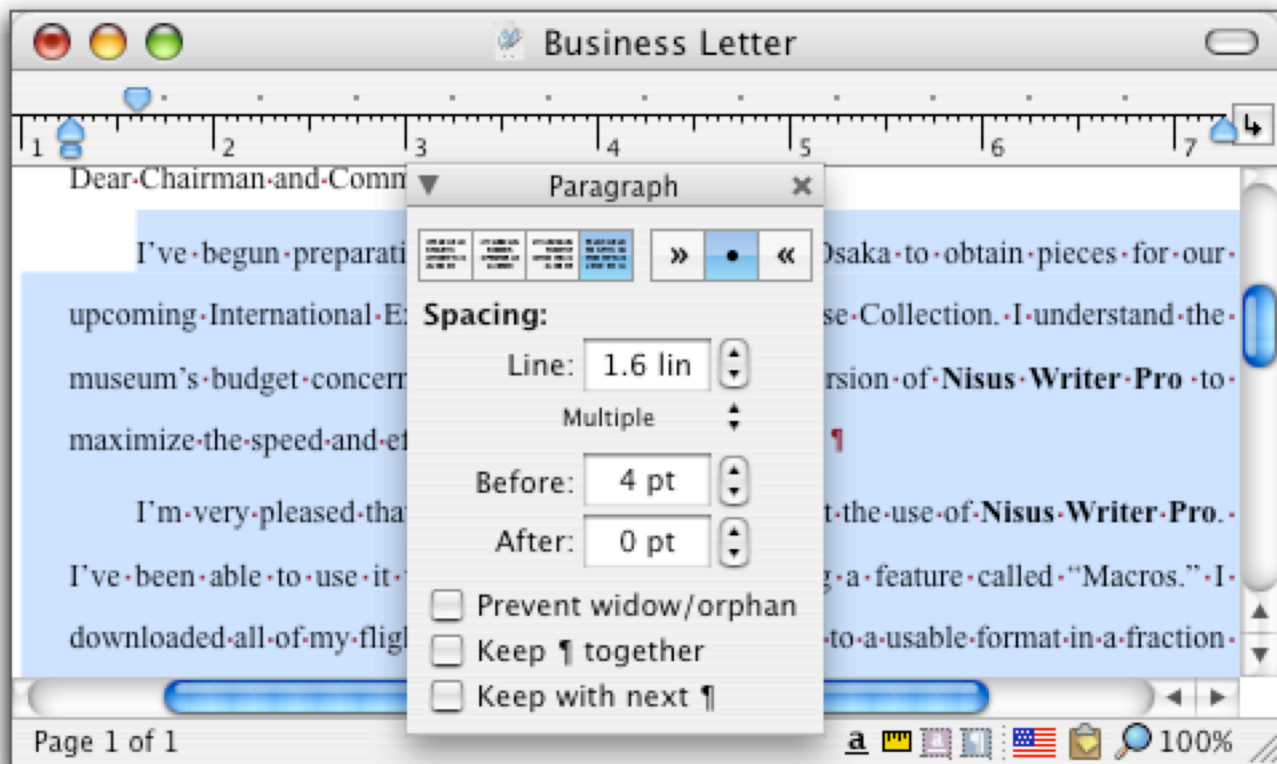


Figure 52
Change Line Height (with show invisibles turned on)



The unit of measurement in the **Line** height edit box changes by .1 line increments to a maximum of four lines. You can select the text in the **Line** height edit box and type the number you want.

Keep your lines from spreading when using superscript or footnotes/endnotes

If you use superscripted ordinal numbers (Nisus Writer Pro can maintain these for you automatically as explained in Determine What QuickFix Fixes on page 306) or footnotes/endnotes, you can keep your line spacing from spreading.

- Select the paragraph(s) you want to prevent spreading and choose **Fixed** from the **Multiple/Fixed** pop-up menu in the Paragraph palette.

Allow your lines to spread when using superscript or footnotes/endnotes

- Select the paragraph(s) you want to permit to spread and choose **Multiple** from the **Multiple/Fixed** pop-up menu in the Paragraph palette.

Set spacing between paragraphs

The space **Before** (above) paragraph stepper affects the space between the first line of the selected paragraph(s) and the last line of the preceding paragraph.

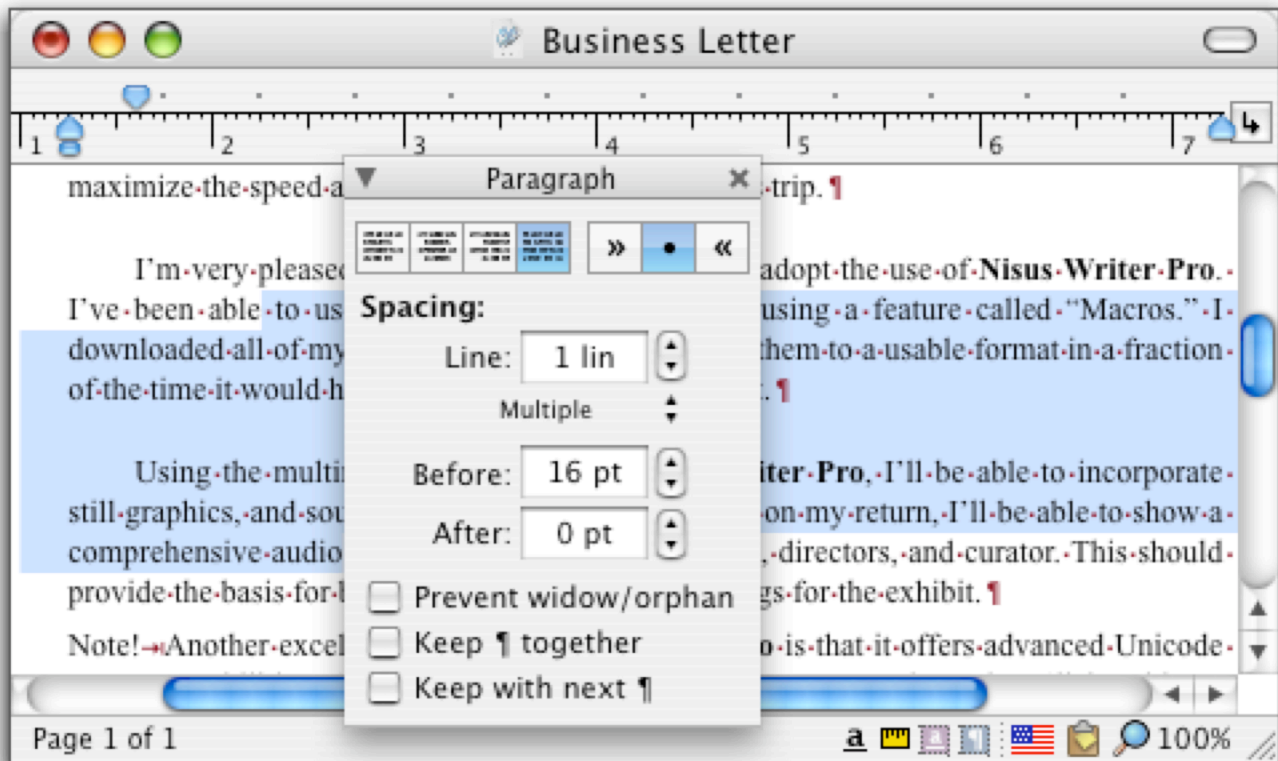


Figure 53

Space Before (Above) Paragraph (with show invisibles turned on)

- Click the “steppers” to apply varying amounts of spacing you want between paragraphs or type the number of points appropriate in the text edit box to the left of each stepper.

The space **After** (below) paragraph stepper affects the space below the last line of each selected paragraph and the first line of any succeeding paragraph.

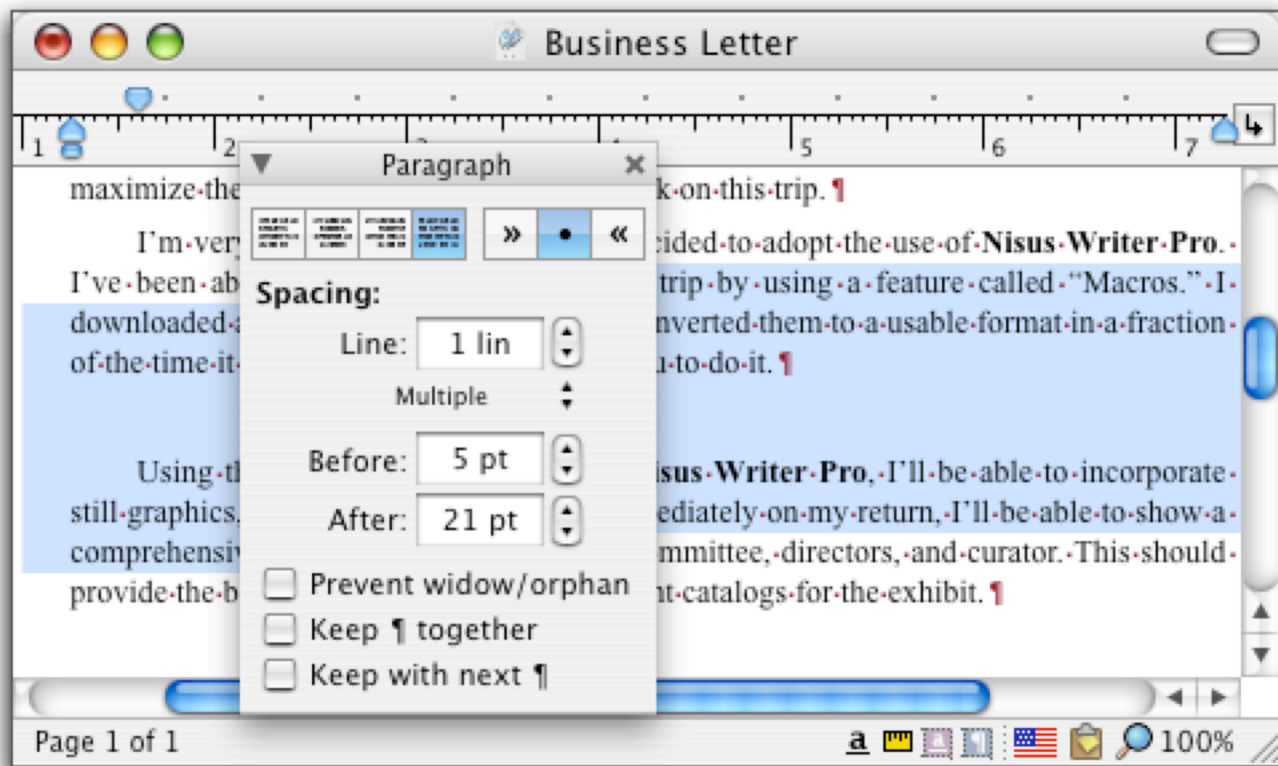


Figure 54
Space After (Below) Paragraph (with show invisibles turned on)

Control how paragraphs split and stick together

If you use Nisus Writer Pro to put text on paper, you will probably want to make sure that the printed version of your file looks good. Among the concerns are whether headings remain with the paragraphs they introduce and other, similar issues.

Prevent widows and orphans

There is some disagreement as to the exact meaning of the word widow in a typesetting context:

- the last line or word of a paragraph appearing at the top of a page, with the remainder appearing on the preceding page
- a single word or syllable (some say 7 characters or less) left alone at the bottom of a paragraph.

There is, however, general agreement about what constitutes an orphan:

- a heading or the first line of a paragraph or verse at the foot of a page.
1. Click your insertion point in the paragraph (or select a range of paragraphs).
 2. Either...
 - ▶ click **Prevent widow/orphan** in the Paragraph palette, or,
 - ▶ choose **Disallow Widows & Orphans** from the **Paragraph Layout Options** submenu of the **Format** menu.



This only controls for the first definition of widow but also controls for orphans. This prevents them from splitting to another page or column by themselves. The first or last line of a paragraph can still appear on another page or column (away from the majority of the paragraph) so long as they have company.

Keep selected paragraphs together

Use this set of commands to make sure that an entire paragraph appears on the same page or column.

1. Click your insertion point in the paragraph (or select a range of paragraphs).
2. Either...
 - ▶ click **Keep ¶ together** in the Paragraph palette, or,
 - ▶ choose **Keep Paragraph Together** from the **Paragraph Layout Options** submenu of the **Format** menu.

Keep one paragraph with the one that follows it

Use this set of commands to make sure that headings stay with the text that follows, or to guarantee that a caption stays on the same page or column as the illustration to which it is associated.


1. Click your insertion point in the paragraph (or select a range of paragraphs).
2. Either...
 - ▶ click **Keep with next ¶** in the Paragraph palette, or,
 - ▶ choose **Keep With Next Paragraph** from the **Paragraph Layout Options** submenu of the **Format** menu.



This keeps the selected paragraph on the same page as the first line of the next paragraph. How that first line is placed is determined by whether or not it is controlled by either (or both) **Keep ¶ together** or **Prevent widow/orphan**.

You can use these commands to create styles that control the overall shape of your document. When you do this you do not need to concern yourself each time you have a potential layout problem. This procedure is explained in “Modify a style” beginning on page 103.

Set tabs

Use tabs to align columns of text. Pressing  lines up the text that follows at the next tab indicated above the ruler. Nisus Writer Pro offers four types of tabs you can place on the ruler. The tabs differ in the manner in which they align text.

Automatic tabs appear every half inch after the last manually set tab.

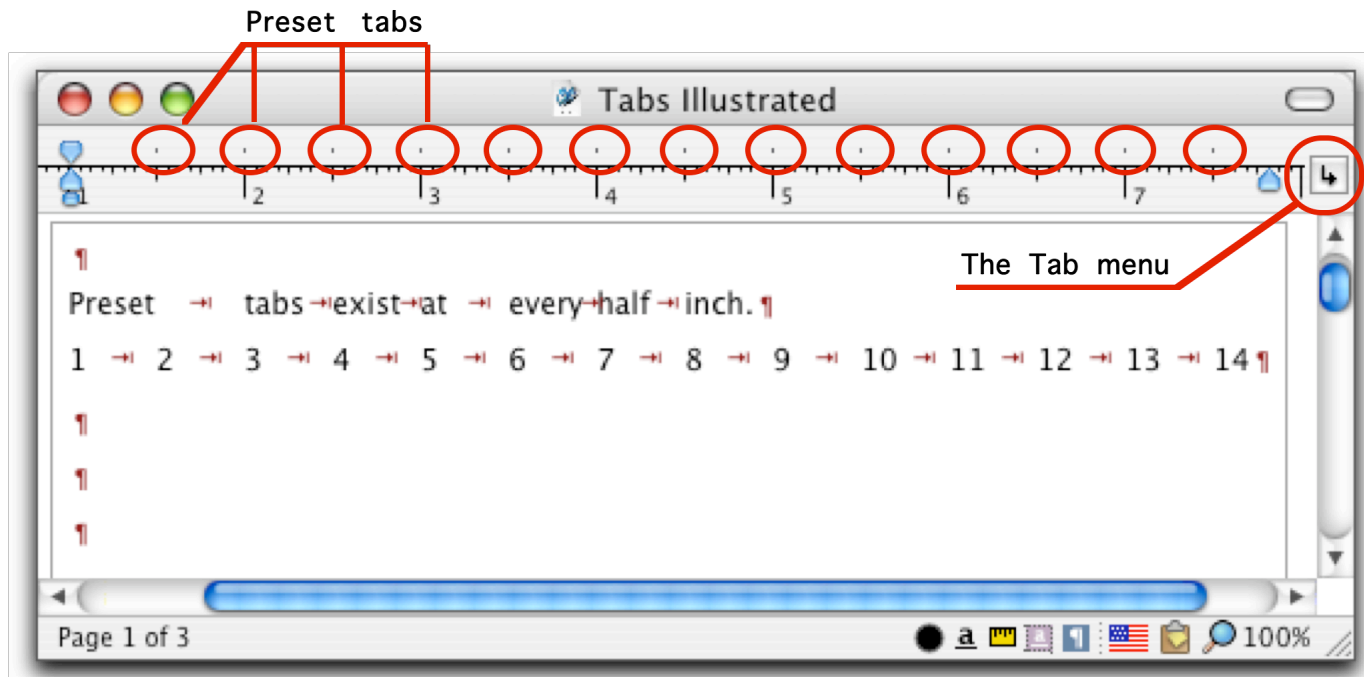


Figure 55

Preset tabs above the ruler (with show invisibles turned on)

1. Choose the desired tab indicator from the **Tab** pop-up menu at the right edge of the ruler above the Vertical Scroll Bar.
The options available are:
 - **Left**
 - **Center**
 - **Right**
 - **Decimal**
 - **Leader**
2. Click above the ruler where you want your tab to appear.
Any preset tabs that existed to the left of your tab disappear. The pre-set tabs that follow the ones you insert remain.



Figure 56
The Tab menu

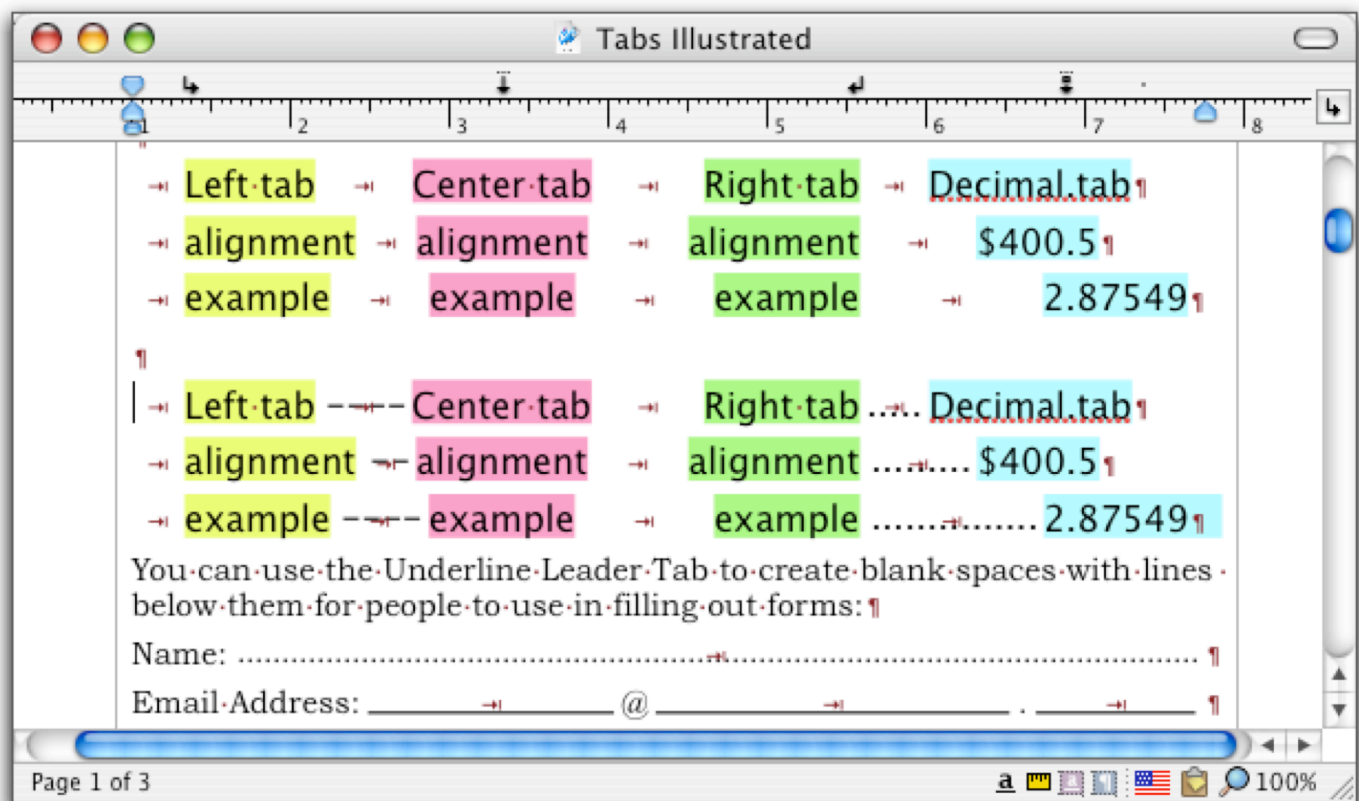


Figure 57
Tab stop justification (with show invisibles turned on; with and without leader)

Nisus Writer Pro places no limit to the number of tabs you can set on a ruler.

If you do not set any tabs, you can use the built-in tab feature. Built-in tabs are left aligned.

Use leader tabs

In tables of contents, indexes and columns of numbers you may want to have something to lead the reader's eyes from one part of tabbed text to the next. These guides are called Leader Tabs. You can either set a series of Tab Indicators as Leader Tabs or change a plain tab to a Leader Tab at a later time.

- Choose **Leader** from the **Tab** menu and click on the ruler the same as with any other tab.

Set the type of leader before placing a tab

1. Choose **Default Leader Tab Settings...** from the **Tab** menu.
2. Choose the kind of leader you want from the sheet that appears.
3. Click any one of the following
 - **None**
 - **Dotted (...)**
 - **Dashed(---)**
 - **Custom character(s)** (and enter the character(s) you want to use)
 - **Underline** (and choose the style of line you want from the pop-up menu)
4. Click **OK**.



Figure 58
Default Leader Tab Settings sheet

You can choose from a wide variety of graphic underline options from the Leader Tab Settings sheet.



Figure 59
Default Leader Tab underline pop-up menu

5. Click **OK**.

Move a tab indicator using the mouse

- Drag the Tab Indicator to its new location.

You can select multiple Tab Indicators then move them simultaneously if you press **shift** or **⌘** as you click the Tab Indicators.

Nisus Writer Pro displays a vertical line to indicate where the tab will align the text.

Move a tab indicator using the keyboard

1. Select any of the tab indicators (either individually, or more than one by pressing **shift** or **⌘**).
2. Press the right or left arrows on the keyboard to move the indicators a short distance to the right or left respectively.



You can select any combination of the tab indicators and the four indents and line wrap indicators by pressing **⌘** or **⌘** as you click each one.

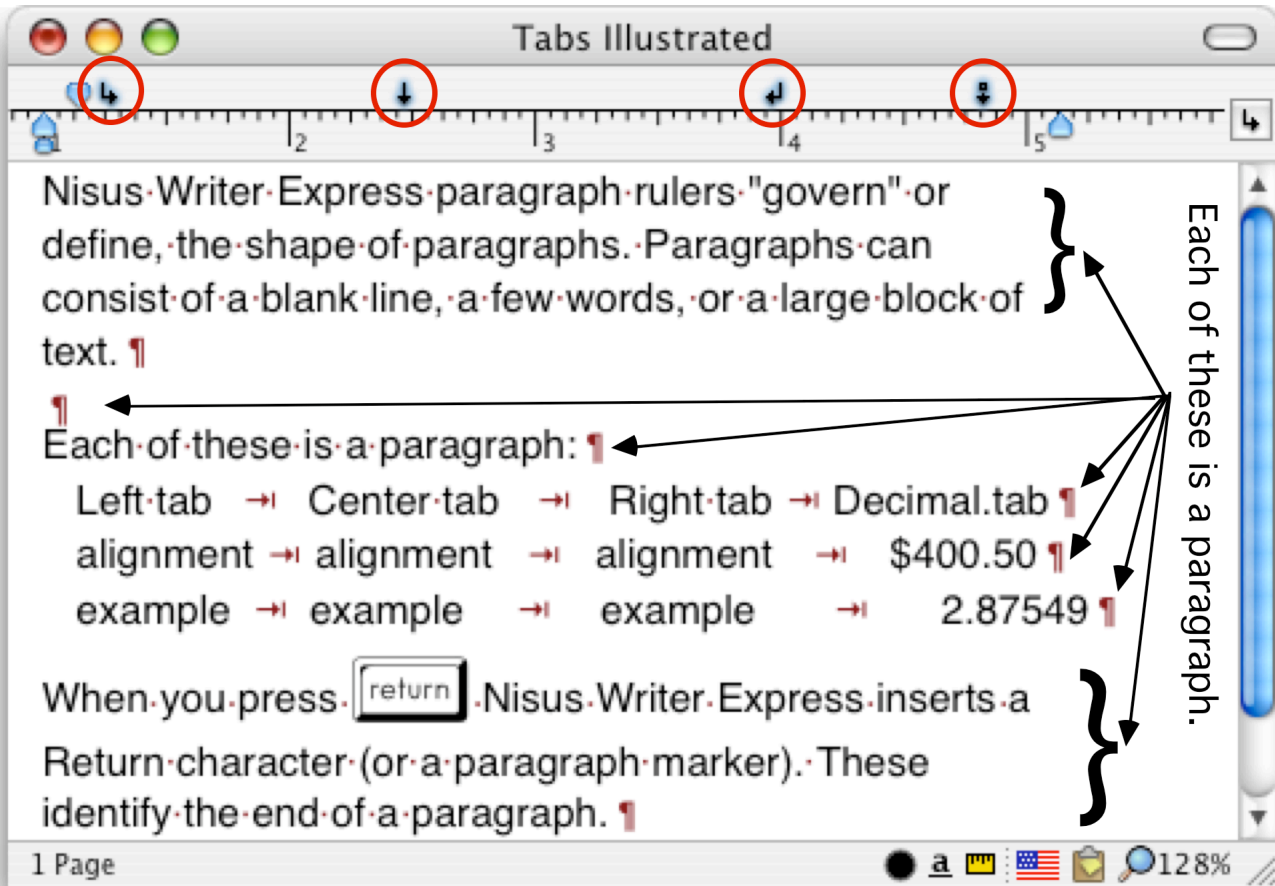


Figure 60

Multiple Tab Indicators selected have a hint of blue



Nisus Writer Pro displays “invisible” or “formatting” characters such as the Returns “¶” in Figure 60. To turn on their display, choose **Show Invisibles** from the **View** menu.

Edit a tab's location numerically

1. Double-click the Tab Indicator.
2. Enter the value for the location you want.
3. Click **OK**.

The **Edit Tab** dialog indicates what kind of Tab you have clicked and allows you to change it using the pop-up menu presented.

You can paste a numerical value into the dialog. This enables you to match a tab's location in one part of your document with that from another part of the document.

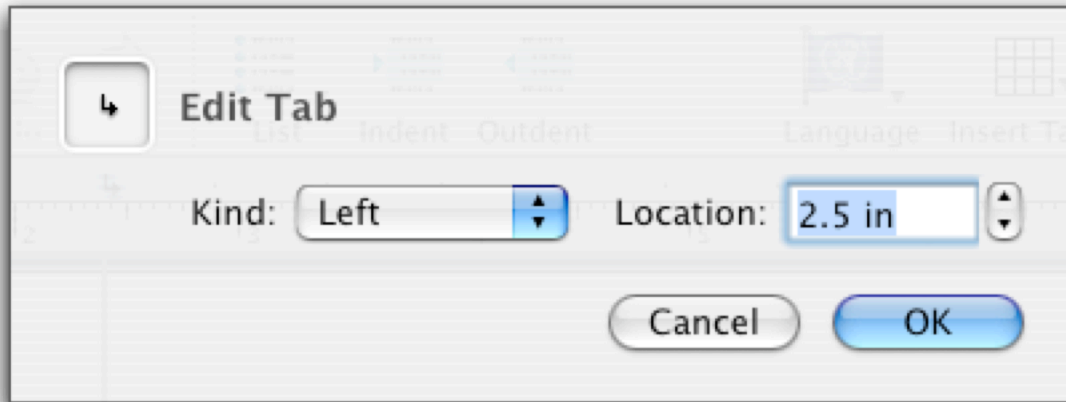


Figure 61
The Edit Tab dialog

Remove a tab Indicator

- Drag the Tab Indicator off the ruler, or, select the ones you want to remove and press **delete**. Select multiple Tabs by pressing **shift** or **⌘** as you click the Tab, or select them all by pressing **option** as you click any Tab.

Selecting paragraphs with different formatting

When you select paragraphs with different ruler formatting, the Ruler at the top of the document window and the Paragraph palette display the line wrap and indent, line height and paragraph spacing of the first selected paragraph. Other formats that are common to all selected paragraphs, such as Tab Indicators, also display.

If you change format attributes to selected paragraphs with different rulers the new attributes affect all the selected text.

Set the same format for a group of differing paragraphs

1. Select the paragraphs
2. Change the format by modifying the ruler.

If the indentation differs for selected paragraphs, the Ruler at the top of the document window and Paragraph palette reflect the settings of the first selected paragraph. Changing an indent affects all selected paragraphs.



The head and tail text wrap indicators determine the physical length of your line on the page. These markers determine where the lines of your paragraphs will “wrap.” Drag these indicators along the Ruler to change their settings.

Format Characters

You can add font, size, and style characteristics to text.

Nisus Writer Pro lists all the fonts you have that your version of the OS can display. These are generally in any of the following folders

/Library/Fonts

~/Library/Fonts

/Network/Library/Fonts

/System/Library/Fonts

and any fonts in the Classic

System Folder/Fonts

so long as they are not being managed by a Classic (pre OS X) font management tool.



You can cause the **Font** submenu of the **Format** menu to display the fonts available in their own font (WYSIWYG) by turning on **Font menu shows previews** in the Appearance preference pane of Nisus Writer Pro. See “Choose Various Display Options for Your Documents” on page 293 for more information.

Displaying your fonts WYSIWYG can cause Nisus Writer Pro to respond sluggishly.

Font Substitution

If a font does not have a particular character Nisus Writer Pro presents an alert and displays the character in the “secondary font” or another font that does have that character. In that case, when you select the “missing” character, Nisus Writer Pro also displays the font name in red in the **Font** submenu of the **Format** menu and in Character palette.

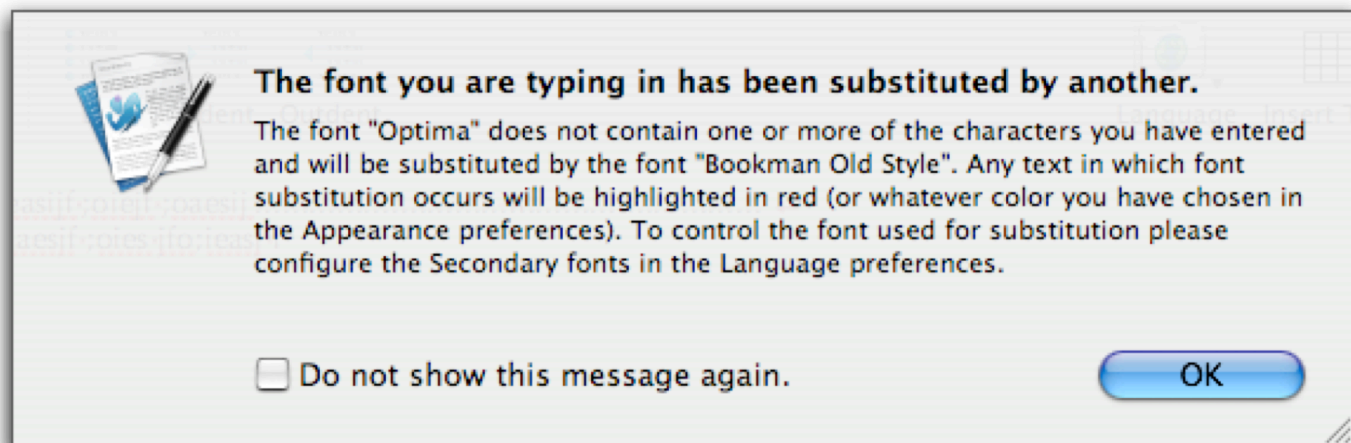


Figure 62

The “font substitution” alert

You can cause those characters that have had their font substituted in a special highlight color in the Appearance preference pane of Nisus Writer Pro. See “Determine the Color of Various Aspects of Your Nisus Writer Pro Working Environment” on page 297 for more information.

Add a font to your System

After you have purchased a font and you have it on your hard drive, or you have a CD of your fonts loaded in to your computer you can add these fonts to your System.

- Double-click the font’s icon.



Figure 63

A font file icon

Apple Computer's application Font Book opens and presents you with a dialog offering to install the font.

Change the font of characters

1. Select the text you wish to change.
2. Using the Character palette in the Writing set inside the Tooldrawer, choose the font you want from the **Family** pop-up menu.

Or

1. Select the text you want to have a different font.
2. Choose the font you want from the **Font** submenu of the **Format** menu.
You can choose from any font you have loaded in your System. The selected text appears in the chosen font.

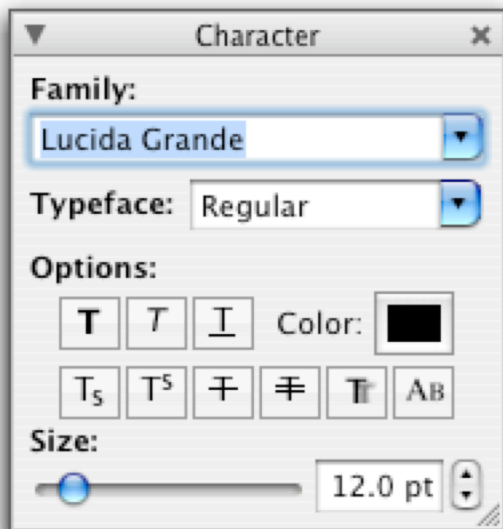


Figure 64

The Character palette in its smallest format

You can enlarge the Character palette by dragging the enlarge corner (if the palette is outside the Tooldrawer) or, the drag bar (if it is inside the Tooldrawer).

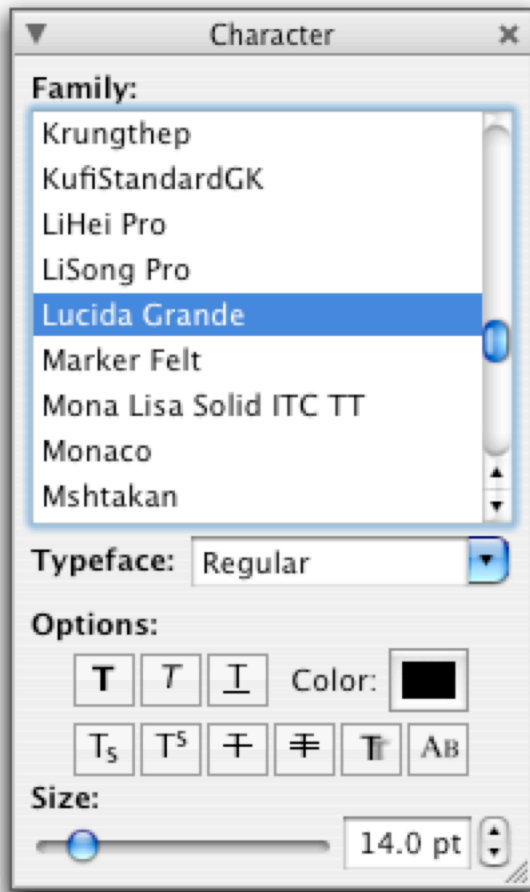


Figure 65

The Character palette enlarged

If you have many fonts available, a scroll bar appears. You can drag this scroll bar to display additional fonts.

Scroll through a longer list of fonts

- Drag the resize tab at the bottom of the Character palette down to display a longer list of available fonts.

If you know the name of the font you want, you can click and select the font name in the **Family** display and type the first few characters. Nisus Writer Pro uses “auto-fill” to sense what font you want, displaying the closest match (in alphabetical order). When you see the font you want, press **enter** to confirm your choice.

If you want to move on to change the typeface and/or size, you can press **tab** to confirm and select the next field in the palette.

Change the size of characters

1. Select the text you wish to change.
2. Click and drag the **Size** slider to the size you want.

The Size box updates to display the actual size of the characters,

If you know the size you want, you can click and select (or double-click) the size display and type the size you want. Nisus Writer Pro uses only whole number sizes. When you are satisfied, press **enter** or **tab** to confirm your choice.

While the slider only goes up to 128 pt., you can enter any size you like in the size display text box.

Or

1. Select the text you want to have a different size.
2. Choose the size you want from the **Size** submenu of the **Format** menu.
You can choose from a variety of sizes or you can increase or decrease the size of your text by designated increments. The selected text appears in the selected size.

Change the size of characters to a size not listed on the menu

1. Select the text you want to have a different size.
2. Click and drag the Size slider to the size you want.

Or

1. Choose **Other...** from the **Size** submenu of the **Format** menu.
2. Type the number for the size you want.
3. Click **OK**.

Increase or decrease the size of characters by a specific amount

1. Select the text you want to have a different size.
2. Choose the **Increase By...** or **Decrease By...** from the **Size** submenu of the **Format** menu.
3. Type the number for the amount you want the size to change.
4. Click **OK**.

Change the attributes of characters

1. Select the text you want to have a different attribute.
2. Choose the attribute you want from the **Format** menu.

The selected text appears with the chosen attribute.



For more information about special attributes in Nisus Writer Pro see page 275.

Change the attributes of characters using the “Dropper”

1. Select the text with the attributes you wish to apply elsewhere.



Figure 66

The Dropper with nothing in it (before clicking in text)

1. Click the Dropper on the Toolbar.
The dropper has “absorbed” the attributes. You are now in attribute duplication mode.



Figure 67

The Dropper with something in it (after clicking in text)

2. While the Dropper is “full”, *click and drag* your mouse to select the text to which you want to apply the attributes.
3. Repeat step 3 until you no longer want to duplicate attributes.
4. Click anywhere in your text, or click the dropper button.

You have now left the attribute duplication mode.



The Dropper “absorbs” and “drops” highlight color and any attributes of Styles (though not the Styles themselves). The underling Style remains but the new attributes have been laid “on top of” the Style.

Formatting Documents using Style Sheets

An introduction to Style Sheets

Nisus Writer Pro has multiple ways of handling the various possible combinations of fonts, sizes, colors and paragraph formats, languages and other character attributes. While the vast majority of word processors allow you to define styles that apply to entire paragraphs, in Nisus Writer Pro you can also apply a collection of attributes to a single character. This offers you much greater control over the final look of your document as well as the manner in which you can modify it. A Style Sheet is a collection of styles associated with your document. Each style can consist of a variety of attributes and be as precise as you want, so as to define the font, size, underline attributes, color, spacing, line wrap, tab locations, and language. Or, a style can consist of as little as one attribute.



Please note we use the word “style” to refer to the user defined styles (whether shipped with Nisus Writer Pro or created by you, the individual user) which appear in the Style Sheet view of Nisus Writer Pro, in the **Character Style** and **Paragraph Style** submenus of the **Format** menu and in the Styles palette. We use the word “attributes” to refer to those other means of altering the appearance of your characters which you choose directly from the **Format** menu and apply individually.

Style Sheets can provide a variety of functionalities

- Styles can help you to automatically format document content including text and rulers, with a single click or keystroke using sets of predefined formats you, the user define.
- Styles can help you to automatically re-format your document as you the user change any style definitions.
- Styles enable you to store that formatting in a way that can be reused in other documents.

Nisus Writer Pro comes with a Nisus New File that includes a number of predefined styles. These appear in the Styles palette as well as in the **Character Style** and **Paragraph Style** submenus of the **Format** menu, and in the **Style Sheet** view of your untitled document.



You can modify these styles, or add more styles which meet your writing needs. In order to have these styles available to you at any time, each time you open a “New” (Untitled) file you need to add them to your Nisus New File. Instructions on how to modify your Nisus New File are explained in “Create a Nisus New File” on page 123.

In addition, you can create any number of unique named template files with different Style Sheets in them, each one for a different purpose.

Working with styles makes it easy for you to experiment with the appearance of your document. Changing a style only affects the attributes that are specifically linked to that style. Once you change a style, all text of that style in the document changes to match the modifications.

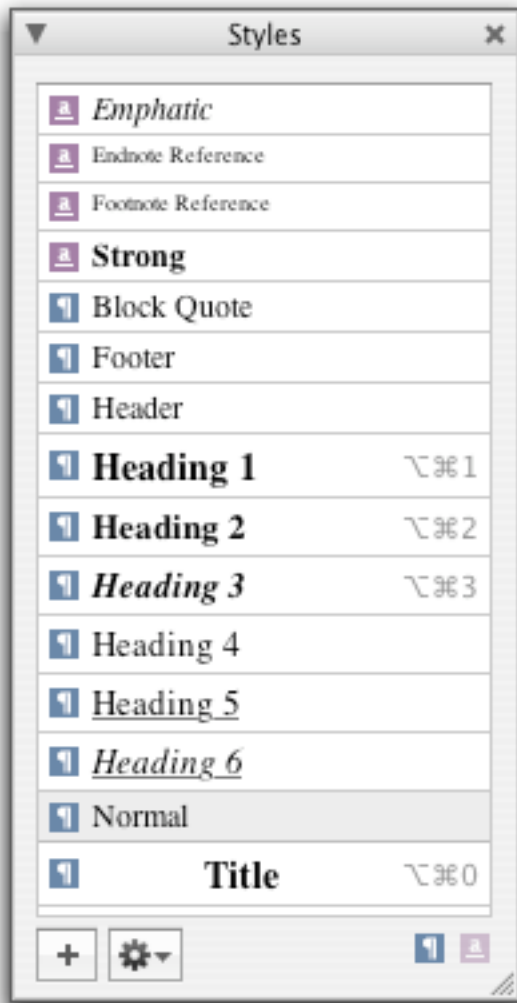


Figure 68
The Styles palette enlarged



The styles present in the shipped Nisus New File consist of three types character level, paragraph level and note level styles. They appear in the Styles palette (except for the note styles) and in the menu sorted alphabetically by level. Many of these supplied styles use standard names and formatting common in HTML documents.

The name of the style of the current selection is highlighted in gray.

- **Block Quote** Use for indented blocks of quoted text;
- **Footer** Use for text in the footer. This style is already present when you click in the footer;
- **Header** Use for text in the header. This style is already present when you click in the header;
- **Heading 1** Use for top level headings;
- **Heading 2** Use for second level headings;
- **Heading 3** Use for third level headings;
- **Heading 4** Use for fourth level headings;
- **Heading 5** Use for fifth level headings;
- **Heading 6** Use for sixth level headings;
- **Normal** Use for your basic flowing paragraphs of text;
- **Title** Use for your document's title;

- **Emphatic** Use to emphasize smaller amounts of your text with italics;
- **Endnote Reference**
Used for your endnotes;
- **Footnote Reference**
Used for your footnotes;
- **Strong** Use to emphasize smaller amounts of your text with bold;
- **Endnote** Use to determine the display of the text of your endnotes. This is the style already present when you insert an endnote and your insertion point is in the endnote area;
- **Footnote** Use to determine the display of the text of your footnotes. This is the style already present when you insert a footnote and your insertion point is in the footnote area.

The text and icons in the Styles palette display

- name of the style;
- whether it is a paragraph level  or character level  style;
If the current selection consists of both a character level style and a paragraph level style both icons are highlighted. Clicking one or the other icon scrolls the list to display that style's name.
- the keyboard shortcut associated with that style (if any);
- the + pop-up menu enables you to insert a new style in your document;
- the **Gear** pop-up menu gives you quick access to the following commands (which are also available from the **Format** menu):
 - **Remove Character Style**
 - **Remove Paragraph Style**
 - **Select Range With Style**
 - **Select All With Style**
 - **Remove Attributes Except Styles**
 - **Edit Styles...**
- ...and, the style's name appears in the font, size, other character attributes, color and alignment associated with it.

See the Style Sheet associated with a document

You can see (and edit) all the details of all the styles in your document, using any of the following methods.



This changes the view of your document. It momentarily (while in that view) hides the text of your document.

- ▶ Choose **Style Sheet** from the **View** menu.
- ▶ Click the **Style Sheet** portion of the **View** button on the Toolbar.



Figure 69

The Style Sheet portion of the View button

- ▶ Choose **Edit Styles...** from the “**Gear**” button menu at the bottom of the Styles palette in the Tooldrawer.
- ▶ Choose **Edit Styles...** from the tab button menus on the Statusbar at the bottom of the document window to display the style in which your insertion point appears.

- Double-click a style's name in the Styles palette to display the style you double-clicked.

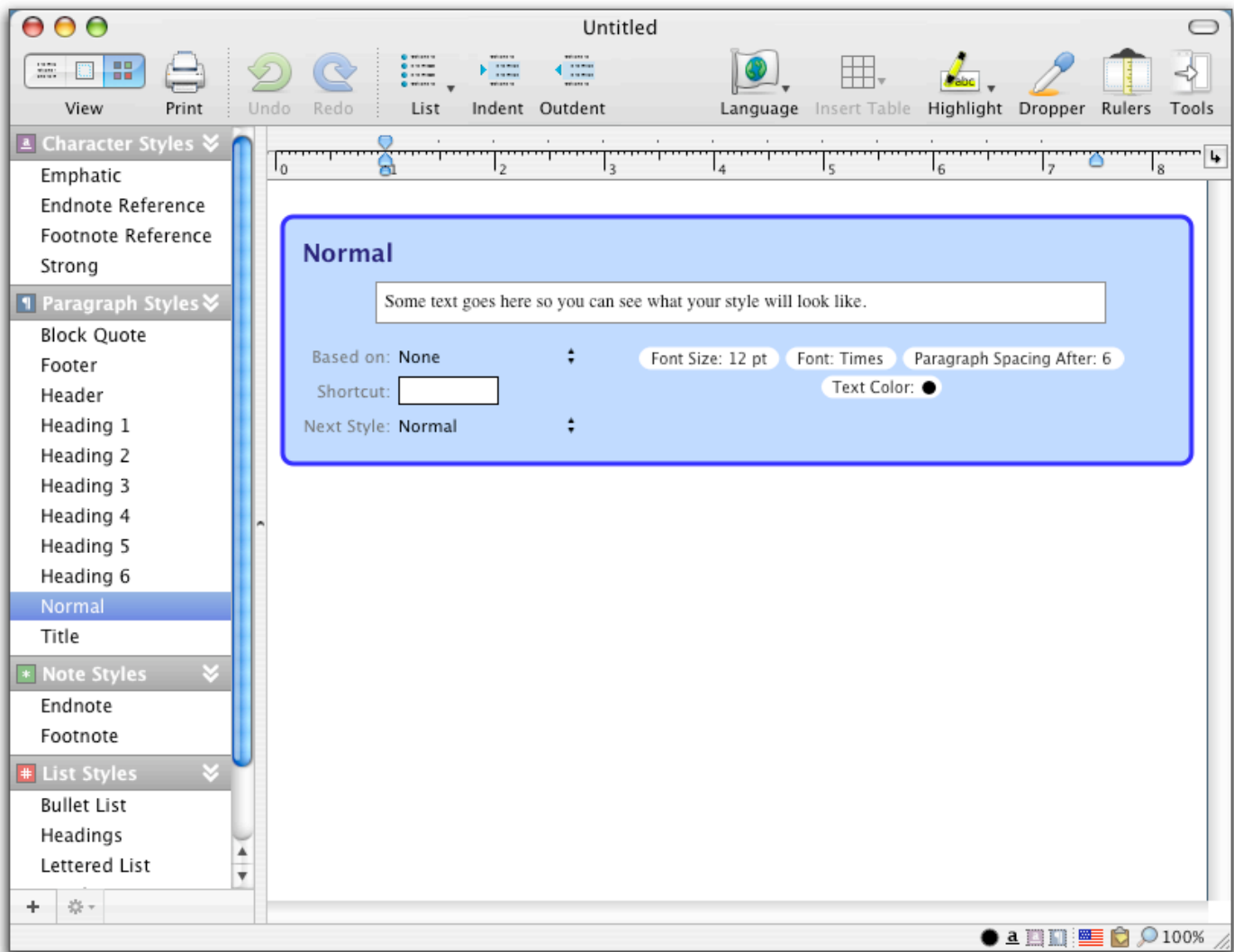



Figure 70
The Style Sheet view

The Style Sheet view lists all the styles of the document in a panel along the left side of the window (that you can hide or reveal) in alphabetical order grouped by Character Styles followed by Paragraph Styles and then Note Styles and, finally, List Styles. You can display all styles or a sub-set of them by clicking the chevron to the right of that section. You can view two or more styles that are not contiguous by pressing  as you click each style name.

Each style has its own portion of the Style Sheet view. When you select a style, its controls activate. The upper left area displays the style's name and opposite that a sample of text as it would appear in the document. (You can modify either, or both, of these.)

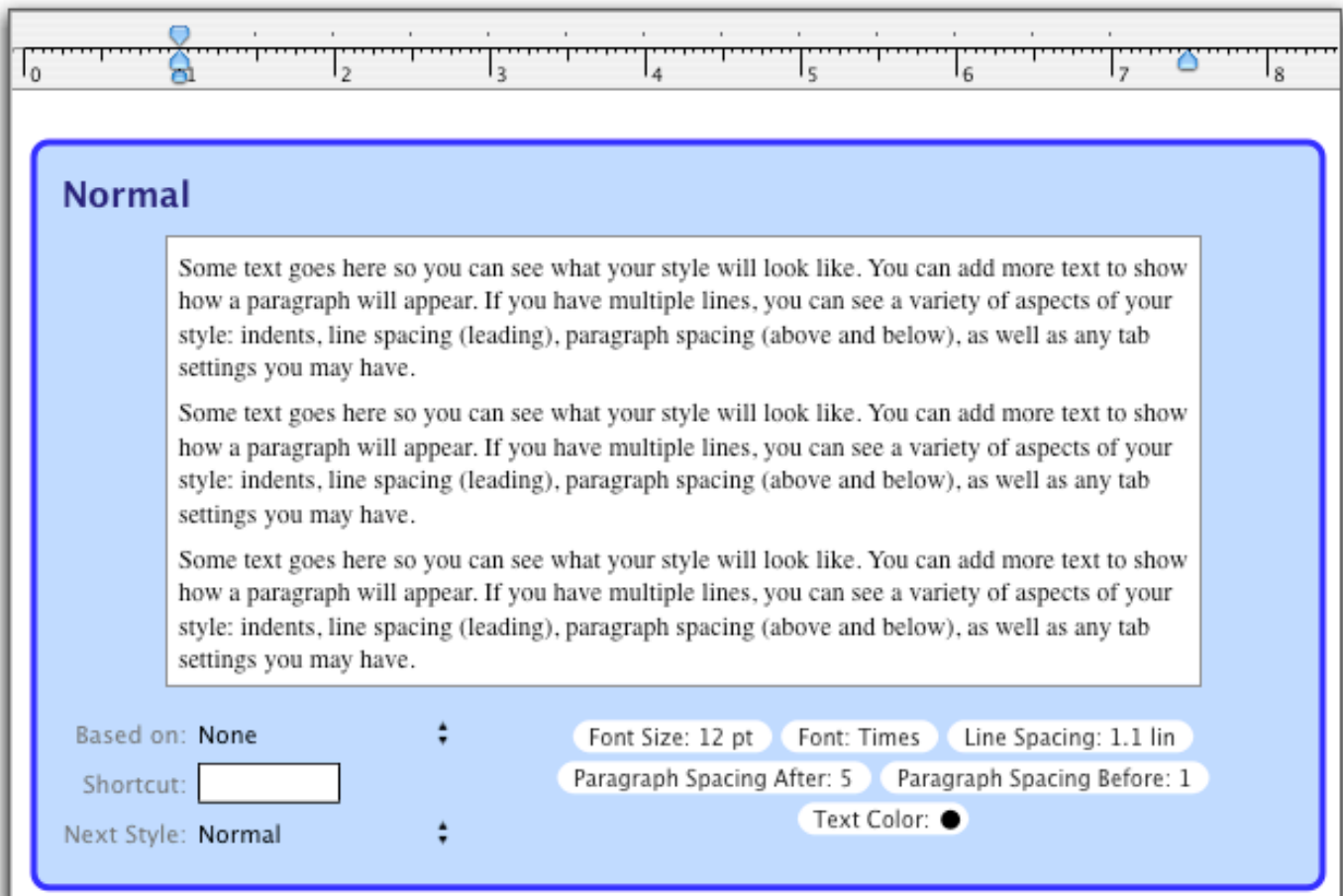


Figure 71

The Normal style in Style Sheet view

Beneath the sample text, in clearly readable “bubbles”, are all the attributes that make up that style. You can click to select and delete any of the attributes you do not want as part of the style. You can use the tools of the Character and Paragraph palettes (among others) to make the changes you want.

To the left are controls you can use to

- determine on what other style in the document this should style be based;
- assign a keyboard shortcut to the style;
- determine the style automatically assigned to the next paragraph (when you press return).

Understanding the difference between the various kinds of styles

This version of Nisus Writer Pro supports four kinds of styles

- Paragraph Styles
Apply the associated attributes to the entire paragraph.
- Character Styles
Apply the associated attributes to selected text only (and it can overlay the attributes of a Paragraph Style). These include those that determine the appearance of the footnote or endnote reference character in the document.
- Notes Styles.
Apply to the notes areas of your document.

- List Styles
Apply to the lists you insert in your document.

Apply a style to your text

Applying styles to your text is easy. Rather than choosing a font, then a size, then a style and possibly a color, when you choose a style, all the attributes associated with it are applied at once.

1. Select the text to which you wish to apply the style.
2. Apply the style
 - ▶ Choose the style's name from the **Character Style** and/or **Paragraph Style** submenus of the **Format** menu.
 - ▶ Click that style's name once in the Styles palette.
 - ▶ Choose the style's name from the Character or Paragraph Tag pop-up menu on the Statusbar.

When you apply a paragraph style Nisus Writer Pro removes certain attributes that may already be associated with the text and substitutes the attributes of the style you are applying.

- Paragraph attributes are always removed (for example)
 - line spacing (leading)
 - paragraph spacing
 - indents/outdents
 - alignment
- Character attributes are removed only if the applied paragraph style defines a setting for that attribute (for example)
 - font
 - color
 - italics
- List attributes are removed only if the applied paragraph style defines a setting for that attribute.

When you apply a character style (for example **Emphatic**) Nisus Writer Pro removes all character attributes that may already be associated with the text (except language)

- font
- color
- italics



Nisus Writer Pro only removes a language attribute if the applied style has a different language associated with it.

Modify a style


You can edit all the details of all the styles in your document.

1. Display **Style Sheet** view of your document as explained in “See the Style Sheet associated with a document” on page 100.
2. Select the style (or styles) you want to modify.

Or

- ▶ Double-click a style's name in the Styles palette to display the style you double-clicked.

Select more than one style

- ▶ Press  as you click a style.



When you have more than one style selected you can only change those attributes that they currently share. Changing any of the non-shared attributes will automatically deselect those styles that do not share the attribute.

Change the name of a style

1. Click in the name area of the selected style.
2. Select or delete the text there and type the name you want as illustrated in Figure 75 on page 108.

Have one style inherit the attributes of another

- Choose that style's name from the **Based on** pop-up menu.



Depending on the style you choose, both Paragraph and Character (as well as the various Note) Styles are available here. However, the only style names that appear in the pop-up menu are those that are available. If Heading 3 is based on Heading 2 and Heading 2 is based on Heading 1 which is based on Title, which is based on Normal, the Normal style cannot (logically) be based on Title, Headings 1, 2, nor 3. For example...

Normal style has the paragraph attributes (listed in alphabetical order)

- First Line Indent 0
- Font Size 12 pt
- Font Times
- Left Indent 0
- Line Spacing 1 lin
- Paragraph Spacing After 6
- Paragraph Spacing Before 0
- Text Alignment Left
- Text Color Black

Heading 1 style is based on Normal. To distinguish it from Normal you only need to designate

- Bold
- Font Size 14 pt
- Font Lucida Grande
- Paragraph Spacing After 0
- Paragraph Spacing Before 6
- All other attributes will remain the same as those for Normal.

Heading 2 style is based on Heading 1. To distinguish it from Normal we only want to make it a bit smaller

- Font Size 13 pt
- All other attributes will remain the same as those for Heading 1.

You can “base” Paragraph Styles on other Paragraph Styles and have different Character Styles underlying them. You cannot base a Character Style on a Paragraph Style.

Determine the style of the next paragraph of your text automatically

Generally, when you type descriptive text, each new paragraph shares the same formatting as the one that preceded it. Headings are exceptions to this. Usually a heading is immediately followed by normal text. The styles of Nisus Writer Pro take this into account. You can determine the style of the following paragraph.

1. Choose **Style Sheet** view from the **View** menu.

2. Select the style you want to modify
3. Choose the style for the next paragraph from the **Next Style** pop-up men.




Normal style is already set to follow the various **Heading** styles and the **Title** style.

4. Return to the **Draft** or **Page** view.

Assign a keyboard shortcut to your style as you edit it

Nisus Writer Pro allows you to assign keyboard shortcuts to any command of the program. You can set your keyboard shortcuts in the Preferences as explained in “Assign Menu Keys to Menu Commands” on page 304. However, while you are busy working on your styles, Nisus Writer Pro allows you to assign the shortcuts right in the Style Sheet view.

1. Click your insertion point in the **Shortcut** box.
2. Press  and type the key you want for your shortcut.

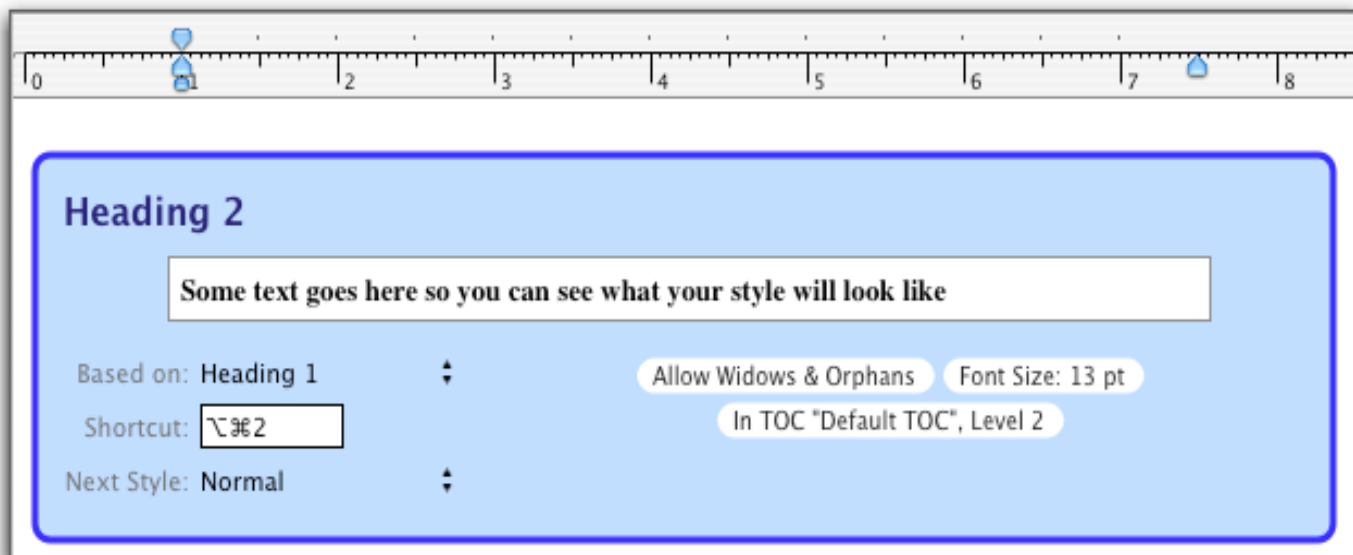



Figure 72



Assigning a Menu Key shortcut in the Style Sheet view

Remove a keyboard shortcut to your style as you edit it

1. Click your insertion point in the **Shortcut** field.
2. Press the  key.

Change the sample text that illustrates your style

The right side of the Style Sheet view has a window with a string of text. While one line of text is usually sufficient for illustrating your Title and Heading styles, for your Normal style you would probably want at least three paragraphs of text to be able to see not only the leading (line spacing) but the space allocated before and after paragraphs.

1. Click your insertion point to select the style you want to modify.
2. Click your insertion point in the sample text field and select all the text there (type  .
3. Paste any text you have on the Clipboard or type in the text you want as illustrative.

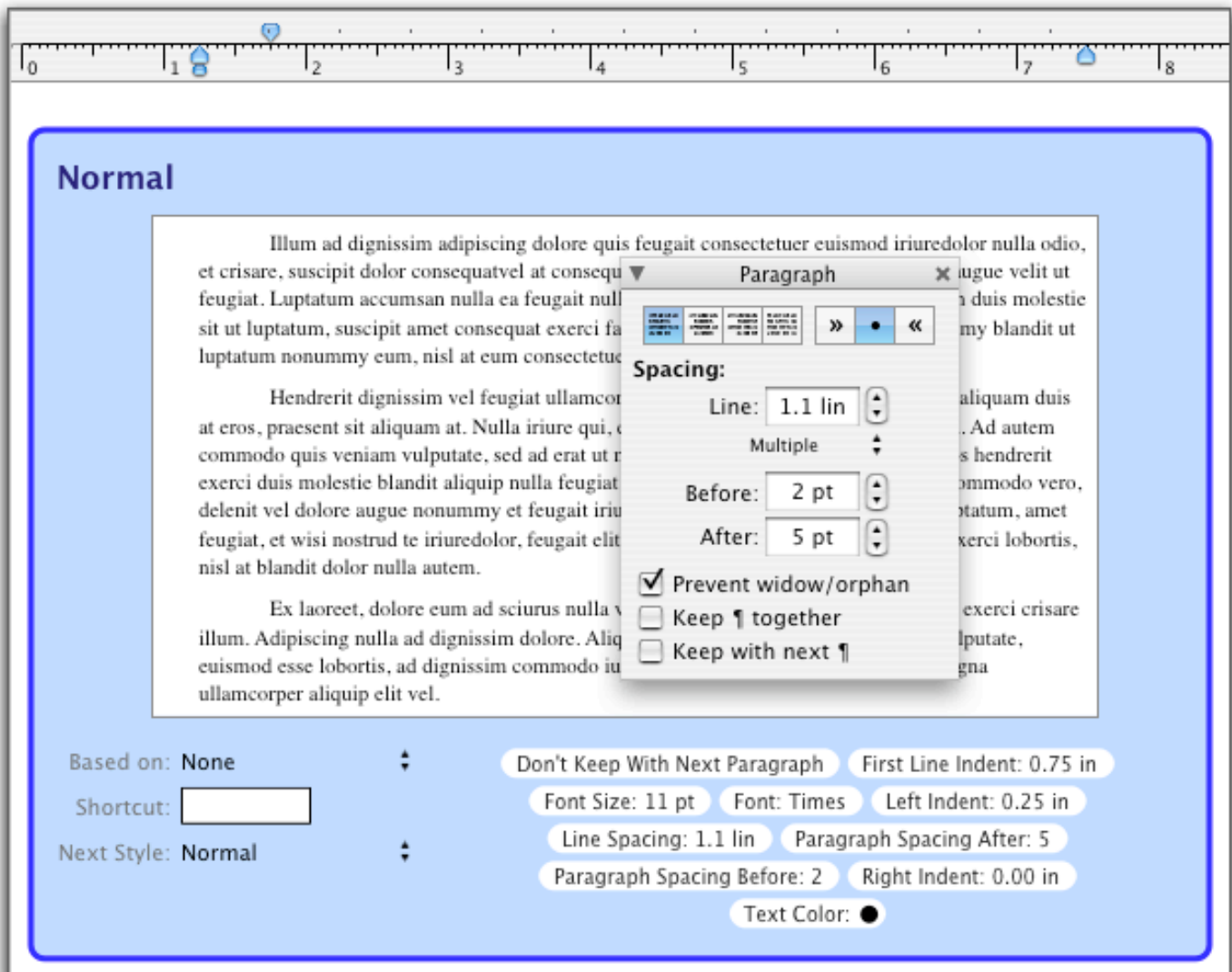


Figure 73
Changing the text and paragraph formatting in Style Sheet view

Quickly remove attributes that define your style

Beneath the string of text on the right side of the Style Sheet view indicators appear in little “bubbles”. Each bubble represents a different attribute associated with that style.

1. Click your insertion point to select the style you want to modify.
2. Click to select the attribute you wish to remove.
3. Press **delete** to remove that attribute.



When you delete any of these attributes, the style assumes the reigning attribute of the style upon which it is based. If it is not based on any particular style, it assumes the attribute set in the Format portion of your **New File** preferences (the Nisus New File) as illustrated in Figure 84 on page 118.

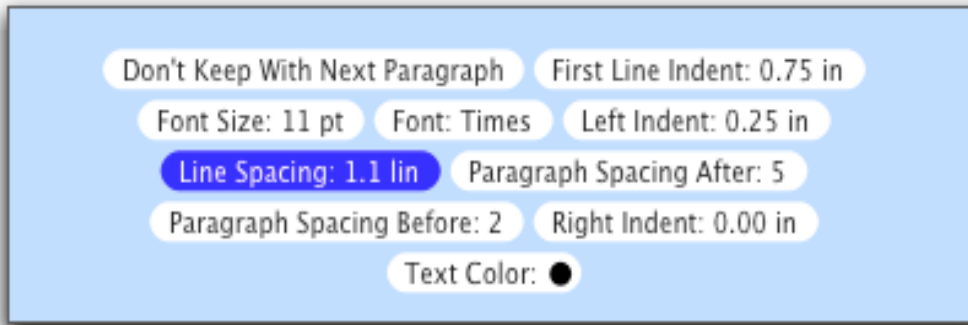


Figure 74

The attribute “bubbles” of the Style Sheet view illustrated in Figure 73 above with “Line Spacing” selected

Add or modify attributes associated with your style

1. Click the name of the Style you want to modify in the panel on the left of the window.
2. Make the changes you want using the appropriate menus or palettes.







If you change your font family by typing the name of the font in the Character palette, you must press **Enter** to confirm your selection.



You can add any of the Highlight colors to your Style by choosing the one you want from the Highlight button on the Toolbar.

Create a new style

Your writing needs may differ from those of others. You may need various kinds of numbered lists or “blockquoted” text, or sections of computer code. You can create a new style to control these or any other block of text you want to format.

1. Choose
 - ▶  **Based on Selection** from the **New Style** submenu of the **Insert** menu to create a style that inherits the character and paragraph formatting of the text in which your insertion point appears.
 - ▶  **Character Style** from the **New Style** submenu of the **Insert** menu to create an entirely new style that has no relationship to the text in which your insertion point appears.
 - ▶  **Paragraph Style** from the **New Style** submenu of the **Insert** menu to create an entirely new style that has no relationship to the text in which your insertion point appears.
 - ▶  **List Style** from the **New Style** submenu of the **Insert** menu to create an entirely new style that has no relationship to the text in which your insertion point appears.



The same commands appear if you click the “Plus” + pop-up menu in the Styles palette.

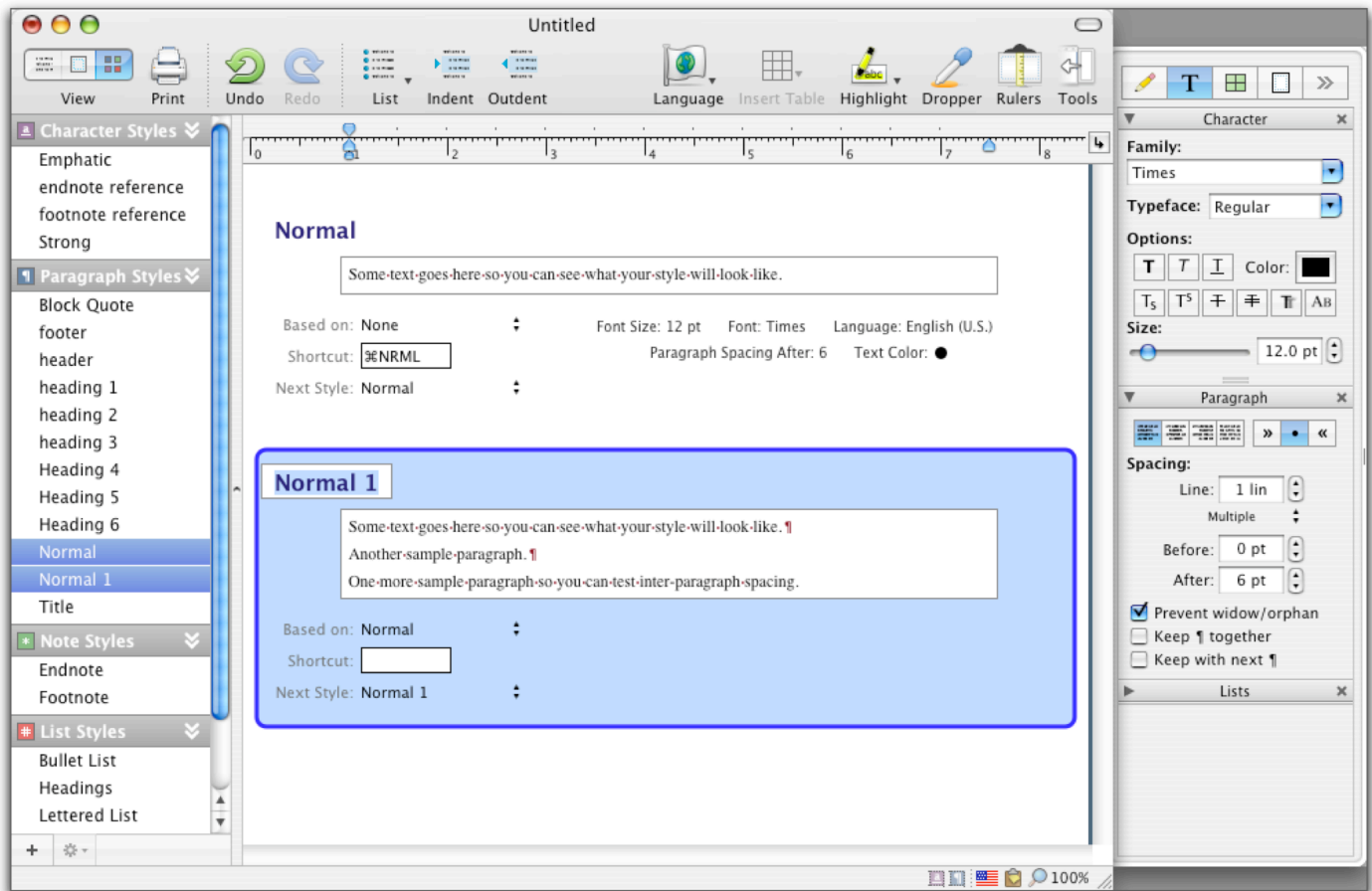




Figure 75

The new paragraph style based on the selection

2. Give the style a unique name.
3. Modify the style's attributes as explained in "Modify a style" on page 103.

Select a range of text with a particular style

You may have your insertion point in a string of text of a particular style and you want to assign a different style to that. Ordinarily, if it is a character based style you would have to find and select the entire string of text by guessing where it began and ended. However Nisus Writer Pro offers a special tool for doing this.



1. Click your insertion point inside the area of text the style of which you wish to select.
2. Choose
 - ▶ **Select Style Range** from the **Paragraph Style** or **Character Style** submenu of the **Format** menu or
 - ▶ **Select Range** from the **Character Level**  or **Paragraph Level**  style 0 on the Statusbar or
 - ▶ **Select Range With Style** from the **Gear** pop-up menu in the Styles palette.



If you have non-contiguous text selected, this extends the non-contiguous selection.

Select all the text in your document with a particular style



You may have your insertion point in a string of text of a particular style and you want to assign a different style to that text. Ordinarily, if it is a character based style you would have to find and select the entire string of text by guessing where it began and ended. However Nisus Writer Pro offers a special tool for doing this.

1. Click your insertion point inside the area of text the style of which you wish to select.
2. Choose
 - ▶ **Select All Style** from the **Paragraph Style** or **Character Style** submenu of the **Format** menu or
 - ▶ **Select All** from the **Character Level**  or **Paragraph Level**  style tag on the Statusbar or
 - ▶ **Select All With Style** from the **Gear** pop-up menu in the Styles palette.

This selects all text in your document which shares that style.

Remove a style's attributes from selected text

You may have a document with styles associated with text that you no longer want. You can easily remove that Style from the text.

1. Click your insertion point inside any area of text of the Paragraph Level Style which you wish to remove.
2. Choose
 - ▶ **Remove Paragraph Styles** from the **Paragraph Style** submenu of the **Format** menu,
 - or
 - ▶ **Remove** from the **Paragraph Level**  style tag at the bottom of the document window, or
 - ▶ **Remove Paragraph Style** from the **Gear** pop-up menu in the Styles palette.
- ▶ If it is a Character Level style, select the range of text from which you wish to remove the style and choose
 - ▶ **Remove Character Styles** from the **Character Style** submenu of the **Format** menu, or
 - ▶ **Remove** from the **Character Level**  style tag on the Statusbar or
 - ▶ **Remove Character Style** from the **Gear** pop-up menu in the Styles palette.

Remove a character attribute from your text

Removing attributes from your text is easy.

1. Click your insertion point in the area of text which has attributes you wish to remove.
2. Choose **Select Range** or **Select All** from the **Character Attributes** Tag on the Statusbar.
3. Choose **Remove Font** from the **Character Attributes** Tag on the Statusbar.

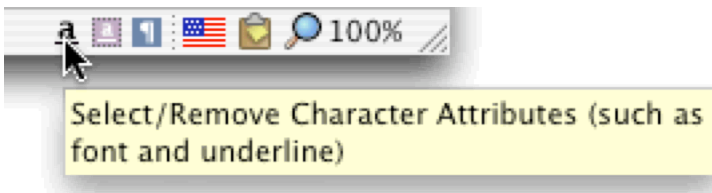


Figure 76

The Select/Remove Character Attributes Tag on the Statusbar

Remove a style from your document

You may have received a document with styles that do not match the way in which you do your work. You can remove all vestiges of that style from your document (both the style's name and the fact that it is applied to text in your document).

1. Choose **Style Sheet** from the **View** menu.
2. Click anywhere in the area of the style you wish to remove.



Be sure not to click inside the style's name or the sample text area or on any of the attributes that make up the style.

3. Press **delete**.

If your style is not applied to any text you will see the following dialog:

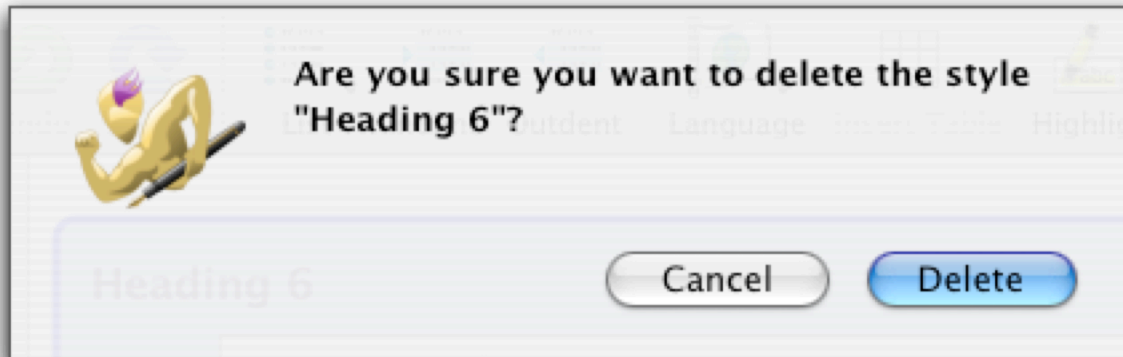


Figure 77

The “style is not currently used” dialog

If, however, your style is applied to text you will see the following dialog:



Figure 78

The “style is currently used” dialog

You should consider carefully how you want to proceed.

Resolve conflicts between Styles

You can copy and paste text with its associated styles from one document to another.

Depending on what you have set in your General preferences of Nisus Writer Pro (as explained in “Using the General Preferences to Control the Application” on page 289) you have a variety of choices. The default is set to **Always ask me what to do**.

If a Style with the same name already exists in a new document, but it has different attributes, Nisus Writer Pro presents a sheet that offers a series of choices.

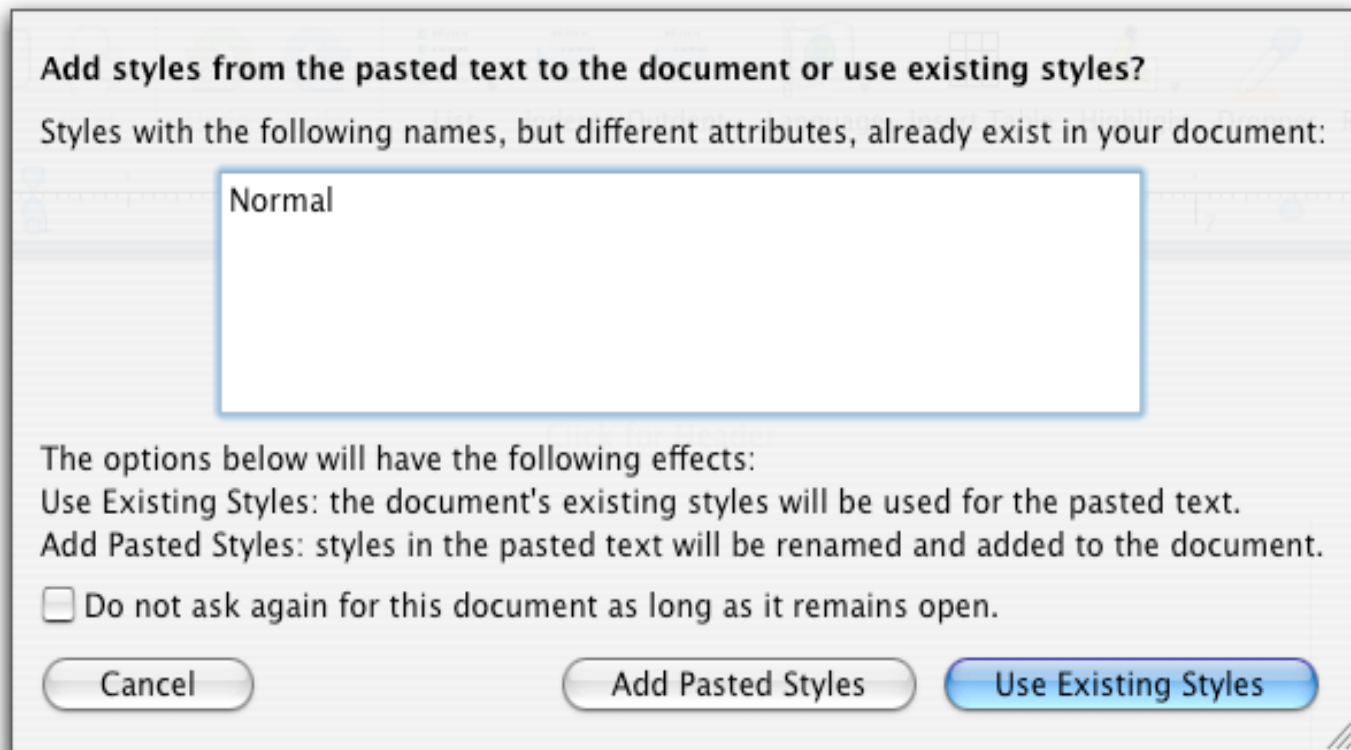


Figure 79
The Style conflict sheet

As explained in the dialog sheet that appears, the options have these effects

- **Use Existing Styles**
The document's existing styles will be used for the pasted text.
- **Add Pasted Styles**
The styles in the pasted text will be renamed (by appending a numeral in sequence) and added to the styles of the document.

If you are secure in your decisions you can check:

- **Do not ask again for this document as long as it remains open.**

If you are not sure what you want to do:

- Click **Cancel**.

Setting Up a Document's Page

This portion of the manual describes how to set up your document, using the options in the Preferences and the Page Setup dialog.

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Understanding template (stationery) documents

Whenever you choose **New** from the **File** menu, Nisus Writer Pro opens a document window called "Untitled".

Where did this come from?

We, the nice people at Nisus Software Inc. have supplied you with a versatile tool, the Nisus New File. This file is variously called (in different applications) a "stationery", "template" or "master" document.

Apple uses the phrase "Stationery Pad" in the Finder. You can turn any file into a "Stationery Pad" by clicking the appropriate check box in the window that appears when you choose **Get Info** from the **File** menu in the Finder. The stationery pad is like one of those little pads your physician has for his or her prescriptions, or those pads of paper you get from your local realtor with his or her photograph and contact information at the top of each page and room for you to make your own "to do list" or "shopping list" or simply doodle to your heart's content.

So it is in Nisus Writer Pro. You can create any number of "stationery" documents. Each one can have whatever name, text and/or formatting (even window shape and location) you want. Every time you open that stationery document the information you've saved in it appears and the file is called "Untitled"... ready for you to add new content and save as a unique document.

The Nisus New File is a specialized "stationery" document opened whenever you choose **New** from the **File** menu.

Creating and using “template” files for specific tasks saves you time. For example, create different stationery for letters, memos, reports, and forms. You can create as many template files as you want. A template file always opens as an untitled file.

There are several tools for creating and modifying stationery (template) files. The first among these is the Nisus New File.

You can make any file a template file.

1. Choose **Save As...** from the **File** menu.
2. Choose **Document Template** from the **File Format** pop-up menu in the Save As dialog.
3. Name the file what you want.
4. Save the file in any location you want it (preferably some place where you'll remember you left it).
5. Click **Save** as illustrated in Figure 80 below.

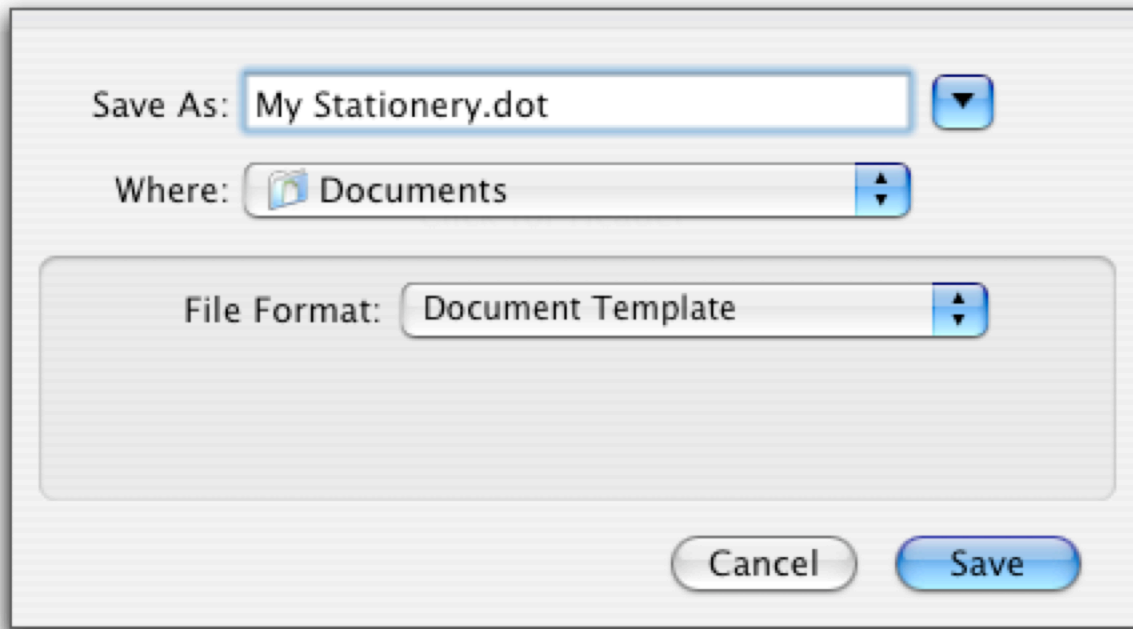


Figure 80
Saving a file as a document template

Set “defaults” for new files

Nisus Writer Pro enables you to set your preferences for new documents in a variety of ways. To set any preferences for Nisus Writer Pro choose **Preferences...** from the **Nisus Writer Pro** menu

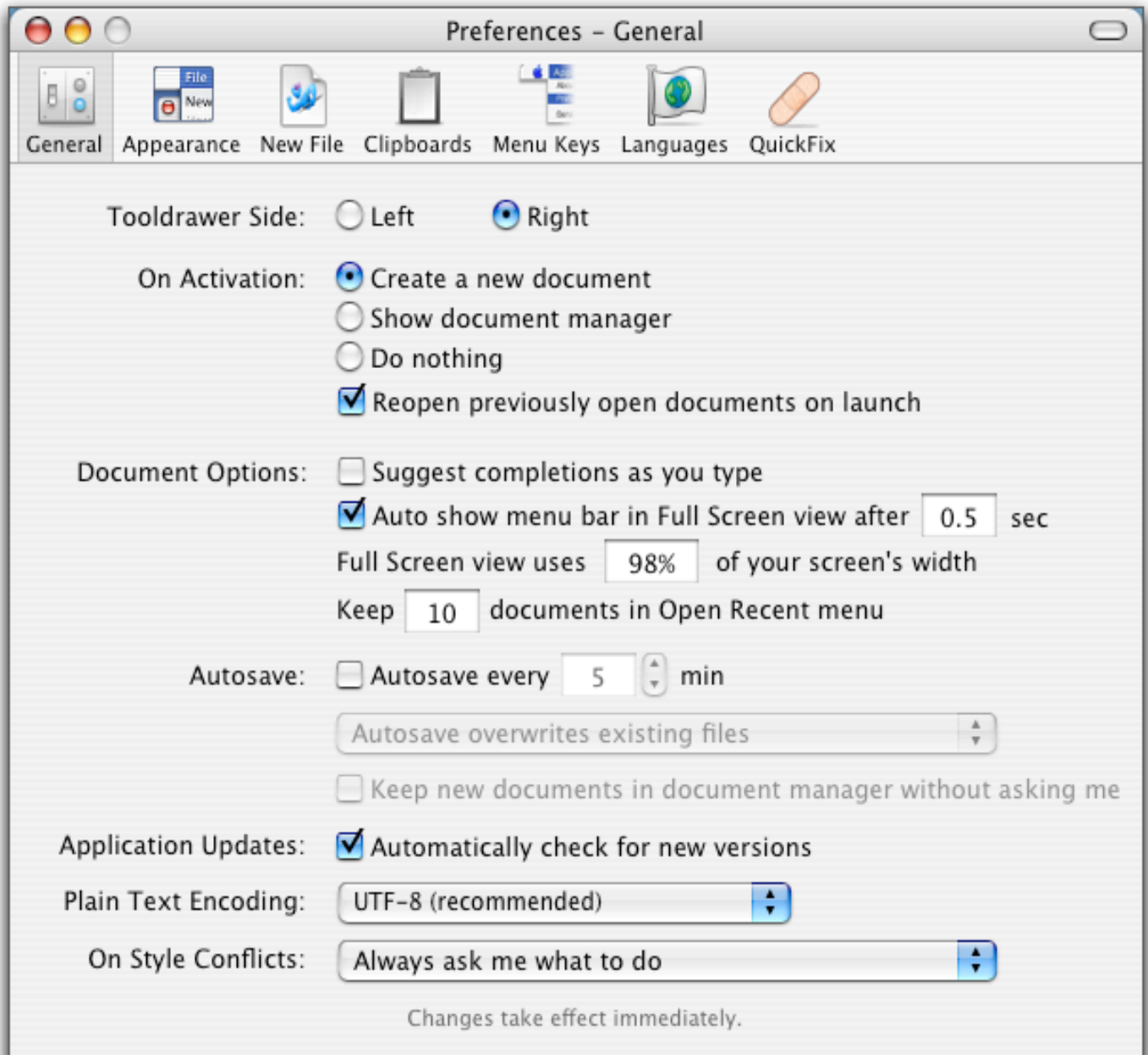


Figure 81
The General section of the Preferences dialog

In the General preferences pane you can

- ▶ set the side from which the Tooldrawer opens (right or left).
- ▶ choose what happens when Nisus Writer Pro activates. It can either:
 - ▶ create a new document
 - ▶ show the Document Manager
 - ▶ do nothing.
 - ▶ make all windows that were open when you quit, open again as they were.
- ▶ determine certain document options

- ▶ whether or not Nisus Writer Pro suggests word completions as you type
Check **Suggest completions as you type**.

This is the same as using the **Complete** command in the **Edit** menu. Nisus Writer Pro presents a list of words that might complete the word you have begun to type. Double-click the word you want to enter it in your document.

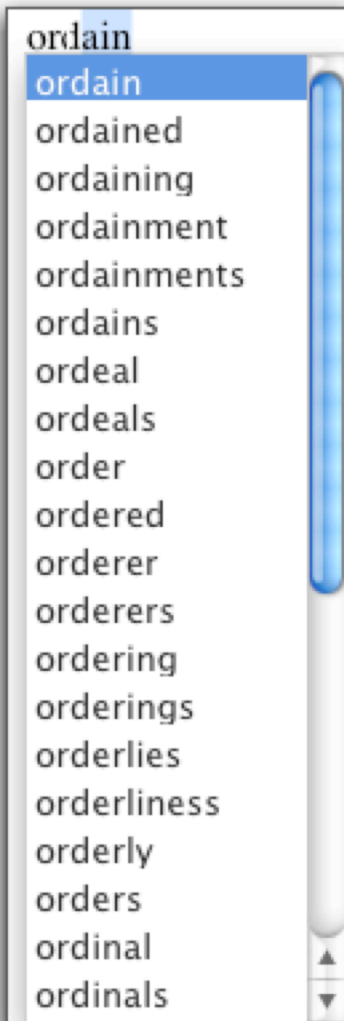


Figure 82
A word completions list

- ▶ when in Full Screen view, how long it takes to display the Menu Bar (and the Dock) when moving the mouse to the top of the screen
- ▶ set what percentage of the screen's width **Full Screen view uses**
- ▶ determine how many documents Nisus Writer Pro keeps in the **Open Recent** submenu of the **File** menu
- ▶ set whether Nisus Writer Pro automatically saves your documents (and at what intervals).
- ▶ choose **Autosave overwrites existing files** or **Autosave only to temporary backup files** from the pop-up menu that becomes enabled.

With this enabled, when you open an existing file, make some changes and the Autosave period expires, Nisus Writer Pro saves a copy of your file to a folder called backups in the Nisus Document folder on your hard drive.

~Documents/Nisus Documents/Backups

Nisus Writer Pro empties this folder every time you quit the application. For more information see “Saving files” on page 284.

- Determine whether or not new documents are saved in the Document Manager without interrupting your work.

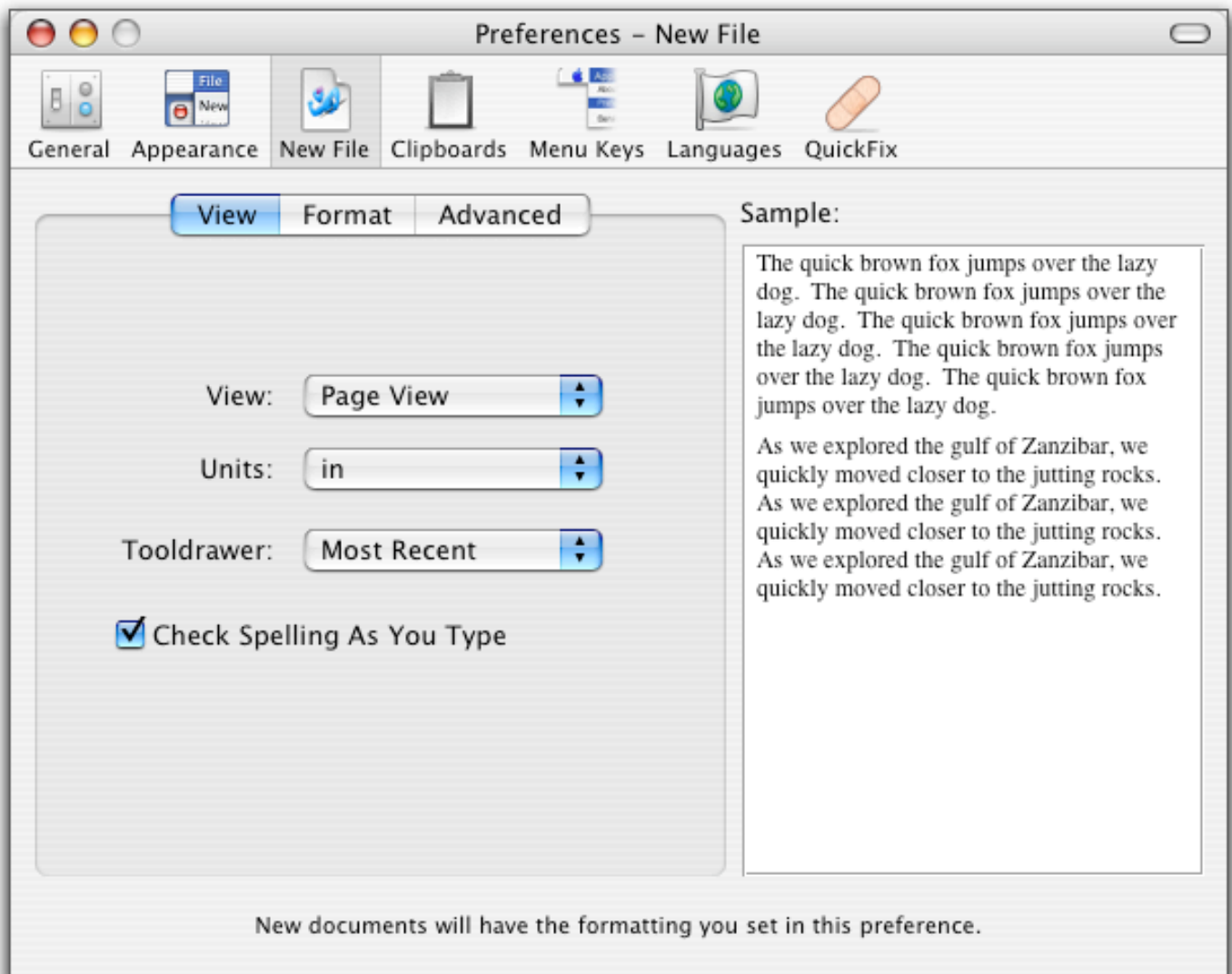


Figure 83

The View portion of the New File preferences pane

In the **View** portion of the New File preferences pane you can:

- Choose **Draft View**, **Page View** or **Style Sheet** from the **View** pop-up menu to determine the mode in which your new file opens.
- Choose **Centimeters (cm)**, **Inches (in)**, **Millimeters (mm)**, **Picas (pc)**, or **Points (pt)** from the (measurement) **Units** pop-up menu to determine what your ruler displays.
- Choose **Most Recent**, **Always Open**, or **Always Closed** from the **Tooldrawer** pop-up menu to determine whether or not the Tooldrawer appears as you open a new document window.

Most Recent means that, if you have opened a file and displayed the Tooldrawer, the next New (“Untitled”) file you open will have the Tooldrawer open. If, on the other hand, you have opened a file and closed the Tooldrawer, the next New (“Untitled”) file you open will display without the Tooldrawer.

- Turn on or off “**Check Spelling As You Type**” to have Nisus Writer Pro add the squiggly red line under misspelled words (or not).

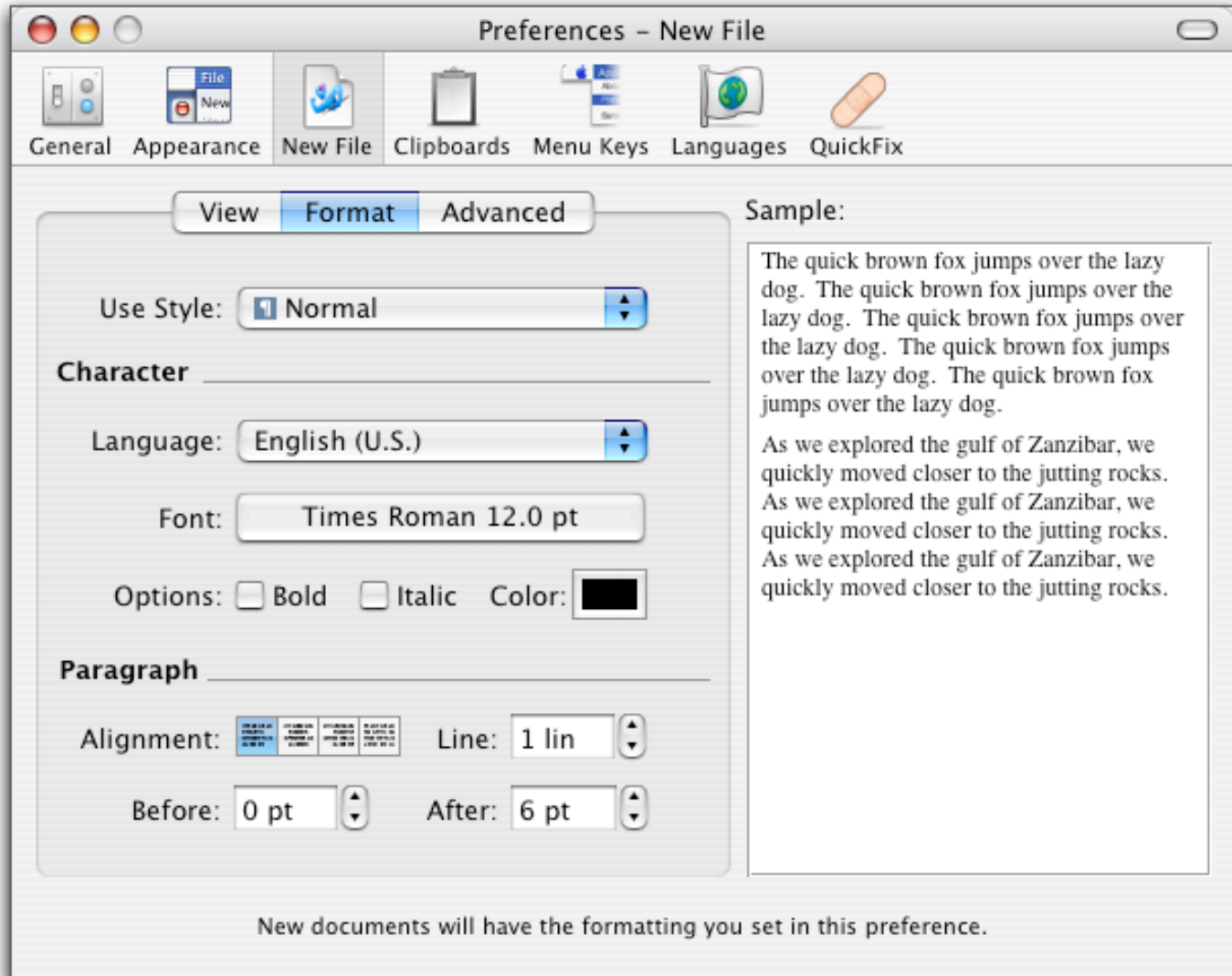


Figure 84
The Format portion of the New File preferences pane

In the Format portion of the New File preferences pane you can

- Choose the Style you want your New file to be in by choosing that Style from the **Use Style** pop-up menu.



To learn more about how to use styles in your document see “Formatting Documents using Style Sheets” on page 98.

- Choose the language you want your New file to be in by choosing that language from the **Language** pop-up menu.



To learn more about how to set the language of your document see “Set up language support in Nisus Writer Pro” on page 48.



Nisus Writer Pro determines the direction of your document from the language you select.

- Click **Font** to set the font **Family**, **Typeface** and **Size** of your text as illustrated in Figure 85 below.

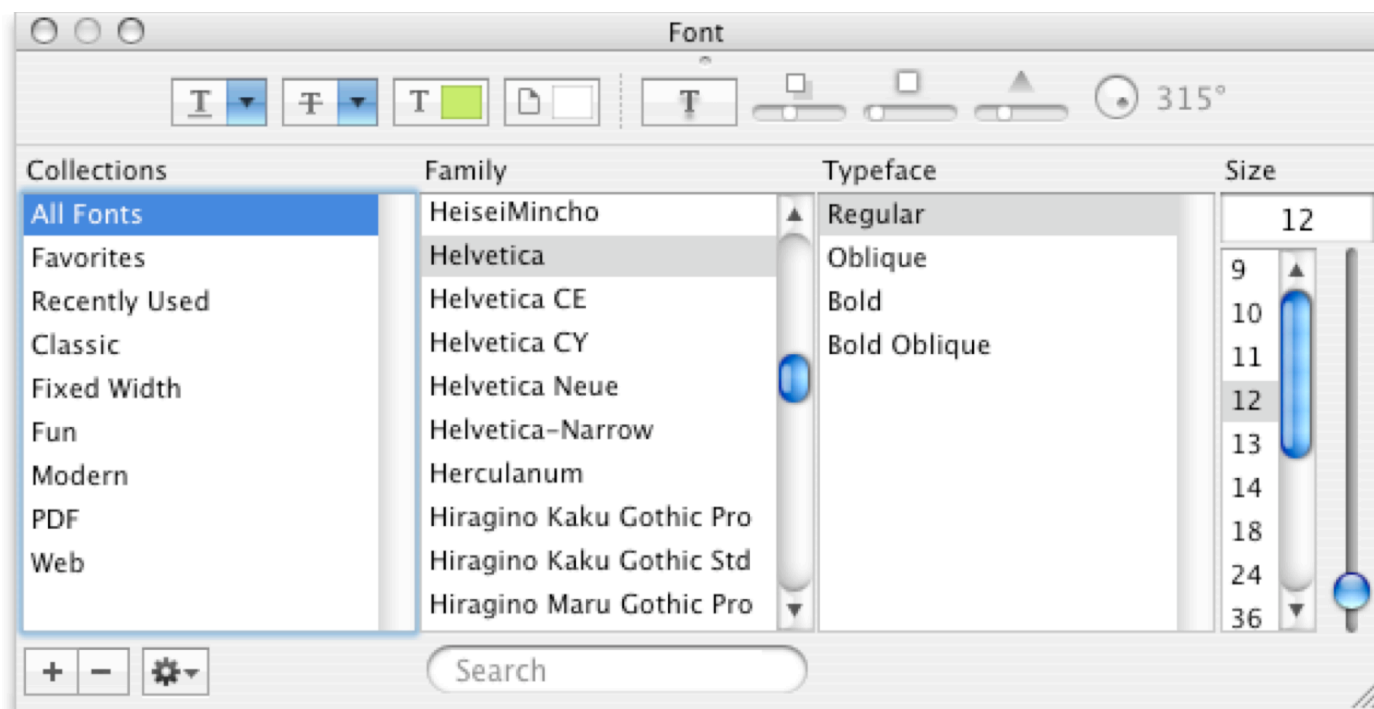


Figure 85

The Font panel

- ▶ Check any options you want for **Bold** and/or **Italic**.
- ▶ Click **Color** to open and choose a color from the **Colors** panel as illustrated in Figure 86 below.

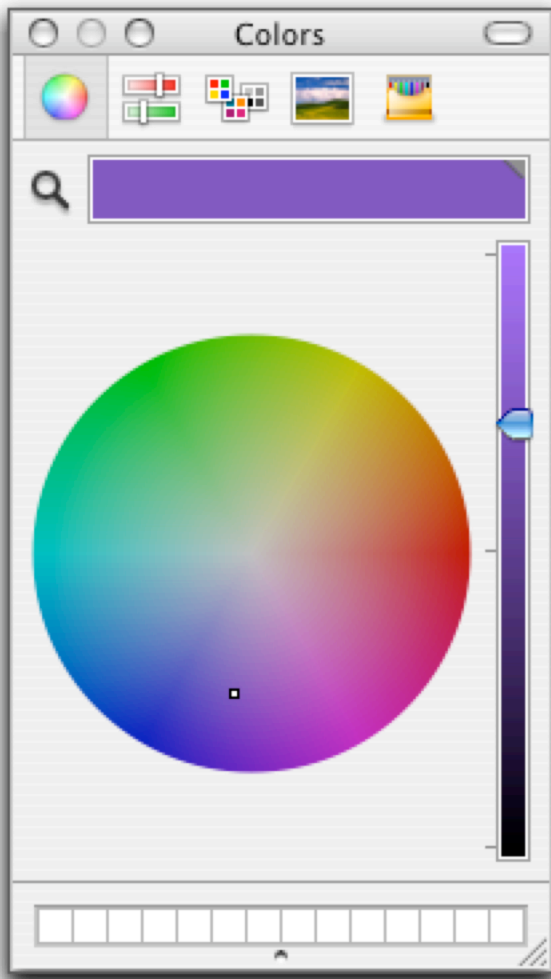


Figure 86
The Colors panel

- Click the alignment and enter the values you want for line and paragraph spacing in the area provided.



All New documents will have the formatting you set in this preference.

Edit your Nisus New File

If you want to modify your Nisus New File, for example change the margins or add information (such as the page number variables) you need to make these alterations in the actual file.

1. Click **Edit File...** in the Advanced portion of the New File preferences pane.
2. Make the changes as desired.
3. Save and close the file.

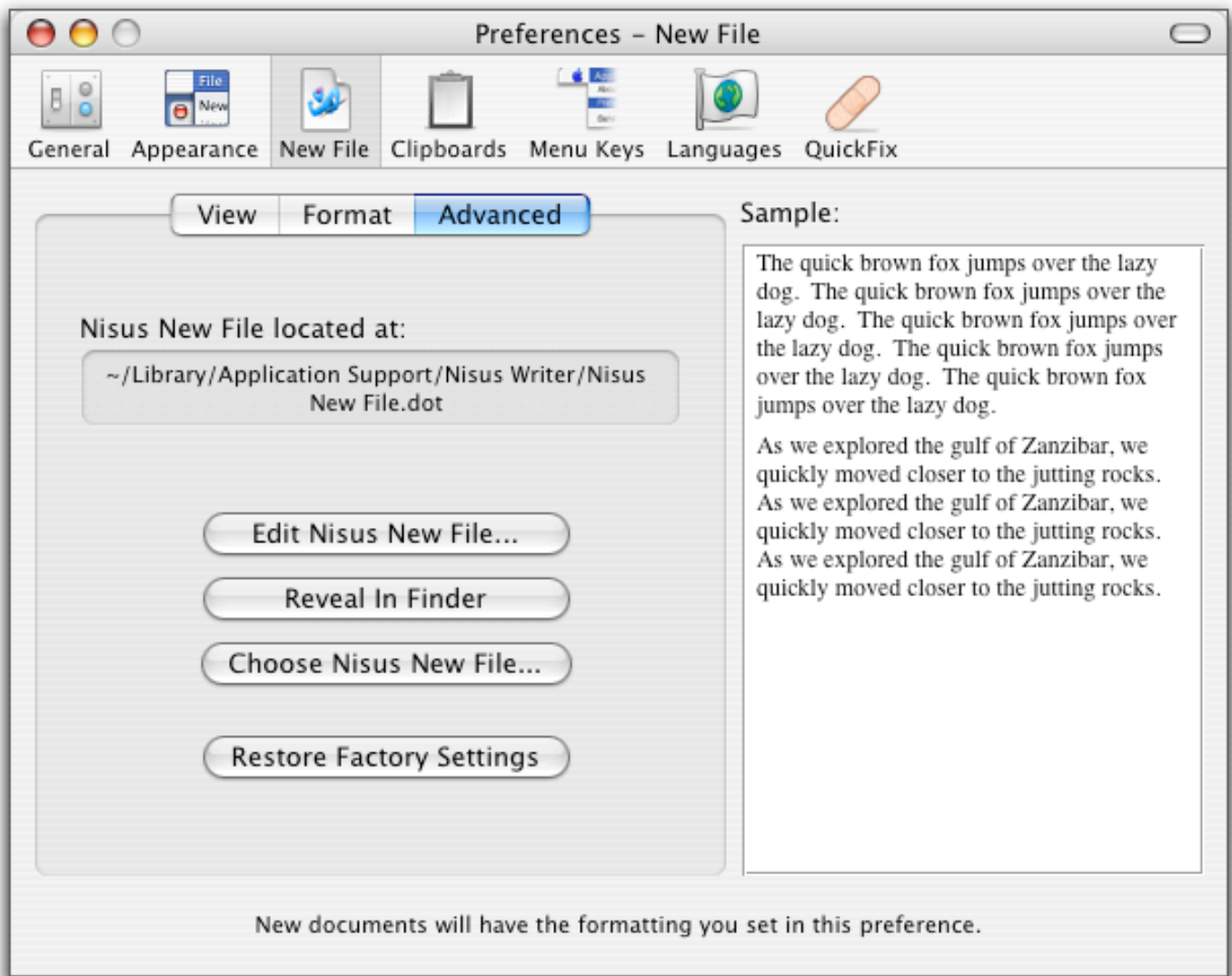


Figure 87

The Advanced portion of the New File preferences pane

See the Nisus New File in the Finder

- Click **Reveal in Finder** in the Advanced portion of the **New File** preferences pane.



Figure 88

Location of the Nisus New File in the Finder

Use an existing file as a Nisus New File

When you choose **New** from the **File** menu, Nisus Writer Pro looks for a template document called “Nisus New File.dot” in the Nisus Writer folder inside the Application Support folder which is in the Library folder of your User folder. If it is found, it will be opened and named Untitled.

You can, however, use any Nisus Writer Pro readable file on your hard drive as the file opened when you choose **New**.

Choose a different file for your Nisus New File

You can designate any Nisus Writer Pro readable file on your hard drive as your Nisus New File.

1. Click **Choose Nisus New File...** in the Advanced portion of the New File preferences pane.
2. Navigate in the Open dialog to the file you want to use.
3. Click **Open**.

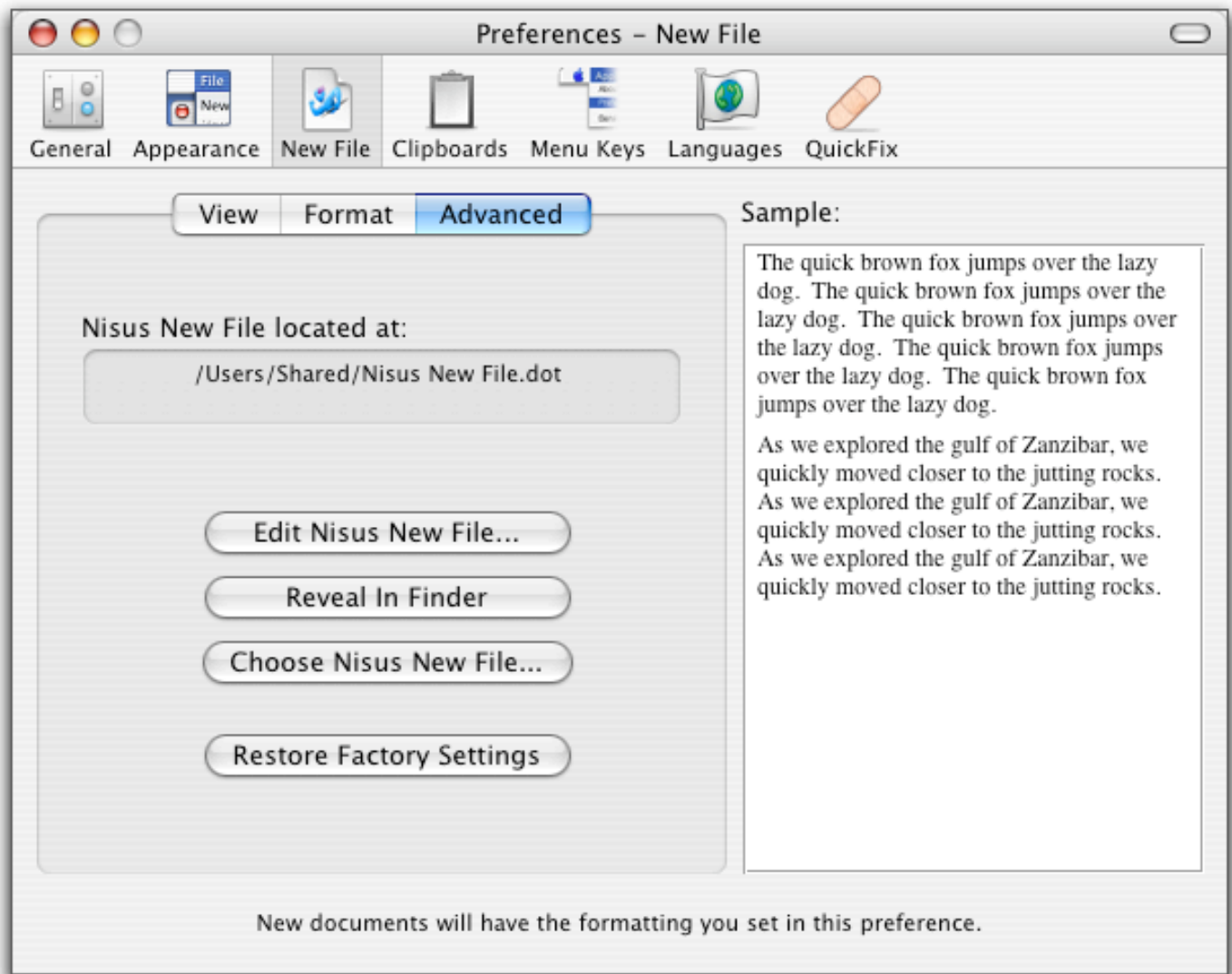


Figure 89

The Advanced portion of the New File preferences pane showing a different Nisus New File selected

Nisus Writer Pro indicates the location of the file in the field at the top of the preferences pane.

Create a Nisus New File

You can create any file you like and save it as your Nisus New File. The Nisus New File is a special case of a template or stationery file. The Nisus New File is the file that Nisus Writer Pro opens when you choose **New** from the **File** menu. The easiest way to “create” a new Nisus New File is to edit the existing Nisus New File as explained in “Edit your Nisus New File” on page 120. However, you can also use the following procedure.

1. Choose **New** from the **File** menu.
2. Give the file all the text, with all the attributes you want for your “New” file. (Modify the existing styles if you like).
3. Choose **Save As...** from the **File** menu.

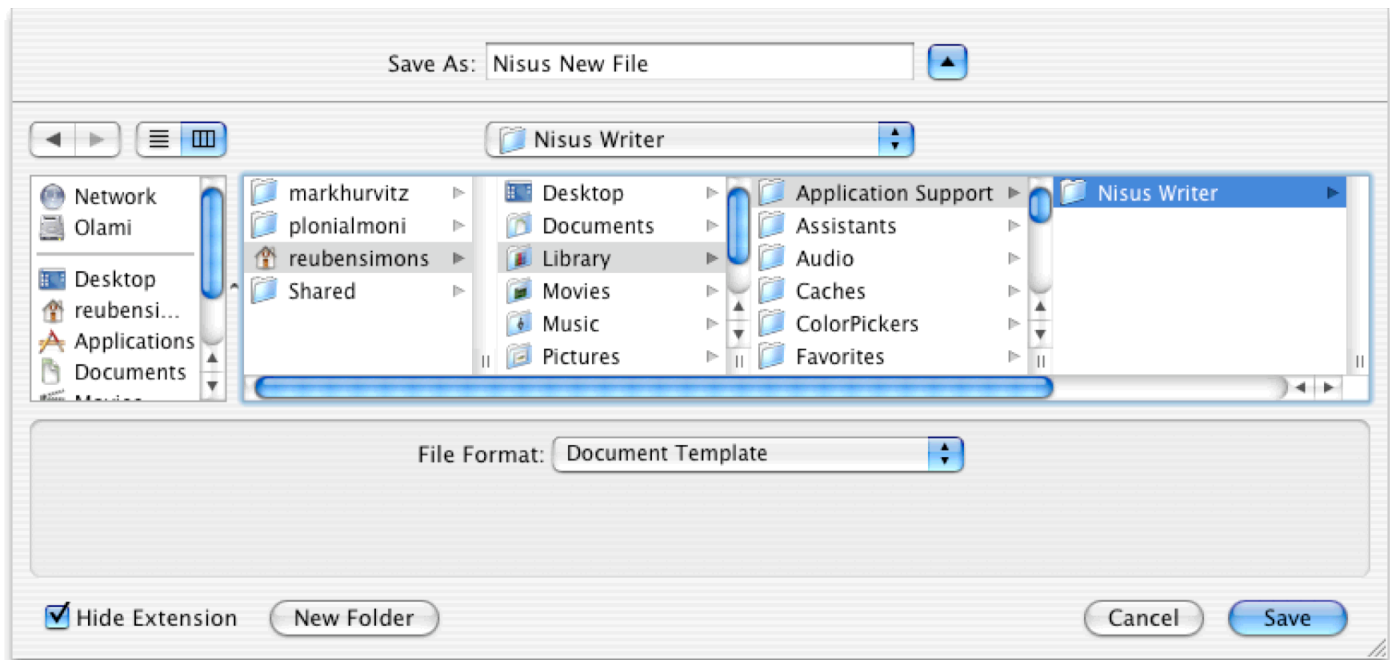


Figure 90

The Save As dialog for a Nisus New File

4. Name the file `Nisus New File`.
5. Choose **Document Template** from the **File Format** pop-up menu.
6. Navigate to the appropriate location on your hard drive
`<~/Library/Application Support/Nisus Writer/>`
as indicated in Figure 90 above.
7. Click **Save**.

Restore the “factory settings” of your Nisus New File

If, for any reason you want to begin anew (Spring Cleaning, and all that) and, after many modifications, you want to use the formatting and file which Nisus Writer Pro ships as your Nisus New File, the process is simple.

- Click **Restore Factory Settings** in the Advanced portion of the **New File** preferences pane.

Figure 83 on page 117, Figure 84 on page 118 and Figure 87 on page 121 illustrate these settings.

Setting paper size and margins

While an increasing amount of documents are distributed electronically, without paper, and read on screen, periodically you may need to commit your document to paper. The dimensions of your paper are determined in the Page Setup dialog and the margins of the document within the limits of that page are determined on a “per section” basis using the tools of Nisus Writer Pro.

The Page Setup dialog you see is entirely dependent on the printer you have. The following explanation uses an Epson Stylus COLOR 740 as the “default” printer driver.

When the Page Setup dialog appears, the dialog displays information and choices specific to the printer to which you have connected your Macintosh. Use this to customize specific printer options.

Set the preferred paper size for all your documents

In Mac OS X 10.3 (Panther) and 10.4 (Tiger) you can set the paper size for all your documents.

1. Choose **System Preferences** from the **Apple** menu.
2. Click **Print & Fax** in the **Hardware** row.
3. In the **Printing** portion of the panel, choose the format you want from the **Default paper size in Page Setup** pop-up menu.



The Operating System offers US Letter, US Legal, A4, A5, ROC 16K, JB5, B5, #10 Envelope, DL Envelope, Choukei 3 Envelope, Tabloid, A3, Tabloid Extra, and, Super B. Be aware that your printer may not have these available, even if you can choose them in Page Setup.

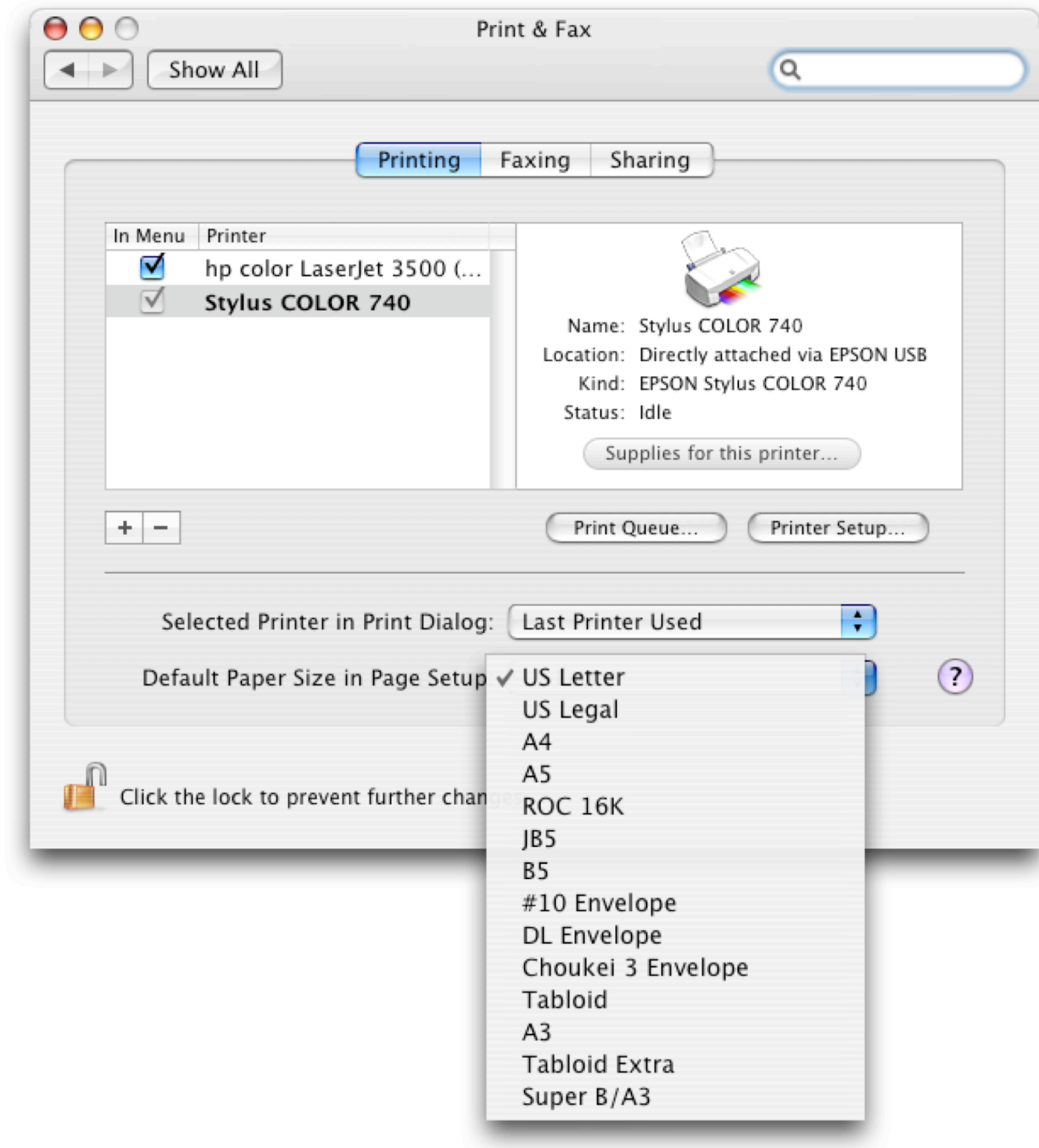


Figure 91
The Printing portion of the Print & Fax System Preference pane of Tiger



You can override these settings for any document you want in the Page Setup dialog in Nisus Writer Pro.

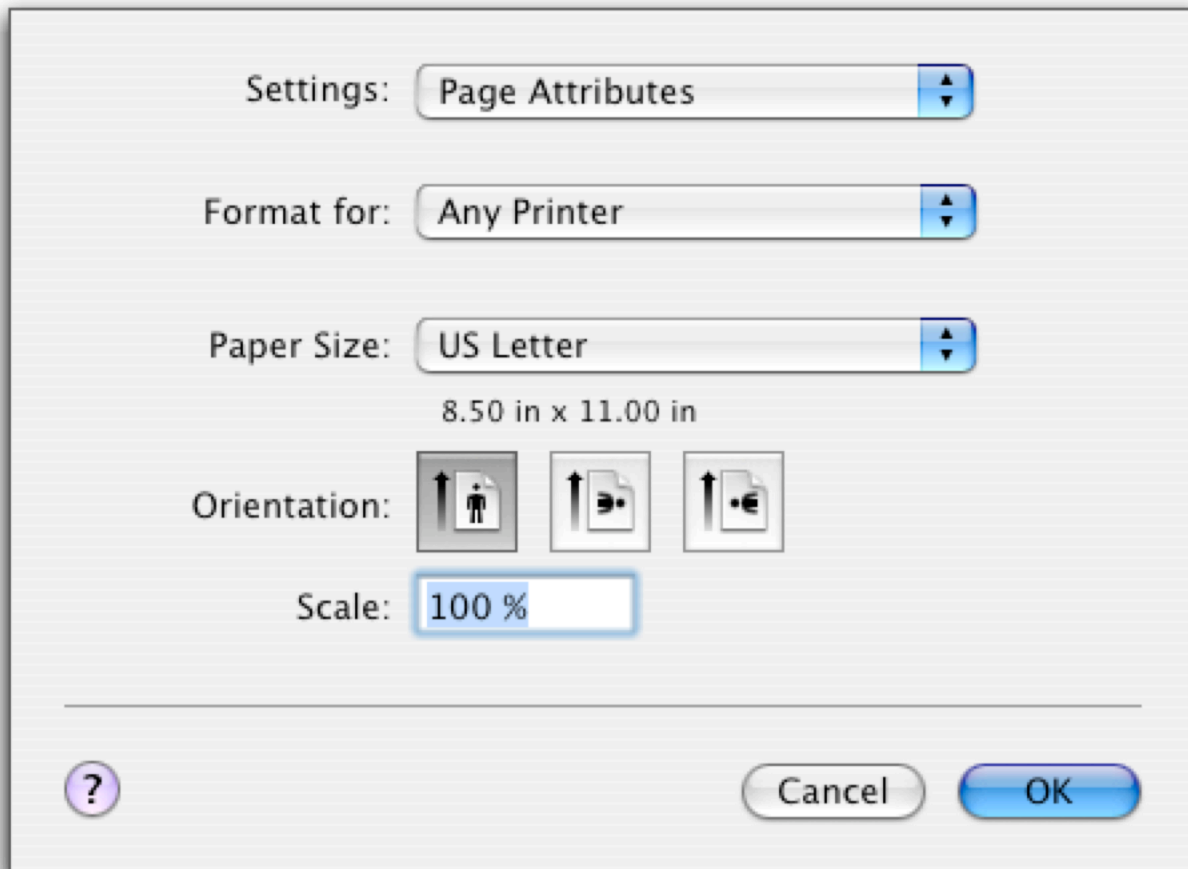


Figure 92
The default page setup dialog

Reduce or enlarge the printed area

The number you type in the Scale box of the Page Setup dialog scales only the text not the page.

- Enter the value you want in the **Scale** text edit box and click **OK**.

Determine the orientation of the printed page

1. Choose **Page Setup...** from the **Print** submenu of the **File** menu.
 - Click portrait for standard letter formatting.



Figure 93
Portrait orientation

- Click landscape for greater width than height.

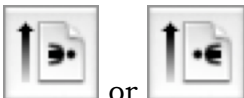


Figure 94
Landscape orientation options

2. Click **OK**.

Use a custom paper size

Most paper comes in either legal or letter size. However you may want to produce a book or some other item with a custom paper size.

1. Choose **Page Setup...** from the **Print** submenu of the **File** menu.
2. Choose **Manage Custom Sizes** from the bottom of the **Paper Size** pop-up menu.
3. Follow the interface in the dialog and enter the values you want.
4. Click **OK**.

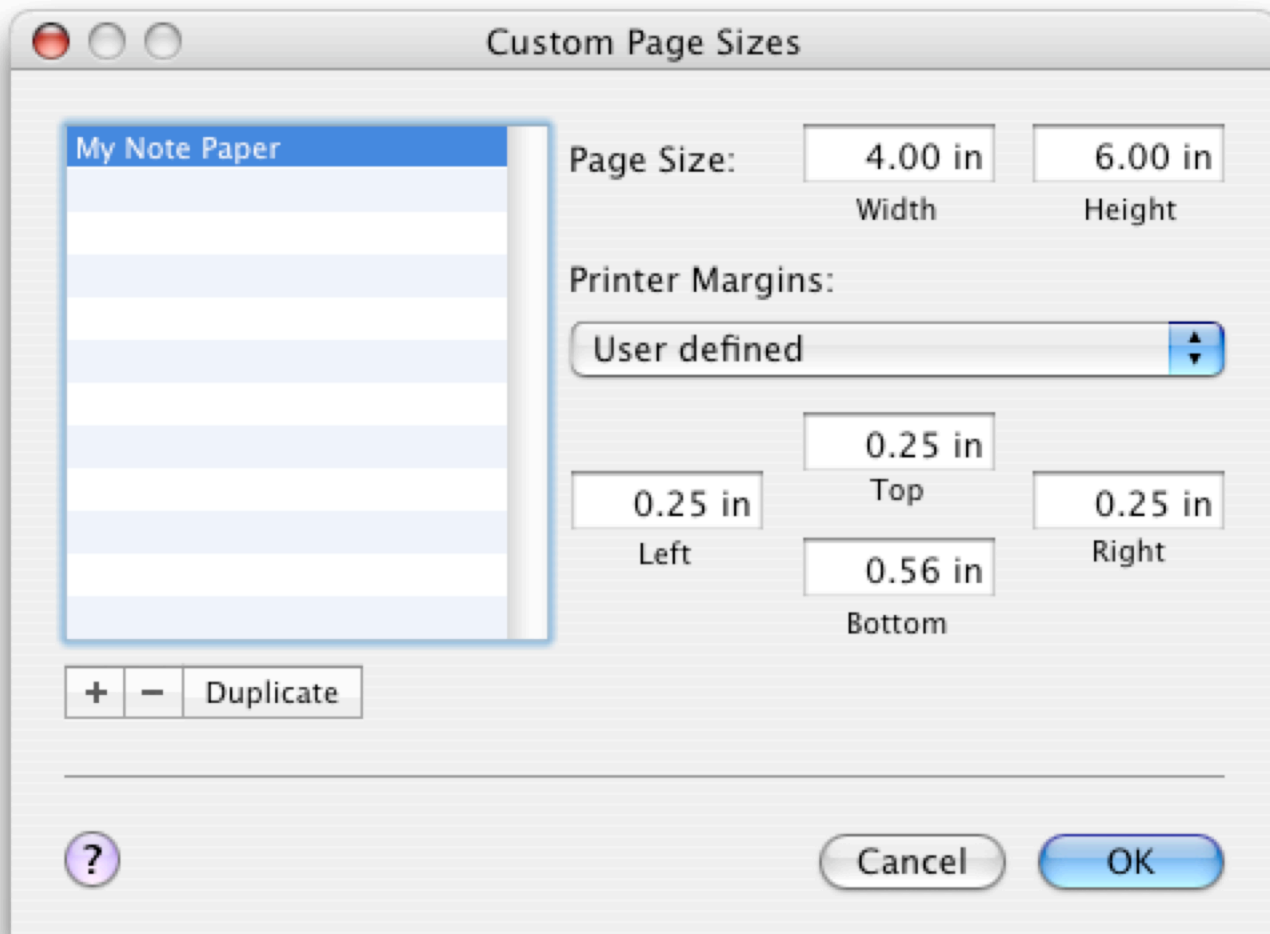


Figure 95

The Custom Paper Size dialog of the Page Setup dialog

Your custom paper size then appears at the bottom of the Paper Size pop-up menu.

Set the margins of your document

You can set the margins of your Nisus Writer Pro document in a variety of ways visually, numerically or by “stepping” through pre-set increments.



All controls of your margins are set on a per-section basis. If you have many sections in your document and want to change the margins of the entire document (or a number of sections), either select the entire document and make the changes or select some text in those sections you want to alter before making the changes.

Set the margins visually

Changing the margins of your document is as easy as dragging the line that appears around the printed area to the location you want.

1. Choose **Page View** from the **View** menu (if your document is not already displayed as a page).

Paper size, margins and line wrap areas are meaningless in Draft View and Full Screen view.

2. Choose **Show Page Guides** from the **View** menu (if you do not already have the page guides displayed).

You can change the margins with the Page Guides turned off, but having them on is much easier.

You can print these guides as explained in “Print page guides and “invisibles”” on page 282.

3. Place your mouse over the Page Guide representing the margin you wish to move.

Your pointer changes to a “margin mover” as illustrated in “Nisus Writer Pro Pointer Variations” on page 10.

4. Click and drag your mouse (and the Page Guide with it) so that the margin is where you want it.

A tool tip” appears to let you know where your margin is in relation to the edge of the paper.

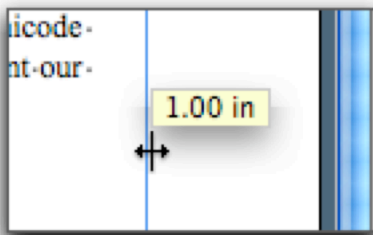


Figure 96

Setting the margins visually

Set the margins numerically

You can change the location of the margins by typing the precise locations you want in the Margins palette of Nisus Writer Pro. Because you make these changes numerically and not visually, you do not need to have your document displayed in Page View to proceed so you can see the result.

1. Open the Tooldrawer and select the Sections palette group from the icons at the top, or, choose **Margins** from the **Palettes** submenu of the **Window** menu.

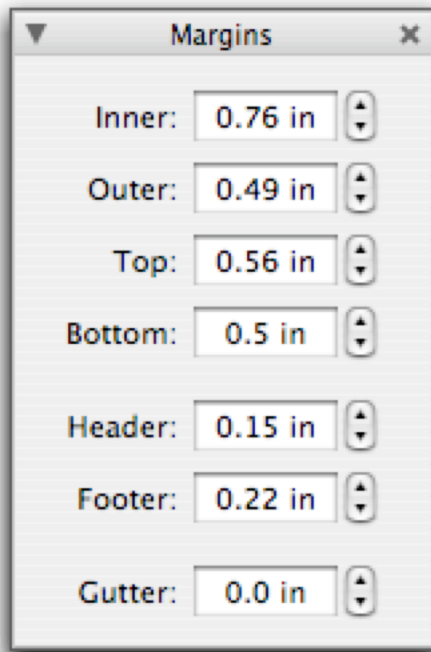


Figure 97
The Margins palette

- The terms **Inner** and **Outer** refer to the edge of the paper closest to the binding and to the outer edge (if there would be a binding).
 - The terms **Top** and **Bottom** refer to the margins of the body of the document, independent of the header or footer (if they should appear).
 - The terms **Header** and **Footer** refer to the outermost edge at the top and bottom of your page that your printer will support.
 - **Gutter** refers to the inside margins or blank space between two facing pages of a magazine or book. This space is allowed due to the area lost in binding.
2. Double-click your insertion point inside whichever field you want to change and enter the value required.
 3. Press **tab** to continue to the next field or **shift tab** to reach the preceding field.



This sets the margins of all selected sections to the actual figures entered in the various fields.

Set the margins by “stepping” through pre-set increments

You can change the location of the margins by clicking the “steppers” in the Margins palette of Nisus Writer Pro. Because you make these changes numerically, but by increments, you might want to have your document displayed in Page View before you proceed so you can see the result.

1. Open the Tooldrawer and select the Sections palette group from the icons at the top, or, choose **Margins** from the **Palettes** submenu of the **Window** menu as explained in “Set the margins numerically” on 129.
2. Click the stepper as illustrated in Figure 16 on page 21 until you arrive at your desired value.

The steppers increase and decrease in increments of

- .10 cm
- .10 inches
- .10 mm

- .10 pc
- .10 pt



This increases or decrease the margins of all selected sections relative to one another by the increments adjusted in the steppers.

Mirror page placement

You may want to print your document for binding so that the text appears on both sides of a piece of paper. In that case you would probably want your margins to “mirror” or “reflect” depending on whether they are on the odd or even page.

1. Open the Tooldrawer and select the Sections palette group from the icons at the top, or, choose **Section** from the **Palettes** submenu of the **Window** menu as explained in “Set the margins numerically” on 129.
2. Click **Use Facing Pages**.

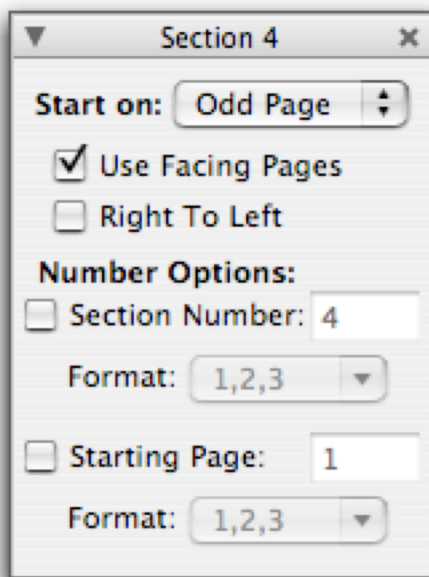


Figure 98
The Section palette

Set the number of columns

Nisus Writer Pro can display your text in columns. All of Nisus Writer Pro's columns are what are known as “snaking columns.” This means that the column text continues from the bottom of one column to the top of the next (i.e. not “independent”).

Columns are set on a per-section basis. The Nisus New File is a one-column document. Each section of a document can have only one column format. Therefore, if you want a document that begins with one column then has two columns and at the end has one column once again, your document must have three sections.



Columns only display in Page View, not Draft View, Full Screen, or Style Sheet view.

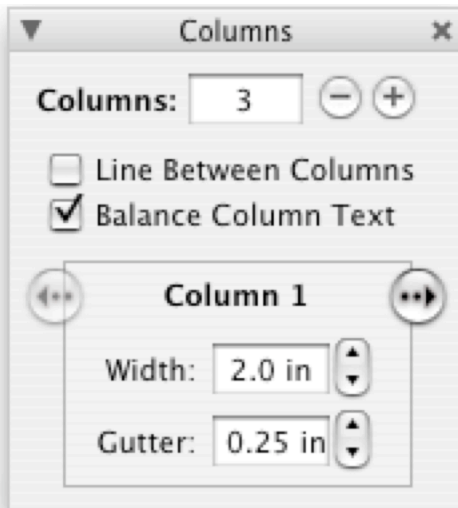


Figure 99

The Columns palette

1. Open the **Columns** palette.
2. Type the number of columns you want your document, or section, to have in the **Columns** field at the top and press **enter**, or, press the minus button or plus button to decrease or increase the number of columns.

Set column line

Nisus Writer Pro can draw a line between your columns.

1. Open the **Columns** palette.
2. Click **Line Between Columns**.

Set column and gutter width

Nisus Writer Pro allows you to set a different column width as well as gutter width between each column.

1. Click the forward or backward button to decide which column you want to modify.

The number of the column appears at the top of the bottom half of the Columns palette. This is not the column in which your insertion point appears.

2. Click the up-pointing or down-pointing triangle in the stepper to the right of **Width** or **Gutter** to increase or decrease those settings accordingly.

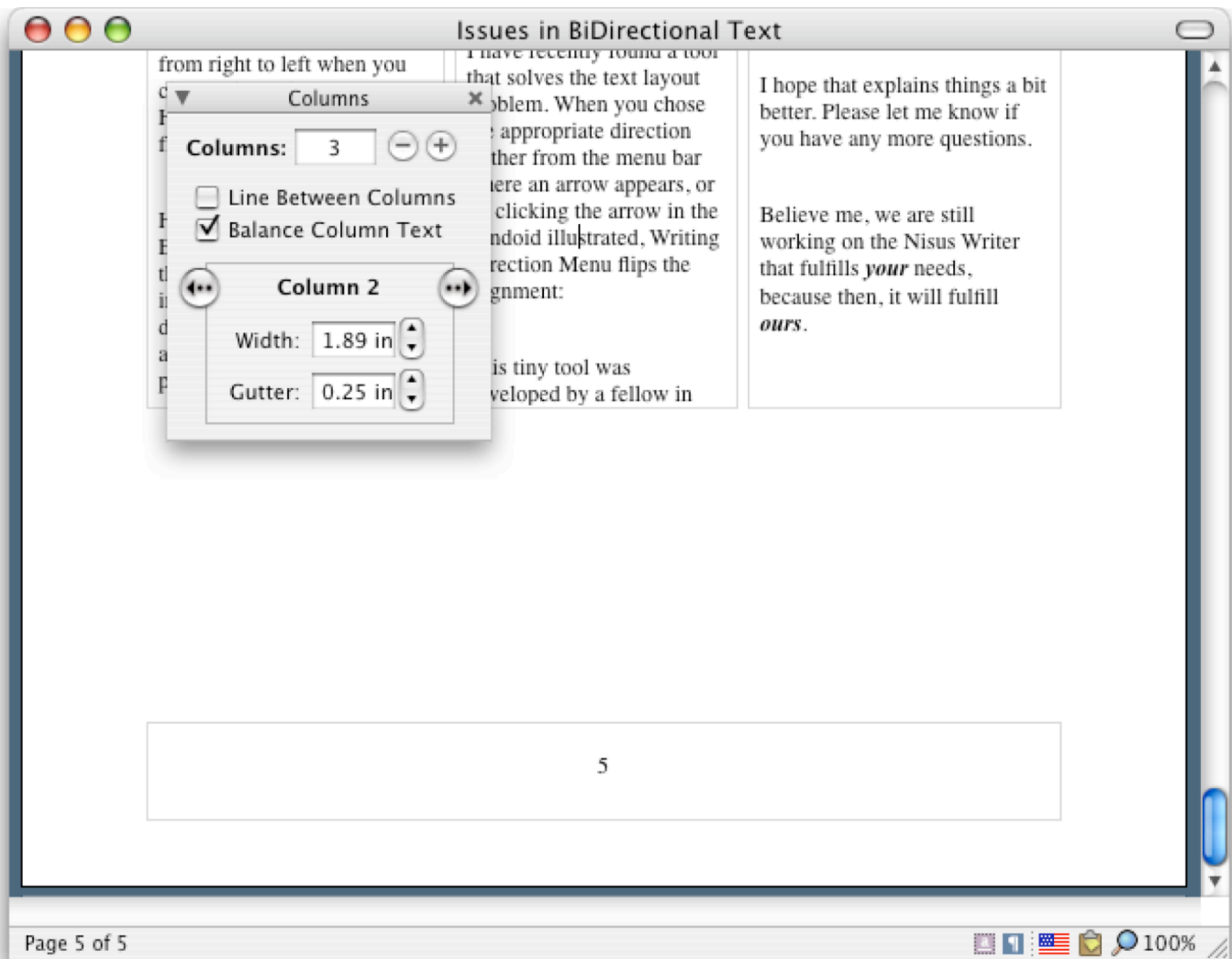


Figure 100
Column text balanced



The gutter controlled is that to the right of the column indicated in the palette.

Balance column text

Nisus Writer Pro can balance the amount of text in the columns of the last page of your document as illustrated in Figure 100 above.

1. Open the **Columns** palette.
2. Click **Balance Column Text**.

Headers and Footers

This portion of the manual contains step-by-step instructions that explain how to include headers and footers in your document, and how to use automatic numbering to display page numbers in your documents. These sections include

Creating Headers and Footers	135
Insert the same header or footer for all pages	135
Insert a header or a footer for even numbered pages	138
Insert a header or footer for odd numbered pages	138
Have your header and/or footer appear on the second and succeeding pages of your document and no number appear on the first ("First Page Special")	139
Insert a different header or footer for each section in the document	139
Editing Headers and Footers	140
Display headers and footers as they appear in the document	140
Edit headers or footers	140
Include images in a header or footer	140
Move a header or footer higher or lower on the page	140
Move a header or footer higher or lower in relation to the text of your document	141
Deleting Headers and Footers	142
Hide headers and footers	142
Numbering Pages	143
Insert the current page number (once) on a specific page	143
Display the current page number on every page	143
Restart page numbering for a new section	144
Restart page numbering at 1	144
Display the current page number and the total number of pages in the section (or document) on every page	145

Creating Headers and Footers

You can use all the tools available for developing a document to create headers and footers. To return to your document from the Header or Footer click in the primary document area of the window.



Headers and Footers only display in Page View, not Draft View, Full Screen or Style Sheet view.

Most of the following illustrations show the Tooldrawer open with the **Sections** set of palettes displayed. The documentation refers to the possibilities relevant to the Sections set of palettes beginning on page 134.

Insert the same header or footer for all pages

1. Click your insertion point in the Click for Header/Footer areas of the Nisus Writer Pro window.
Whenever you click inside a header or footer area, Nisus Writer Pro automatically opens the Header/Footer palette.
2. Enter the contents of the header or footer in the window or choose appropriate variables such as page and/or section numbers from the **Automatic Number** submenu of the **Insert** menu.

These automatic numbers (as contrasted with automatically numbering lists) are explained in “Numbering Pages” on page 143.

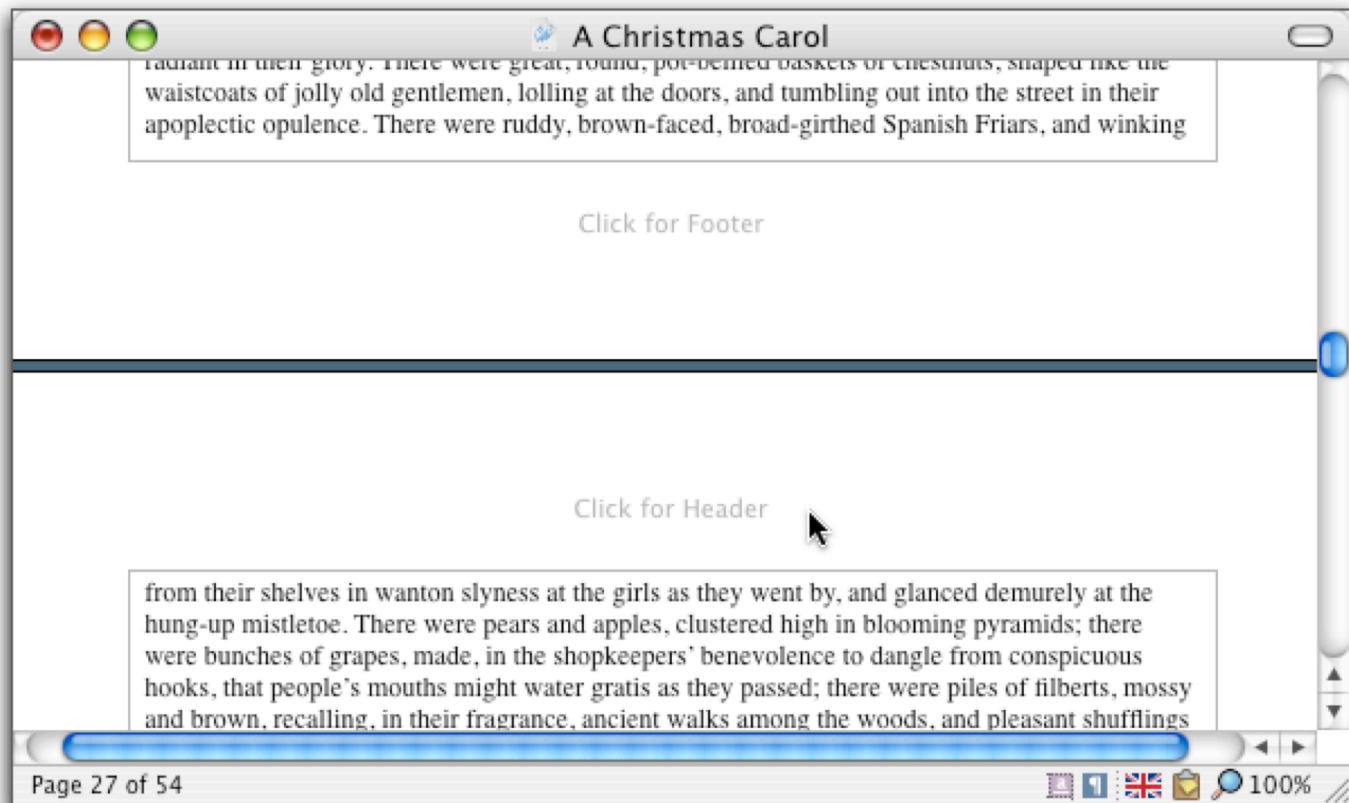


Figure 101
The Click for Header/Footer areas of the Nisus Writer Pro window

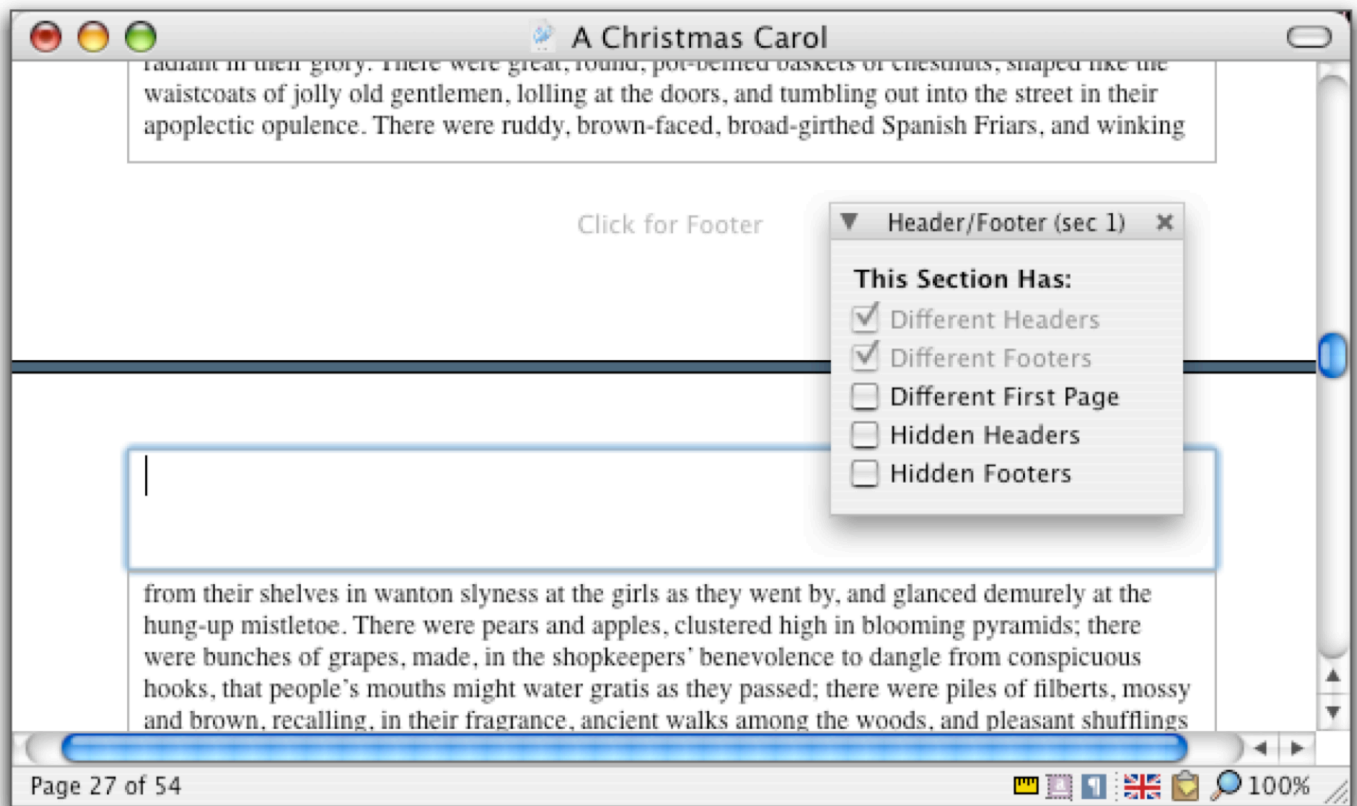


Figure 102

The Header/Footer palette appears when you click in the header or footer area



The Header/Footer palette “resides” in the Sections set of palettes by default. If your document opens and the Tooldrawer is open, when you click in a header or footer the Sections palette becomes active and the Header/Footer palette is visible at the bottom. However, if the Tooldrawer is closed, when you click in a header or footer the Header/Footer palette appears floating.

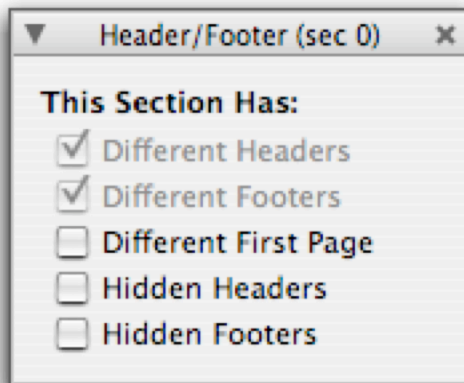


Figure 103

The Header/Footer palette

3. Use the various tools available in the Tooldrawer to position the contents of the header or footer.

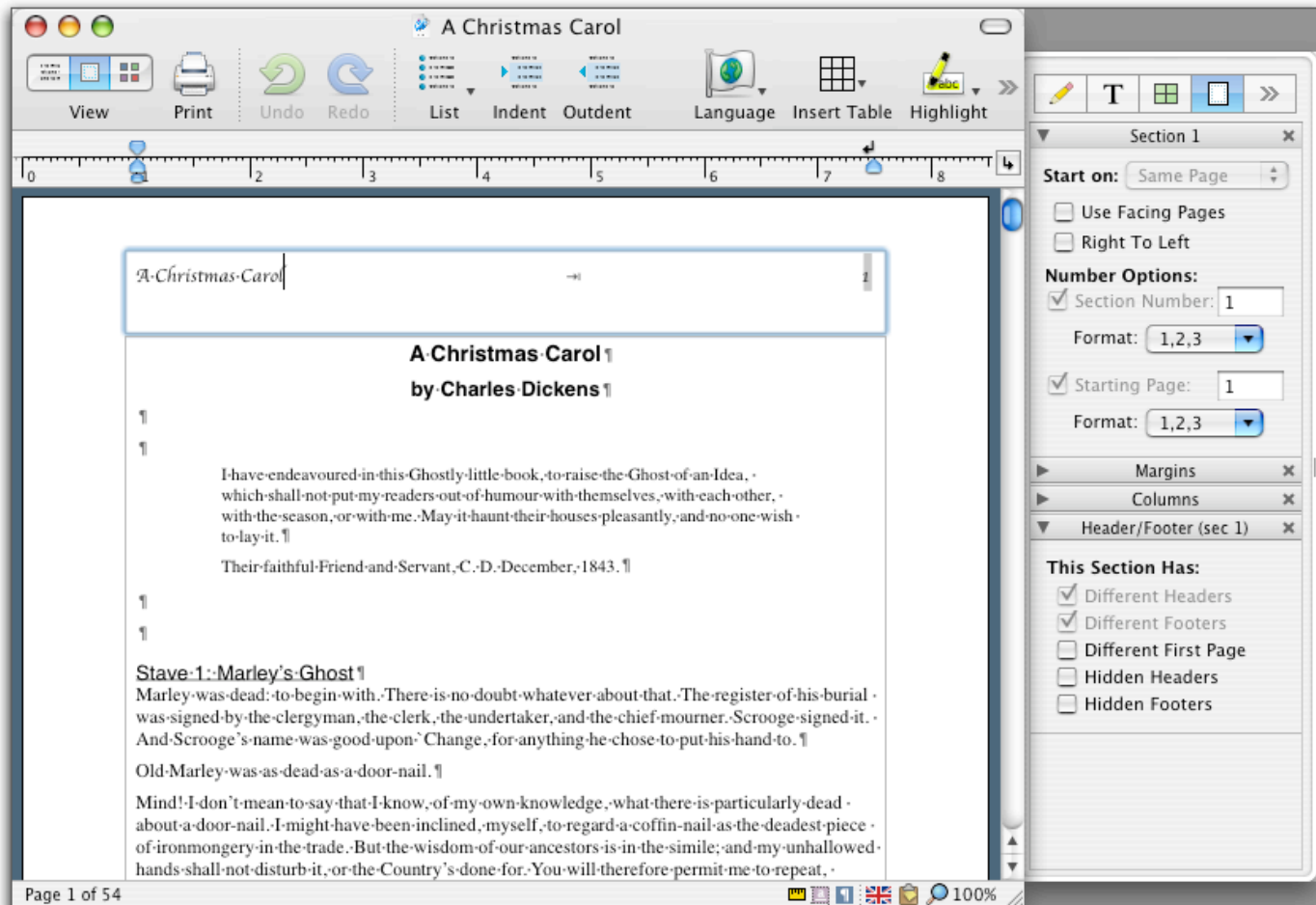


Figure 104

The Header area of the Nisus Writer Pro window activated with the Tooldrawer open

Insert a header or a footer for even numbered pages

1. If you have not already prepared your document for “reflected margins” as explained in “Mirror page placement” on page 131, open the Tooldrawer and select the Sections palette group from the icons at the top, or, choose **Section** from the **Palettes** submenu of the **Window** menu as explained in “Set the margins numerically” on 129.
2. Click **Use Facing Pages**.
3. Click your insertion point in the Click for Header/Footer areas of an even numbered page of the Nisus Writer Pro window.
4. Enter the contents of the header or footer in the window and/or choose appropriate variables from the **Automatic Number** submenu of the **Insert** menu.

Insert a header or a footer for odd numbered pages

1. If you have not already prepared your document for “reflected margins” as explained in “Mirror page placement” on page 131, open the Tooldrawer and select the Sections palette group from the icons at the top, or, choose **Section** from the **Palettes** submenu of the **Window** menu as explained in “Set the margins numerically” on 129.
2. Click **Use Facing Pages**.
3. Click your insertion point in the Click for Header/Footer areas of an odd numbered page of the Nisus Writer Pro window.

4. Enter the contents of the header or footer in the window and/or choose appropriate variables from the **Automatic Number** submenu of the **Insert** menu.

Have your header and/or footer appear on the second and succeeding pages of your document and no number appear on the first (“First Page Special”)

- ▶ Click **Different First Page** in the Header/Footer palette of the Sections set of palettes.



If you have multiple sections of your document and want to have a “first page special” for each section you must first insert the section break and then click **Different First Page** for each section you want to have appear in this manner. You can learn more about creating multiple sections in your document in “Creating Sections In Your Document” on page 155.

Insert a different header or footer for each section in the document

1. Choose either **Next Page**, **Odd Page**, or **Even Page** from the **Section Break** submenu of the **Insert** menu
2. Click your insertion point in the Click for Header/Footer areas of the Nisus Writer Pro window.
3. In the Header/Footer palette check **Different Headers** and/or **Different Footers**.
4. Type the contents of the header or footer in the window and/or choose appropriate variables from the **Automatic Number** submenu of the **Insert** menu.



If inserting a section break causes a blank page to appear in your document and you have **Show Page Guides** turned on, Nisus Writer Pro displays an “Empty Page” indicator on the blank page. Any information you have in your headers and/or footers does not appear.

Editing Headers and Footers

Once you have added headers and/or footers to your document you may want to edit them. Some people like to work in Draft View or Full Screen view which allows the text to flow across the full width of the monitor without regard to margins, line wraps and page breaks. Without visible page breaks, headers and footers (which are, by definition, aspects of pages) do not appear in Draft View or Full Screen view.

Display headers and footers as they appear in the document

- ▶ Choose **Page View** from the **View** menu.

Edit headers or footers

- ▶ Click in the header or footer area and make the changes you want.

Include images in a header or footer

1. Click in the header or footer.
2. Paste the image.
3. Set the alignment the way you want.
4. Click back into the document.

Move a header or footer higher or lower on the page

The headers and footers hug the top and bottom of the document window respectively. You can move headers and footers in relation to their physical position on the page.

1. Click in the header or footer.
2. Drag the top margin line higher or lower on the page.

The pointer changes shape to indicate that it moves the margins and a “tool tip” appears indicating the distance from the margin to the edge of the paper.

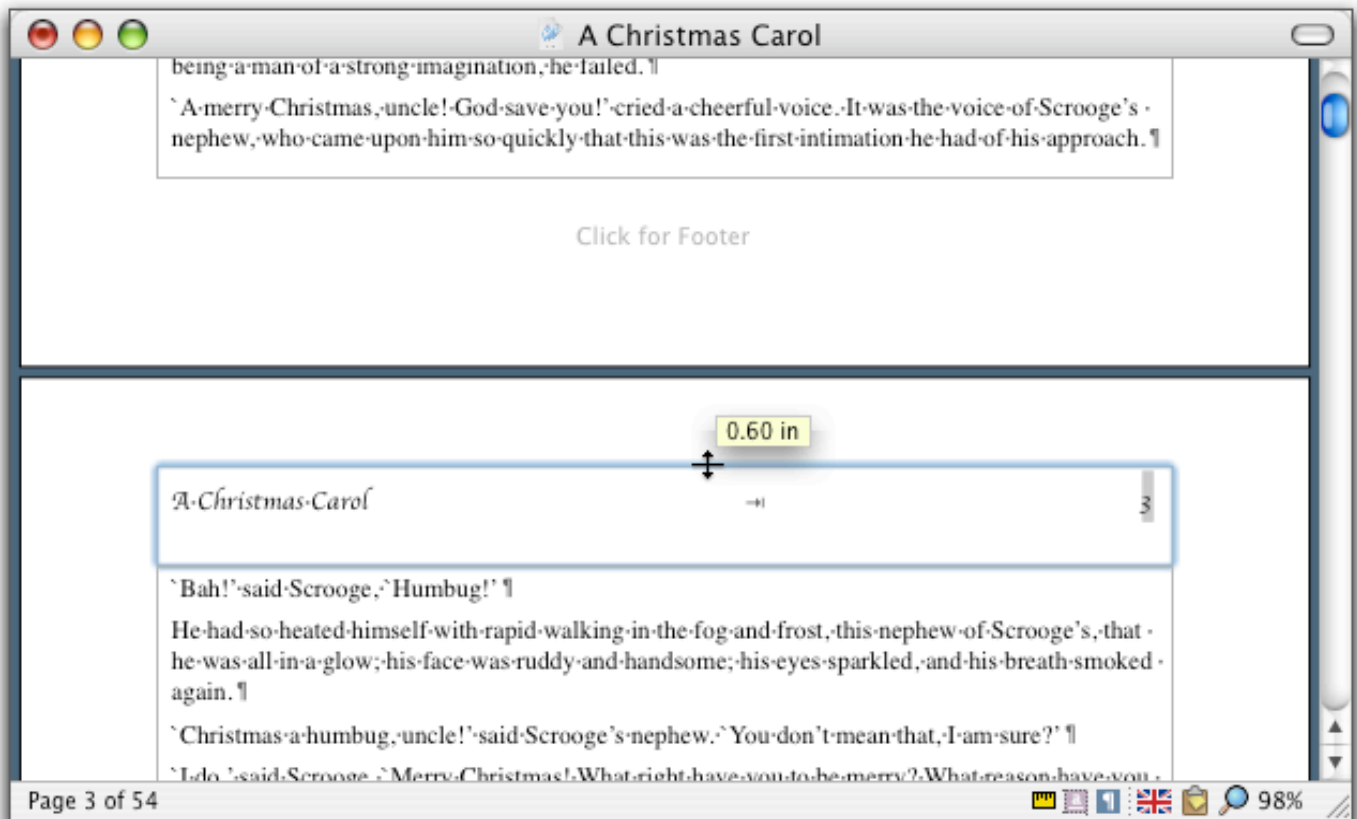


Figure 105

Moving the outer edge of the header margin

3. Click back into the document.

Move a header or footer higher or lower in relation to the text of your document

1. Click in the header or footer.
2. Drag the inside line of the header or footer higher or lower on the page.

The pointer changes shape to indicate that it moves the margins and a "tool tip" appears indicating the distance from the margin to the edge of the paper.

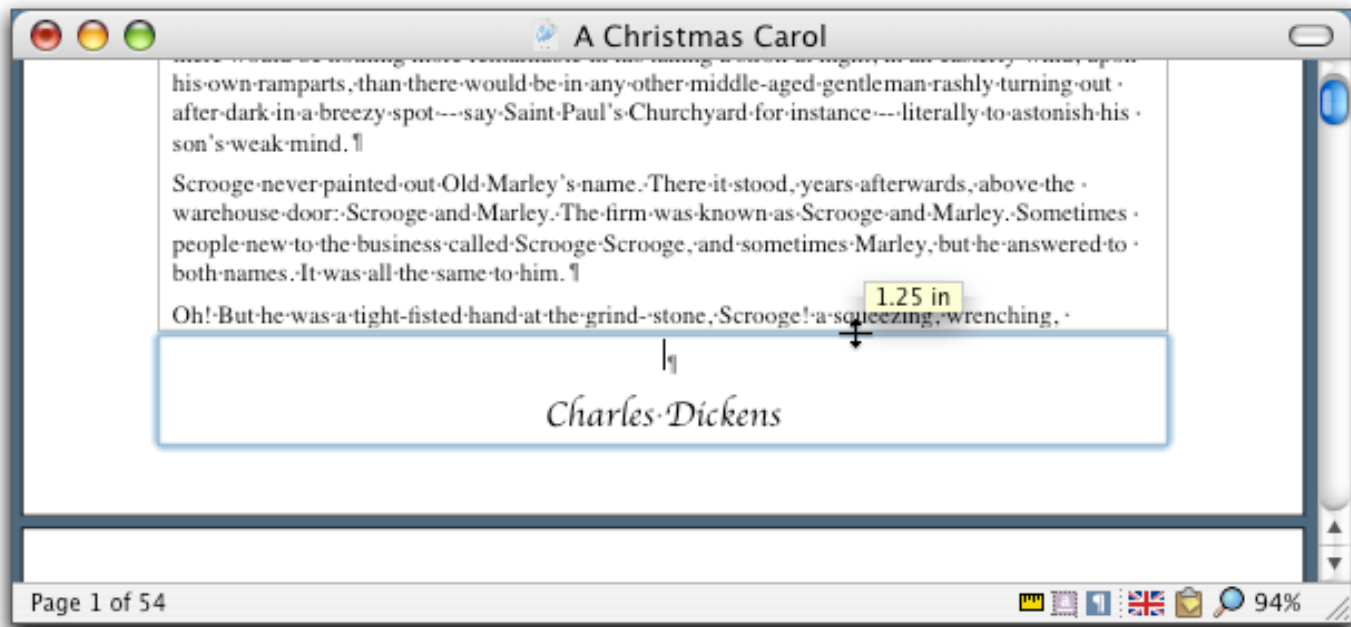


Figure 106

Moving the inner edge of the footer margin

3. Click back into the document.

Deleting Headers and Footers

You cannot completely delete a header or footer. You can, however, hide them.

Hide headers and footers

1. Click your insertion point inside the header or footer for the section of which you do not want them (the headers and/or footers) to appear.
The Header/Footer palette opens.

2. Click **Hidden Headers** and/or **Hidden Footers** (depending on which you need).

This expands the text editing area to include the area that would have been used by the headers and/or footers.



The headers and footers do not display when in Draft View or Full Screen view.

- Choose **Draft View** or **Full Screen** from the **View** menu.

Numbering Pages

Nisus Writer Pro provides customizable tools for automatically numbering objects. The most common form is page numbering. You will find these automatic numbering features in the **Automatic Number** submenu of the **Insert** menu.

Headers and Footers are those parts of your document where you most often place information that is likely to vary. These may include such items as:

- the current page of your document
- the current section of your document
- the total number of pages in the current section (or the entire document if it is all one section).

Most documents contain variables such as page numbers. Here's where to find the variables used in headers and footers:

- Section number
Section Number from the **Automatic Number** submenu of the **Insert** menu
- Pages in Section
Pages in Section from the **Automatic Number** submenu of the **Insert** menu
- Page number
Page Number from the **Automatic Number** submenu of the **Insert** menu



Most aspects of page numbering utilize headers and/or footers; see “Headers and Footers” beginning on page 135.

Insert the current page number (once) on a specific page

- ▶ Choose **Page Number** from the **Automatic Number** submenu of the **Insert** menu.

The current page number appears at your insertion point.

Display the current page number on every page

1. Click your insertion point in the area indicated “**Click for Header**” or “**Click for Footer**” as illustrated in Figure 102 above.
2. Choose **Page Number** from the **Automatic Number** submenu of the **Insert** menu.

You can click and insert the automatic page number in any of the header or footer areas and the consecutive number will appear on all pages.

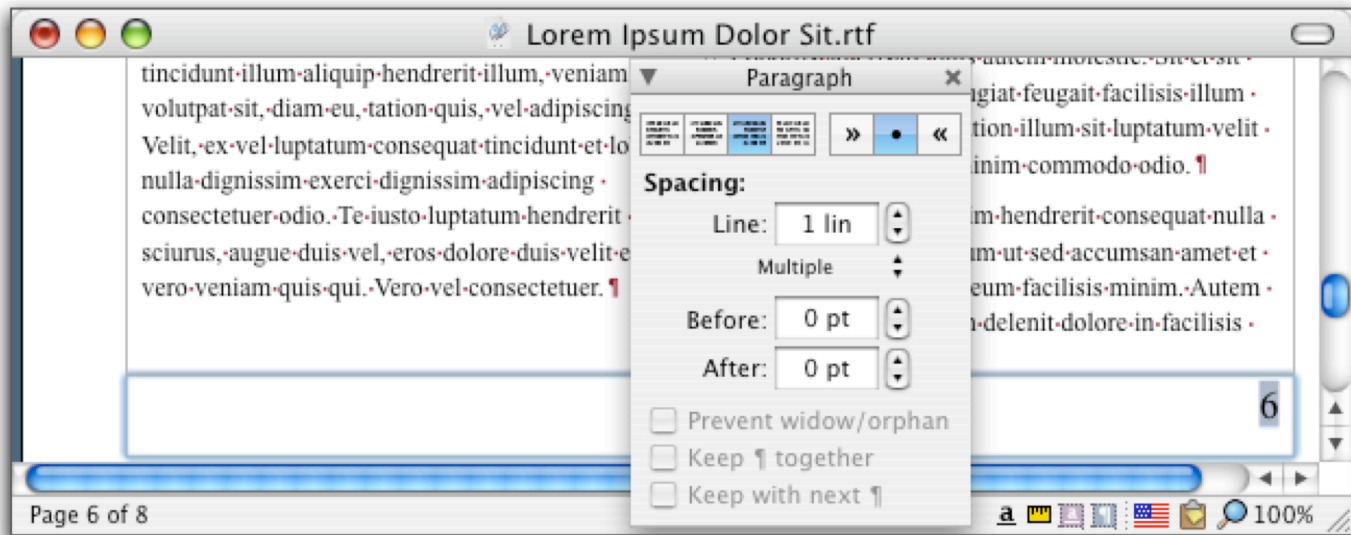


Figure 107
Aligning text inside the footer area

Restart page numbering for a new section

1. Choose either **Next Page**, **Odd Page**, **Even Page** or **Same Page** from the **Section Break** submenu of the **Insert** menu.
2. Make sure your insertion point is in the new section.
3. Open the Section palette.
4. Click **Starting Page** in the Section palette.
5. Enter the number you want to have as the first number of this section in the Section palette.

Restart page numbering at 1

1. Put your insertion point at the beginning of the paragraph where you want the page numbering to restart.
2. Choose **Next Page** from the **Section Break** submenu of the **Insert** menu.

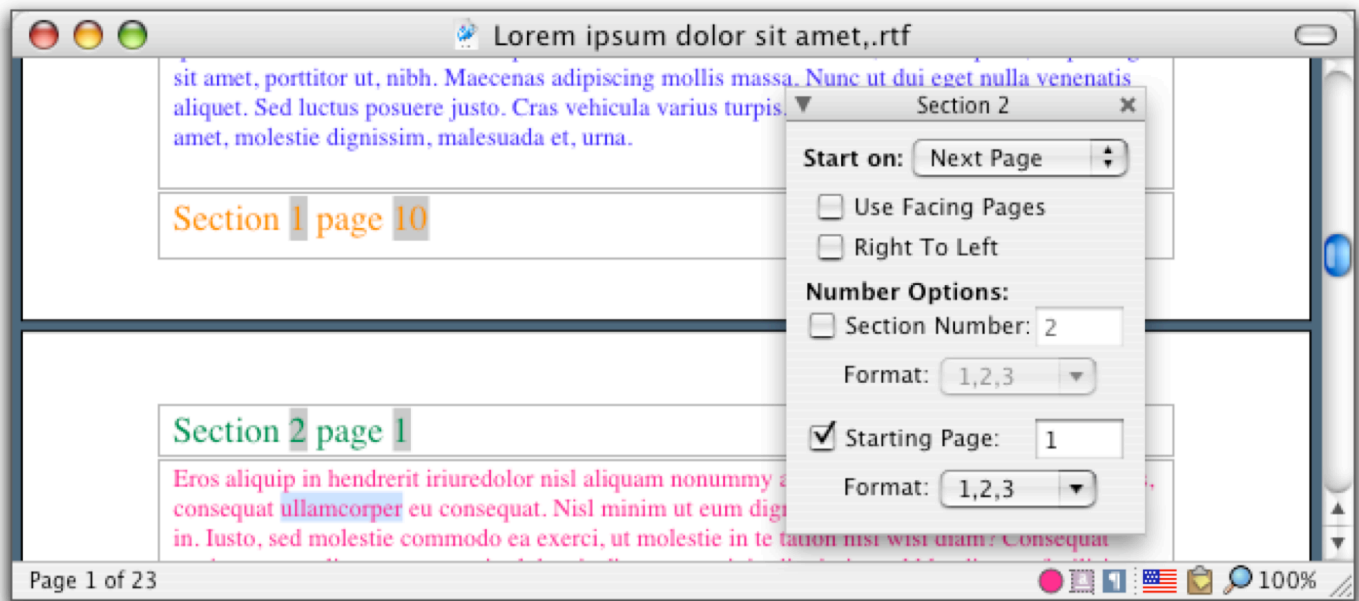


Figure 108

Pages from two sections spanning a section break

3. Put your insertion point in the header or footer of the section you want to change.
4. Open the Section palette.
5. Click **Starting Page**.
6. Enter the number at which you want counting to begin.



Be careful not to delete the Return character above the section break unless you want to remove the section divider.

Display the current page number and the total number of pages in the section (or document) on every page

In addition to the instructions immediately above

1. Put your insertion point in the header or footer of your document.
2. Choose **Pages in Section** from the **Insert** menu.

In the illustrations here, the shaded numbers are the automatic numbers that Nisus Writer Pro keeps track of. You can turn this shading on or off in Preferences. The Pages in Section number is the actual number of pages in that section.

Determine the format of page numbers

Nisus Writer Pro enables you to display the section and/or page numbers of your document in a wide variety of formats (these are maintained throughout the document, even though you may have section breaks).

1. Open the Section palette.
2. Put your insertion point in the section of your document where you want to change the format of the automatic number.
3. In the **Number Options** portion of the Section palette, choose the format you want from the **Format** pop-up menu for either or both **Section Number** and/or **Starting Page**.

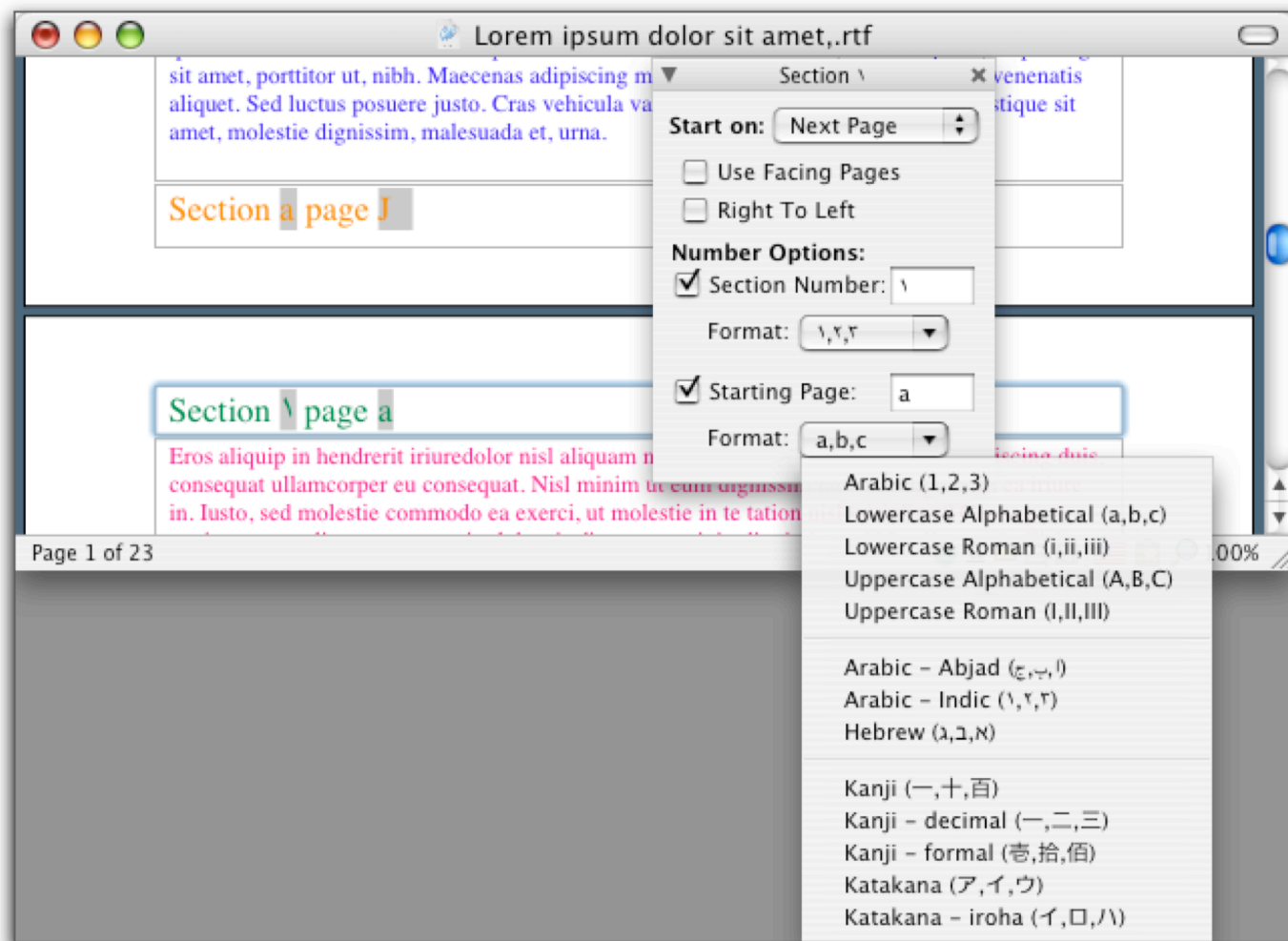


Figure 109
The number format pop-up menu of the Section palette

Graphics

This portion of the manual shows you how to work with graphics. The sections include

Working with Character Graphics	147
Importing Graphics	147
Working with Floating Graphics	147
Make an inline graphic into a floating graphic	148
Align a floating graphic	148
Cause text to wrap around a graphic	149
Resize a Graphic.....	151
Crop a Graphic	152

Working with Character Graphics

Graphics can be placed in the text either by copying and pasting an existing graphic or by choosing **Images...** from the **Insert** menu or dragging an image file in from the Finder. Nisus Writer Pro treats any graphic in the text as though it were a character in your text. If you include a character graphic in a sentence, the height of the line in which it appears will likely increase. This means that a 12-point graphic inserted next to 9-point text increases the sentence's line height.

As you work with character graphics, keep these guidelines in mind

- You can copy, paste, as well as drag and drop graphics like any other character in your text.
- Nisus Writer Pro cannot use Find and Replace tools to locate and replace graphics.
- You can only select one graphic at a time.

Importing Graphics

You can import any normal image format including PDF, EPSF, JPEG, PNG and PICT graphics directly into Nisus Writer Pro.

1. Choose **Images...** from the **Insert** menu.
 2. Locate the image file you want and click **Open**.
- You can also simply drag a graphic in from the Desktop.

Import a graphic using the Clipboard

1. Select the graphic in another application, and choose **Copy** from the **Edit** menu.
2. Open your Nisus Writer Pro document and choose **Paste** from the **Edit** menu.



See also “Using LinkBack” on page 345 to learn about editing your graphics in their original applications.

Working with Floating Graphics

You can change any Character Graphic (or “Inline Graphic”) so that it “floats” with the text. You can make text wrap around floating graphics, or you can make text appear in front of them. You can fix a floating graphic to stay on a particular place on a specific page, or you can make them move with a paragraph.



Floating graphics only appear when in Page View.

Make an inline graphic into a floating graphic

1. Click the graphic to select it.
The Image palette appears.



Figure 110

The Image palette default options when set to Fixed on page

2. Choose either **Moves with paragraph** or **Fixed on page.** from the **Image placement** pop-up menu in the Image palette.

Choosing **Fixed on page** enables all the options for image alignment and text wrap.

Align a floating graphic

You can nudge a selected floating graphic one pixel at a time, using the arrow keys on the keyboard, so that it appears where you want it. You can also align floating graphics horizontally and vertically.

1. Select the graphic you want to align.
2. Click the **Image Alignment** option that represents what you want from the buttons in the Image palette as explained in Table 3 below.












Floating Graphic Alignment Options					
Image Alignment	Horizontal				
		left	center	right	
	Vertical (available only with Fixed on Page)				
		top	center	bottom	
Text Wrap					
	Text Wrap Around Image	Text Drawn on Top of Image	Text Never Appears Beside Image	Text Never Appears to Left of Image	Text Never Appears to Right of Image

Table 3
Floating graphic alignment options

You can mix the options available so that a graphic is in the bottom right corner.

Cause text to wrap around a graphic

- You can have text wrap around a floating graphic.
1. Select the graphic around which you want the text to wrap.
 2. Click the **Text wrap** option that represents what you want from the buttons in the Image palette as explained in Table 3 above.
- You can mix the options available so that a graphic which is in the bottom right corner can have its wrapped text hug the space it holds as illustrated in Figure 111 below.



Figure 111
A floating graphic selected

While you can set the basic alignment of a graphic using the buttons of the Image palette, as soon as you adjust the image by nudging it using the arrow keys, the alignment buttons indicate that it is no longer considered “set” as far as the Image Alignment buttons are concerned.

You can move a floating graphic so that it prints beyond the margins as illustrated in Figure 112 below.



Figure 112

A floating graphic beyond the margin



When you select a floating graphic and **⌘ Click**, or Right-Click a contextual menu appears with two commands: **Send to Back** and **Bring to Front**. If you have resized the graphic two additional commands appear: **Restore Original Size** and **Restore Original Proportions**.

Resize a Graphic

1. Select the graphic by clicking on it.
2. Drag any of the four blue square handles that appear (on the corners) so that the graphic acquires the size and shape you want.
3. Press **⌘** as you drag one of the corners to force the graphic to retain its aspect ratio.



When you select a resized graphic and **⌘ Click**, or Right-Click a contextual menu appears with two commands: **Restore Original Size** and **Restore Original Proportions**.

Crop a Graphic

1. Select the graphic by clicking on it.
2. Drag any of the four perimeter lines that appear so that the graphic acquires the size and shape you want.

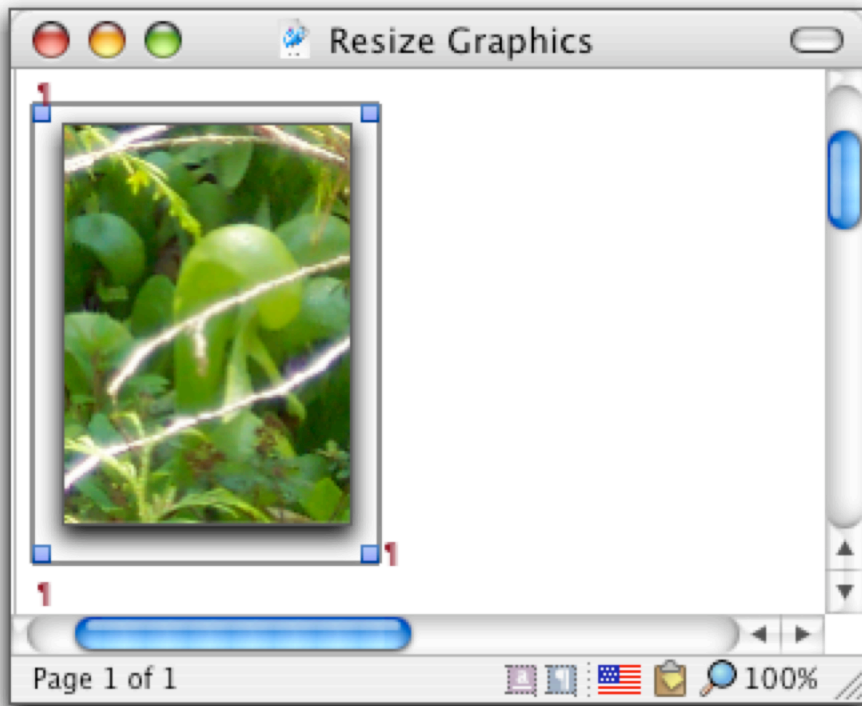


Figure 113
A graphic selected for resizing

Book Tools

Nisus Writer Pro supplies some special tools for creating larger, more complex documents. These include the ability to separate the document into various sections, and the use of certain variables, footnotes, and tables.

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Creating Sections In Your Document

You can separate portions of your Nisus Writer Pro document into different sections with varying locations of margins, number of columns, and numbering formats. These sections can begin on the following page, the next odd page, the next even page or even on the same page.

Insert a new section in your document

1. Place your insertion point where you want the new section to begin.
2. Choose
 - ▶ **Next Page** from the **Section Break** submenu of the **Insert** menu to have the section begin on the following page, whether it is odd or even.
 - ▶ **Odd Page** from the **Section Break** submenu of the **Insert** menu to have the section begin on the following odd page.
 - ▶ **Even Page** from the **Section Break** submenu of the **Insert** menu to have the section begin on the following even page.
 - ▶ **Same Page** from the **Section Break** submenu of the **Insert** menu to have the section begin on the same page.



You can now modify various aspects of the format of your new section using the palettes of the **Sections** set in the Tooldrawer.

Numbering Sections

Insert a section number

1. Put your insertion point where you want your new section to begin.
2. Choose **Section Number** from the **Automatic Number** submenu of the **Insert** menu.



Section numbers appear in both Page View, Draft View and Full Screen view.

Footnotes and Endnotes

Use footnotes and/or endnotes to refer readers to reference notes. Nisus Writer Pro automatically rennumbers footnotes and endnotes when you add, move, or delete them. Footnotes appear at the bottom “foot” of the page on which you insert them. Endnotes appear at the end of the document.

Insert a footnote or endnote

1. Put the insertion point where you want the footnote number to appear.
2. Choose **Footnote** or **Endnote** from the **Insert** menu.
3. Type the note text.




If you work in Draft View or Full Screen view and choose **Footnote** or **Endnote** from the **Insert** menu, Nisus Writer Pro automatically switches your view to Page View and displays your insertion point in the notes area of your document, ready to enter the note text.

When you point to a footnote or endnote marker in your text Nisus Writer Pro displays a tooltip with the contents of the footnote or endnote text.

Return to the document from the notes

When your insertion point is in the footnote or endnote text it is easy to get back to the note’s marker location in the document.

- ▶ Choose **Go to Note Reference** from the **View** menu or from the **Notes** Tag on the Statusbar.
- ▶ Press , click the text of the note and choose **Go to Note Reference** from the contextual menu that appears.

This selects the note marker of the note in which your insertion point had been.

Return to a specific note from its marker in the document

When your insertion point is in the document text you can easily move to the footnotes or endnotes.

- ▶ Select the note marker and choose **Go to Note Reference** from the **View** menu.
- ▶ Double-click the note marker.

This selects the text of that note.

Edit a footnote or endnote

- ▶ Put your insertion point in the notes area and edit the text.


Determine the appearance of note markers

Note markers are controlled by Styles.

- ▶ You modify the note marker using Styles the same way you modify any other Style as explained in “Modify a style” on page 103.

Endnote Reference


The quick brown fox jumped over the lazy dogs.

Based on: None  Superscript

Shortcut:

Footnote Reference

The quick brown fox jumped over the lazy dogs.

Based on: None  Superscript

Shortcut:

Figure 114

The Notes Reference Styles area of the Style Sheet

In this portion of the Style Sheet view, you can control the

- Style on which the notes text are “Based on”;
- Keyboard shortcut used to apply the Style.

Determine the appearance of note text

The appearance of note text is controlled by Styles.

- You modify the note text style the same way you modify any other Style as explained in “Modify a style” on page 103.

Endnote

¹. Sample text for Foot/End Notes Style

Based on: Normal

Shortcut: []

Place: End of Document

☒ One Note Per Line

Multi-page Threshold: 65 pt 5 lines

Starting Number: 1

Number Format: 1,2,3

Number Restart: Continuous

Doc Reference Style: Endnote Reference

Note Reference Style: Endnote Reference

Default Note Text: []

Gutter Height: 3 pt

Divider Line:

[] 1 pt []

Align in Gutter: Bottom

Length: 25%

Multi-page Length: 75%

Allow Widows & Orphans

Figure 115
The Footnote area of the Style Sheet in its shipped state

In this portion of the Style Sheet view, you can control a wide variety of options including:

- the style on which the notes text are “**Based on**”;
- the keyboard **Shortcut** used to apply the style;
- the **Place** where the note appears...
 - if the notes are endnotes you can choose between
 - **End of Document**
 - **End of Section**
 - if they are footnotes your only choice is
 - **Bottom of Page**;

- the notes can appear **One Note Per Line**, or, if there is room, they can “cluster”;
- if the notes are long and their text extends beyond the page on which the reference appears, you can determine their **Multi-page Threshold**, that is the minimum number of points and/or lines that the notes must contain before they can split between pages;
- the **Starting Number** that the sequence of notes begins at;
- the **Number Format**;

A wide variety of number formats are available.

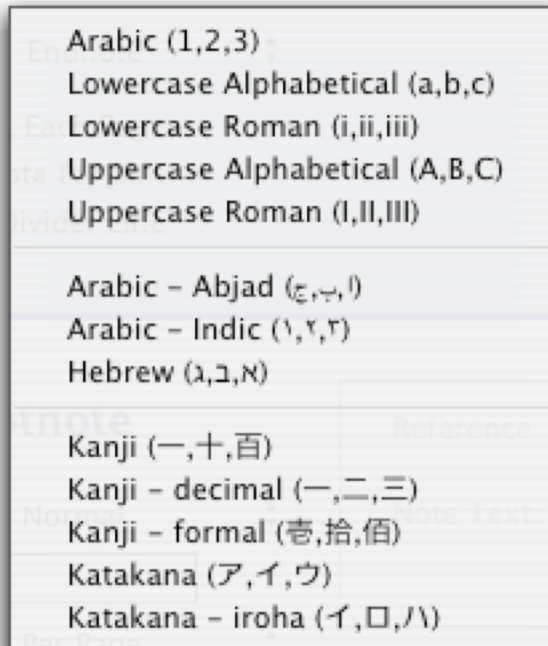


Figure 116

The Number Format pop-up menu

- the **Number Restart**: whether the Notes restart on each page, each section or are continuously numbered;
- the **Doc Reference Style**: the character style that is automatically applied to note references when they appear in the main document;
- the **Note Reference Style**: the character style that is automatically applied to note references when they appear in the note area;
- the **Default Note Text**: the text that every newly inserted note starts with (that which separates the reference number and the text of the note); You can enter a Tab by pressing ⌘ tab. The “sample text” field at the top updates when you move your insertion point out of the current field.
- the **Gutter Height**: how tall the gutter between the main document and the note should be;

In addition you can control a variety of the attributes of the **Divider line** that separates the notes from the text of the document. These include:

- the lines available in the pop-up menu are those illustrated in Figure 59 on page 90;
- the line’s thickness using the pop-up menu to the right of the line pop-up menu;

The display is dependent on the gutter height.

- the color of the line(s) using the Color Picker which opens the Colors panel as illustrated in Figure 86 on page 120;
- where the divider line appears in relation to the gutter using the **Align in Gutter** pop-up menu;
Your options are **Top**, **Center** or **Bottom**.
- the **Length** of the line on the first page where the footnotes appear (the default is set to 25% of the width);
- the length of the lines where footnotes extend beyond one page using the **Multi-page Length** text edit box (where the default is set to 75%);

Remove a footnote or endnote

- Select the footnote or endnote reference marker (or put your insertion point after it) in the document and press .

Change endnotes to footnotes or the reverse

You can change the location of any and/or all of your notes at any time.

While in the primary text area of your document:

- Select the footnote or endnote reference you wish to change, press  and choose **Convert to Endnote** or **Convert to Footnote** (depending).

While in the notes areas of your document:


Change a footnote to an endnote

1. Click your insertion point anywhere in the text of that footnote
2. Choose **Endnote** from the **Notes** Tag  on the Statusbar.


Change an endnote to a footnote

1. Click your insertion point anywhere in the text of that endnote
2. Choose **Footnote** from the **Notes** Tag  on the Statusbar.

Change all footnotes to endnotes

1. Click your insertion point anywhere in the text of the footnotes.
2. Choose **Select All** from the **Edit** menu.
3. Choose **Endnote** from the **Notes** Tag  on the Statusbar.

Change all endnotes to footnotes

1. Click your insertion point anywhere in the text of the endnotes.
2. Choose **Select All** from the **Edit** menu.
3. Choose **Footnote** from the **Notes** Tag  on the Statusbar.



You can change specific notes by selecting (even noncontiguously) those notes you want to change.

Tables

What is a table?

A table is a means of presenting a group of related data in a coherent, structured form. Tables are used to

- summarize large amounts of data
- compare data for two or more cases
- group complex data so that relationships are clear
- convey statistics about the underlying data
- list a full matrix of related data.

Tables have a wide variety of uses and, because of the divergent uses, they may take on many different styles as well. There is no “right” or “wrong” way to organize and format a table.

Types of tables

The simplest possible table is one that has at least two entries (and usually has corresponding headers that define the data within the table).

	win	loss
Thom	15	1

Table 4

A very simple table

Tables can grow as big as you’d like, although there is a practical limit to their size—usually what will fit onto a single page. Huge tables that sprawl over several pages are extremely difficult to understand at a glance, and the relationships between the data become less distinct when you build, multi-page tables. Nevertheless, you will find that big tables are useful when your ultimate goal is to compile an organized reference to a large, underlying database.



One important distinction to make in creating a table is whether or not the table is a summary of information in an unseen database, or an exhaustive listing of the entire data in the database. The former tends to result in small, concise tables that tell a story or highlight a particular point or statistic. The latter are often long, multi-page tables that are only consulted as references. Nisus Writer Pro’s table capability can handle both.

When To Use Tables				
Tables should be used when:	The information is not suitable for graphing	The actual data values are more important than a graphical summary.	The information can clearly be broken into related parts and groups.	It is important to see the relationship between two or more pieces of data.
Tables should <i>not</i> be used if:	The data clearly lends itself to a visual representation (graphs, for example).	The data cannot be organized into meaningful groups.	The data contains extensive text that must be read rather than scanned.	

Table 5
When to use tables

Insert/create a table

1. Put your insertion point where you want the table to appear.
2. Either click the Insert Table button on the Toolbar



Figure 117
The Insert Table button

- Or, Choose **New Table...** from the **Table** menu.

Determine the size (number of rows/columns) of a table

When you choose **New Table...** from the menus Nisus Writer Pro presents a sheet in which you determine how many rows and columns your table will have. You can increase and/or decrease the number whenever you need.

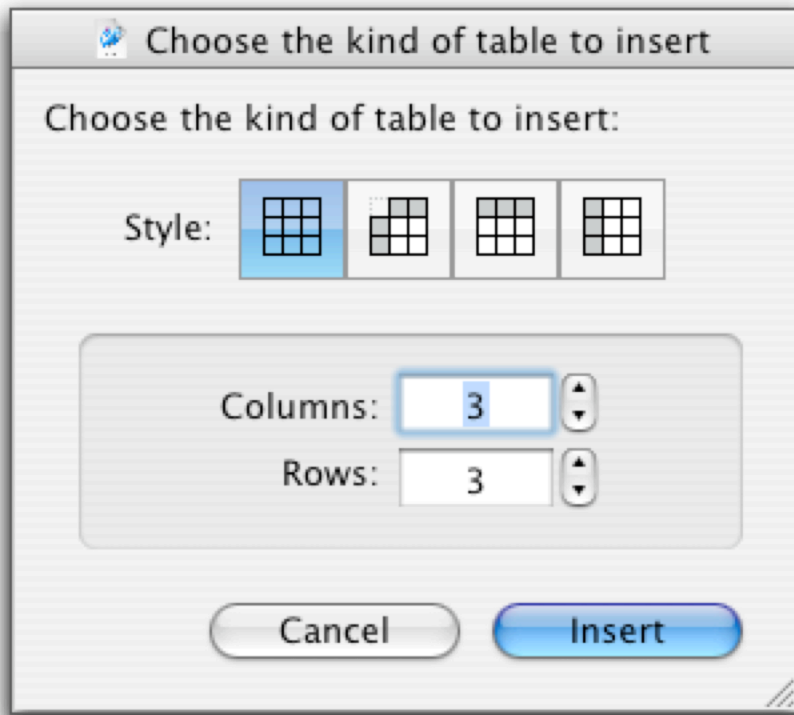





Figure 118

The Insert Table sheet

1. Choose **New Table...** from the **Table** menu.
2. Click to choose the type of table you want from the options at the top of the dialog:
 - no headers
 - row and column headers
 - column headers only
 - row headers only.
3. Type the number of columns you want, or, use the stepper to the right of the number of **Columns** field to increase or decrease the number.
4. When you are satisfied with the number of columns you want press  or click in the number of **Rows** field.
5. Type the number of rows you want, or, use the stepper to the right of the number of **Rows** field to increase or decrease the number.
6. When you are satisfied with the number of columns and rows you want press  or  or click **Insert** to confirm your choice and display the table in the document.

Or

1. Click the Insert Table button on the Toolbar.
2. Drag your mouse in the **Style** area to choose the type of table you want
 - no headers
 - row and column headers
 - column headers only
 - row headers only
3. Continue to drag your mouse in the Size area to increase or decrease the number of columns and rows.

Your pointer (in a left to right environment) indicates the lowest right cell of the table.

- When you are satisfied with the size (and shape) of the table, release your mouse button.

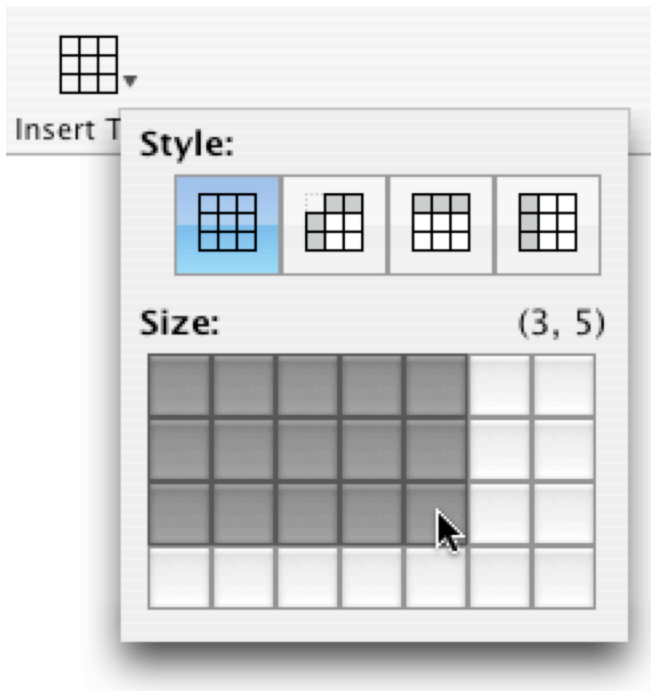


Figure 119

Creating a table from the Insert Table button



In right to left documents or sections of documents, the primary tools relevant to tables appear for right to left editing.

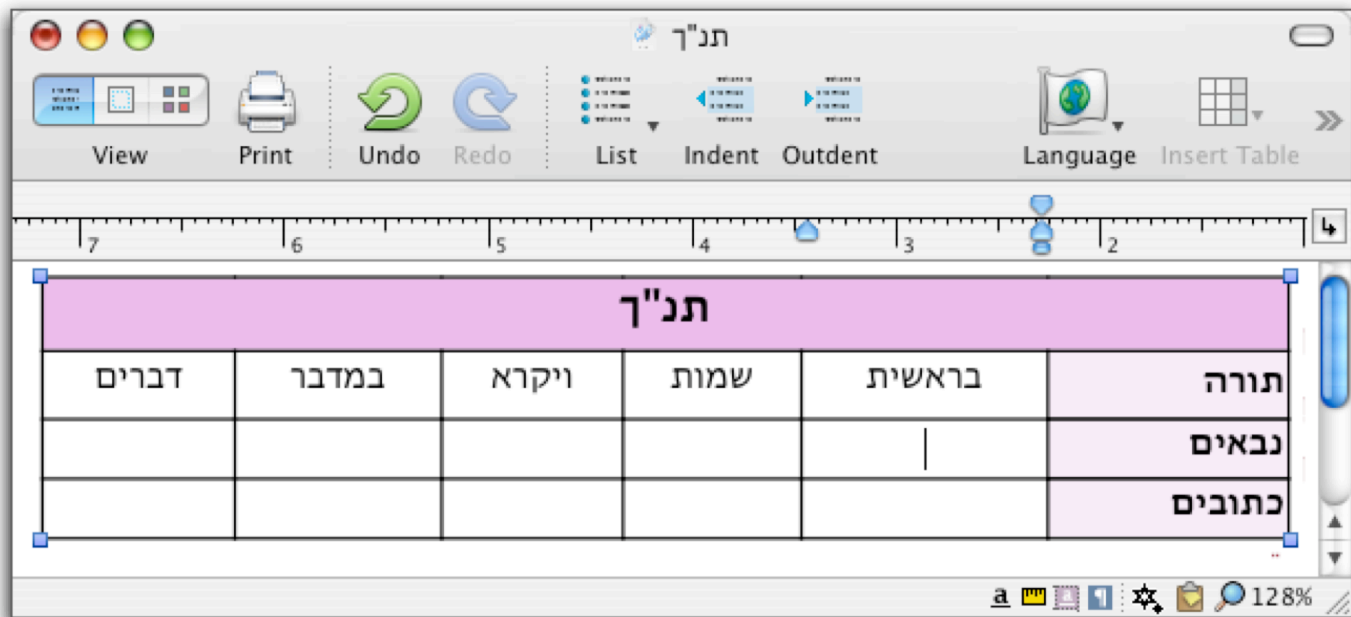





Figure 120

A right to left table

You can add or subtract rows and/or columns at any time once you have inserted the table as explained on page 169.

Enter text in a table

- ▶ Click your insertion point in the appropriate field and type or paste your text or graphic.
- ▶ Press   to enter a tab character into any cell (otherwise, pressing  moves your insertion point to the next cell).

Create a table with pre-existing text

You can create a table with two kinds of pre-existing “tab-delimited” text that may be on your Clipboard (copied from another application), or text that may be in your document.

1. Click where you want the table to appear and choose **Paste** from the **Edit** menu.
2. Select the text you want to have appear in table form and choose **Convert to Table** from the **Table** menu.

Enter graphics in a table

- ▶ Click your insertion point in the field in which you wish to have your graphic appear and paste your graphic.
Many graphics can appear in one cell.









Table Palette Buttons			
Table Alignment			
	left	center	right

Table 6


A table with graphics



Navigate among the cells of a table

When you edit text inside a table cell, you can use the keyboard to move your insertion point

- The  and  keys move the insertion point into the cells on the left and right respectively.
- The  and  arrow keys move the insertion point into the cells above and below respectively
- Press  to move the insertion point into the next cell.



If you are in the last cell of a table pressing  inserts a new row.


- Press   to move the insertion point to the preceding cell.












Select cells, or portions of... or the entire table

You can select portions of your table using the mouse or the keyboard.

- Using the mouse
 - ▶ Click your insertion point inside any cell and drag to select additional cells.
 - ▶ Click your insertion point inside any cell and choose **Cells** from the **Select** submenu of the **Table** menu.



If you have noncontiguous selections in more than one cell, this selects all cells in which you have selections. (To select text noncontiguously press  as you select additional text.)

- ▶ Click your insertion point inside any cell and choose **Columns** from the **Select** submenu of the **Table** menu.
This selects all cells contiguous with the one in which your insertion point appears, even if they are merged with other columns.
- ▶ Click your insertion point inside any cell and choose **Rows** from the **Select** submenu of the **Table** menu.
This selects all cells contiguous with the one in which your insertion point appears, even if they are merged with other rows.
- ▶ Click your insertion point inside any cell and choose **Table** from the **Select** submenu of the **Table** menu.
This selects all the cells of the table.
- Using the keyboard
 - ▶ Click your insertion point inside any cell and type   (lowercase “a”).
This selects the entire contents of the cell.
 - ▶ Click your insertion point inside any cell and type   .
This selects all cells contiguous with the one in which your insertion point appears, even if they are merged with other columns.
 - ▶ Click your insertion point inside any cell and type   .
This selects all cells contiguous with the one in which your insertion point appears, even if they are merged with other rows.
 - ▶ Click your insertion point inside any cell and type   .
This selects all the cells of the table.

Determine the alignment (position) of a table in the document

Tables align independently of the text of your document.

- ▶ Click the alignment you wish to have using the appropriate button in the Table palette.
- ▶ Choose the appropriate alignment (**Align Left**, **Center** or **Align Right**) from the **Table** menu.

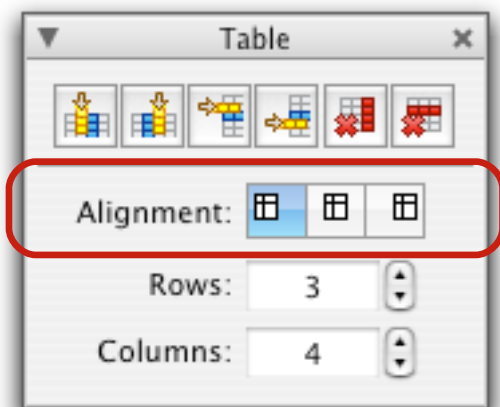


Figure 121

The Table palette indicating the table alignment options with left selected and center and right beside it

Determine the alignment (position) of text in a table

Text and graphics in the cells of a table can be aligned both horizontally and vertically. If a cell has multiple paragraphs, each paragraph in the cell can have its own alignment.








Table Cells Palette Buttons					
Text Alignment	Horizontal				
		left	center	right	justified
	Vertical				
		top	middle	bottom	

Table 7

The table cell alignment buttons

- Determine which cell or cells you wish to alter:
 - click your insertion point in the cell
 - drag across the cells
 - noncontiguously select the text
- Click the appropriate alignment button in the Table Cells palette.

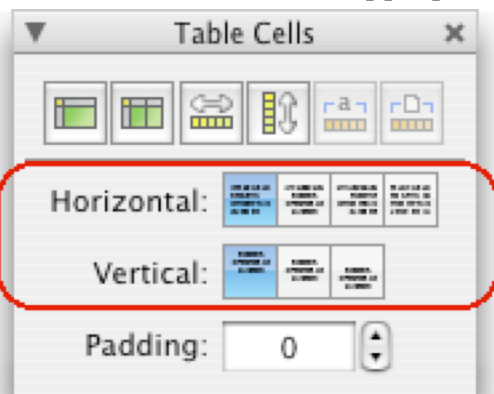


Figure 122

The text alignment buttons of the Table Cells palette

Or

- Choose **Align Left**, **Align Right**, **Center**, or **Justified** for horizontal alignment or **Top**, **Bottom**, or **Middle** for vertical alignment.

Align text in table cells along the decimal point

Numbers often need to be aligned along a decimal point.



You would probably want to follow this procedure with Invisibles turned on (choose **Show Invisibles** from the **View** menu).

1. Create your table.
2. Click your insertion point in the top cell of the column to be aligned by the decimal point.
3. Make sure the Ruler displays and choose **Decimal** from the **Tab** menu.
4. Click on the ruler at the location you want the tab to appear (you can always adjust this later if you need).
5. Press to enter a tab character into the cell where you have set the tab.
6. Select the contents of that cell (the tab character).
7. Select the other cells that you want to have share that decimal tab formatting. This can be either a single cell or multiple columns or rows of cells.
8. Choose **Align Left** or **Justified** from the **Align Cells** submenu of the **Table** menu, or click the appropriate button on the Table Cells palette.
9. Choose **Paste** from the **Edit** menu.
10. Enter the text you want in each cell being sure to add the text following the tab character.

Figure 123, is a composite to show multiple insertion points on the ruler. It illustrates columns of numbers with decimal points aligned by decimal point (from left to right), **left**, **center**, **right** and **justified**. The decimal point is highlighted in each column.



Aligning the cells either by center or right causes poor alignment.

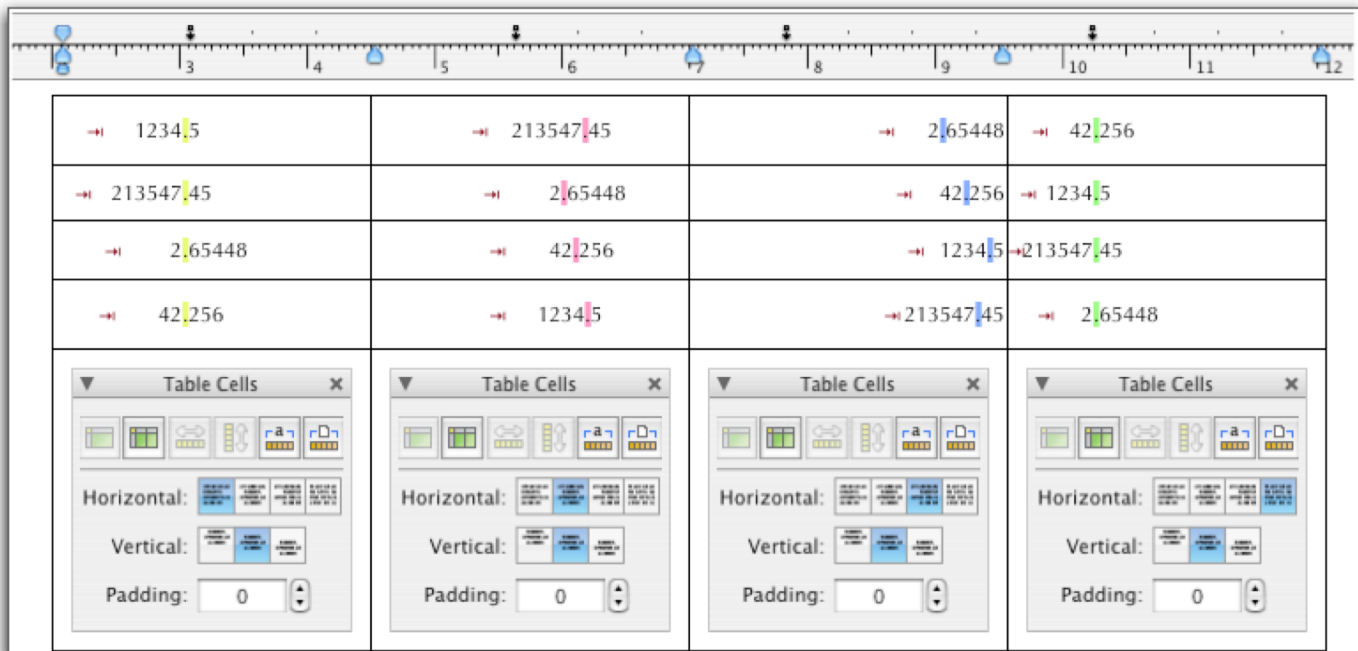


Figure 123
Text aligned by decimal points in a table

Add cells to a table

If, as you work on your table, you determine that you need additional cells, either as rows or columns, you can add them at any time.

- Click your insertion point in the cell beside which you want to add cells and click the appropriate button in the Table palette.

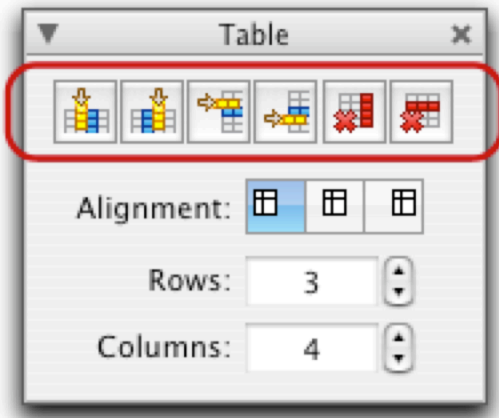


Figure 124

The insert and delete buttons of the Table palette

Or

- Click your insertion point in the cell beside which you want to add cells and choose **Column to the Left**, **Column to the Right**, **Row Above**, or **Row Below**, from the **Insert** submenu of the **Table** menu.







Table Palette Buttons		
Insert Column		
	to the left	to the right
Insert Row		
	above	below
Delete		
	column	row

Table 8

The insert and delete buttons

Remove cells from a table

- ▶ Click your insertion point in the row or column (or select the rows or columns or cells) you wish to remove and click the appropriate button in the Table palette.
- Or
- ▶ Click your insertion point in the row or column (or select the rows or columns or cells) you wish to remove and choose **Rows**, **Columns**, or **Cells** from the **Delete** submenu of the **Table** menu.

Merge cells

You can merge multiple, contiguous, cells into one.

- ▶ Select the cells you wish to merge and click the Merge Cells button in the Table Cells palette.

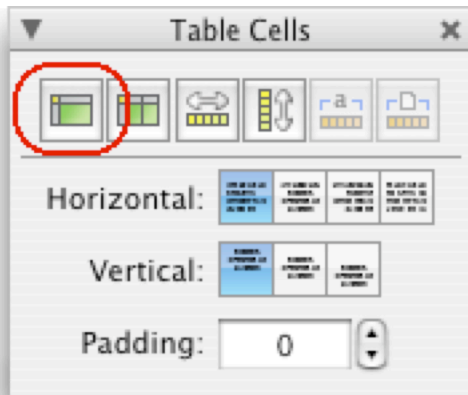


Figure 125
The Merge Cells button on the Table Cells palette

Or

- ▶ Select the cells you wish to merge and choose **Merge Cells** from the **Table** menu.



The illustrations that follow may not represent anything you would want to do, but, they are here as to indicate simply what does happen.

The text here is from The Frozen Logger by James Stevens (long out of copyright)
<<http://sniff.numachi.com/~rickheit/dtrad/pages/tiFROZLOGR;ttFROZLOGR.html>>

As	I	sat	down	one	evening
within			a	small	café,
A	forty	year	old	waitress	
to	me	these	words	did	say:
"I	see	that	you	are	a
and	not	just	a	common	bum,
'Cause	nobody		but	a	logger
stirs	his	coffee	with	his	thumb."

Figure 126
Cells selected to merge

As	I	sat	down	one	evening
within			a	small	café,
A	forty	year	old	waitress	
to	me	these words did that you are a just a common			say:
"I	see				logger,
and	not				bum,
'Cause	nobody		but	a	logger
stirs	his	coffee	with	his	thumb."

Figure 127

Merged cells



Note that when you merge cells Nisus Writer Pro does not maintain the normal flow of the text. Be careful what you ask for.

Split cells

Merging cells merges all selected cells into one, splitting cells offers a variety of options.

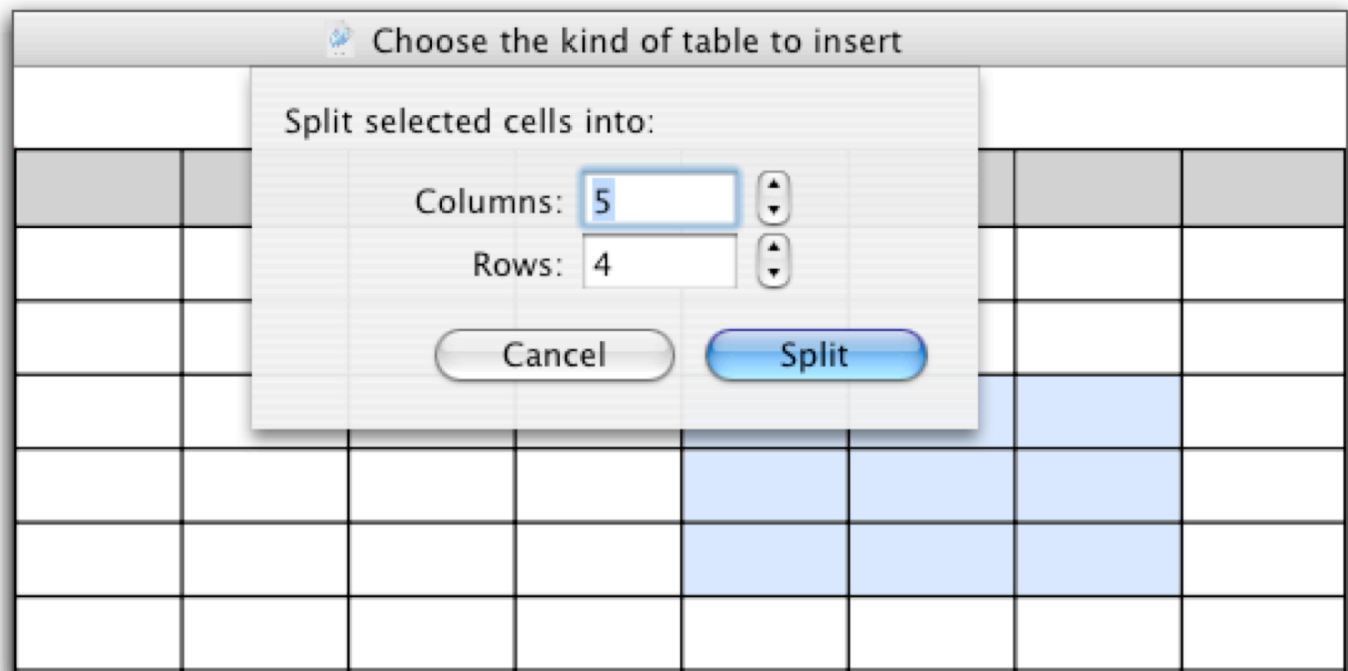


Figure 128

The split cells sheet

- Put your insertion point inside the cell you wish to split (or select the cells (rows or columns) you wish to split) and click the Split Cells button on the Table Cells palette.

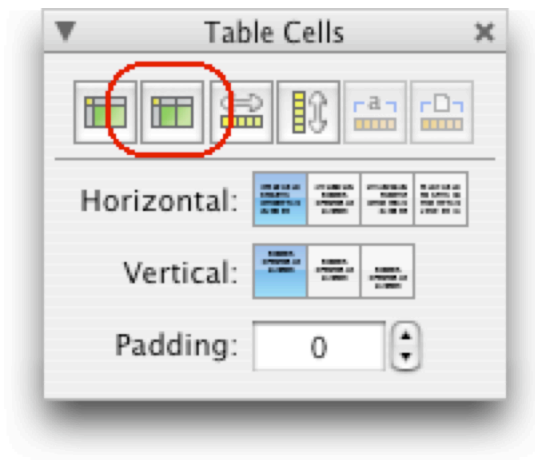



Figure 129

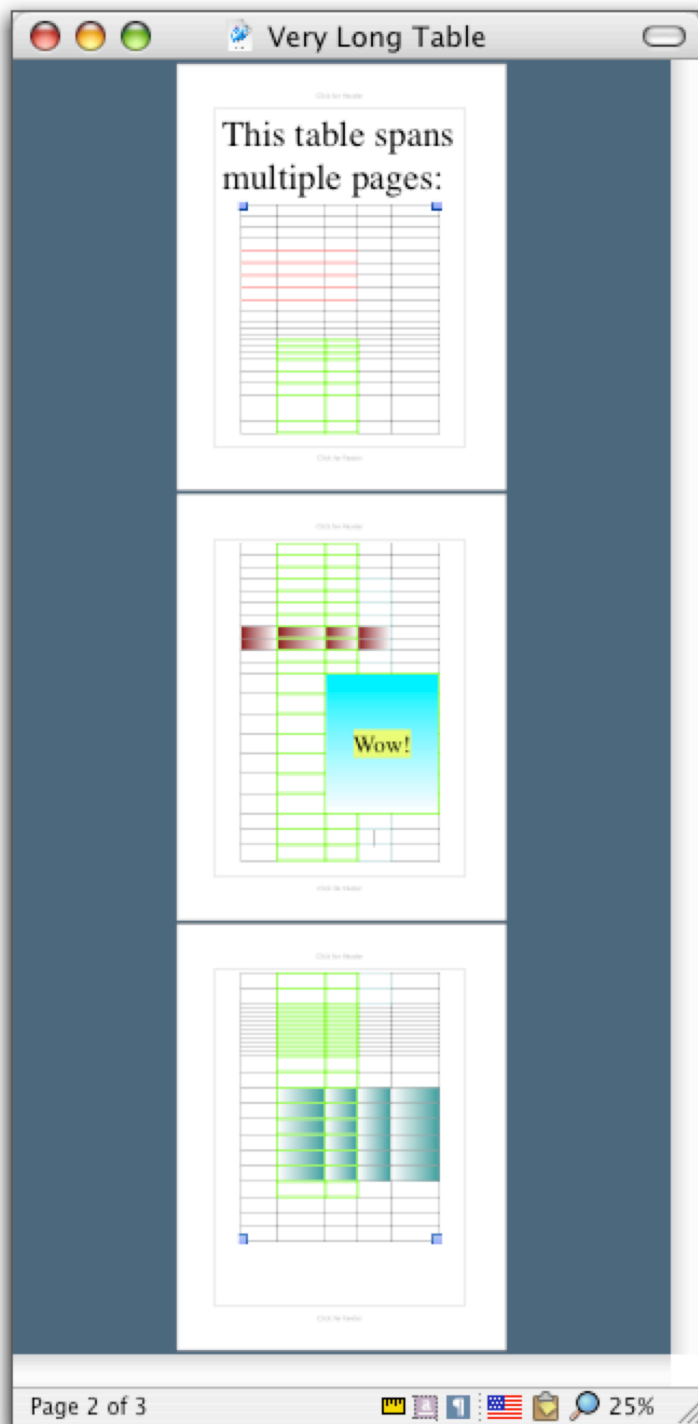
The Split Cells button on the Table Cells palette

Or

- Put your insertion point inside the cell you wish to split (or select the cells (rows or columns) you wish to split) and choose **Split Cells...** from the **Table** menu.

Resize a cell

You can make a table smaller than is useful  Or make a table span multiple pages.

**Figure 130**

A very long table

The tiny “one-celled” table in the sentence following “Resize a cell” above cannot be used for anything. You can resize any cell in a Nisus Writer Pro table.

1. Place the mouse pointer over the line you want to adjust. Your pointer will change from an I-beam to a line with arrows pointing in opposite directions.
2. Click and drag the line down to make the cell larger, or, up to make it smaller.

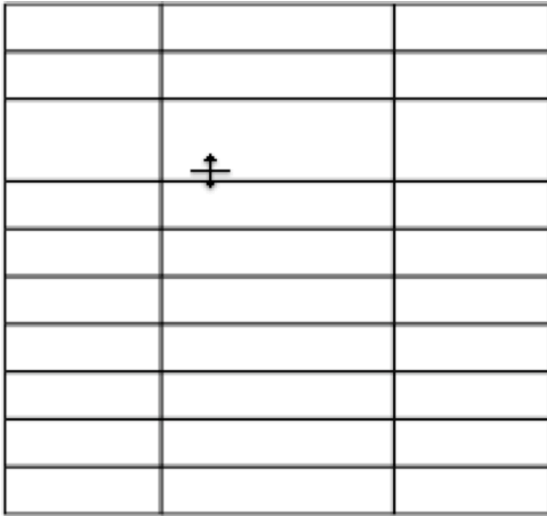


Figure 131

Expanding the height of a cell in a table



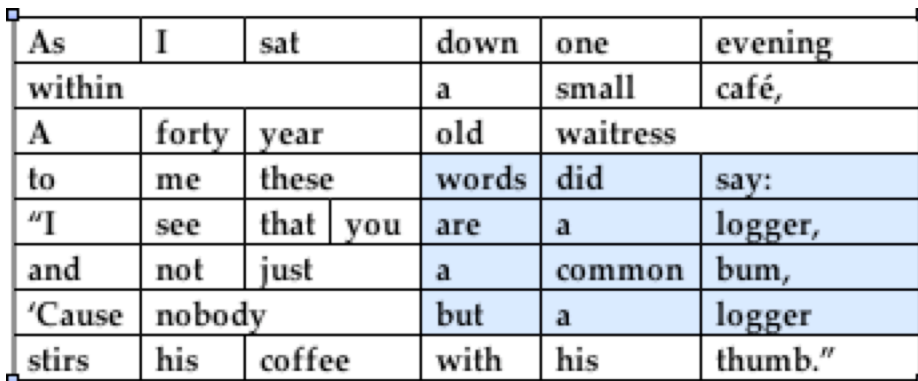
The way in which you align your table determines the way in which cells expand and contract horizontally.

- The cells of left aligned tables expand to the right.
- The cells of right aligned tables expand to the left.
- The cells of center aligned tables expand from the center out.

Equalize column widths

You may have a variety of cells of varying widths, to equalize them:

1. Select the cells you wish to equalize.
2. Click the Balance Cell Widths button on the Table Cells palette or choose **Distribute Columns Evenly** from the **Table** menu.



As	I	sat	down	one	evening
within			a	small	café,
A	forty	year	old	waitress	
to	me	these	words	did	say:
"I	see	that	you	are	a
and	not	just	a	common	bum,
'Cause	nobody		but	a	logger
stirs	his	coffee	with	his	thumb."

Figure 132

A table with unequal cell widths before "equalizing"

As	I	sat	down	one	evening
within			a	small	café,
A	forty	year	old	waitress	
to	me	these	words	did	say:
"I	see	that	you	are	a
and	not	just	a	common	bum,
'Cause	nobody		but	a	logger
stirs	his	coffee	with	his	thumb."

Figure 133

A table with cell widths equalized (notice the words "words" and "common")

Equalized, or balanced, means precisely that. If you select cells in which one of the words extends the width of the cell and then balance the cells, the text in the wider cell will wrap.

As	I	sat	down	one	evening
within			a	small	café,
A	forty	year	old	waitress	
to	me	these	words	did	say:
"I	see	that	you	are	a
and	not	just	a	common	bum,
'Cause	nobody		but	a	logger
stirs	his	coffee	with	his	thumb."

Figure 134

A table with a wide cell due to a longer word (notice the words "common" and "but")

As	I	sat	down	one	evening
within			a	small	café,
A	forty	year	old	waitress	
to	me	these	words	did	say:
"I	see	that	you	are	a
and	not	just	a	common	bum,
'Cause	nobody		but	a	logger
stirs	his	coffee	with	his	thumb."

Figure 135

The same table with cell widths equalized (notice the word "common")



To Equalize cells in which you have text that should not wrap (as in the illustrations Figure 134 and Figure 135 above), use the **Fit to Contents** tool as explained in "Cause the table to resize to fit its contents (and settings)" on page 177.

Equalize row heights

You may have done something to cause the height of a variety of rows to differ.
You can equalize them.

As	I	sat	down	one	evening	
within			a	small	café,	
A	forty	year	old	waitress		
to	me	these	words	did	say:	
I	see	that	you	are	a	logger,
and	not	just	a	common	bum,	
'Cause	nobody		but	a	logger	
stirs	his	coffee	with	his	thumb.”	

Table 9

The table of Figure 135 above with pronouns made larger (taller)

1. Select the cells you wish to equalize.
2. Click the Balance Cell Heights button on the Table Cells palette or choose **Distribute Rows Evenly** from the **Table** menu.

As	I	sat		down	one	evening
within				a	small	café,
A	forty	year		old	waitress	
to	me	these		words	did	say:
I	see	that	you	are	a	logger,
and	not	just		a	common	bum,
'Cause	nobody			but	a	logger
stirs	his		coffee	with	his	thumb.”

Table 10

Table 9 above with cells heights distributed evenly

Cause the table to resize to fit its contents (and settings)

You can resize any column to have its contents fit the cells by manually dragging the appropriate line.

As	I	sat	down	one	evening
within			a	small	café
A	forty	year	old	waitress	
to	me	these	words	→ did	say:
"I	see	that	you	are	a logger
and	not	just	a	common	bum,
'Cause	nobody		but	a	logger
stirs	his	coffee	with	his	thumb."

Figure 136

Dragging a line to cause the cell to fit the contents

However, to cause the entire table to “hug” its contents (based on the size (amount) of the text and its padding (as explained on page 181), Nisus Writer Pro offers a special tool.

1. Click anywhere in the table to activate it.
2. Click the Fit to Contents button on the Table Cells palette or choose **Fit to Contents** from the **Table** menu.

As	I	sat		down	one	evening
within				a	small	café,
A	forty	year		old	waitress	
to	me	these		words	did	say:
I	see	that	you	are	a	logger,
and	not	just		a	common	bum,
'Cause	nobo dy			but	a	logger
stirs	his	coffe e		with	his	thumb.”

Table 11

Result of choosing Fit to Contents

This command does not affect the height of rows unless it causes some wrapped text to “unwrap”.

Cause the table to resize to fit the full extent of the page

You can cause the table and its contents to resize to fit the width of the page.

1. Click anywhere in the table to activate it.
2. Click the Fit to Page button on the Table Cells palette or choose **Fit to Page** from the **Table** menu.

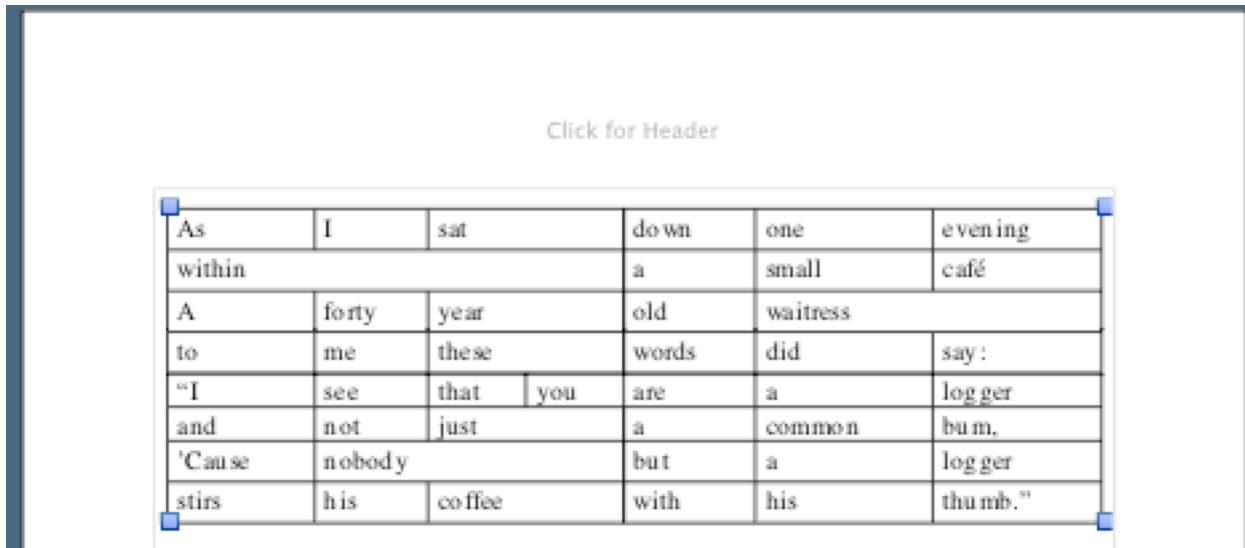


Figure 137

Result of choosing Fit to Page

As with **Fit to Contents**, **Fit to Page** does not affect the height of rows unless it causes some wrapped text to "unwrap".

Create a table header

Tables can have row and/or column headers. However, there is nothing unique about them they are simply either rows at the top that have no (or fewer) cells, or columns at the side that have no (or fewer) cells.

Create a column header

1. Put your insertion point in the top row.
2. Click the Insert Row Above button on the Table palette (as illustrated in Table 8 on page 169), or choose **Row Above** from the **Insert** submenu of the **Table** menu.
3. Select the cells in the row that you want to make into the header and click the Merge Cells button on the Table Cells palette (as illustrated in Figure 125 on page 170), or choose **Merge Cells** from the **Table** menu.

As	I	sat	down	one	evening
within			a	small	café,
A	forty	year	old	waitress	
to	me	these	words	did	say:
I	see	that	you	are	a
and	not	just		a	common
'Cause	nobody			but	a
stirs	his	coffee		with	his
					thumb."

Table 12

A table with a row added at the top

You can do a variety of things to make the header stand out. You can learn more about this in the section “Make your tables stand out” on page 182.

Create a title for a table

A column header at the top of your table makes a perfect location for a table title.

1. Create a “column header” as explained above.
2. Merge the cells.
3. Set the area off with some border or color.

The Frozen Logger by James Stevens						
As	I	sat	down	one	evening	
within			a	small	café,	
A	forty	year	old	waitress		
to	me	these	words	did	say:	
I	see	that	you	are	a	logger,
and	not	just		a	common	bum,
'Cause	nobody			but	a	logger
stirs	his	coffee		with	his	thumb.”

Table 13

Shows Table 12 above with row made into a “header” (in this case the title)

Create a row header

1. Put your insertion point in the row furthest to the right or left (depending on where you want the header to appear).
2. Click the Insert Column on Right (or Insert Column on Left) button on the Table palette (as illustrated in Table 8 on page 169), or choose **Column to the Right** or **Column to the Left** from the **Insert** submenu of the **Table** menu.
3. Select the cells in the row that you want to make into the header and click the Merge Cells button on the Table Cells palette (as illustrated in Figure 125 on page 170), or choose **Merge Cells** from the **Table** menu.

The Frozen Logger by James Stevens						
1 st stanza	As	I	sat	down	one	evening
	within			a	small	café,
	A	forty	year	old	waitress	
	to	me	these	words	did	say:
2 nd stanza	I	see	that	you	are	a
	and	not	just		a	common
	'Cause	nobody			but	a
	stirs	his	coffee		with	his

Table 14

Shows Table 13 above with a column made into a “header” (in this case row headers)

Adjust the padding around the contents of a cell

You may want a certain minimum of space between the contents of a cell and the lines that define that cell.

1. Put your insertion point in the cell you want to modify.
2. Click the **Padding** stepper to increase or decrease the amount of padding.
or
3. Select the contents of the Padding field.
4. Enter the value you want.
5. Press to confirm your choice.

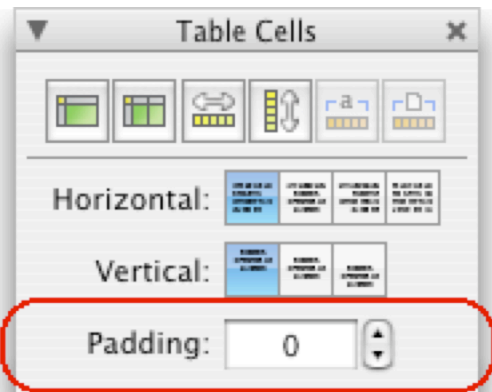


Figure 138

The Padding portion of the Table Cells palette

Padding Illustrated	
Now is the time for all good people to come to the aid of Nisus Software Inc.	Now is the time for all good people to come to the aid of Nisus Software Inc.
The above cell is fully justified with zero padding	The above cell is fully justified with 14 points of padding.

Table 15

A padded cell

Make your tables stand out!

You can do a variety of things to cause the contents of your table to stand out. You can modify the lines by changing their thickness, style and/or color. You can change the shading of the inside of the cells by modifying their patterns and colors.

Modify the lines (edges, borders, etc.) of a table

Every line of a cell can have its own thickness, style and/or color. Whenever you click your insertion point inside a table, the buttons on the Borders palette which represent the existing lines of that cell are highlighted. Other buttons, representing the lines that you can add to that cell (or group of cells) are indicated as enabled (dark black). Buttons that represent lines that you cannot add to the cell (or group of cells) are subtly grayed.



And one button to rule them all illustrated in Figure 139 below, The Deselect All button!

Clear the selection of lines to modify

- Click the **Deselect All** button.



Figure 139

The Deselect All button

- Use the button in the upper left of the Borders palette to clear all selected buttons.

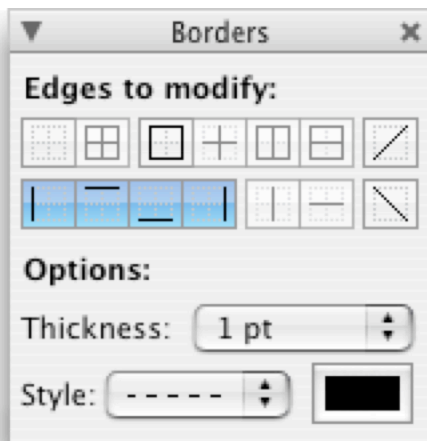


Figure 140

The Borders palette

Select which lines to modify

1. Put your insertion point in the cell (or select the cells) you want to modify.
2. Click to select the buttons of the lines you wish to modify.















Border Palette Buttons					
Multiple Line Controls	All	 Deselect		 Select	
	Groups				
		Perimeter	Internal	Perimeter & Vertical	Perimeter & Horizontal
Individual Line Controls	Vertical				
			Left Edge	Right Edge	Between Cells
	Horizontal				
			Top Edge	Bottom Edge	Between Cells
	Diagonal				
			Upper Left to Lower Right		Upper Right to Lower Left

Table 16

The Borders palette buttons

Determine the thickness of the lines

1. Put your insertion point in the cell (or select the cells) you want to modify.
2. Click to select the buttons of the lines you wish to modify.
3. Choose the thickness you want from the **Thickness** pop-up menu of the Borders palette

You can choose between **None**, **Hairline**, **1/2 pt** (point), **3/4 pt** up to **8 pt** thick lines.

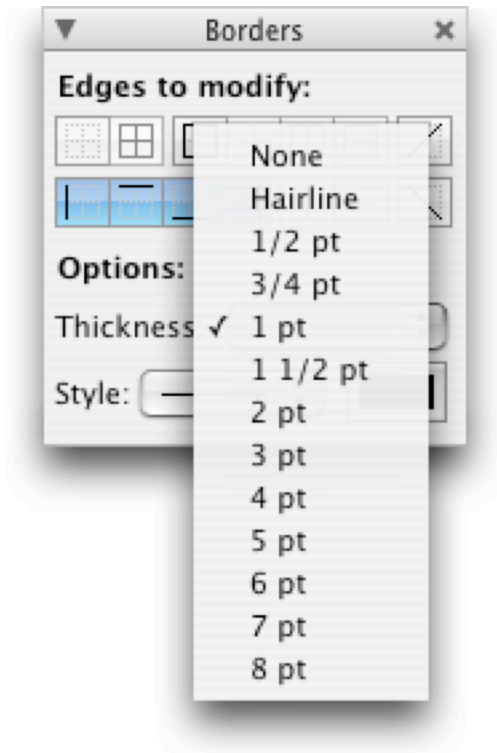


Figure 141

The Thickness pop-up menu of the Borders palette

When these lines do not appear (if you have set their thickness to **None**), Nisus Writer Pro displays Table Guides the color of which you can customize in the Appearance preferences as explained in “Determine the Color of Various Aspects of Your Nisus Writer Pro Working Environment” on page 297.

Determine the style (pattern) of the lines

1. Put your insertion point in the cell (or select the cells) you want to modify.
2. Click to select the buttons of the lines you wish to modify.
3. Choose the style you want from the **Style** pop-up menu of the Borders palette

You can choose between none, and a wide variety of styles.

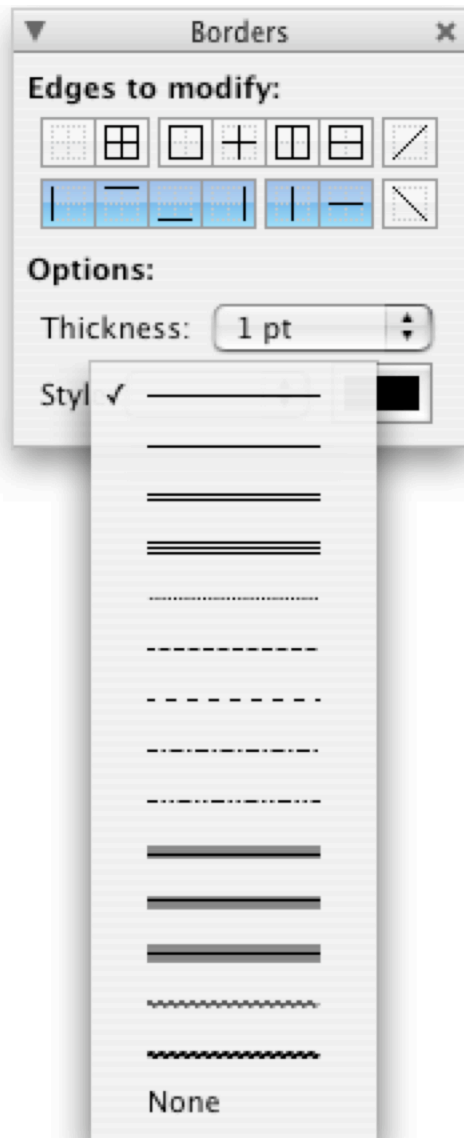


Figure 142

The style pop-up menu of the Borders palette

Determine the color of the lines

1. Put your insertion point in the cell (or select the cells) you want to modify.
2. Click to select the buttons of the lines you wish to modify.
3. Click the Color Picker tool and choose a color from the Colors panel as illustrated in Figure 86 on page 120.

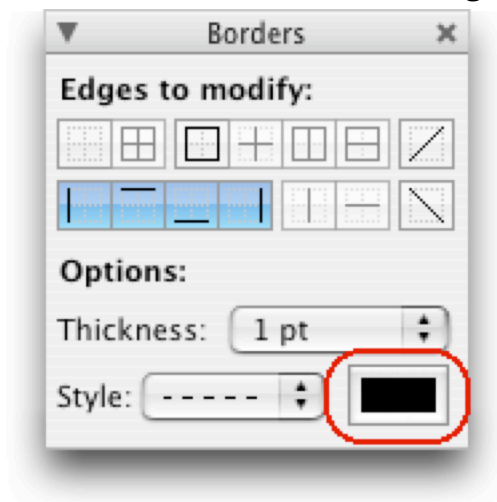


Figure 143

The Color Picker tool of the Borders palette

Set the shading (color) of cells

Every cell can have its own shading, style and/or color.

Using Gradients and Shading		
Here	Less	
	There	More

Table 17

A table showing horizontal and vertical gradients as well as shading

Whenever you click your insertion point inside a table the **Pattern** pop-up menu and the Colors buttons on the Shading palette become enabled.

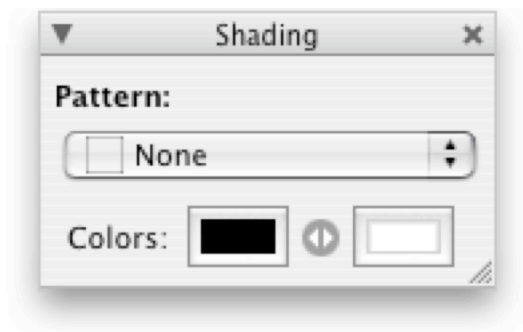


Figure 144

The Shading palette in its most simple form

1. Put your insertion point in the cell (or select the cells) you want to modify.
2. Click the Color Picker tool on the left for the foreground and/or on the right for the background and choose a color from the Colors panel as illustrated in Figure 86 on page 120.

Determine the pattern of cells

Every cell can have its own pattern. Each pattern is an “RTF” pattern which gets saved and preserved for display in Microsoft Word.

1. Put your insertion point in the cell (or select the cells) you want to modify.
2. Choose the pattern you want from the **Pattern** pop-up menu in the Shading palette.



A cell with a Pattern set to None can have no color.

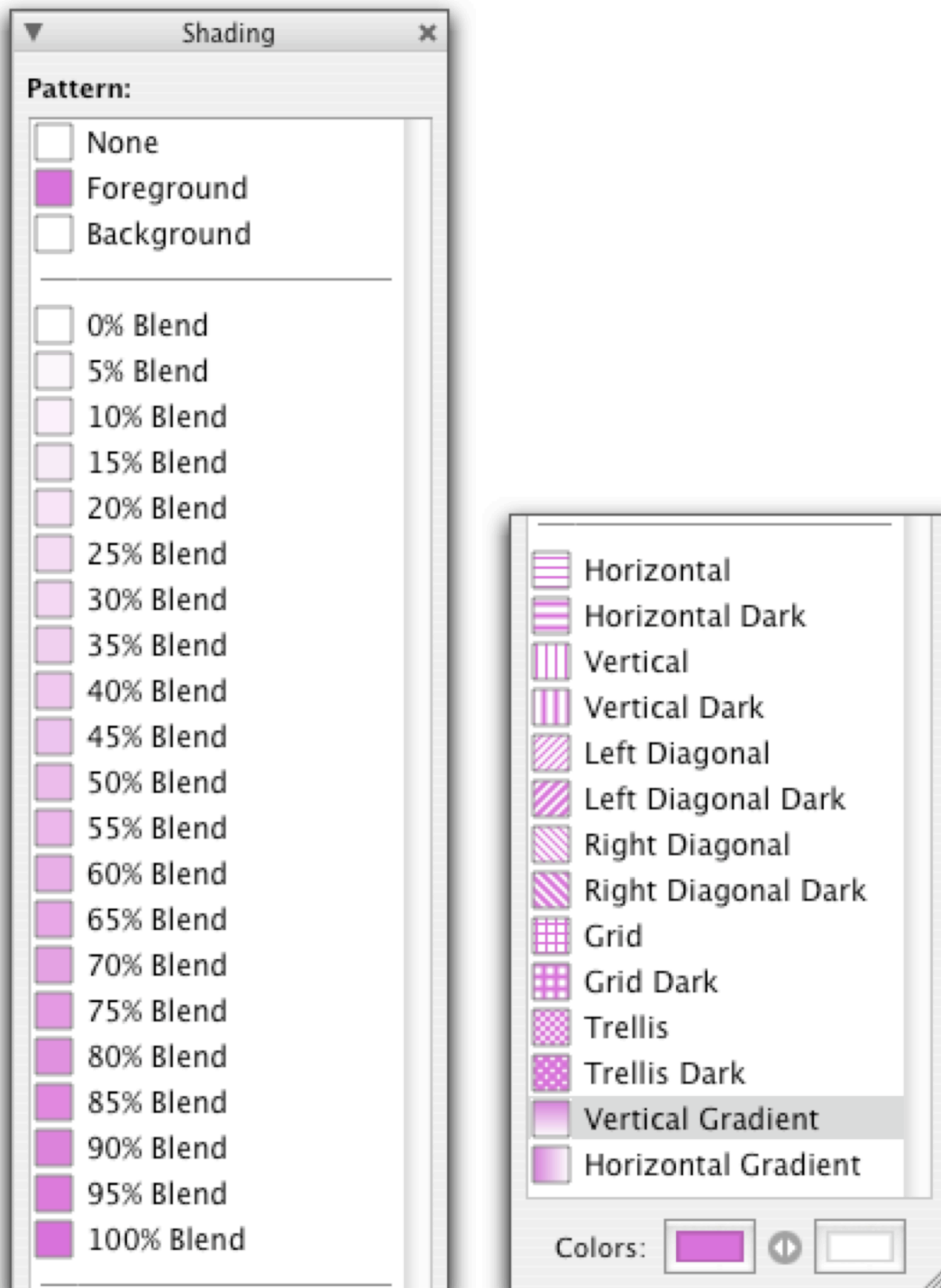


Figure 145

The Pattern menu of the Shading palette set for the bottom row, fourth column of Table 17 above (“More”)

Set the color of the foreground and background of a cell pattern

Every pattern has a foreground and a background. You can choose the color of each of these.

1. Put your insertion point in the cell (or select the cells) you want to modify.
2. Choose the **Pattern** you want.

In this context “pattern” may mean density of background and foreground.

3. Click the Color Picker tool on the left for the foreground and/or on the right for the background and choose a color from the Colors panel as illustrated in Figure 86 on page 120.

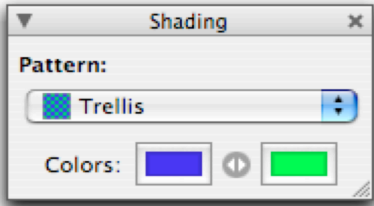
The Color of the Foreground and Background of a Cell Pattern	
	<p>background (at 50% with white foreground)</p>
<p>foreground (at 50% with white background)</p>	<p>Trellis Pattern (at 100% blue foreground & 100% green background)</p>

Table 18

Setting the background and foreground colors



You can reverse the meaning of the foreground and background color pickers by clicking the double-pointed arrow button that appears between them.

Remove a table

Nisus Writer Pro supports a variety of methods for removing a table from your document. You can use the keyboard, or the mouse with the menus. These are described in Table 19 below.





To Delete a Table				
	Step 1	Step 2	Step 3	Step 4
Using the menus	Click anywhere in the table.	Choose Table from the Delete submenu of the Table menu		
Using the Keyboard	Put your insertion point immediately following the table.	Press the delete key.		
	Put your insertion point immediately in front of the table.	Press the forward delete key.		
	Select the range of paragraphs before and after the table.	Press the delete key.		
	Click anywhere in the table.	Type   to select that cell	Type   to select the entire table.	Press the delete key.

Table 19
Methods for removing a table

Copy, cut and paste a table

You can cut, or copy and then paste a Nisus Writer Pro table anywhere in your document, or in another document.

1. Select the table you want to copy, cut or paste as explained in “Select cells, or portions of... or the entire ” on page 165.
2. Choose **Copy** or **Cut** from the **Edit** menu.
3. Put your insertion point where you want the table to appear and choose **Paste** from the **Edit** menu.



You can put a table anywhere in your document: in your header and footer, as well as in your footnotes and endnotes. You cannot, however, put a table inside another table, nor can you put a footnote or endnote in a table.

Find and/or replace text in a table

You can find text in your table the same way as in any other portion of your document.



If you want to find text only in the table, select the contents of the table, and then, in the Find/Replace window, choose **In Selection** before doing your find and/or replace.

Working with Bookmarks and Cross-references

Use bookmarks in your document as you would use a bookmark for quick access to a specific page in a book or a location on the World Wide Web.

You can also use bookmarks to insert “See also” cross-references in your document which Nisus Writer Pro keeps current for you.

Set a bookmark

1. Select the text you want to mark.
2. Choose **Add Bookmark** from the **Bookmarks** submenu of the **Insert** menu.
Nisus Writer Pro automatically uses the selected text as the bookmark's name.

Set a bookmark as something other than selected text

1. Select the text you want to mark.
2. Choose **Add Bookmark As...** from the **Bookmarks** submenu of the **Insert** menu.
3. Enter the text you want to use in the sheet that appears.

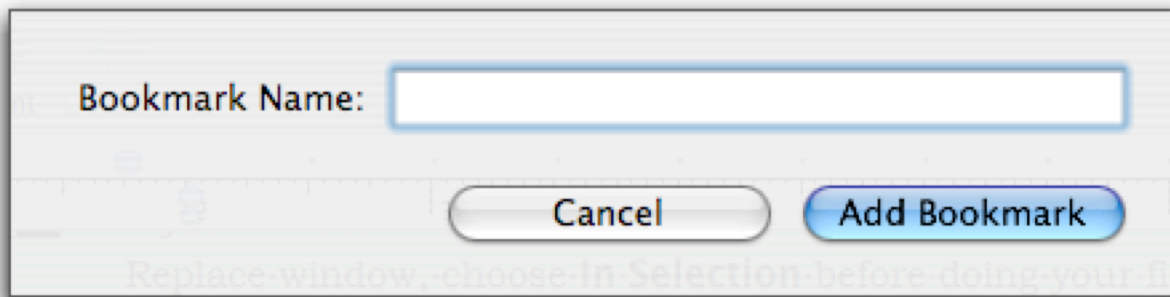


Figure 146

The Add Bookmark As sheet

You can type or paste copied text into the **Bookmark Name** box.

1. Click **Add Bookmark**.

Edit a bookmark

1. Place your insertion point at least one character in from either end of the beginning or end of the bookmarked text.
2. Add whatever text you want to add to the marked text.
3. Remove the “leading” or “trailing” character.

For example, suppose you have marked the word “word” but you want to change it to read “sword” and still have it all marked so that you can cross-reference to the text.

1. Put your insertion point to the right of the “w”
w|ord
2. type “sw”
wsword
3. delete the “w” at the beginning of the word
sword

Conversely to change “word” into “words” and still have the entire word marked...

1. Put your insertion point to the left of the “d”
wor|d
2. type “ds”
wordsd
3. delete the “d” at the end of the word
words

Jump to bookmarked text

1. Be sure that the Navigator is showing.
 - Choose either **Show Navigator** from the **View** menu or **Show Bookmarks in Navigator** from the **Bookmarks** submenu of the **Insert** menu.
2. Click the bookmark name in the Navigator.

View bookmarks in alphabetical order

- Choose **View by Name** from the **Gear** menu at the bottom of the Navigator pane.

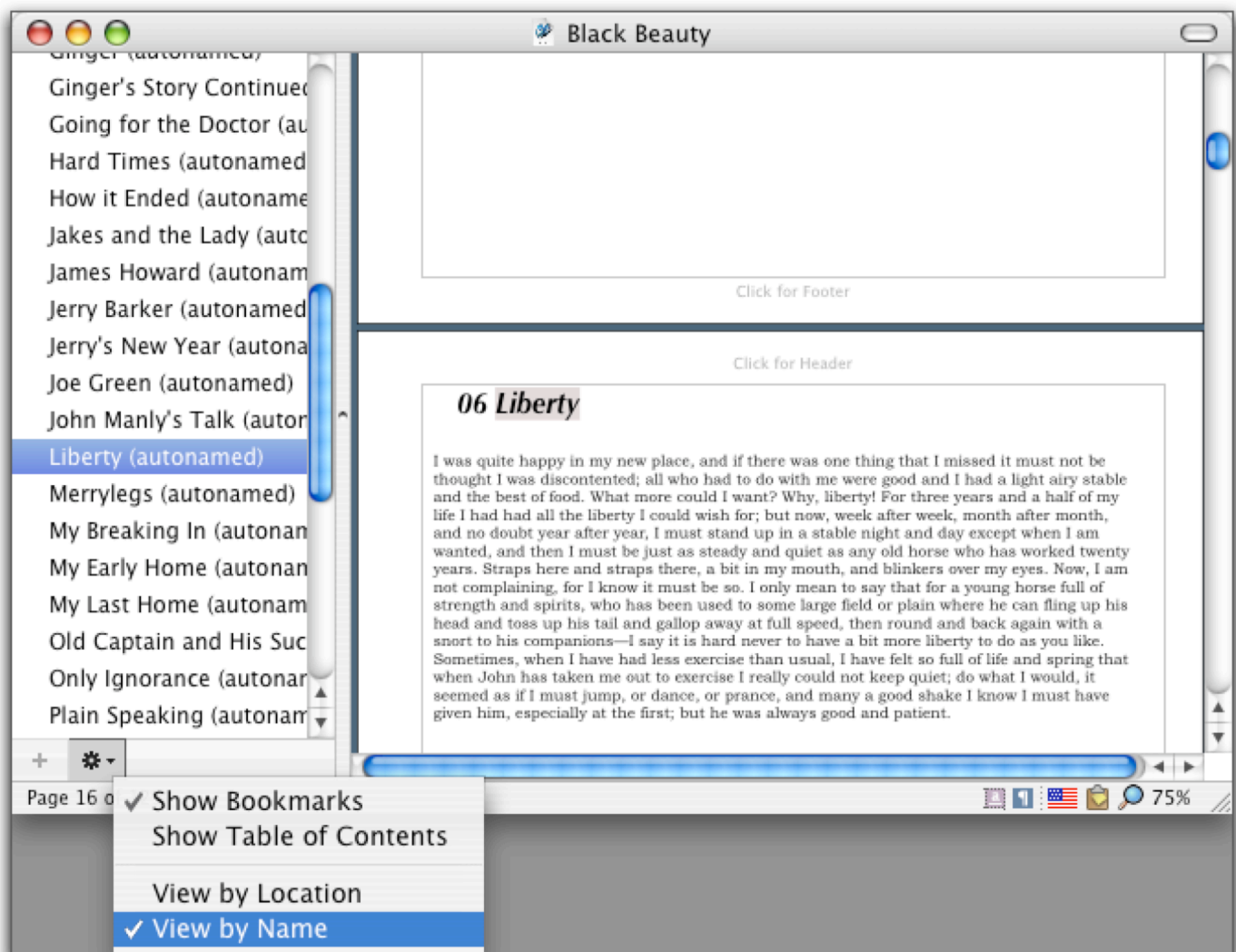


Figure 147

The Gear menu of the Navigator pane displaying bookmarks by name

View bookmarks according to their location in the document

- Choose **View by Location** from the **Gear** menu at the bottom of the Navigator pane.



You can jump back and forth to any marker in the footnotes/endnotes and the main portion of your document. You cannot bookmark text in your headers and/or footers.



If you add a bookmark by selecting text and choosing **Add Bookmark** from the **Bookmarks** submenu of the **Insert** menu and later change the text of the bookmark (as explained above), Nisus Writer Pro automatically updates the name of the bookmark in the Navigator. However, if you add a bookmark using **Add Bookmark As...** Nisus Writer Pro does not update the name of the bookmark in the Navigator.

Move a bookmark

1. Select and cut the bookmarked text.
2. Paste the passage in another part of the document.

You can even paste bookmarked text in another document making the marker available in the second document.

Remove a bookmark

1. Select any portion of the bookmarked text
2. Choose **Remove Bookmark** from the **Bookmarks** submenu of the **Insert** menu.

If you have multiple bookmarks associated with the same string of text, a sheet appears

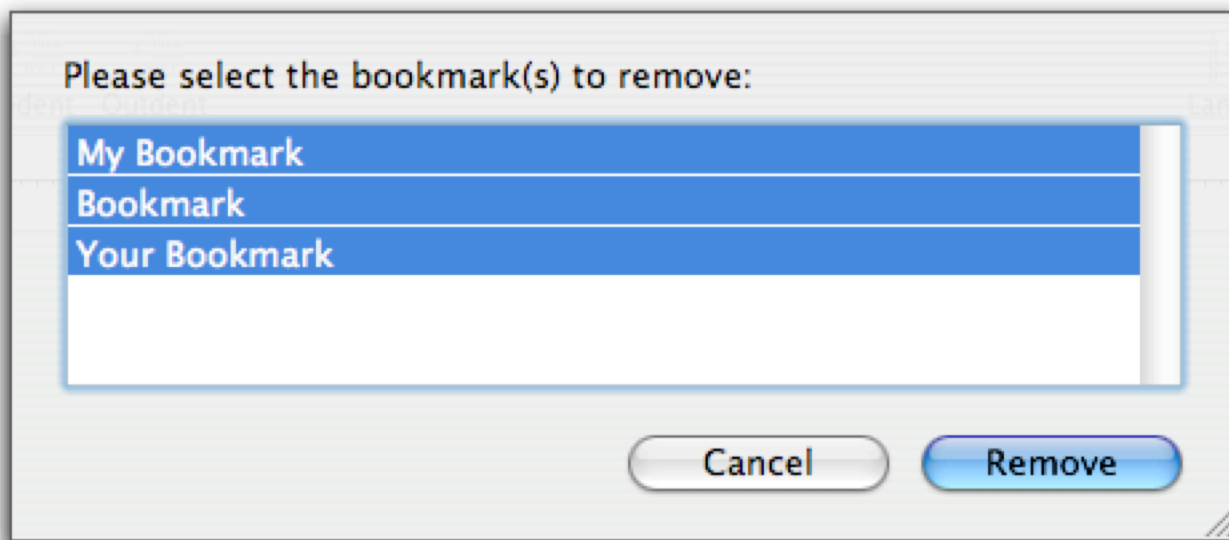


Figure 148

The Remove Multiple Bookmarks sheet

1. Select the bookmark(s) you want to remove (or deselect the one(s) you want to retain).
2. Click **Remove**.

See Bookmarked Text

Nisus Writer Pro can highlight text marked for various purposes. It can distinguish between bookmarked text and cross-referenced text.

- See “Choose Various Display Options for Your Documents” on page 293.

Add cross-references to your text

Nisus Writer Pro automatically keeps track of all the list items you create in your document and makes them available for cross-referencing. In addition, you can add a cross-reference to any bookmark you have added to the document. This allows you to keep your thoughts on the writing while Nisus Writer Pro keeps track of where certain discussions and illustrations appear. Cross-references are used extensively throughout this document.

1. Put your insertion point where you want the cross-reference to appear.
2. Choose **Cross-reference...** from the **Insert** menu.

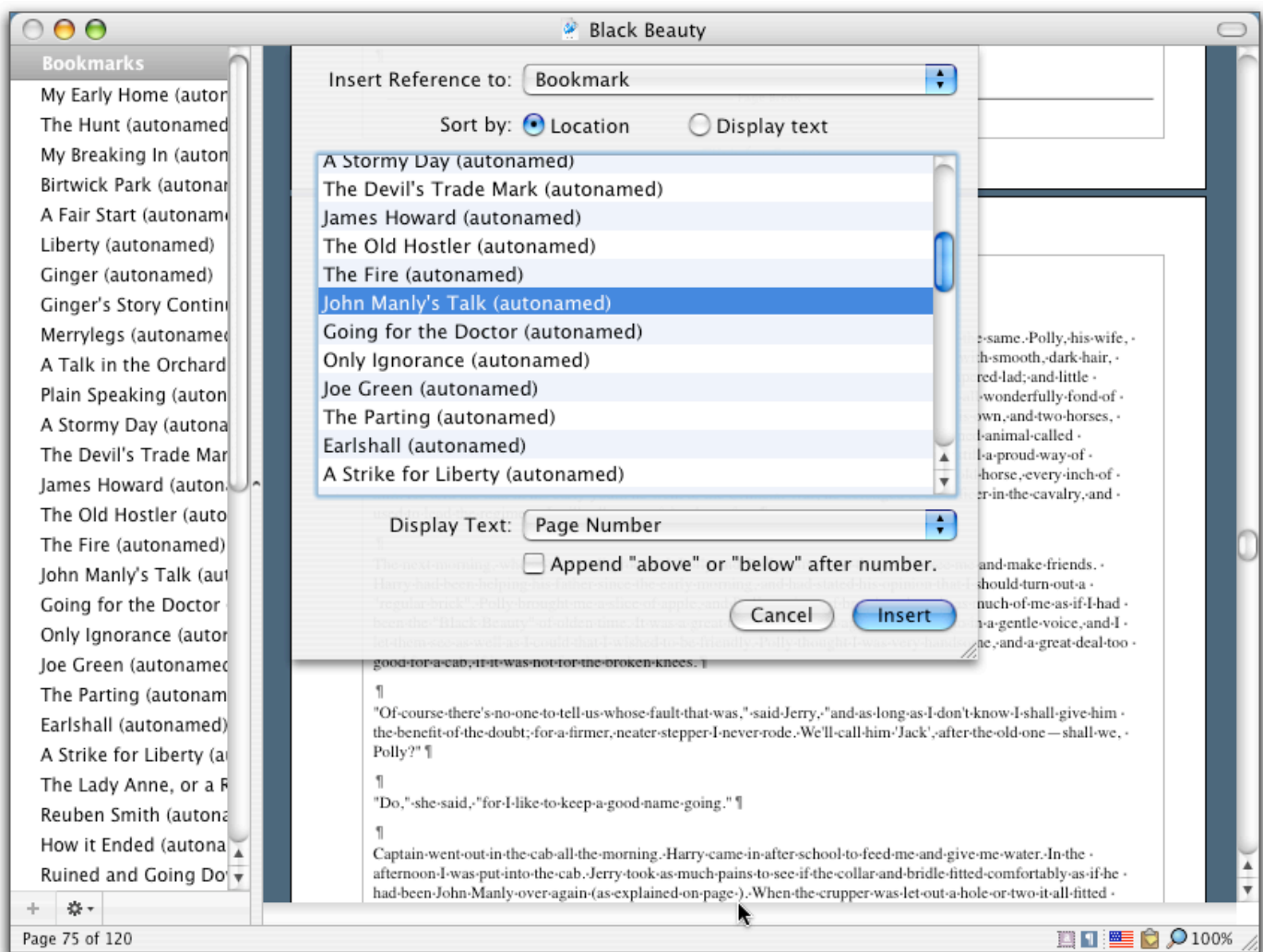


Figure 149
The Cross-reference dialog

You have many options here. The dialog opens with a list of your bookmarks. You can choose to show them by location in the document or sort them “alphabetically” by their text. You can have the cross-reference display the page number on which the marked text appears or in a variety of other ways.

In Figure 149 above, clicking **Insert** will place the page number where “John Manly’s Talk” was bookmarked at the end of the parenthesized phrase that appears at the bottom of the screen (where the pointer appears).

3. Choose the kind of item to which you want to refer from the **Insert Reference to** pop-up menu at the top of the dialog.

The various options include:

- **Bookmark**

Or, if they exist in the document, any of the following:

- **List Item**

A List Item is any paragraph in a “List” style such as those available from the List button on the Toolbar (as explained in “Creating Lists” on page 61) or others you may have created (such as, in this document all of the “Figure” and “Table” numbers as well as bulleted items and instruction lists). These appear in the list by their “List Item” (bullet, number or “figure”, etc.) followed by the text of paragraph.

- **Table**

Any table inserted using the Table tools of Nisus Writer Pro. The reference displayed in the list is the first text that appears in the upper-left-most cell of the table (that has any text).

- **Footnote**

Any footnote inserted into your document. The reference displayed in the list is the number and its text.

- **Endnote**

Any endnote inserted into your document. The reference displayed in the list is the number and its text.

4. Locate and select the item to which you want to refer.

- ▶ Click **Location** to display the items in the order as they appear in the document.

Typing the first few characters of the item scrolls the list to that point. In Figure 149 above, typing

jo

would select “John Manly’s Talk”.

Or:

- ▶ Click **Display text** to display the items “alphabetically”.

Typing the first few characters of the item scrolls the list to that point. In Figure 149 above, typing

jo

would select “Joe Green”.

Based on the type of item to which you want to refer, you have a variety of options available for what appears as the cross-reference.

5. Choose what you want to have appear as the cross-reference text from the **Display text** pop-up menu (depending on which option you chose (in step 3 above) from the **Insert Reference to** pop-up menu).

- ▶ **Bookmark**

- **Page Number**

displays the number of the page where the marker appears.

- **Paragraph Number**

displays the number of the paragraph where the marker appears.

- **Line Number**
displays the number of the line where the marker appears.
- **Section Number**
displays the number of the section where the marker appears.
- **List Item Number**
you might bookmark a bit of text that begins with an automatic list number; you can use this to refer to that number without mentioning the text; if you then add a return character before the bookmarked text, the cross-reference will reflect the new number.
- **Bookmarked Text**
displays the actual text you marked.
- **“Above” or “Below”**
if your reference is nearby (within sight of the bookmark you can simply indicate that it is above or below).
- **List Item**
 - **Page Number**
displays the number of the page where the list item appears.
 - **Paragraph Number**
displays the number of the paragraph where the marker appears.
 - **Line Number**
displays the number of the line where the list item appears.
 - **Section Number**
displays the number of the section where the list item appears.
 - **List Item Number**
displays the number (the digit only, not any following punctuation) of the list item as in the parenthetical statement of 5 above.
If the list item is a bullet, or some other text, that bullet or other text appears.
 - **Paragraph Text**
displays only the text of the list item, not its “number” as (using instruction 5 above) illustrated here:
“Choose what you want to have appear as the cross-reference text from the Display text pop-up menu (depending on which option you chose (in step 3 above) from the Insert Reference to pop-up menu).”
 - **“Above” or “Below”**
for use in conjunction with any of the other options, when you do not want to refer to the text or number directly.
- **Table**
 - **Page Number**
displays the number of the page where the first line of the table appears.
 - **Paragraph Number**
displays the number of the paragraph where the marker appears.
 - **Line Number**
displays the number of the line where the first line of the table appears.
 - **Section Number**
displays the number of the section where the first line of the table appears.
 - **“Above” or “Below”**
for use in conjunction with any of the other options, when you do not

want to refer to the text or number directly, or when the referent is obvious.

► **Footnote or Endnote**

- **Page Number**

displays the number of the page where the footnote or endnote appears.

- **Paragraph Number**

displays the number of the paragraph where the marker appears.

- **Line Number**

displays the number of the line where the footnote or endnote appears.

- **Section Number**

displays the number of the section where the footnote or endnote appears.

- **Note Number**

displays the number of the note.

- **“Above” or “Below”**

for use in conjunction with any of the other options, when you do not want to refer to or display the text or number, or when the referent is obvious.

6. Determine whether or not you want the text “above” or “below” to appear in relation to the text and check:

► **Append “above” or “below” after number.**

Certain options in the **Display Text** popup menu enable you to append “above” or “below” directly to the cross-reference these include

- **Page Number**

- **Paragraph Number**

- **List Item Number**

- **Note Number.**

7. Click **Insert**.

Your cross-reference appears (selected) at the location of the insertion point. It is one “character” in your document, even though it may consist of an entire paragraph of text.

Find the original “bookmarked” text to which the cross-reference refers

You may have marked a section of your document and then inserted a cross-reference to that marker. It often happens, in longer documents, that you forget where “figure 318” appears.

- Double-click the cross-reference.

Nisus Writer Pro selects the original bookmarked text.

See Cross-referenced Text

Nisus Writer Pro can highlight text marked for various purposes. It can distinguish between bookmarked text and cross-referenced text.

- See “Choose Various Display Options for Your Documents” on page 293.

Creating Tables of Contents and Indexes

Nisus Writer Pro enables you to create both tables of contents and indexes. Your document can have multiple tables of contents and indexes and each of these can have multiple levels.

About tables of contents and indexes

Nisus Writer lists items in the table of contents in the same order as they appear in the document. All index entries display in alphabetical order.

Creating a table of contents or an index involves selecting entries and then choosing the appropriate command to mark that text for inclusion in the table of contents or index. Nisus Writer automatically inserts both the table of contents and index at the insertion point when you “create” that item.

Here are some guidelines for creating a table of contents and an index

- Always select text before marking it.
- Marked text displays in the table of contents and index (except for “index as” text) as it does in the document (though not with its font, size or style attributes).

Tables of Contents

A table of contents is a list of headings related to specific portions of your document with page numbers that indicate where discussion of that subject begins. It is usually placed at the beginning of a document. It is possible to have various tables of contents one for text and another for illustrations, tables, equations, authorities, etc. Items in a table of contents are listed in the order in which they appear in the document.

Create a table of contents

Though you can create a table of contents at any time as you edit your text, you should not create your final table of contents until you finish the final formatting of your document and every character is on the page where you want it to print.

Designate text to appear in the table of contents

1. Select the text you want to appear in the table of contents.
2. Choose the appropriate level (**Level 1 - Level 9**) from the **Include in TOC** submenu of the **Table of Contents** submenu of the **Insert** menu.
3. Complete steps 1 and 2 above for each entry you want the table of contents to include.

See what text has been included in the table of contents

Nisus Writer Pro offers two ways to see what you have included in the table of contents. You can highlight the text in your document, or, you can display the Navigator which lists all entries in the table of contents in a pane along the left side of your document window.

Display the table of contents Navigator pane

Nisus Writer Pro can display a (resizable) pane on the left side of your document window that lists all the bookmarks or table of contents entries in the document

1. Choose **Show Navigator** from the **View** menu.
2. In the Navigator pane choose **Show Table of Contents** from the **Gear** menu at the bottom of the pane.

Nisus Writer Pro lists all the table of contents entries in a hierarchy (if there is one).

Jump to a heading in the table of contents

- ▶ Click the heading's text in the Navigator, Nisus Writer Pro displays that portion of text in the document.


This moves the focus of the document to the Navigator pane.

Once a heading is selected you can move up and down the list.

Move about in the Navigator

- ▶ Type the first few characters of your heading to select it.
- ▶ Press the up and down arrow keys to move up or down in the list respectively. As with "list" view in the Finder, you can collapse or expand the hierarchy.
- ▶ Click the reveal triangle to the left of a heading to collapse and (then again) to expand the hierarchy.

Clicking the triangle will not move the display of the document.

- ▶ Press the right and left arrow keys to collapse and expand the hierarchy.
- ▶ Press  to return the focus to the text area of your document.

Highlight text marked for the table of contents

Nisus Writer Pro can highlight text marked for the table of contents so that you can see that text as you scroll through the document.

- ▶ See "Choose Various Display Options for Your Documents" on page 293.

Remove an entry from the table of contents

1. Select the text you want to remove from the table of contents.
2. Choose **Remove from TOC** submenu of the **Table of Contents** submenu of the **Insert** menu.
3. Complete steps 1 and 2 above for each entry you want removed from the table of contents.

Set the various headings of your document so that they automatically appear in the table of contents

You can apply any level of a table of contents to any Paragraph Style in your document. This makes marking text for the table of contents automatic.

1. Choose **Style Sheet** from the **View** menu.
2. Select the level of heading you want to have automatically included in the table of contents.
3. Choose the appropriate level (**Level 1 - Level 9**) from the **Include in TOC** submenu of the **Table of Contents** submenu of the **Insert** menu.
4. Complete steps 2 and 3 above for each level of heading you want the table of contents to include.

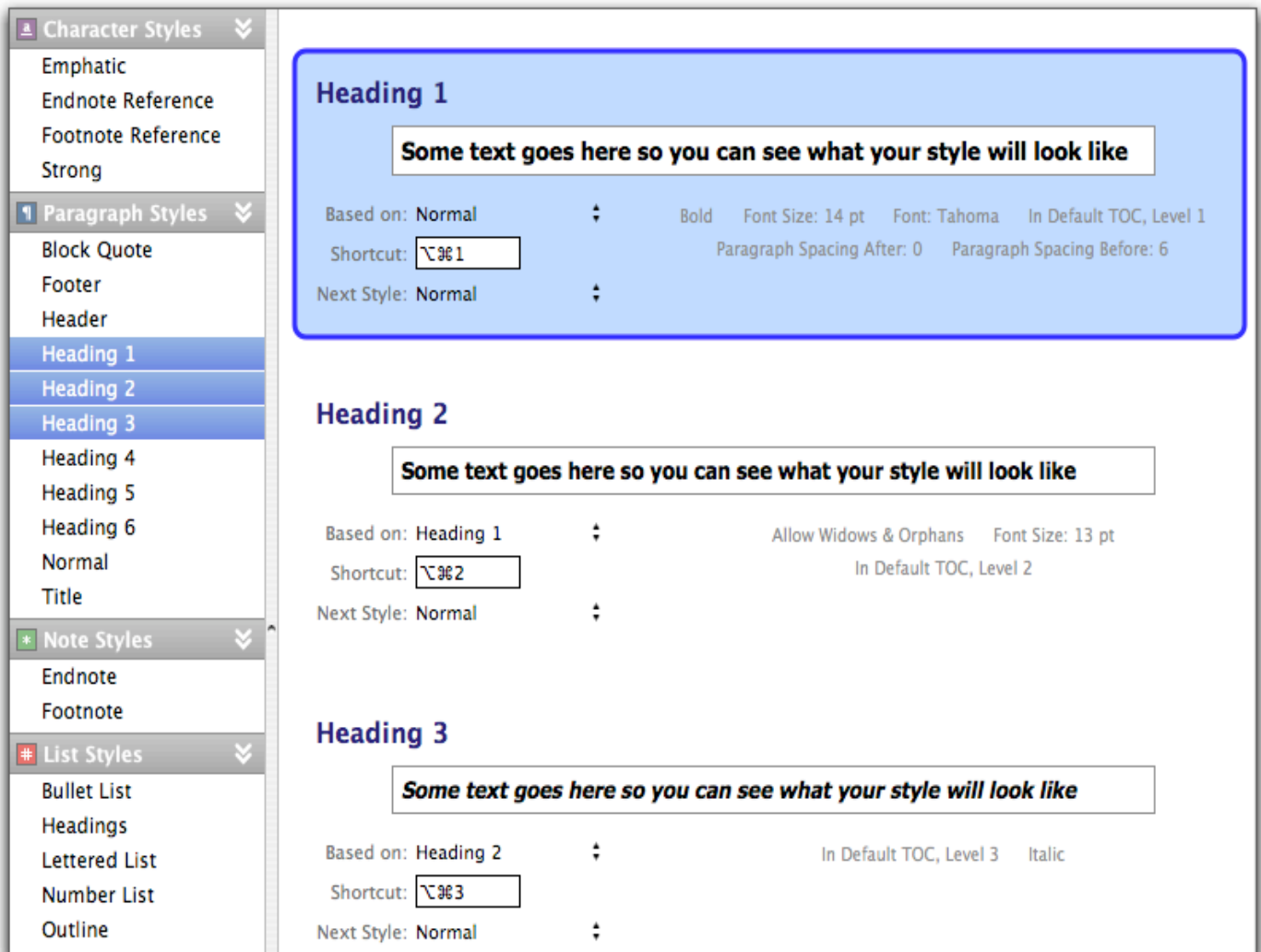


Figure 150

Heading styles indicating that they are automatically included in the table of contents “In Default TOC, Level #”

Insert a table of contents into your document

1. Put your insertion point where you want the table of contents to appear.
2. Choose **Insert TOC** from the **Table of Contents** submenu of the **Insert** menu.

Update the table of contents you have inserted into your document

When you insert a table of contents into your document you can see at a glance the overall structure of your document. The table of contents you have displayed in your document is not “live”. You might, change sections, either modifying the text of your headings or moving portions of your text to a different location in the document. When this happens the information in the displayed table of contents is no longer accurate.

1. Select any of the text of the inserted table of contents.
2. Choose **Rebuild TOC...** from the **Table of Contents** submenu of the **Insert** menu.

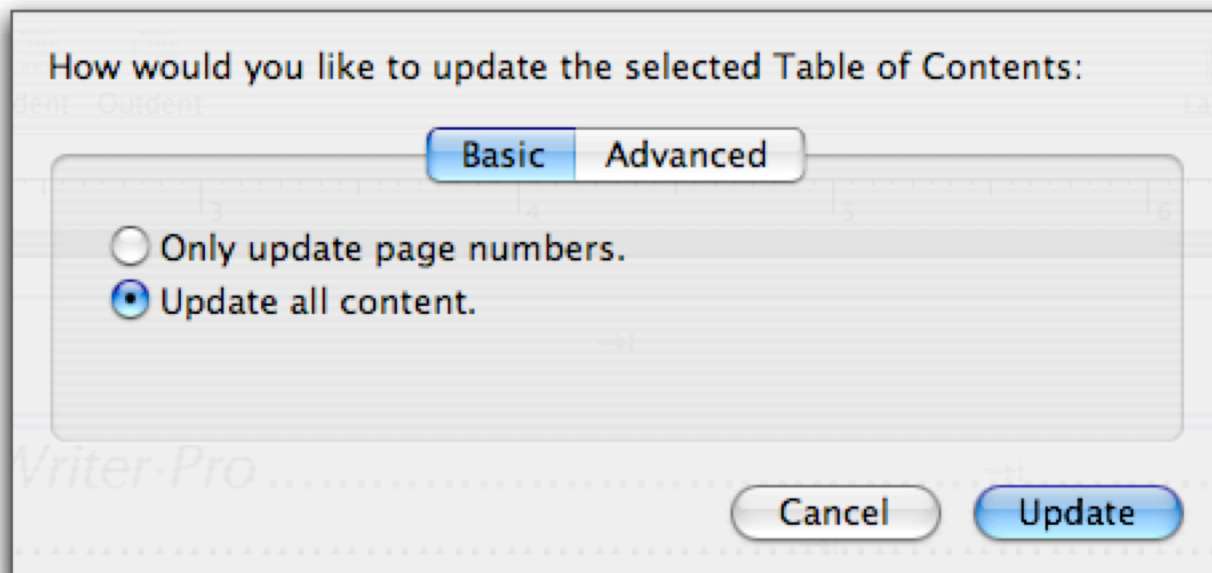


Figure 151

The Basic setting of the Rebuild Table of Contents dialog

3. In the dialog that appears you have a variety of options.
On the **Basic** level you can...
 - ▶ Choose **Only update the page numbers.**
 - Or
 - ▶ Choose **Update all content.**For more options, click the **Advanced** tab.

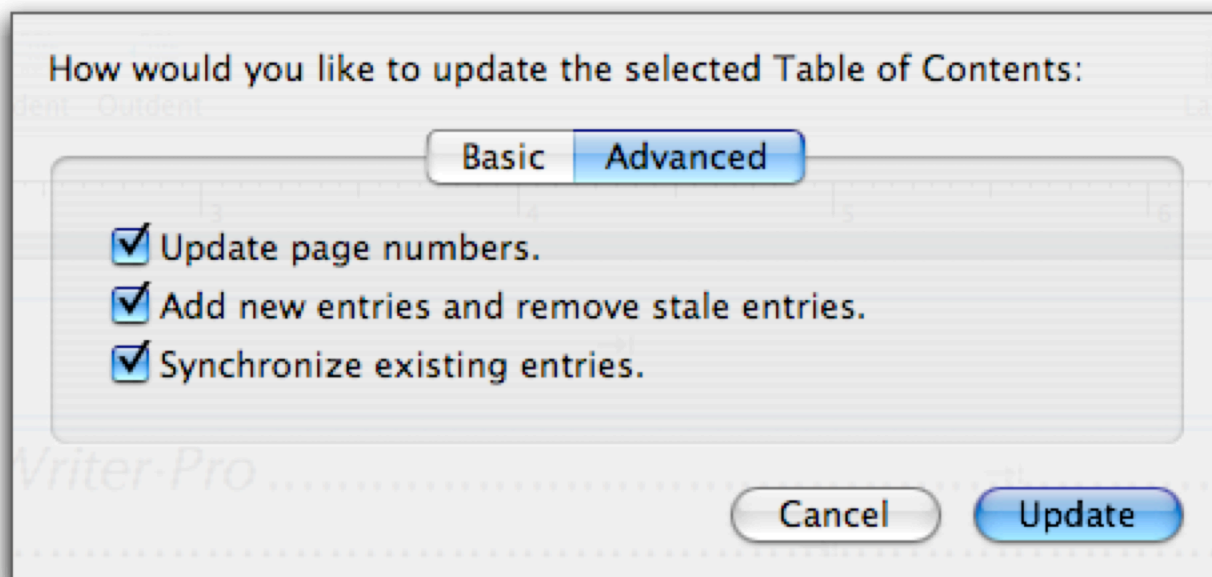


Figure 152

The Advanced setting of the Rebuild Table of Contents dialog

- ▶ Choose **Update page numbers.**
And/or
- ▶ Choose **Add new entries and remove stale entries.**
And/or
- ▶ Choose **Synchronize existing entries.**

Choosing all of the options in the **Advanced** portion of the dialog is the same as choosing **Update all content** in the **Basic** setting.

4. When you are satisfied with your choices, click **Update**.

Remove a table of contents from your document

- ▶ Select the range of text that makes up the table of contents and choose **Cut** or **Delete** from the **Edit** menu.

Format the text of your table of contents

The format (appearance) of your table of contents is controlled by two primary tools of Nisus Writer Pro.

- The settings in the Configure TOCs dialog as explained and illustrated in Figure 153 below).
- The Paragraph Styles of your document's Style Sheet explained in "Modify a style" on page 103.

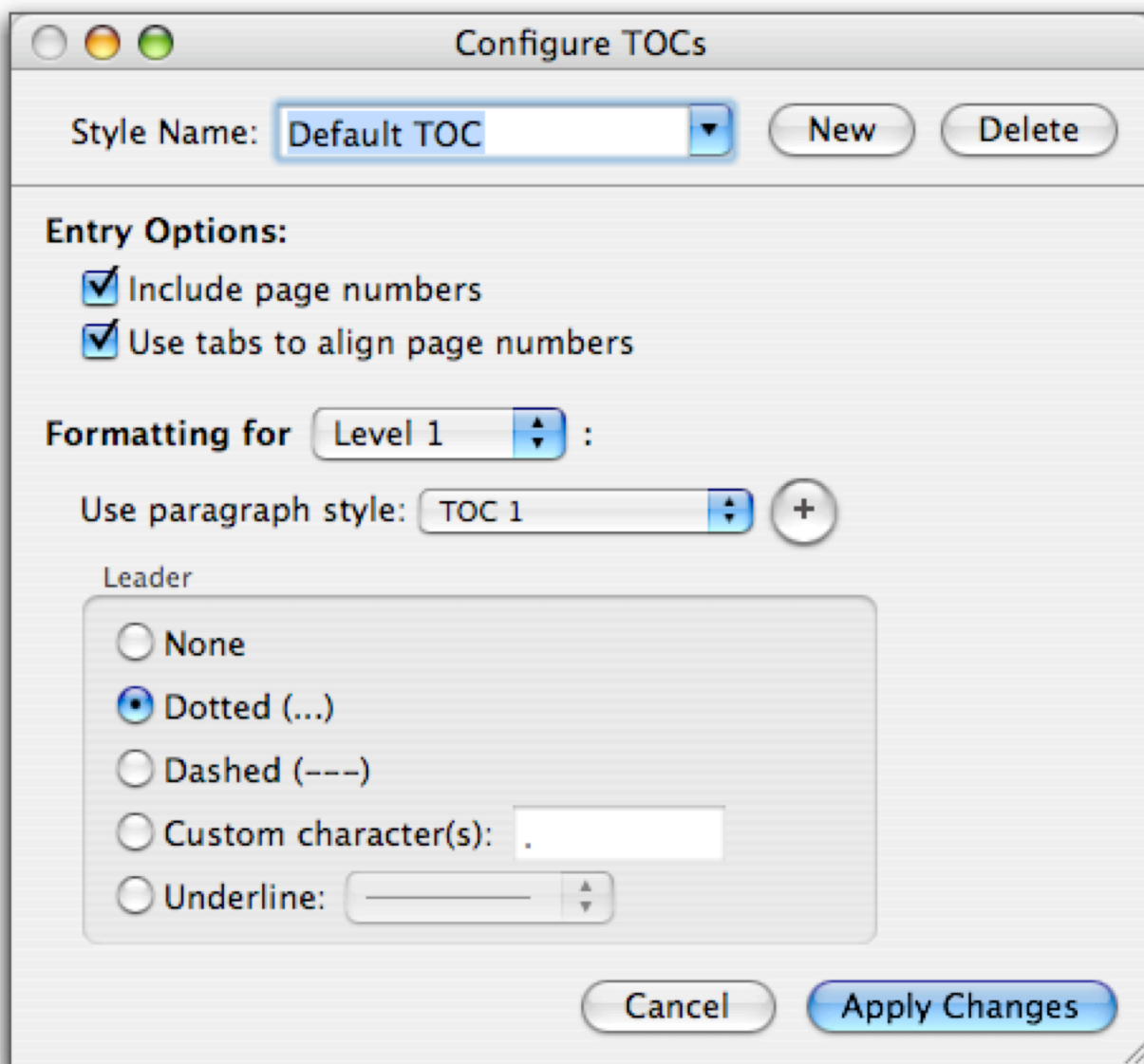


Figure 153
The Configure TOCs dialog

Determine whether page numbers appear or not

1. Choose **Configure TOC Styles...** from the **Table of Contents** submenu of the **Insert** menu.
2. Choose the table of contents style you want to modify in the **Style Name** pop-up menu in the Configure TOCs dialog.
3. Check or uncheck **Include page numbers**.
4. Click **Apply Changes**.

Determine whether numbers follow a tab or not

1. Choose **Configure TOC Styles...** from the **Table of Contents** submenu of the **Insert** menu.
2. Choose the table of contents style you want to modify in the **Style Name** pop-up menu in the Configure TOCs dialog.
3. Check or uncheck **Use tabs to align page numbers**.
4. Click **Apply Changes**.

Set the paragraph style associated with each level of the table of contents

When you first generate a table of contents by choosing **Insert TOC**, Nisus Writer Pro generates nine new Styles that were latent in your document. By default each of these styles is associated with the corresponding level of your table of contents. You can modify the attributes of these styles called **TOC 1** through **TOC 9**, in the Style Sheet view of Nisus Writer Pro.

1. Choose **Configure TOC Styles...** from the **Table of Contents** submenu of the **Insert** menu.
2. Choose the table of contents style you want to modify in the **Style Name** pop-up menu in the Configure TOCs dialog.
3. Choose the level and the corresponding Paragraph style from the **Formatting for** and **Use paragraph style** pop-up menus.
You can create a new style while in this dialog by clicking the “+” (plus) button beside the **Use paragraph style** pop-up menu.
4. Click **Apply Changes**.

Set the leader that appears between the table of contents text and the page number

1. Choose **Configure TOC Styles...** from the **Table of Contents** submenu of the **Insert** menu.
2. Choose the table of contents style you want to modify in the **Style Name** pop-up menu in the Configure TOCs dialog.
3. Click any one of the following
 - **None**
 - **Dotted (...)**
 - **Dashed(---)**
 - **Custom Character(s)** (and enter the character(s) you want to use)
 - **Underline** (and choose the style of line you want from the pop-up menu)
4. Click **Apply Changes**.

Modify the appearance of the text in the table of contents

1. Choose **Style Sheet** from the **View** menu
2. Select the **TOC** Style you want to modify.
3. Modify the Style as explained in “Modify a style” on page 103.

Add highlight color to your inserted table of contents

You can highlight the table of contents in your document to distinguish it from normal text as explained in “Determine the Color of Various Aspects of Your Nisus Writer Pro Working Environment” on page 297.

Create a new table of contents

You can create any number of tables of contents for your document.

- Table of Content headings
- Table of Figures
- Table of Tables
- Table of Equations
- Table of Authorities

Each unique table of contents has its own Style.

1. Choose **Configure TOC Styles...** from the **Table of Contents** submenu of the **Insert** menu.
2. Click **New**.
3. Name the style appropriately for your needs.
4. Reconfigure the attributes as you wish as explained in “Format the text of your table of contents” on page 203.



If you want to use a special paragraph style, you need to have created that style before you can choose it in Configure TOCs dialog.

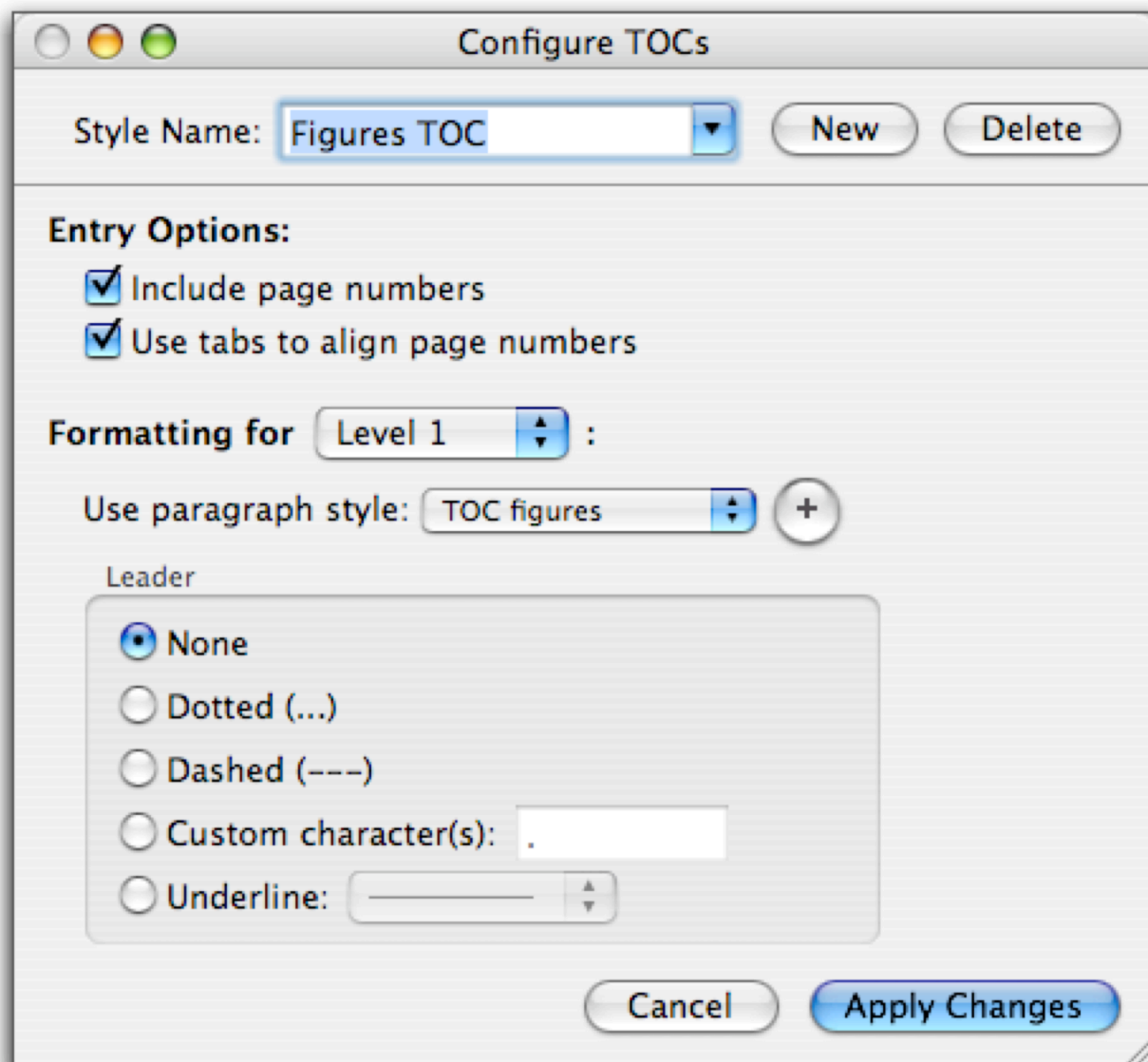


Figure 154

The Configure TOCs dialog reconfigured for a new table of contents

5. Click **Apply Changes**.

Determine which table of contents is active

The command checked beneath Configure TOC Styles... indicates the name of the current table of contents among those that exist in the document. This is the table of contents that is active, highlighted (in the text), and will be inserted when you choose Insert TOC. The active Table of Contents is the one to which text will be included when you choose one of the various levels of the submenu Include in TOC.

- Choose the name of that table of contents from the bottom of the **Table of Contents** submenu of the **Insert** menu.

Quickly add text to the table of contents of your choice

You can use the Table of Contents palette to add text to the table of contents without using the menus.

1. Choose **Table of Contents** from the **Palettes** submenu of the **Window** menu.

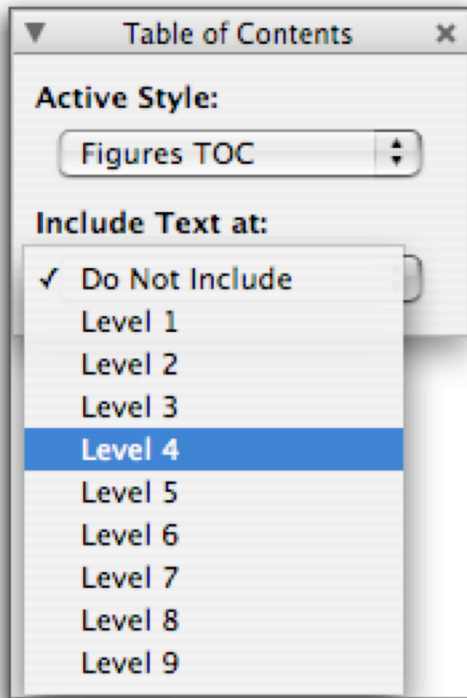


Figure 155

The Table of Contents palette

You can allow the window to float wherever it is most comfortable for you.

2. Select text you want to include in the table of contents.
3. From the **Active Style** pop-up menu choose the table of contents in which you wish to have this text appear.
4. From the **Include Text at** pop-up menu choose the level in the table of contents at which the text should appear.

Maintain a running table of contents

You can also use markers and cross-references (see pages 191 and 194) to create a running table of contents that constantly updates itself as illustrated at the top of each section in this document.

After you have thoroughly marked your document, place your insertion point near the top of a chapter.

1. Create a Style (as explained in “Create a new style” on page 107) that has the attributes you want for the contents.

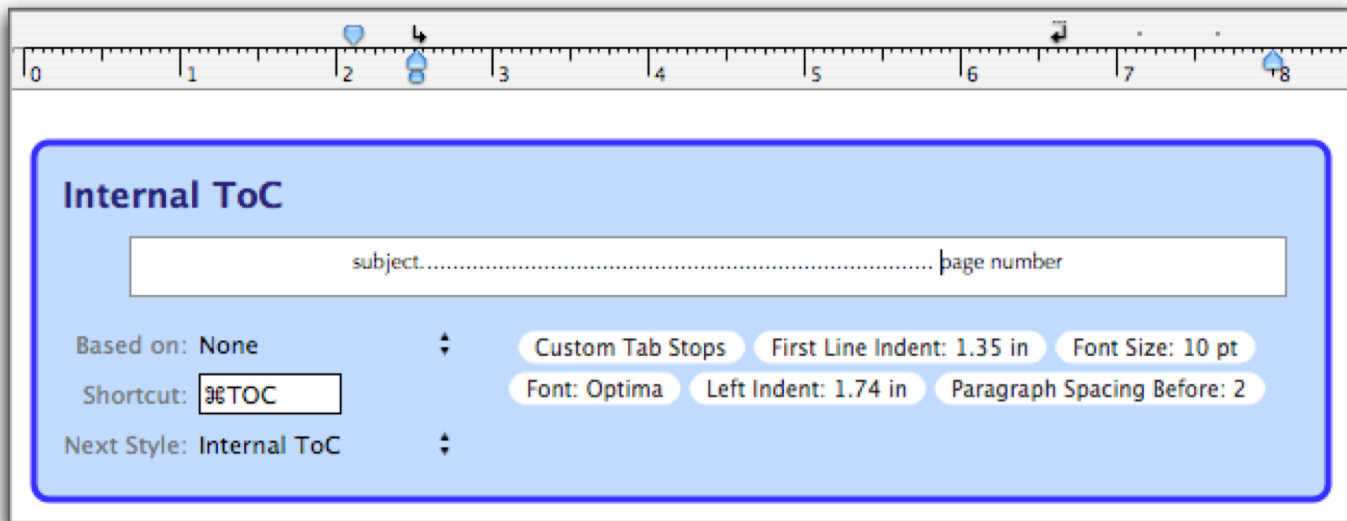


Figure 156

A style for a table of contents

2. Place your insertion point where you want the contents to appear and choose **Cross-reference...** from the **Insert** menu.
 3. Choose **Bookmark** from the **Insert Reference to** pop-up menu at the top of the dialog.
 4. Scroll to the bookmark for the heading of the specified portion of your document.
You can display the list either in alphabetical order, or, in the sequence they appear in your document.
 5. Choose **Bookmarked Text** from the **Display Text** pop-up menu at the bottom of the dialog and click **Insert**.
 6. Press Tab to separate the heading from its page number.
 7. Choose **Cross-reference...** from the **Insert** menu.
The marker name you just used is still selected.
 8. Choose **Page Number** from the **Display Text** pop-up menu at the bottom of the dialog and click **Insert**.
 9. Repeat this process for each of the headings of the section.
- Nisus Writer Pro keeps the page numbers in this list current at all times.

Indexes

An index is an “alphabetical” list of terms (words, numerals, symbols, and/or phrases) that may appear in your document. These are related to key topics discussed in your text. The terms are followed by page numbers that indicate where these ideas are discussed. An index is usually placed at the end of a document. It is possible to have various indexes; for example subjects, proper names, foreign words, etc.

Create an index

Though you can create an index (and certainly mark text for the index) at any time as you edit your text, you should not create your final index until you finish the final formatting of your document and every character is on the page where you want it to print.

Designate text to appear in the index

1. Select the text you want to appear in the index.
2. Choose **Index** from the **Index** submenu of the **Insert** menu.
3. Complete steps 1 and 2 above for each entry you want the index to include.

Nisus Writer Pro distinguishes between Uppercase and lowercase variants of the same words when creating the index and lists each occurrence separately.

You can index items contained in the footnotes. The page number associated with the indexed text is that on which that text appears in the footnotes, not the page on which the footnote first appears.

Index one thing as something else “index as”

The simple method of marking words for an index would index the words fish and fishing individually. Both words will appear as separate entries in the index.

- fish 2-4, 7, 149
- fishing 4-6

Similarly, you may have one term in your document and want to refer to it using a more general term in the index. In this case you index one thing as something else. For example you may have horse, mare or colt all appearing in your document and want to have them all referred to in the index as Horse.

Using **Index As...** allows you to index the selection as any key word or phrase you specify.

(You can, depending on the emphasis of your document, index “fish” as “fishing” or “fishing” as “fish” so that the example above would have only one entry

- fish 2-7, 149
- Or
- fishing 2-7, 149

You can use **Index As...** to change the uppercase words in the document so they appear as lowercase in the index. Using this feature, you can also select a paragraph of text and index it as a single word.

1. Select the text you want to index.
2. Choose **Index As...** from the **Index** submenu of the **Insert** menu.

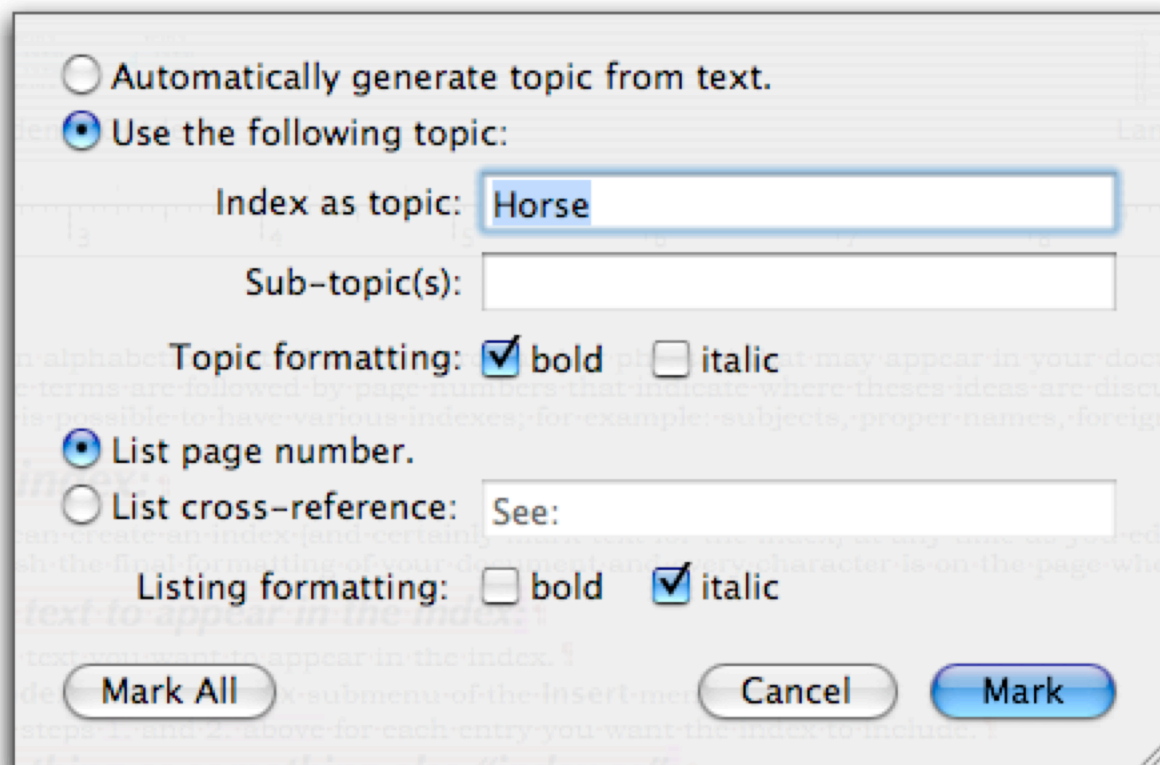


Figure 157
The Index As... dialog

The currently selected text appears in the Index As box.

3. Type the text you want to appear in the index into the **Index as topic** box.
4. Check the commands you want in the dialog then click **Mark**.



Of course, if you index a word as the same word, it is equivalent to choosing **Index**. Internally, however, **Index As...** and **Index** are different. This internal difference is important under the following circumstances:

- When you want to create overlapping index entries (as explained on page 215)
- When you edit the entries.

If you change the text in the document with the attribute **Index**, what appears in the index changes also.



But only if any text you add is not at the end of the indexed text. This process is similar to adding text to a bookmark as explained in “Edit a bookmark” on page 191.

If you change the **Index As...** text in the document, the text in the index does not change.

Emphasize the page of a particular occurrence of an item in the index

You might have a document that deals with the same subject in many locations but one of them is more important than the rest. You can make this page (or range of pages) stand out.

So, for example, the word “race” (as in “horse race” appears a number of times in the novel *Black Beauty*. It appears as “races” on page 5 and then again as “race” on pages 42, 63 and 105. However the word appears twice on page 63 suggesting that this is the primary instance. You can cause page 63 to appear “highlighted” in the index:

race, 42, **63**, 105

races, 5

1. Select the word, on the page that is to be highlighted.
2. Choose **Index As...** from the **Index** submenu of the **Insert** menu.
3. Make sure that **Automatically generate topic from text** and **List page number** are selected.
4. Check the **Listing formatting** you want to use (either **bold** or **italic**, or both)
5. Click **Mark**.

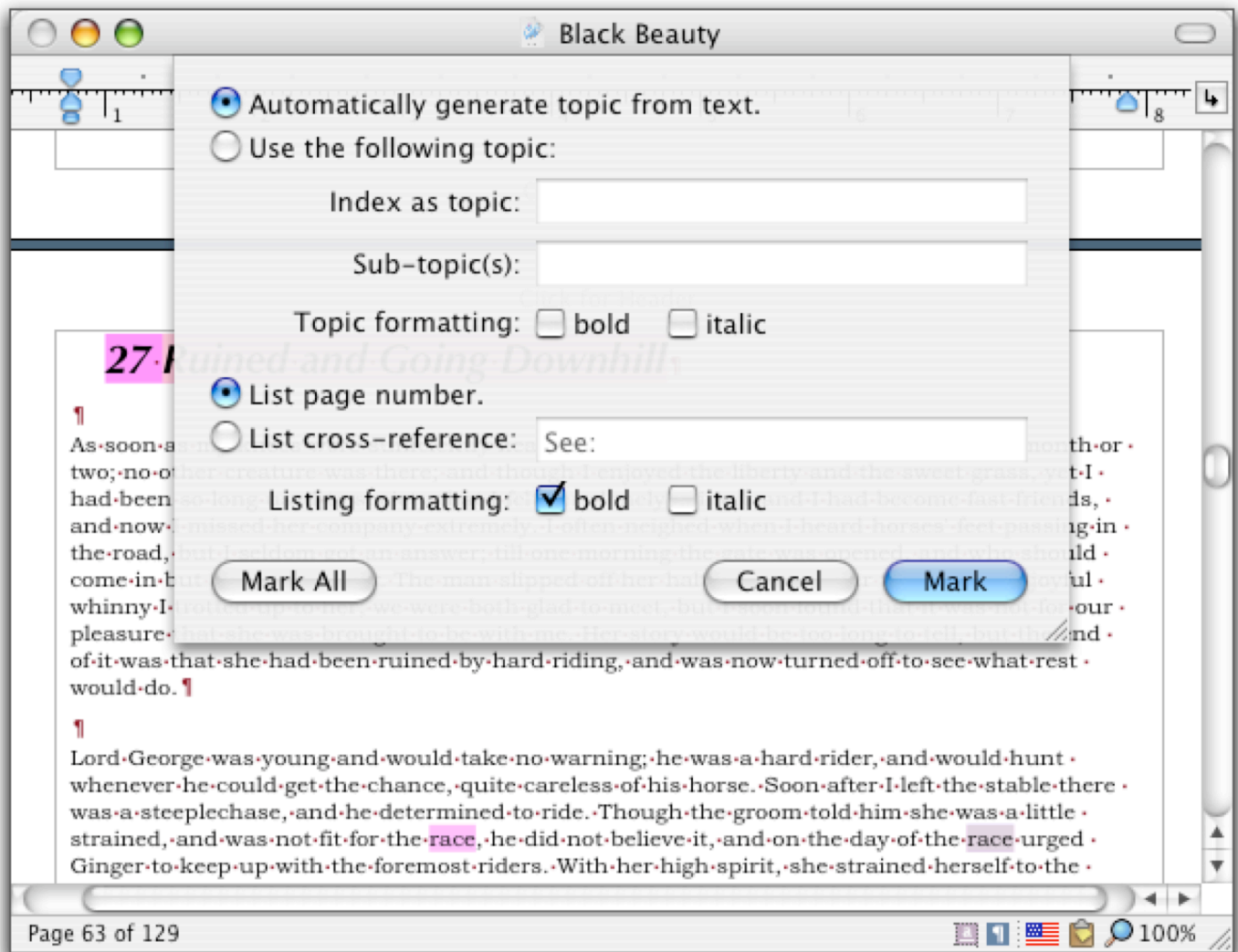


Figure 158

Highlight a page occurrence in the index

Emphasize a particular term in the index

You might have a document that deals with a wide variety of subjects that have similar spellings. You can make any one of those terms stand out.

1. Select the word, or phrase to be emphasized.
2. Choose **Index As...** from the **Index** submenu of the **Insert** menu.
3. Select either **Automatically generate topic from text** or **Use the following topic** and make sure the text is as you want it to appear in the index (you can have it appear as a sub-topic and you can add bold and/or italic to the text portion of the listing).
4. Click either **List page number** or **List cross-reference** to have the listing refer to a particular page in the document or to another term in the index.

5. Check the **Listing formatting** you want to use (either **bold** or **italic**, or both)
6. Click **Mark**.

Index multiple terms as one term using the Find/Replace tool

You can use the Find/Replace window to index text. In this way you can use PowerFind (or, if you wish, regular expressions and PowerFind Pro) to find the text you want to index.

PowerFind is explained on page 237. PowerFind Pro is discussed at length beginning on page 254. A discussion of the **Or** metacharacter appears on page 244 and 256.

For example, as described above, you may want to index the subject horses in your document. Horses may be discussed wherever the words horse, horses, mare or colt are used. Use the Find/Replace window to enter the following PowerFind expression illustrated in Figure 159 below.

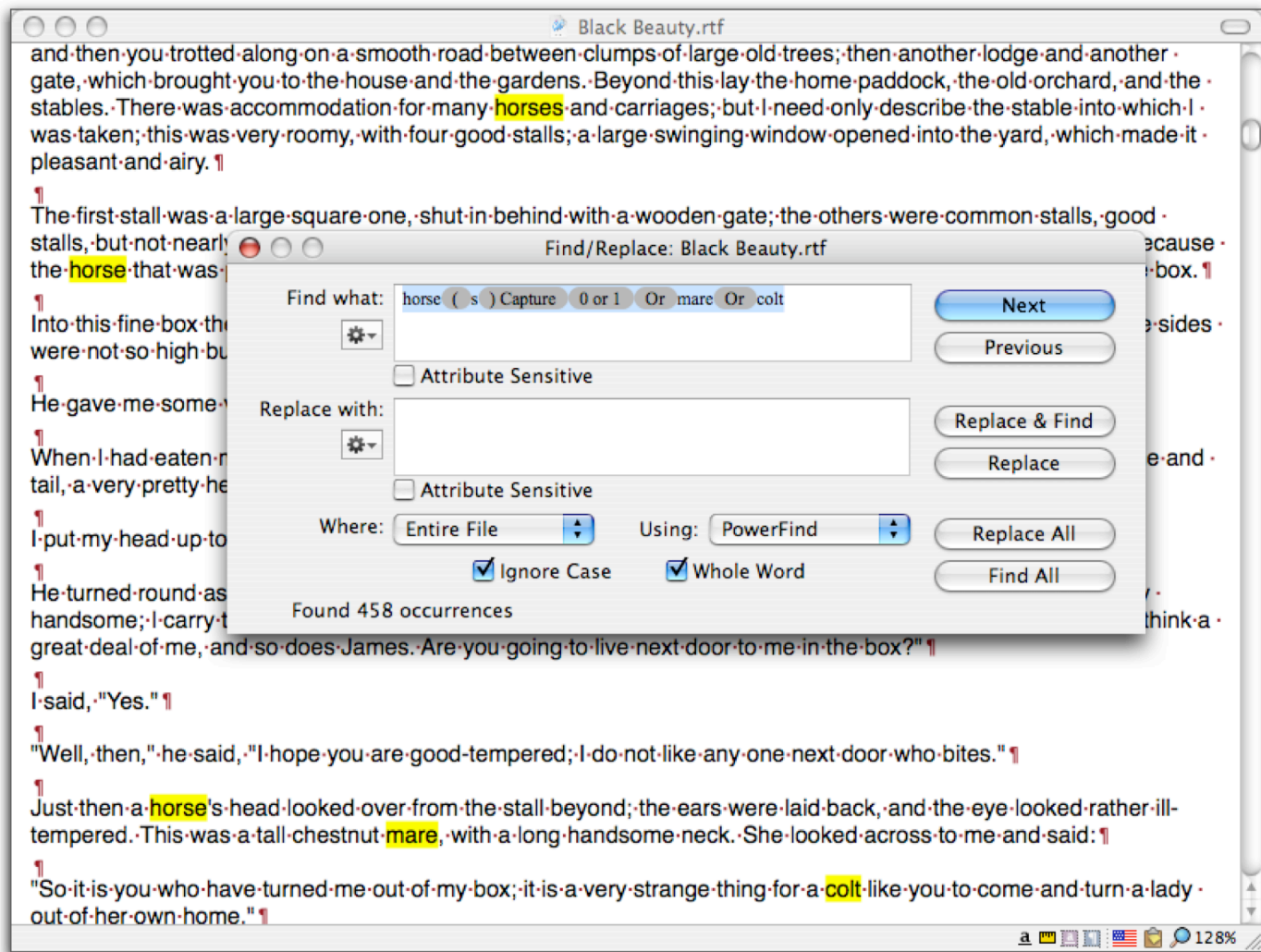


Figure 159
Using "Or" to index multiple terms as one

This will find all occurrences of the words. Note that the **Or** is not typed but entered by choosing **Or** from the **Wild Card** submenu of **Gear** menu of the **Find what** text edit box of the Find/Replace window.

1. Find (and select) the terms you want to index as one as illustrated in Figure 159 above.
2. Choose **Index As...** from the **Index** submenu of the **Insert** menu.

The dialog appears with all the selected text in the **Index as topic** text box.

3. Type the word you want to have appear in the index.
4. Click **Mark**.

Use the index to refer to other entries

If you want to index “fish” as “fishing” (have “fishing” appear in the index) and refer to the actual pages in your document (where the word “fish” appears), the instructions in “Index one thing as something else “index as”” on page 209 suffice. However, if you do not want the page numbers to appear but rather have the reader refer to a different subject in the index, Nisus Writer Pro offers a different tool. You may be writing a technical text about various animals and, rather than have the reader find numerous entries for different subsets of those animals you want them to refer to a more technical, or higher level term. This method also permits referencing other index entries. You can refer readers to other entries with the text you type into **List cross-reference** box.

1. Select the text you want to index.
2. Choose **Index As...** from the **Index** submenu of the **Insert** menu.

The currently selected text appears in the **Index as topic** box.

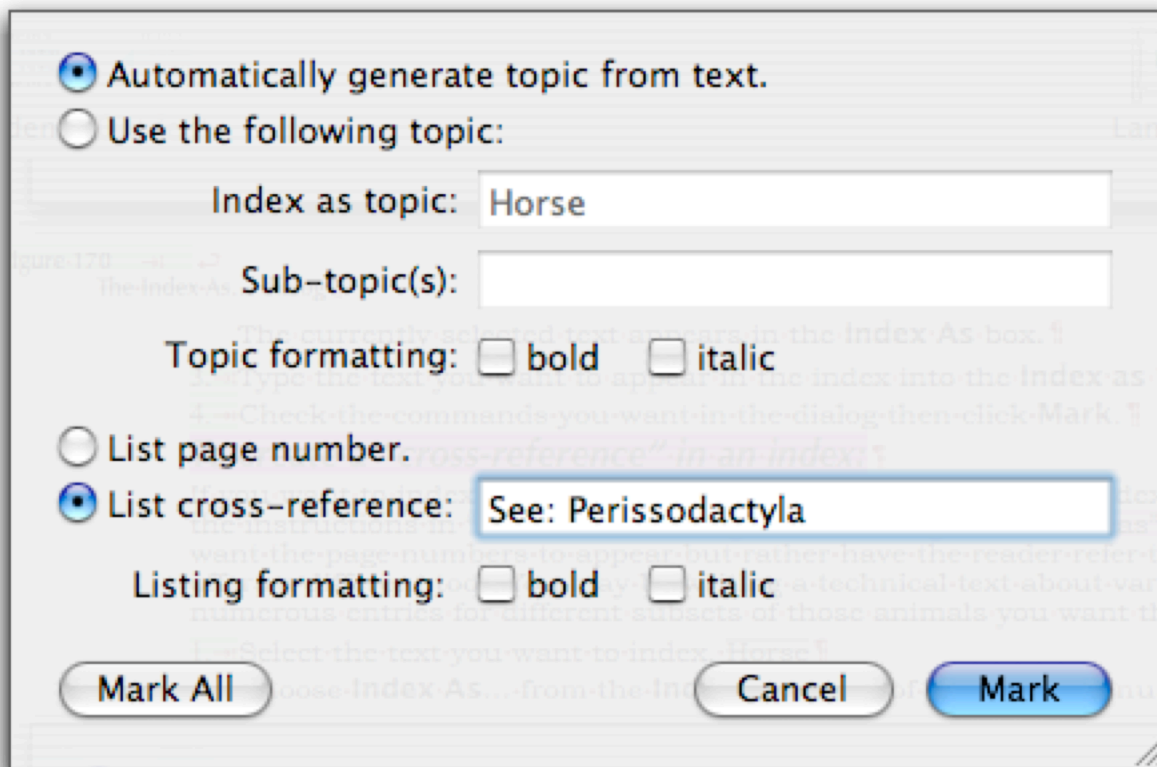


Figure 160

The Index As... dialog set for a cross-reference

3. Type the text you want to appear in the index into **Index as topic** box.
4. Check one or both of the **Topic formatting** options, if you want.
5. Click **List cross-reference**.
6. Click in the text box to the right to activate it.
7. Type the secondary index entry in the text edit box.

You can leave the “**See:**” text that is already in the **List cross-reference** text edit box or type over it.

8. Check one or both of the **Listing formatting** options, if you want.

9. Click **Mark**.

Index all occurrences of the word in the “Index as topic” box

You may want to index all occurrences of the word in the Index as topic box.

- Click **Mark All**.

Add an additional “Index As” reference to indexed text

1. Select the “indexed as” text to which you want to add an additional reference in the index.
2. Choose **Additional Index As...** from the **Index** submenu of the **Insert** menu.
The dialog illustrated in Figure 157 above appears as if this was the first time you were adding the selected entry to the index.
3. Complete steps 1 and 2 above in the section “Index one thing as something else “index as”” on page 209 for each entry you want the index to include.

Create a hierarchical index

1. Select the text you want indexed.
2. Choose **Index As...** from the **Index** submenu of the **Insert** menu.

☐ Automatically generate topic from text.
☒ Use the following topic:
 Index as topic:
 Sub-topic(s):
 Topic formatting: ☐ bold ☐ italic
☒ List page number.
☐ List cross-reference:
 Listing formatting: ☐ bold ☐ italic

Figure 161

Sub-topics for a hierarchical index

3. In the **Index as topic** text box enter the text you want to appear in the index.
4. In the Sub-topic(s) text box enter the sub-topic(s) you want to appear in the index.
5. If you want more than one level of sub-topics, separate each level of the hierarchy with a colon (:).

Figure 161 above will cause the following to appear in the index

Bidirectional

Arabic, Hebrew, Ladino, Pashtun, Persian, Urdu, Yiddish, ii, 44, 48

6. Click **Mark**.

Nisus Writer Pro supports nine (9) levels in the hierarchy.

You can create a text string with what you want to use and then paste this into the **Index as topic** text box.

Create an index entry which references all text of a given font, size and/or style (or language)

Similar to the instructions on “Set the various headings of your document so that they automatically appear in the table of contents” which appear on page 200, you can apply the index attribute to any Paragraph or Character Style in your document. This makes marking text for the index automatic. Suppose you are writing a specialized document in which all the text in a particular language should appear in the index....

1. Choose **Style Sheet** from the **View** menu.
2. Select the Style you want to have automatically included in the index.
Creating new styles is explained in “Create a new style” on page 107.
3. Select the sample text.
4. Choose the appropriate index from the bottom of the **Index** submenu of the **Insert** menu.

Creating a new index is explained in “Create a new index” on page 220.

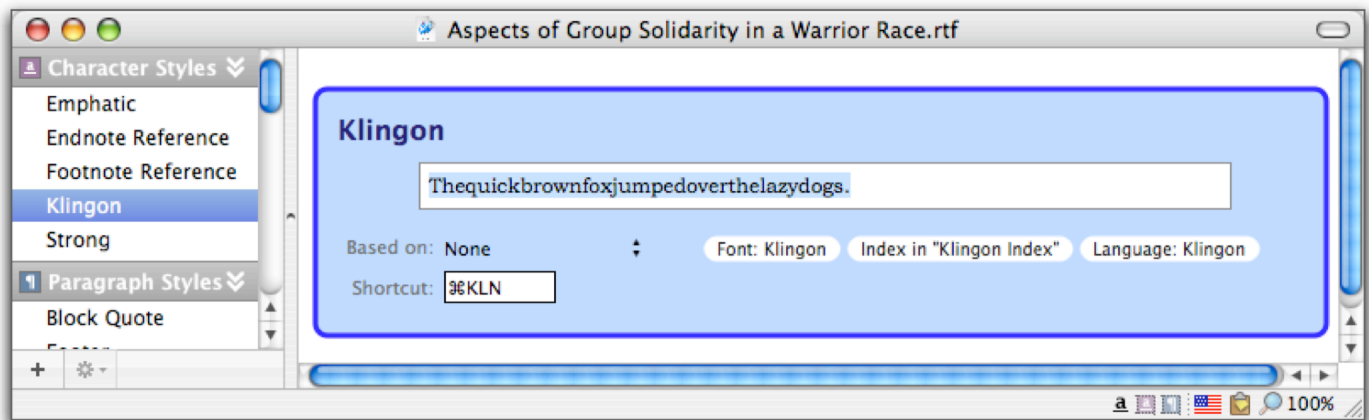


Figure 162

A special “language” Character style set for inclusion in an index

5. Complete steps 2 through 4 above for each separate style you want included in its own index.



You can use the Find/Replace capability of Nisus Writer Pro to select text patterns that you want to index.

Index overlapping entries

You must use two different methods—**Index** and **Index As...**, and/or **Additional Index As...**. For example, if you wish to index dogs, cats, birds, and iguanas as Pets in the following sentence “The pet store sells dogs, cats, birds, and iguanas.”

The pet store sells **dogs, cats, birds, and iguanas.**

1. Select dogs, cats, birds, and iguanas as shown above,
2. Choose **Index As...** from the **Index** submenu of the **Insert** menu.
3. Type Pets in the **Index as topic** box and click **Mark**.
4. Select iguanas.

The pet store sells dogs, cats, birds, and **iguanas.**

5. Choose **Index** from the **Index** submenu of the **Insert** menu.

By doing this, you have added two overlapping entries to the index Pets and iguanas.

Automatically index your document using a word list

You may want to search through your document to find all the occurrences of any particular term you want to index. Not all occurrences may be equally valuable for inclusion in an index. Nisus Writer Pro offers additional tools to enable you to do this.

1. Select the portion of your document you want to index using the word list file you have created using the **Create Word List v3** macro, as explained in “Create a word list as a tool for preparing an index” on page 216.
2. Choose **Index Using Word List...** from the **Index** submenu of the **Insert** menu.

A variant of the Open dialog appears.

3. Locate your word list file, select it and click Auto Index.
The command **Index Using Word List...** selects each “paragraph” (that is each line in the word list document consisting of anything from a character to a lengthy phrase ending in a Return) then searches the document for that text and marks it for the index.

Nisus Writer Pro indexes every occurrence of every character/word/phrase in the word list and distinguishes between Uppercase and lowercase characters in the list and indexes each occurrence separately.

While for most texts indexing every instance of a particular word would be superfluous, this tool would make sense for certain technical texts.

Create a word list as a tool for preparing an index


The **Create Word List v3** macro supplied with Nisus Writer Pro works on a selection of your document and creates a new document with an alphabetical list of all the “words” in that selection. Another useful tool is the **Analyze Text (v1)** macro. This command works on a selection of your document and creates a new document containing a word list sorted with the most frequently used word at the top (with the number of its occurrences) and the least frequently used word at the bottom.

1. Select that portion of your document from which you want to create a word list.
2. Choose **Create Word List v3** or **Analyze Text (v1)** from the **Macro** menu.

Nisus Writer Pro creates a new “Untitled” file with an alphabetical list (one word per paragraph) of all the words in the selection. While you can create a word list of your document for any purpose, these should be saved in a location and with a name associated with the document you wish to index.

3. Eliminate the terms you do not want to index.

When Nisus Writer Pro indexes a document using a word list file it requires that the word list consist of a “table”. The word (or phrase) in the left column is the word to find in the document. The word (or phrase) in the right column is what should appear in the index. The two columns must be separated by a tab.

4. If you are working from the file created by **Create Word List v3**,
 - place your insertion point after the word (or phrase) you want to index, press  then add the word (or phrase) you want to appear in the index.

If you are working from the file created by **Analyze Text (v1)**, this macro places the frequency to the left of the word. You can reverse this sequence by

selecting the text in the document and choosing **Swap Columns** from the **Macro** menu.

- ▶ Select the number that represents the occurrences in the file and replace that with the word (or phrase) you want to appear in the index.
5. Save the file. You can always change it at another time.

See what text has been included in the index

Nisus Writer Pro can highlight text marked for the index. It can distinguish between text automatically indexed by selecting it and choosing **Index** from the Index submenu of the **Insert** menu and the text you have “indexed as” by selecting and choosing **Index As...** from the **Index** submenu of the **Insert** menu (or by using a word list). This is explained in “Determine the Color of Various Aspects of Your Nisus Writer Pro Working Environment” on page 297.

Remove an entry from the index

1. Select the text from which you want to remove the indexed attribute.
2. Choose **Remove Indexing** from the **Index** submenu of the **Insert** menu.
3. Complete steps 1 and 2 above for each entry you want removed from the index.

The command **Remove Indexing** removes all kinds of indexing (“**auto**”, “**Index As**” and “**Additional Index As...**”).

Insert an index into your document

1. Put your insertion point (at the end of your document) where you want the index to appear.
2. Choose **Insert Index...** from the **Index** submenu of the **Insert** menu.

Update the index you have inserted into your document

When you insert an index into your document you can see at a glance the important subjects discussed in your document. The index you have displayed in your document is not “live”. You might, change sections, either modifying the terms in your text or moving portions of your text to a different location in the document. When this happens the information in the displayed index may no longer be accurate.

1. Select any of the text of the inserted index.
2. Choose **Rebuild Index** from the **Index** submenu of the **Insert** menu.

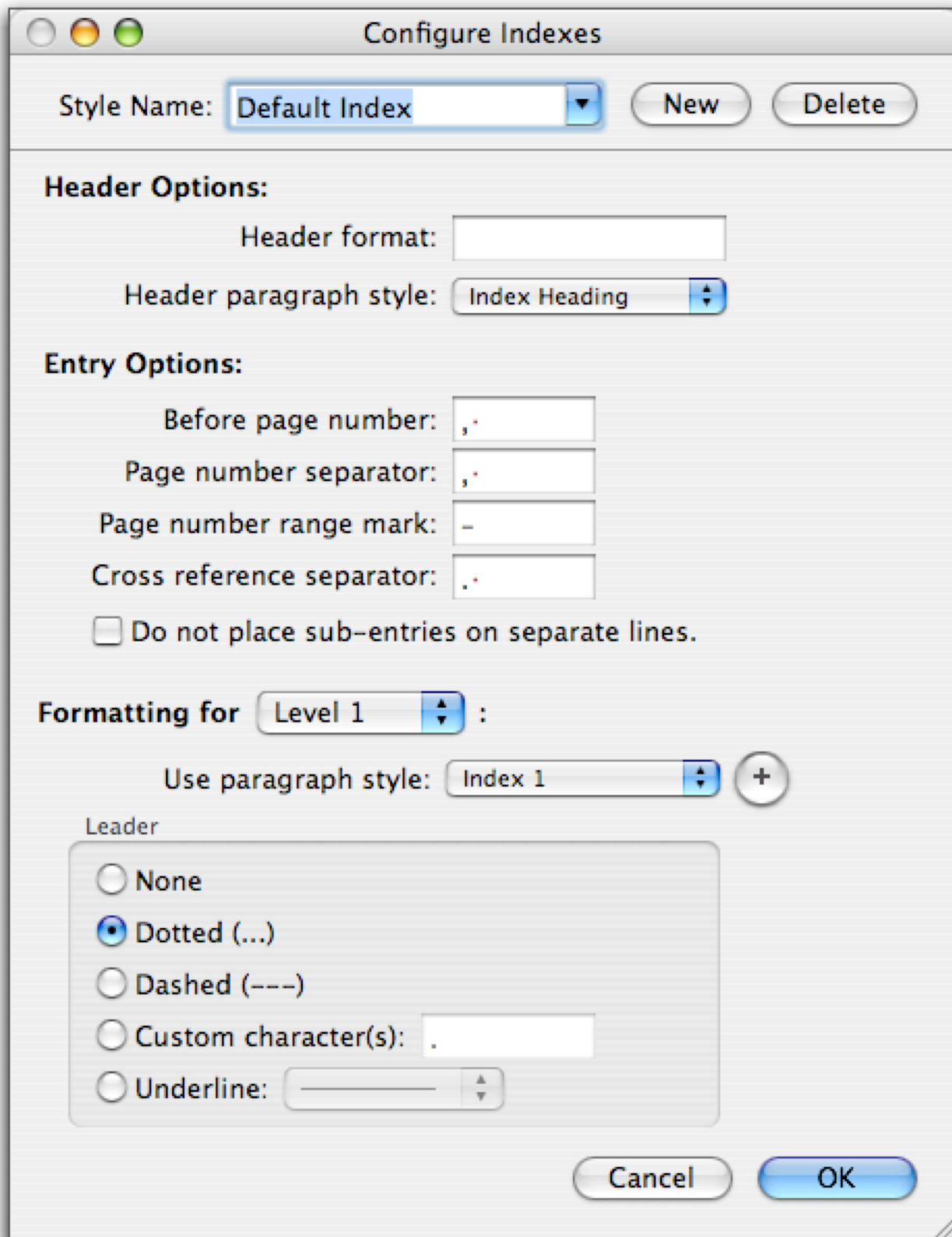
Remove an index from your document

- ▶ Select the range of text that makes up the index and choose **Cut** or **Delete** from the **Edit** menu.

Format your index

The format (appearance) of your index is controlled by two primary tools of Nisus Writer Pro.

- The settings in the Configure Indexes dialog as explained below.
- The Paragraph Styles of your document’s Style Sheet explained in “Modify a style” on page 103.



The image shows a 'Configure Indexes' dialog box with a title bar containing three window control buttons (red, yellow, green). The dialog is organized into several sections. At the top, there is a 'Style Name' dropdown menu set to 'Default Index', with 'New' and 'Delete' buttons to its right. Below this is the 'Header Options' section, which includes a 'Header format' text field and a 'Header paragraph style' dropdown menu set to 'Index Heading'. The 'Entry Options' section follows, containing four text fields for 'Before page number' (containing ','), 'Page number separator' (containing ','), 'Page number range mark' (containing '-'), and 'Cross reference separator' (containing '.'). Below these fields is a checkbox labeled 'Do not place sub-entries on separate lines.' The 'Formatting for' section has a dropdown menu set to 'Level 1' followed by a colon. Below this is a 'Use paragraph style' dropdown menu set to 'Index 1' with a '+' button to its right. A 'Leader' section contains five radio button options: 'None', 'Dotted (...)' (which is selected), 'Dashed (---)', 'Custom character(s):' (with a text field containing '.'), and 'Underline:' (with a text field and a small up/down arrow button). At the bottom right of the dialog are 'Cancel' and 'OK' buttons.

Style Name: **Default Index** New Delete

Header Options:

Header format:

Header paragraph style: **Index Heading**

Entry Options:

Before page number:

Page number separator:

Page number range mark:

Cross reference separator:

☐ Do not place sub-entries on separate lines.

Formatting for **Level 1** :

Use paragraph style: **Index 1** +

Leader

☐ None

☒ Dotted (...)

☐ Dashed (---)

☐ Custom character(s):

☐ Underline: ↑
↓

Cancel OK

Figure 163
The Configure Indexes dialog

Determine the appearance of what separates the various sections of your index

You can put any character you want in the **Heading format** text edit box. However none of these will increment except for an "Uppercase A".

1. Click your insertion point in the **Heading format** text edit box and type the character(s) you want to have appear between each "alphabetical" section of the index.

You can use dingbats (any character you can find in the Special Characters panel) to set off the alphabetic headings so that they can appear as (for example)



You can use any Paragraph style that appears in your document to determine the attributes of the header. Nisus Writer Pro creates a new style called **Index Heading** and chooses that as the default style for these headings. You can modify that style in the Style Sheet view of Nisus Writer Pro, or, you can...

2. Choose the Paragraph style you want from the **Heading paragraph style** pop-up menu.
3. Click **OK**.

Determine what separates the index entry from its reference

1. Choose **Configure Index Styles...** from the **Index** submenu of the **Insert** menu.
2. Choose the index style you want to modify in the **Style Name** pop-up menu in the Configure Indexes dialog.
The default character is a tab.
3. Enter the character(s) you want to have appear in the **Before page** number text edit box.
4. Click **OK**.

Determine what "leader" separates the index entry from its reference

If you use a tab to separate the index entry from its reference you can display any one of a variety of items in the space that appears.

1. Choose **Configure Index Styles...** from the **Index** submenu of the **Insert** menu.
2. Choose the index style you want to modify in the **Style Name** pop-up menu in the Configure Indexes dialog.
3. From the **Leader** portion at the bottom of the dialog click any one of the following
 - **None**
 - **Dotted (...)**
 - **Dashed(---)**
 - **Custom Character(s)** (and enter the character(s) you want to use)
 - **Underline** (and choose the style of line you want from the pop-up menu)
4. Click **OK**.

Determine the characters that separate page numbers in the index

If a subject is discussed in your document on more than one page and you refer to those pages in the index Nisus Writer Pro offers a number of ways of setting these off. You can customize each one of them by entering the character you want in the text edit box associated with each option.

Use when subjects appear on more than one page but they are not contiguous:

- **Page number separator**

Use when a subject appears on more than one page and they are contiguous:

- **Page number range mark**

Use when a subject appears on more than one page and they are contiguous:

- **Cross-reference separator**

Have all sub-levels of the index appear on the same line (space permitting)

► Click (check) **Do not place sub-entries on separate lines.**

Set the paragraph style associated with each level of the index

When you first generate an index by choosing **Insert Index...**, Nisus Writer Pro generates new Styles (one for each level of indexing you have assigned) that were latent in your document. By default each of these styles is associated with the corresponding level of your index. You can modify the attributes of these styles called **Index 1** through **Index 9**, in the Style Sheet view of Nisus Writer Pro.

1. Choose **Configure Index Styles...** from the **Index** submenu of the **Insert** menu.
2. Choose the Index style you want to modify in the **Style Name** pop-up menu in the Configure Index Styles dialog.
3. Choose the level and the corresponding Paragraph style from the **Formatting for** and **Use paragraph style** pop-up menus.
You can create a new style while in this dialog by clicking the “+” (plus) button beside the **Use paragraph style** pop-up menu.
4. Click **OK**.

If you use a tab to separate the index entry from its reference you can display any one of a variety of items in the space that appears.

Modify the appearance of the text in the index

1. Choose **Style Sheet** from the **View** menu
2. Select the **Index** Style you want to modify.
3. Modify the Style as explained in “Modify a style” on page 103.

Create a new index

You can create any number of indexes for your document.

- Subject Index
- Index of Specialized Terms
- Index of “Foreign Language” Terms as described in “Create an index entry which references all text of a given font, size and/or style (or language)” on page 215.
- Index of References
- Table of Authorities (which, while it has the name “table” is actually an index)

Each unique index has its own Style.

1. Choose **Configure Index Styles...** from the **Index** submenu of the **Insert** menu.
2. Click **New**.

Configure Indexes

Style Name: **Klingon Index** New Delete

Header Options:

Header format:

Header paragraph style: **Index Heading**

Entry Options:

Before page number:

Page number separator:

Page number range mark:

Cross reference separator:

☐ Do not place sub-entries on separate lines.

Formatting for **Level 1** :

Use paragraph style: **Index 1** +

Leader

☐ None

☒ Dotted (...)

☐ Dashed (---)

☐ Custom character(s):

☐ Underline:

Cancel OK

Figure 164

The Configure Indexes dialog with a new index style

3. Name the style appropriately for your needs.
4. Reconfigure the attributes as you wish as explained in “Format your index” on page 217.
5. Click **OK**.

Determine which index is active

The command checked beneath **Configure Index Styles...** indicates the name of the current index among those that exist in the document. This is the index that is active, highlighted (in the text), and will be inserted when you choose **Insert Index...**. The active index is the one affected when you choose any of the various commands of the **Index** submenu of the **Insert** menu.

- Choose the name of that index from the bottom of the **Index** submenu of the **Insert** menu.

Quickly add text to the index of your choice

You can use the Indexing palette to add text to the index without using the menus.

1. Choose **Indexing** from the **Palettes** submenu of the **Window** menu.

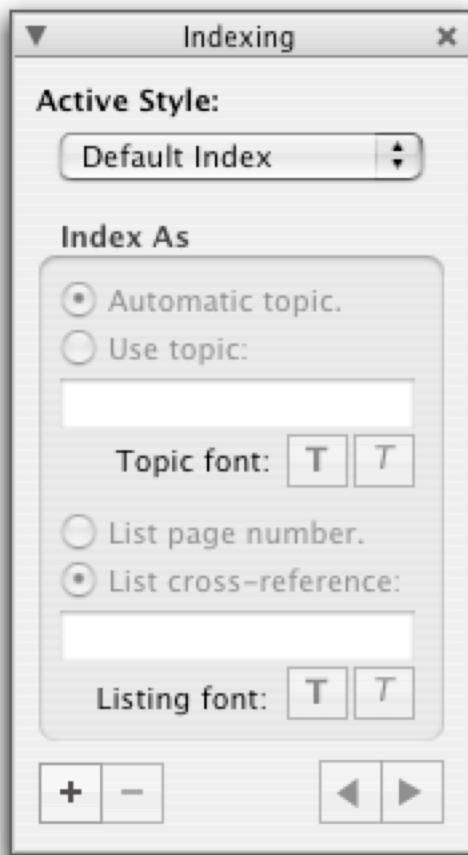


Figure 165
The Indexing palette

- You can allow the window to float wherever it is most comfortable for you.
2. Choose the index to which you want to add an entry.
 3. Select text you want to include in the index.
 4. Click the + at the bottom left corner of the palette.
 5. The selected word appears in the palette with **Use topic** selected.
 - Either type a word you want to use if you want to index this as something else or
 - Click **Automatic topic** to have the word indexed as it appears in the document.
 6. Make any other choices you want as if this were the Index As dialog.
 7. Continue adding other words by repeating steps 3 through 6 above.

Quickly remove text from the index of your choice

You can use the Indexing palette to remove text from the index without using the menus.

- Follow steps 1 through 4 in the section “Quickly add text to the index of your choice” except where it indicates to click the + click the - instead.

How Nisus Writer handles consecutive page numbers in an index

Nisus Writer Pro checks to see whether you have indexed the same term on consecutive pages. If so, the application automatically concatenates all the numbers of these pages and displays them in the index as a unit with the page number of the first instance followed by a hyphen then the page number of the last instance.

Polishing & Managing Documents

This part of your Nisus Writer Pro documentation contains information that helps you manage and fine tune documents. It also gives you some ideas on how to use Nisus Writer Pro effectively.

Displaying & Printing Documents” shows you how to use the special tools of Nisus Writer Pro to make sure that your text is clean of extraneous characters. In addition you see how Nisus Writer Pro handles working with multiple windows (and multiple monitors) and last, but not least, how to transfer your document from electronic form to paper.

Managing Documents” shows you how to keep track of Nisus Writer Pro documents and automate organizing your files. And you learn how you can use Nisus Writer Pro to manage your e-mail.

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Proofing Documents

This portion of the manual contains instructions for using the tools supplied by Nisus Writer Pro to make sure you use the correct words in your documents.

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How to Check Spelling

The spelling checker checks for more than misspelled words.

Check your spelling using the Language palette

Nisus Writer Pro can check the spelling of the word where your insertion point appears whenever you pause to think.

- ▶ Keep the Language palette visible (either in the Tooldrawer or on your Desktop) the Language palette unobtrusively interacts with your text.
- If the word is misspelled the Language palette suggests corrections.

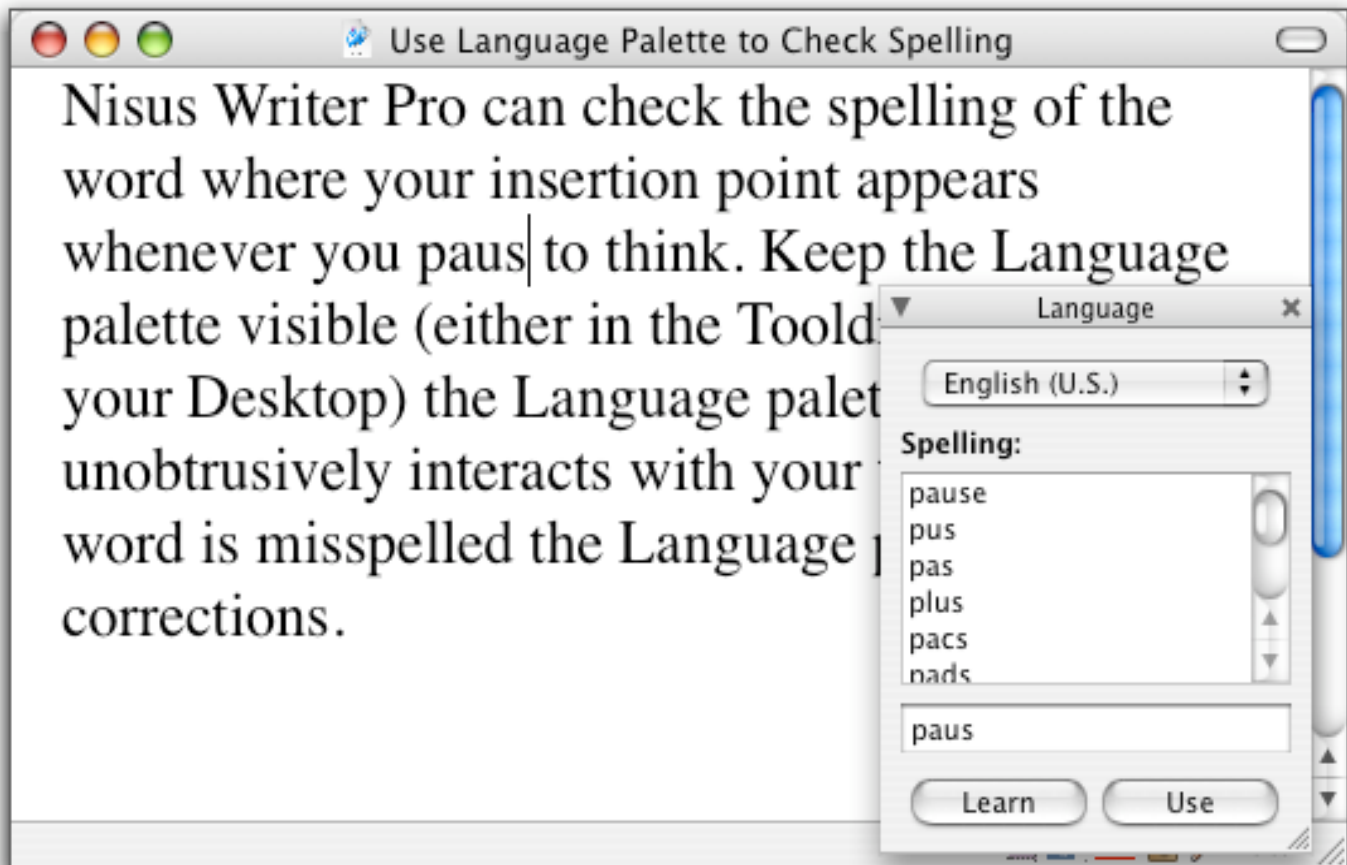


Figure 166

The Language palette in check spelling mode

- If the word is spelled correctly the Language palette switches to search in the Nisus Thesaurus (English only) and may suggest alternative words.

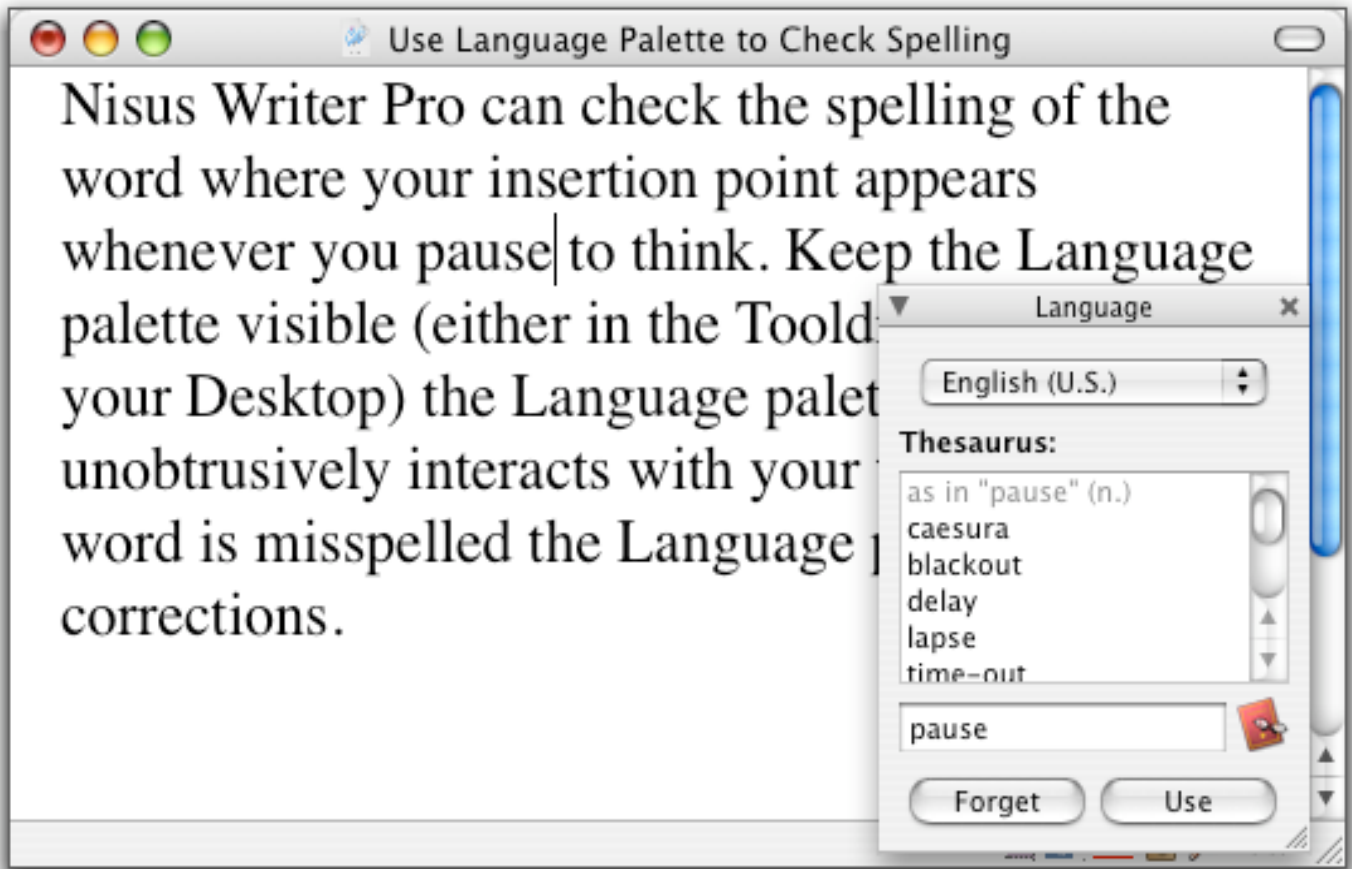


Figure 167
The Language palette in Nisus Thesaurus mode

Have Nisus Writer Pro correct your typos as you type

Nisus Writer Pro can correct the spelling of many commonly misspelled words as you type.

1. Choose **Preferences...** from the **Nisus Writer Pro** menu.
2. Click **QuickFix**.
3. Click **Fix typos**.

To learn more about the various items QuickFix can “fix” see “Determine What QuickFix Fixes” on page 306.

Set your dictionary preferences

1. Choose **Preferences...** from the **Nisus Writer Pro** menu.
2. Click **New Document**.
3. Click **View**.
4. (Un)Check “**Check Spelling As You Type**” as you prefer.

This applies only to new documents. You can change this on a per-document basis by choosing **Check Spelling As You Type** from the **Spelling** submenu of the **Edit** menu.



Misspelled words appear with a red squiggly line beneath them.

Correct your spelling using the keyboard and without calling up the Spelling window

You can correct your spelling without removing your hands from the keyboard.

1. Type  .

This selects the next misspelled word and draws a “menuoid” with possible corrections.

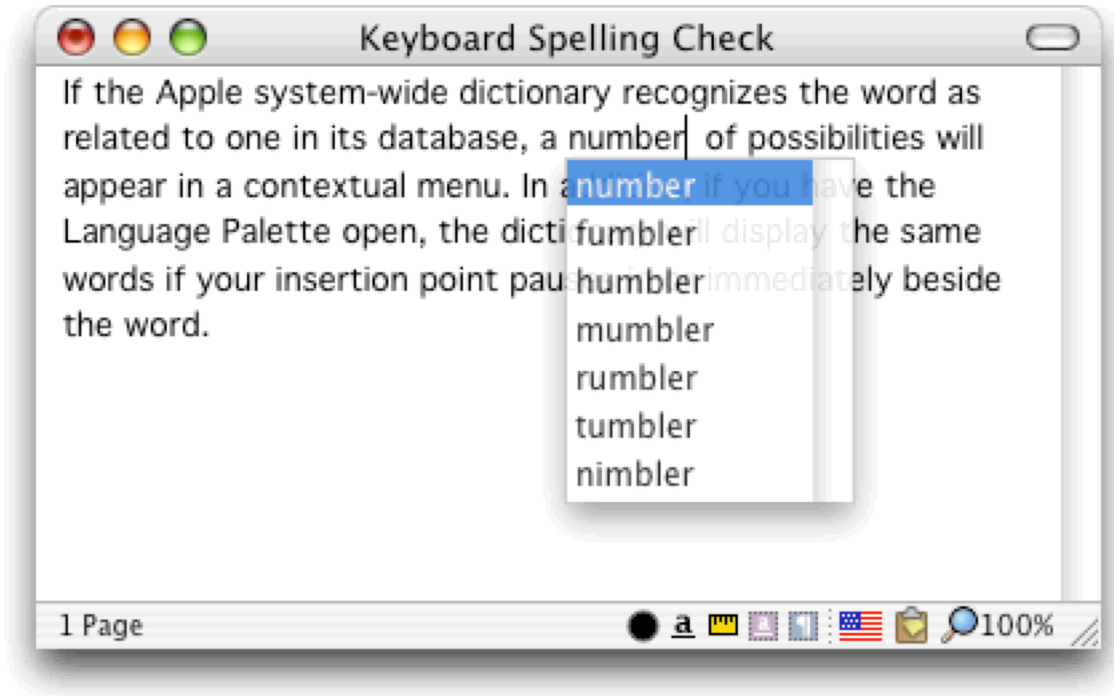







Figure 168


The correct spelling menuoid

2. Press  or  to replace the misspelled word with the selected word in the list or  to select another word from the list, then press  or  to use that word.



If the spelling checker has only one suggestion it will replace the word immediately (without offering a menu).

Correct your spelling using the mouse and without calling up the Spelling window

1. Press  and click the misspelled word.

If the Apple system-wide dictionary recognizes the word as related to one in its database, a number of possibilities will appear in a contextual menu. In addition, if you have the Language palette open, the dictionary will display the same words if your insertion point pauses in or immediately beside the word.

2. Choose the word that matches your choice from the list that appears.

If the word is correctly spelled, you can have the dictionary “Learn” the word or “Ignore” it during this session. Choose **Ignore Word** or **Learn Word** from the contextual menu.

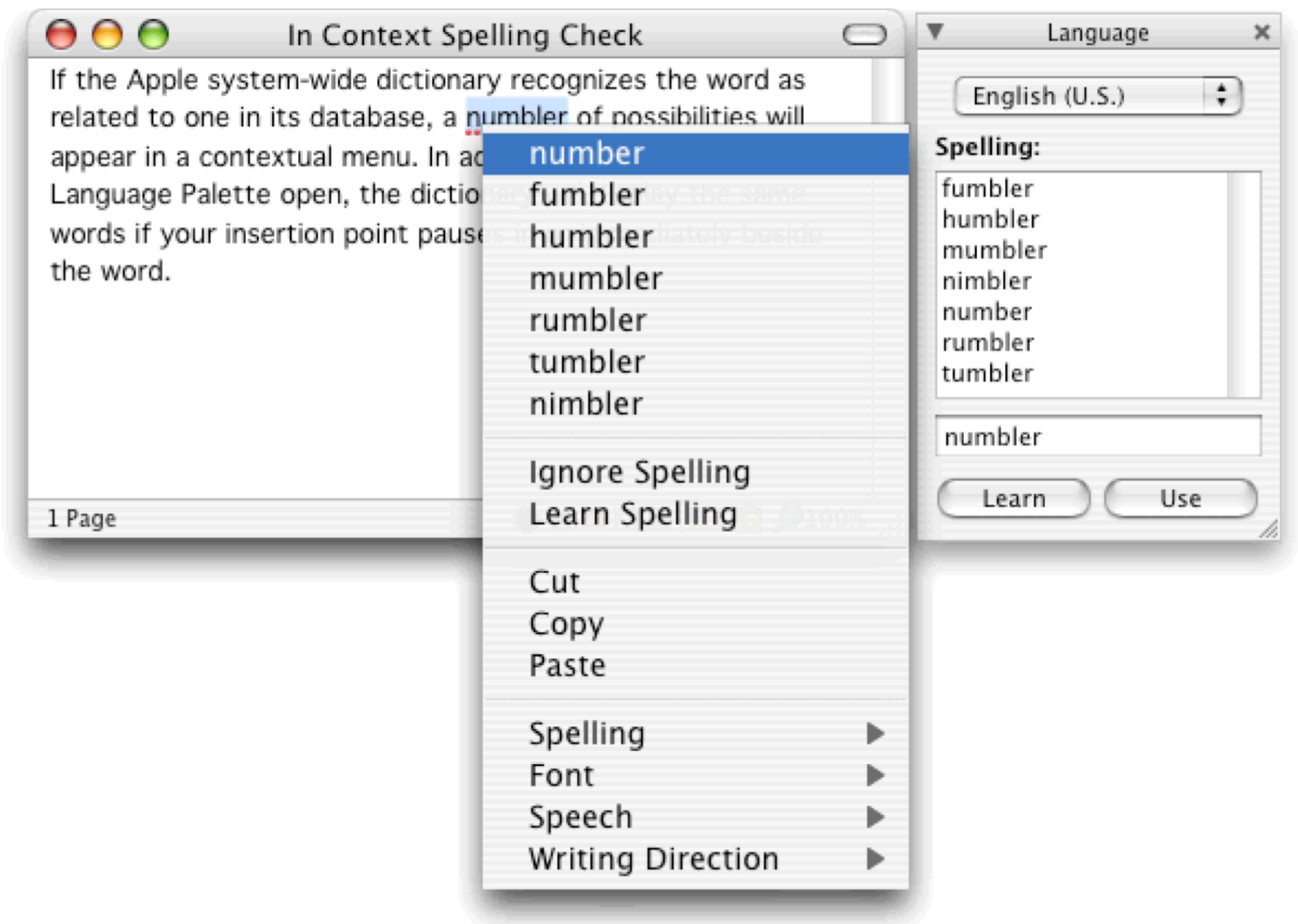


Figure 169
The correct spelling contextual menu

Start the spelling checker

1. Open the window in which you want to check the spelling.
2. Choose **Spelling Window...** from the **Spelling** submenu of the **Edit** menu.
3. Click the button that corresponds to the operation you want.

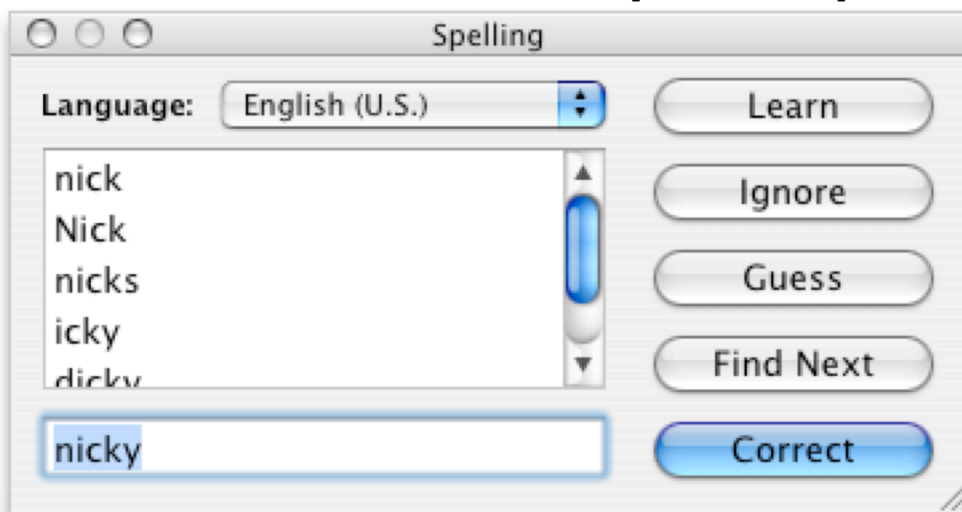


Figure 170
The Check Spelling dialog

As the spelling checker window opens, it automatically searches for and selects the first misspelled word following the current insertion point.



You can change the color or the selection highlight in the Appearance pane of the Nisus Writer Pro preferences, as explained in “Set “defaults” for new files” on page 115.

Nisus Writer Pro checks the words between the insertion point and the end of the document, and then checking continues from the beginning of your document to the starting point. When the whole document has been checked, the spelling checker beeps.

When Nisus Writer Pro finds an unknown word it presents you with a list of correctly-spelled suggestions. The spelling checker also flags words it does not recognize. It ignores lowercase letters at the start of a sentence, and repeated words.

When the spelling checker finds a word not in the Apple system dictionary, it suggests alternatives and allows you to correct it, ignore it, or learn the word.

Set the starting point of the spelling checker

1. Click at any point in your document.
2. Click **Find Next** in the Spelling window.

The Spelling window acts as a “floating” window. Even though it is visible above the document window and you can click any of its buttons, if it is not active as illustrated in Figure 171 typing enters text in the document window. When the window *is active* one of its text windows has a highlighted edge as in Figure 172. In this state typing enters text in the Spelling window.

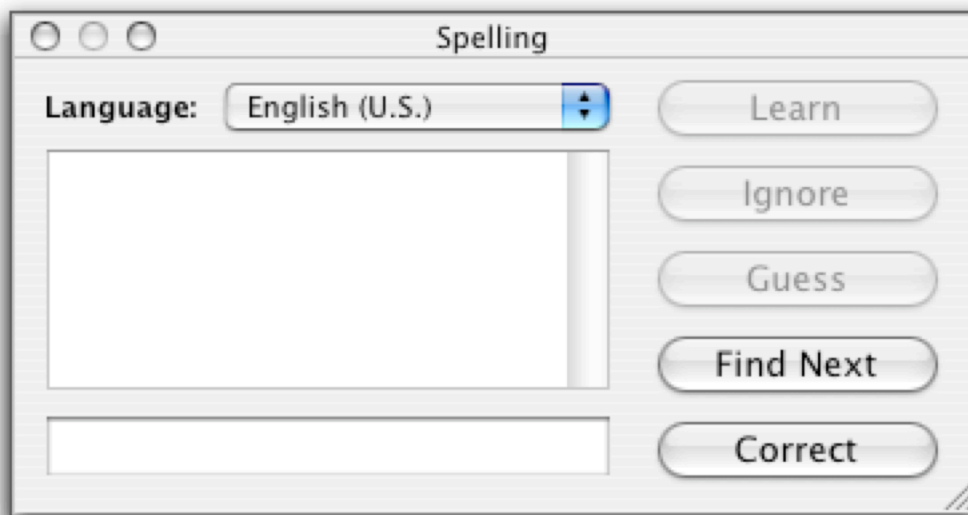


Figure 171

The Spelling window when it is not active does not have a highlighted edge

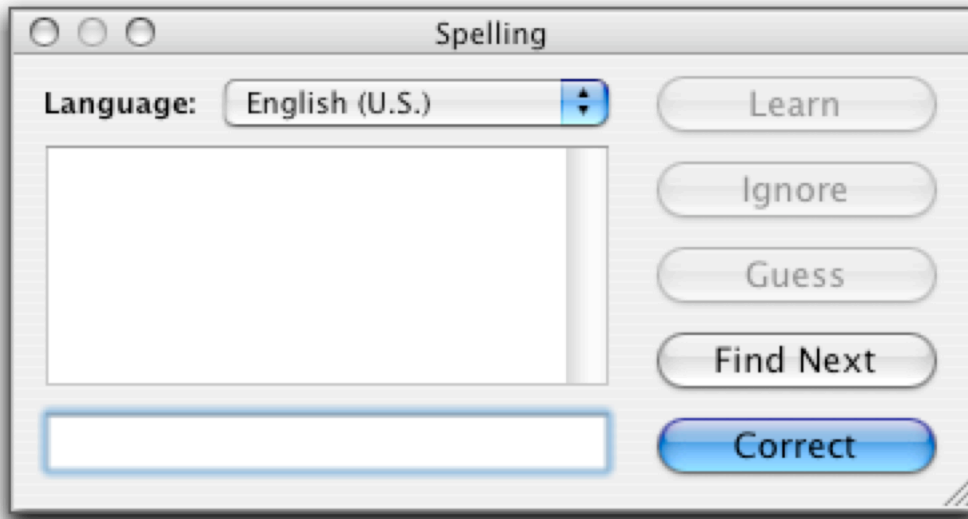


Figure 172

The Spelling window when it is active has a highlighted edge (in this case beside the **Correct** button)

Activate the Spelling floating window

- ▶ Click your insertion point in the “**Correct**” text edit box.
You can then type alternative spellings in it or select various words from the “**Guess**” list using the arrow keys of your keyboard.

Replace a misspelled word using the spelling checker

When the spelling checker finds a word which is not in its dictionary, it suggests alternatives and allows you to correct it. The suggestions given are based upon both the actual characters and the phonetic sounds of the unknown word.

1. Use the scroll list to view suggestions for misspelled words.
2. Click one of them to place it in the **Correct** box.
3. To replace the word in your document with the word in the **Replace With** box
 - ▶ click **Correct** or
 - ▶ if the Spelling window is the active window, press return or enter.
- ▶ If you cannot find the word you want in the suggestion list, select the unknown word in the text edit box at the bottom of the Spelling window and edit it, then click **Correct** or press return or enter.

Skip words flagged by the spelling checker

You can make the spelling checker skip words that it might otherwise flag in a number of different ways.

- Skip the word in a session.
- Mark the word while a particular file is open.
- Add the word to the Dictionary (by clicking **Learn**).

If the spelling checker comes to a word that it does not recognize, yet is accurately spelled.

- ▶ Click **Ignore** to leave all instances of the unknown word unaltered in the file during that session.
- ▶ Click **Find Next** to leave the unknown word unaltered.

Skip all instances of a particular word

- ▶ Click **Ignore**.

Add a word to the Dictionary

- ▶ Click **Learn** when the Check Spelling dialog displays a word not in its dictionary that you want to add to your Dictionary.

Find the next error

Nisus Writer Pro can find the next spelling error in your document without opening the Check Spelling window.

- ▶ Choose **Check Spelling** from the **Spelling** submenu of the **Edit** menu.

Nisus Writer Pro selects the word that the Check Spelling dialog would find if it were open.

Stop the spelling checker

- ▶ Click the Spelling window's Close box.

User Dictionaries

You can increase the vocabulary of the spelling checker by adding words to the Dictionary. When you add a word to the Dictionary it is “learned” for all applications that use the spelling checker. The words in the spelling checker are “User” dependent. If other “Users” have login rights to the same computer, each User has his or her own dictionary available in all applications.

Edit the Dictionary

You can add to and/or subtract words from your Dictionary any time the Spelling window is open.

- ▶ Click **Learn** if the spelling checker finds a word not in its list but which you want to include.
- ▶ Type words directly into the **Replace With** box and click **Learn**.
- ▶ To remove the word, type it directly into the **Replace With** box and click **Forget**.



Remember that all words in the User Dictionary are not case sensitive.

Using multiple language dictionaries

Nisus Writer Pro offers you access to all the dictionaries that come with OS X. Check your Apple documentation to confirm how to turn on these various capabilities. Other dictionaries are available on the Internet, for example CocoAspell <<http://people.ict.usc.edu/~leuski/cocoaspell/>>.

These dictionaries are best used as an attribute of the Language “style” which you apply to your text. To learn more about using Nisus Writer Pro for writing in multiple languages see “Writing in Multiple Languages” on page 47.

Alternative spelling checker dictionaries

If you have turned on the ability to check spelling in various languages you will see a pop-up menu at the top of the Spelling window. You can choose an alternative language from that menu at any time.

Word Count and Document Statistics

Nisus Writer Pro continually keeps track of the number of characters, words and paragraphs in your document or selection. This information is visible in the Stats palette. You can keep the drawer open to display a selection of palettes that includes the Stats palette or, if all you want to do is keep track of your documents statistics, you can keep that palette open anywhere you want on your monitor.

1. Choose **Show Tooldrawer** from the **View** menu.
2. Click the pencil (**Writing**) button from the display at the top of the drawer.
3. Drag the Stats palette out of the drawer to any location you want.

Or

- Choose **Statistics** from the **Palettes** submenu of the **Window** menu.



To get a count of the characters, words and paragraphs in your header or footer, you need to select that text.

- To close the Stats palette click the “x” in the upper right corner of the windoid’s title bar.

Finding and Replacing Text

In Nisus Writer Pro, if you can describe a text pattern, you can probably find it. If you can find it, you can almost definitely change it to any other text pattern you can describe. Nisus Writer Pro offers three ways to find and replace text Normal Find, PowerFind™, and PowerFind Pro. Normal Find meets the needs of most searches for words. Use PowerFind and PowerFind Pro for text patterns, such as a series of numbers (where you know how many digits, but you don’t know what they are).

The Find/Replace window identifies what document it will search in.

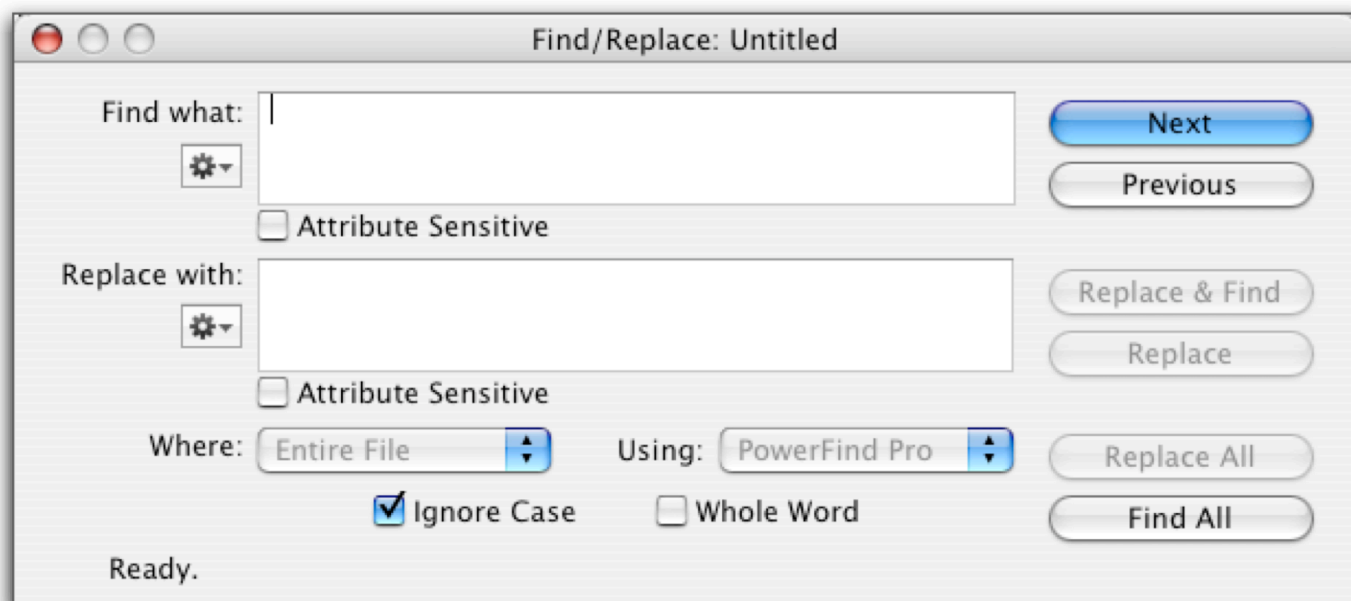


Figure 173

The Find/Replace window of an Untitled document

To learn more about PowerFind and PowerFind Pro, see “Using PowerFind” on page 237 and “Using PowerFind Pro” on page 254.



You can choose **Show Invisibles** from the **View** menu when the Find/Replace window is open to make viewing distinct characters and spaces, etc. easier.

Using Normal Find



The simplest means of finding things with Nisus Writer Pro is by using “Normal Find.” You can find words, sentences, entire paragraphs, individual spaces, tabs, even the Return characters at the end of paragraphs. You simply tell Nisus Writer Pro what you want to find by entering it into the Find/Replace window. Nisus Writer Pro offers you a variety of methods to accomplish this.

When you choose **Show Find...** from the **Find** submenu of the **Edit** menu Nisus Writer Pro opens the Find/Replace window.


Enter something into the Find box

- ▶ Choose **Show Find...** from the **Find** submenu of the **Edit** menu and type the text you want to find.
Or
- ▶ Select the text you want to find in your document, choose **Copy to Find** from the **Copy** submenu of the **Edit** menu.

Nisus Writer Pro puts the text into the Find box without using the Clipboard.

If you simply press  Nisus Writer Pro moves the insertion point to the Replace box. If you press  Nisus Writer Pro searches for what you have in the Find box.

Enter something into the Replace box

- ▶ Choose **Show Find...** from the **Find** submenu of the **Edit** menu press  and type the text you want to replace.
Or
- ▶ Select the text you want to replace in your document, choose **Copy to Replace** from the **Copy** submenu of the **Edit** menu.

Either find or find and replace text

1. Choose **Show Find...** from the **Find** submenu of the **Edit** menu.
2. Make sure **Normal Find** is the Search Type.
3. Enter what you want to find in the Find box.
4. Enter what you want as a replacement in the Replace box.
5. Click the appropriate button to start the procedure.
 - Click **Next** to find the next occurrence of the Find expression.
Nisus Writer Pro selects the Find Expression in your document and scrolls to display it in your window.
 - Click **Previous** to find the preceding occurrence of the Find Expression.
Nisus Writer Pro selects the Find Expression in your document and scrolls to display it in your window.
 - Click **Replace & Find** to replace the current selection with the Find expression and find the next occurrence of the Find expression.
Nisus Writer Pro selects the Find Expression in your document and scrolls to display it in your window, as if you had clicked the two buttons **Replace** and then **Next**.
 - Click **Replace** to replace the selection in your document with what is in the Replace box.
Nisus Writer Pro places the Replace Expression at the insertion point or replaces the selection with the Replace Expression.

- Click **Replace All** to find and replace all occurrences of the Find Expression with what appears in the Replace box.
Nisus Writer Pro replaces the Find Expression with the Replace Expression.
- Click **Find All** to find all occurrences of the Find expression.
Nisus Writer Pro finds and selects them all.



When Nisus Writer Pro finds what you search for, it selects and highlights it with a particular color that you can modify as explained in “Choose Various Display Options for Your Documents” on page 293.

1. Click the **Close** button when you finish or just click back into your document and leave the Find/Replace window open in the background to use later.

Find the next occurrence of the Find Expression

Nisus Writer Pro enables you to find what you are looking for, whether or not the Find/Replace window is open.

- ▶ If the Find/Replace window is open, simply click the **Next** button (illustrated in Figure 173 on page 234) to find the next occurrence.
- ▶ If the Find/Replace window is closed choose **Find Next** from the **Find** submenu of the **Edit** menu.

Limit the search

The Find/Replace window opens with **Entire File** as the setting, however, the check boxes and pop-up menus in the Find/Replace window allow you to limit the search in a variety of ways.

Ignore Case When checked, Nisus Writer Pro finds both upper and lowercase occurrences of the Find Expression.
When unchecked, Nisus Writer Pro finds the exact match of upper and/or lower case characters in the Find Expression.
Suppose you have the sentence
“I hope that the writer in you will blossom with Nisus Writer Pro.”
With **Ignore Case** checked (*turned on*), Nisus Writer Pro finds both upper and lowercase occurrences of the Find Expression.
“I hope that the **writer** in you will blossom with Nisus **Writer** Pro.”
With **Ignore Case** *turned off* and the word “writer” as a find expression, Nisus Writer Pro would find only the first instance of the word (the noun not the proper noun).
“I hope that the **writer** in you will blossom with Nisus Writer Pro.”

Whole Word When checked, Nisus Writer Pro finds the Find Expression only if it forms an entire word.
When unchecked, Nisus Writer Pro finds the Find Expression even if it makes up only a portion of a word.
For example, with **Whole Word** checked, Nisus Writer Pro would not find the word “**hat**” in “**that**.”

In Selection When chosen from the **Where** pop-up menu and you click any of the Find or Replace buttons finds or replaces occurrences of the Find or Replace Expression in the selected area of text only.
You can find or replace all instances simultaneously by clicking **Find All** or **Replace All**.
Click **Next** to have Nisus Writer Pro select the first instance from the beginning of the selection (clicking **Previous** starts at the end of the selection). Additional clicks of **Next** causes Nisus Writer Pro

to step through each instance of the pattern in the original selection, and beep when you come to the last one. In other words it remembers the selection, and finds “in selection” relative to that original selection.

Click **Replace & Find** to have Nisus Writer Pro replace the first instance from the beginning of the selection and select the following instance.

Here to End When chosen from the **Where** pop-up menu and you click any of the Find or Replace buttons finds or replaces occurrences of the Find or Replace Expression from the insertion point to the end of the document only (does not “wrap around”).

Here to Start When chosen from the **Where** pop-up menu and you click any of the Find or Replace buttons finds or replaces occurrences of the Find or Replace Expression from the insertion point to the beginning of the document only (does not “wrap around”).

Attribute Sensitive

When checked (depending on which check-box is checked... beneath the **Find what** and/or the **Replace with** boxes), Nisus Writer Pro searches for and finds the Find Expression only if it matches the attributes assigned from the **Format** menu and replaces it with the Replace Expression and the attributes assigned to it from the **Format** menu.

You can search for an expression with different attributes, if the attributes are applied to a single contiguous literal region at the start or end of a pattern.



Using the expression: “This **That** Another” (if **Any Attributes** (the second command in the **Format** menu) is applied to “Another”)

Nisus Writer Pro can find: This **That** **Another** even though “Another” has additional attributes associated with it that are not part of the Find expression.

Similarly, using the expression: “*This* **That** **Another**”

Nisus Writer Pro will find: “*This* **That** **Another**”.

The important thing to remember is that this is a “literal” region with attributes.

This behavior is different for PowerFind and Powefind Pro searches.

Using PowerFind

PowerFind gives you powerful yet easy-to-use tools that extend the Normal Find and Replace functions in Nisus Writer Pro. There may be times when you need to find or replace text which conforms to a complex description or which varies from place to place in your document. For example, to find and highlight every paragraph that contains a semicolon. Searches of this type would be impossible using conventional find-and-replace methods, but are quite simple using PowerFind. In general, anything you can describe in words, you can find with PowerFind.

Everything you’ve learned about finding and replacing text with Normal Find applies to PowerFind. In addition, what you learn about PowerFind serves as the basis for the more advanced PowerFind Pro.

In this part of the documentation, you’ll learn what types of tasks you can do with PowerFind. You’ll also find complete instructions for using both methods, along with plenty of examples of useful “find” expressions for your convenience.

PowerFind is easy to use, and performs all the complex find and replace procedures available in PowerFind Pro. PowerFind is “Menu” or “Browser” driven. You can type real words in the PowerFind text edit box, but all of the power of PowerFind comes from the Find/Replace menus or Browser, which are available from the **“Gear”** button and the **Show PowerFind Browser...** command at the bottom of its menu in the Find/Replace window as illustrated in Figure 175 on page 240.

In PowerFind Pro you can enter the same expressions as with PowerFind, but you can also use the keyboard to enter them.

When the Find/Replace window is in PowerFind mode the expressions of the PowerFind Browser enter the Find/Replace window as “bubbles”.

When the Find/Replace window is in PowerFind Pro mode the expressions of the PowerFind Browser enter the Find/Replace window as text.

About PowerFind

Use PowerFind to increase your productivity and simplify tedious writing and editing procedures. Here are just a few ways to use PowerFind

- find all telephone numbers or addresses—even if they’re not all in the same format
- find all UPPERCASE or Capitalized words.
- change the sequence of words
- to find all underlined words

As you experiment, always remember to back up your document before trying any new procedure.

You may have already used Nisus Writer Pro’s standard Find and Replace feature to perform simple substitutions—for example, replacing one word with another throughout your document. Sometimes, however, you need more flexibility in what you search for, or you may want to do more complex substitutions.

PowerFind allows you to include variables, and parenthesized expressions in your Find Expression to narrow the search down to exactly what you want. Should you reach the limits of PowerFind’s flexibility, you can move on to PowerFind Pro for virtually unlimited find and replace capability.

This section has an example to show you how easy it is to use PowerFind to find phrases that contain variables. It also explains the parts of a find expression and the logic Nisus Writer Pro follows to complete a find procedure. In the example, you’ll also convert the PowerFind expression that defines the search to a PowerFind Pro expression. This step gives you an idea of the difference between these two search types.

PowerFind Terminology

A good understanding of the terms and concepts described below will help you learn to use PowerFind (and, later, if you want, PowerFind Pro) more effectively.

A metacharacter is a PowerFind command or symbol.⁸ Metacharacters denote a specific character or set of characters and can represent variables, number of repetitions, and so on. PowerFind displays the metacharacter symbols in a user-friendly manner using natural language words and phrases in a “bubble”. You can customize the color of these as explained in the section “Determine the Color of Various Aspects of Your Nisus Writer Pro Working Environment” on page 297.

⁸ The term “metacharacter” refers to the character standing for something beyond the “normal” “literal” or “usual” meaning of the character (similar to the use of the word “metaphysics”).

AnyCharacter

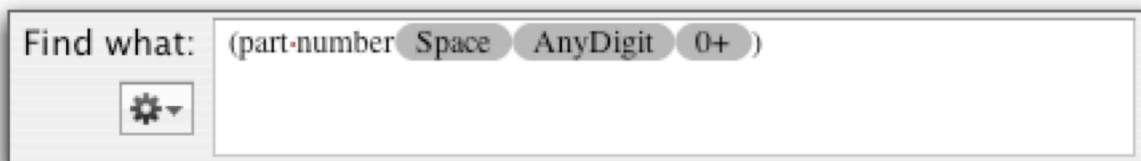
Figure 174

A PowerFind metacharacter

PowerFind finds literal text exactly as it is entered. Literal text means characters that have no special meaning on their own (that is, they are not “meta” “characters”). The PowerFind mode considers all text to be literal; it will find exactly what you type.

An expression consists of one or more metacharacters, literal text, or any combination of metacharacters and literal text used to define or describe what you want to find. Which is why we say at the beginning of this section that “If you can describe it, you can find it, and if you can find it, you can change it to anything else you can describe.”

A wild card is a metacharacter that assumes the identity of one or more characters in a search expression. For example, the wild card `0+` looks for any digit. The PowerFind Find expression



first looks for an open parenthesis, then the string of characters “part number” followed by a space and any sequence of one or more digits then a close parenthesis.

PowerFind Example

Suppose you want to find all the capitalized words in your document. You can quickly create a PowerFind expression that will find all words beginning with any capital letter in a single step—regardless of how many letters are in the word or what the letters are. And if you want to be more specific—say, finding all capitalized words except those beginning with P, you can easily convert your PowerFind expression to a PowerFind Pro expression and make the needed adjustments. For instructions on how to convert PowerFind expressions to PowerFind Pro expressions see page 243.

Using the Find what and Replace with menus

The **Find what** and **Replace with** menus present all the basic find and replace commands you might need to combine to create your Find or Replace Expression. In addition they contain submenus containing recently found and replaced expressions, as well as saved expressions, along with the tool to save them.

- Choose the commands you need from the **Find what Gear** pop-up menu or the **Replace with Gear** pop-up menu.

This puts the “metacharacters” that represent the expression in the **Find what** and **Replace with** text edit boxes.

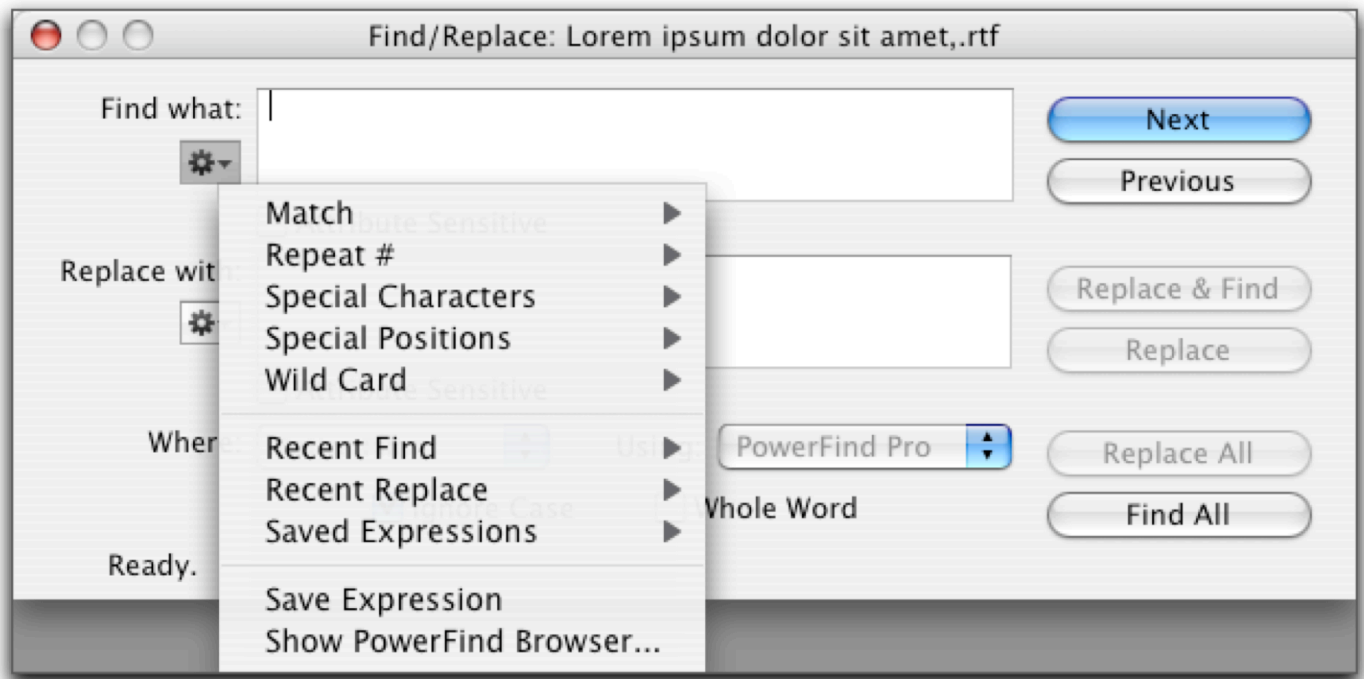


Figure 175
The Find/Replace Window's Find What menu

Using the PowerFind Browser

The PowerFind Browser is a floating window. It functions much as the Finder browser window. When you select from the commands on the left, new options become available in the columns to the right from which you can select more options.



While it may appear to be a bit unwieldy, the PowerFind Browser is very useful because it can give you an explanation of what each metacharacter means. As you become more comfortable building your Find and Replace expressions, you may wish to use the menus as you graduate to PowerFind Pro.

Open the PowerFind Browser

1. Open the Find/Replace window by choosing **Show Find...** from the **Find** submenu of the **Edit** menu.
2. Choose **Show PowerFind Browser...** from the **Find what** Gear pop-up menu or the **Replace with** Gear pop-up menu.

In addition to **PowerFind Commands** (as with the menus), the browser keeps track of **Recent Find Expressions**, **Recent Replace Expressions** and even **Saved Expressions** that you may have used at an earlier (no longer recent) session and decided to save.

Nisus Writer Pro groups the PowerFind expressions into five sub-sets **Special Positions**, **Wild Card**, **Match**, **Special Characters**, and **Repeat #**. When you choose an option from any of these columns, Nisus Writer Pro inserts a graphic representation of the corresponding option in the **Find what** or **Replace with** box.

Resize the PowerFind Browser

The PowerFind Browser opens so that you can see all three columns of PowerFind expressions available. Below these expressions, two other areas appear

Repeat # or Found

These options only appear for two Find expressions (**N – M Times** and **N Times** of the **Repeat #** options) and in the **Match** expression **OtherFound**, or in the Replace expression **OtherFound**.

Description This area displays the selected PowerFind expression both in its PowerFind "bubble" as well as its PowerFind Pro text form. It also includes a brief description of what the expression would find.

- Drag the lower right corner of the window to make the window larger or smaller.

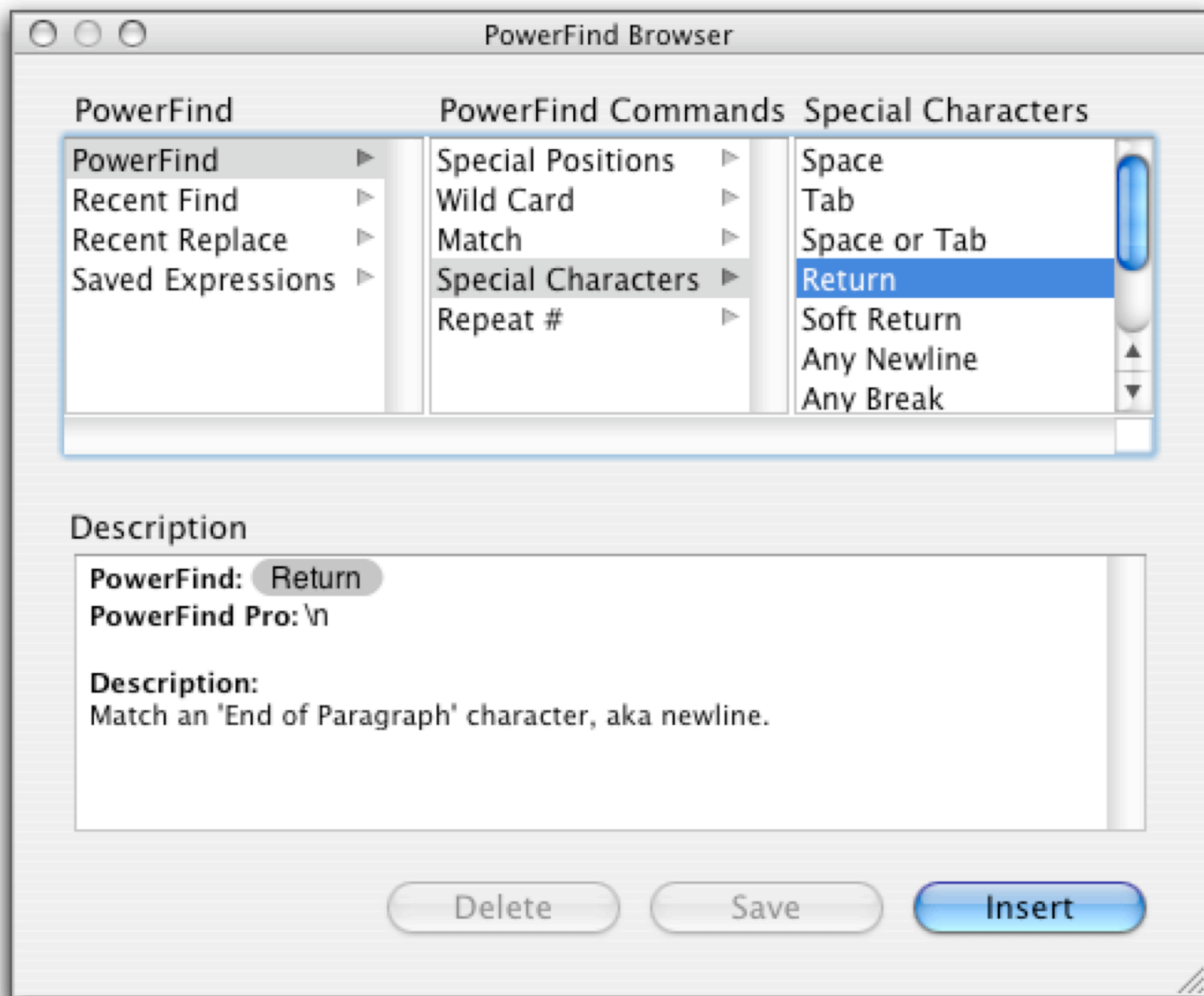


Figure 176
The PowerFind Browser

Find capitalized words (a PowerFind example)

1. Open the document you need to revise and move the insertion point to the beginning of the document or type the following into a new document

I went for a walk along the Atlantic City boardwalk and thought about all I had missed. A few hours earlier she had asked me to join her for a trip

across New Jersey through Pennsylvania, Ohio, Indiana, the great Midwest and over the Rockies to the Pacific Ocean in California.

Then complete these steps.

2. Choose **Show Find...** from the **Find** submenu of the **Edit** menu, then choose **Show PowerFind Browser...** from the **Gear** menu beneath **Find what**. The **PowerFind Browser** window opens to offer more capabilities.
3. Select **PowerFind Commands** from the **PowerFind** column, then **Wild Card** from the **PowerFind Commands** column and then **UppercaseLetter** from the **Wild Card** column to find strings of characters that begin with a capital letter. You can double-click **UppercaseLetter** or select it and click **Insert**.

Or

- Choose **UppercaseLetter** from the **Wild Card** menu of the **Find what** menu of the Find/Replace window to find strings of characters that begin with a capital letter.



As you insert the expression, the **Using** pop-up menu automatically switches from **Normal Find** to **PowerFind**.

1. Select **Wild Card** from the **PowerFind Commands** column and then Select **LowercaseLetter** from the **Wild Card** column to tell PowerFind that the word you're looking for may contain some lowercase letters after the initial capital letter.

You can double-click **LowercaseLetter** or select it and click **Insert**.

Or

- Choose **LowercaseLetter** from the **Wild Card** menu of the **Find what** menu of the Find/Replace window.
2. Select **Repeat #** from the **PowerFind** column, then **0+** from the **Repeat #** column.

You can double-click **0+** or select it and click **Insert**.

Or

- Choose **0+** from the **Repeat #** menu of the **Find what** menu of the Find/Replace window.

We know that most words have more than one lowercase character.

3. If it is checked, be sure to uncheck **Ignore Case**. Otherwise Nisus Writer Pro will find all words whether they are capitalized or not.

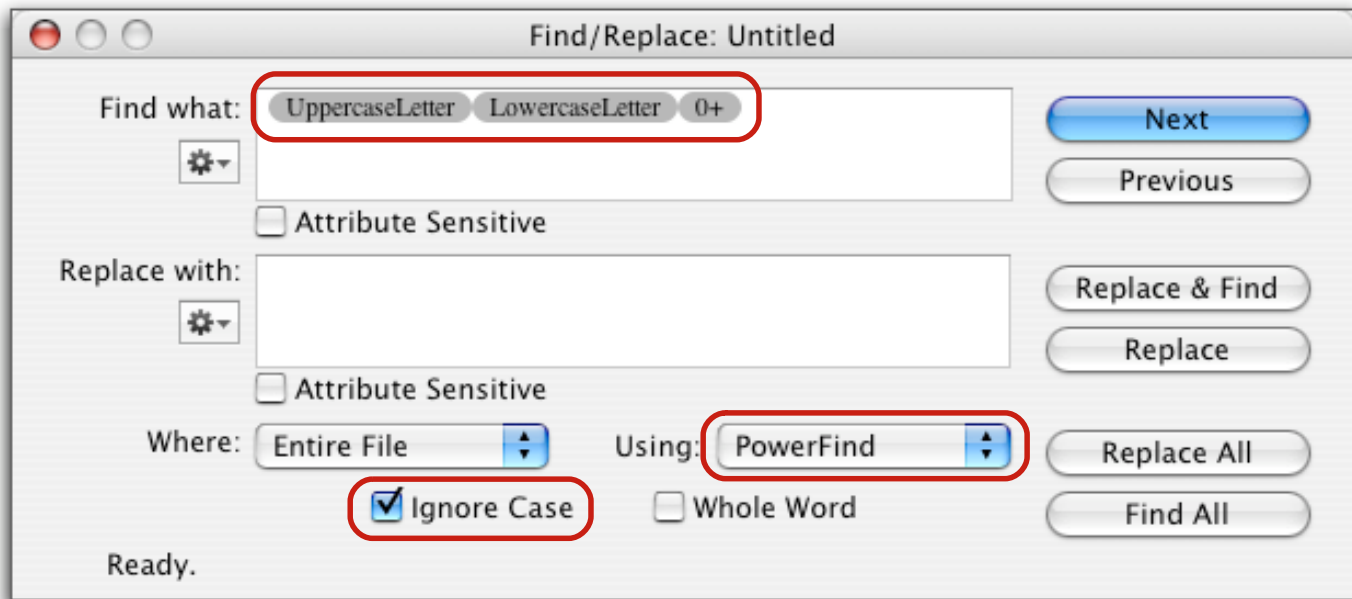


Figure 177
Building the PowerFind expression

- Click the **Next** button to begin the search.
Nisus Writer Pro can find all capitalized words, one at a time.

Select all instances of a found expression at once

- Click **Find All**.

Convert a PowerFind expression to a PowerFind Pro expression

- Choose **PowerFind Pro** from the **Using** pop-up menu.
Do this for its learning value. While you can perform many functions with the menus of PowerFind, the ability to write your expressions directly gives you much greater flexibility.

The expression in the **Find what** box now looks like this

`[A-Z][a-z]*`

Notice how PowerFind Pro uses symbols in place of the graphic representation of the menu commands. You'll learn what these and other PowerFind Pro symbols mean in the section beginning on page 256.



You can convert PowerFind expressions to PowerFind Pro, but, you cannot convert PowerFind Pro expressions back to PowerFind.

PowerFind Guidelines

Here are a few hints to keep in mind when working with PowerFind.

- Replace expressions must be unique. Any **“Wild Card”**, **“Repeat #”** or the **“Space or Tab”** metacharacters cannot be used in a **Replace with** expression, because they are not unique. On the other hand, a **Replace with** expression can contain metacharacters like

`Return`

Or

`Tab`

Because they always mean the same thing.

- If the search doesn't work as expected, look over the options selected in the Find/Replace window (for example, **Whole Word** and **Entire File**). Also verify the position of the insertion point.

Wild Card Commands

Include a wild card in your expression when you want to find one or more characters. For example, use the wild card

AnyDigit

To look for any number between 0 and 9. If you know you want to find 93, type 9 and 3 in the Find box. If you just know that your document has a two digit number, but you don't know what it is, enter

AnyDigit AnyDigit .

AnyCharacter

Any character except the Return character that defines the end of a paragraph

AnyWord Any word

AnySentence

Any group of characters that ends in an "end of sentence" marker followed by a space (tab, Return or the end of the file). If a space follows an abbreviation with a period, Nisus Writer Pro selects up to that period.

AnyParagraph

Any character that occurs one or more times (from the insertion point forward) except the Return character that defines the end of a paragraph

AnyText Any group of characters, including the Return character that defines the end of a paragraph.

AnyHTMLTag

Any group of characters surrounded by "<" and ">".

LowercaseLetter

Any lowercase letter from a to z, excluding modified letters (such as ñ, ç or ü)

UppercaseLetter

Any uppercase letter from A to Z, excluding modified letters (such as Ñ, Ç or Ü)

AnyLetter Any alphabetic character

AnyDigit Any numeric character

AnyLetterOrDigit

Any alphabetic or numeric ("alphanumeric") character

Or Any characters on either side of the **Or** expression

Special Characters Set

Use options from the **Special Characters** set to find spaces, tabs and other similar "formatting" and other special characters.

Space Space character; an invisible character that appears when you press the Space Bar

Tab Tab character; an invisible character that displays on your screen when you press the Tab Key

Space or Tab

Space character or a Tab character

Return

The Return character; an invisible character that defines the end of a paragraph

Soft Return

The Soft Return character; an invisible character that defines the end of a line without beginning a new paragraph

Any Newline

Newline character; an invisible character that displays on your screen when you press  

Any Break

The Page Break or Section Break; an invisible character that results from choosing **Page Break** or any of the various section breaks from the **Section Break** submenu of the **Insert** menu

Any Whitespace

The Space character; a Tab, a Return, a Soft Return and a Page Break

Any Double Quote

Matches any double quote ("), opening or closing, “smart” or “straight”.

Any Single Quote

Matches any single quote ('), opening or closing, ‘smart’ or ‘straight’.


Special Positions Set

Use options from the **Special Positions** set the location of the beginning or ending of the Find expression.

Start of Word


Matches the start of any word.

The following expression would find any word that begins with a “g”:


End of Word

Matches the end of any word.

The following expression would find any word the ends with a “g”


Start of Paragraph

Matches the start of any paragraph, *except when that paragraph is at the beginning of a new section.*

End of Paragraph

Matches the Return character ((i.e. Carriage Return) from Classic Mac documents), Newline (Mac OS X/Unix) or carriage Return and Newline (Windows). While technically the traditional term for this is End of Line, because it does not select the Soft Return character

Nisus Writer Pro uses the layperson's term. End of Paragraph also matches the end of the document, even if it does not end with a Return character.

End of Sentence

Matches the end of any sentence.

You can see how some of these Special Positions metacharacters function in Figure 178 below. The expression finds all words that both begin and end with “g” and appear at the end of a sentence (going and gong), while ignoring all other words that either begin with but do not end with a “g” (get and good), as well as all words that both begin and end with “g” but do not appear at the end of a sentence (gang).

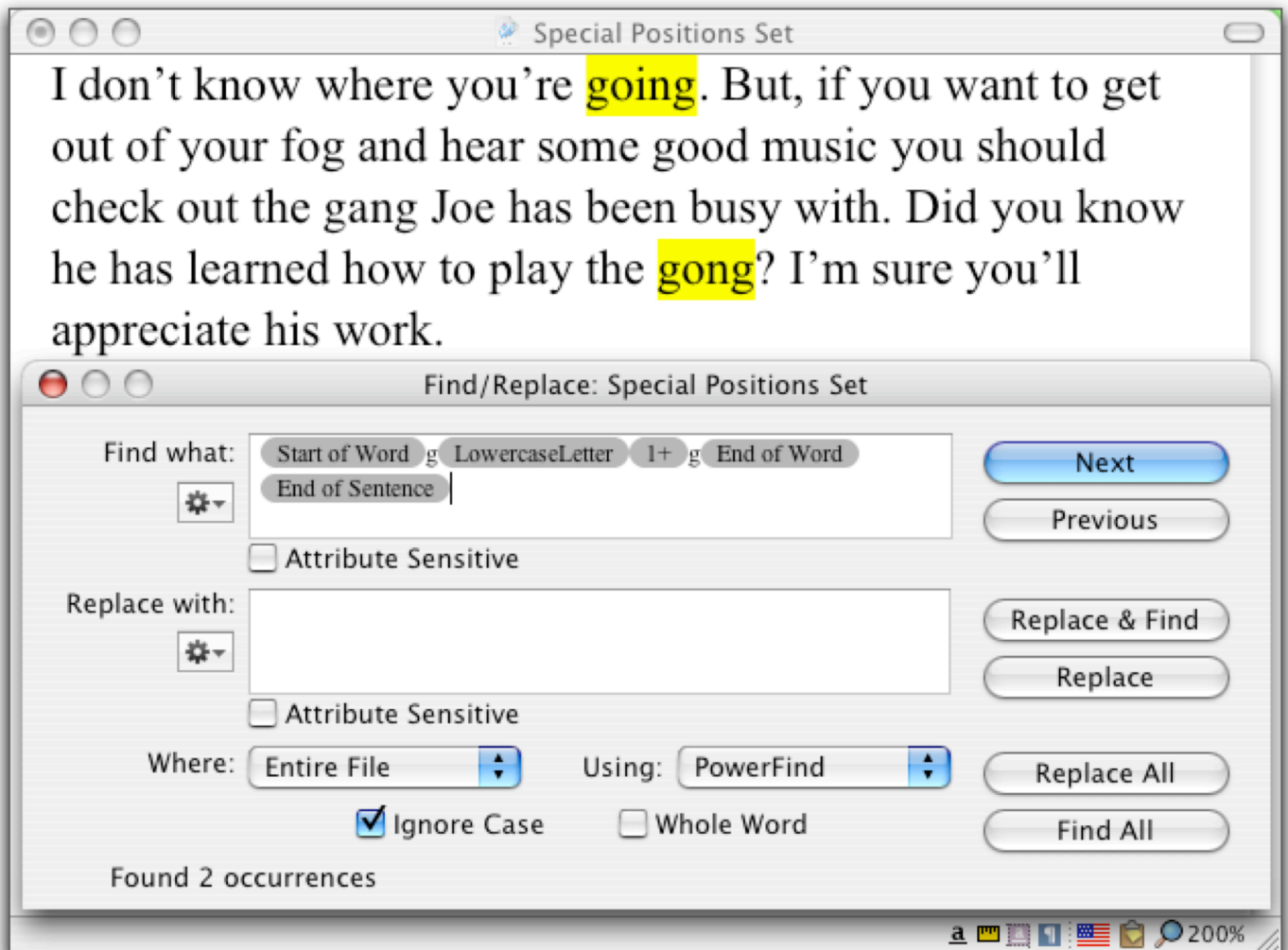


Figure 178
Special Positions set of Find/Replace expressions illustrated

Repeat # Set

Use the **Repeat #** set options to find a character or wild card that appears a specified number of times. To find parts of strings, be sure to uncheck **Whole Word**. You cannot use **Repeat #** options in the Replace expression. To replace something you find with a certain number of items in the Replace box you must enter them that many times. (Remember, you can cut copy and paste in the Find/Replace window.)

Repeat # menu commands refer to repeated occurrences of a character or wild card. Zero or one occurrences means that the character or string is either not

found or found only once; there is no repeat. For example, the expression **AB 0+** (find any A followed by any B which may or may not be there), finds each occurrence of A alone or A preceding any number of B's.

0 or 1 Zero or one occurrence

The expression (find any A or any A followed by any B but only the first one that appears):

Find what: **AB 0 or 1**



finds A in AC and AB in ABB.

0+ Zero or more repeated occurrences ("It may or may not be there.")

1+ One or more repeated occurrences

The expression (find any A followed by any B which must be there at least one (or more) time(s)):

Find what: **AB 1+**



finds AB, ABB, and ABBB, but not A or AC.

N - M Times

Between "N" and "M" repeated occurrences

The expression (find any A followed by any B which must be there between 3 and 5 times; using **N - M Times**):

Find what: **AB 3-5 Times**



finds ABBB, ABBBB and ABBBBB only.

N Times Exactly "N" repeated occurrences

Shortest 0 or 1

Zero or one occurrence, the shortest occurrence

The expression (find any A followed by any B which must be there at least one (or more) time(s), but only the shortest string of them):

Find what: **AB Shortest 0 or 1**



finds only AB regardless of how many B's appear.

Shortest 0+ Zero or more repeated occurrences ("It may or may not be there."), the shortest occurrence



Shortest 1+ One or more repeated occurrences, the shortest occurrence

Note that the **Repeat #** refers only to the immediately preceding character or variable.

Match Set

Use **Match** menu commands to match phrases found in Find and Replace expressions.

Capture Causes the matched text it encapsulates to be available as one of the 'Captured' items either later in the search string or in the replace string. This expression is valid only in the search string, not in the replace string.

Found Corresponds to the currently “captured” text; available for use in Replace expressions only.

Captured1 - Captured10

Corresponds to that numbered portion of the Find expression (built within parentheses), use in both Find and Replace expressions.

OtherCaptured

Corresponds to that numbered portion of the Find expression (built within parentheses), use in both Find and Replace expressions.

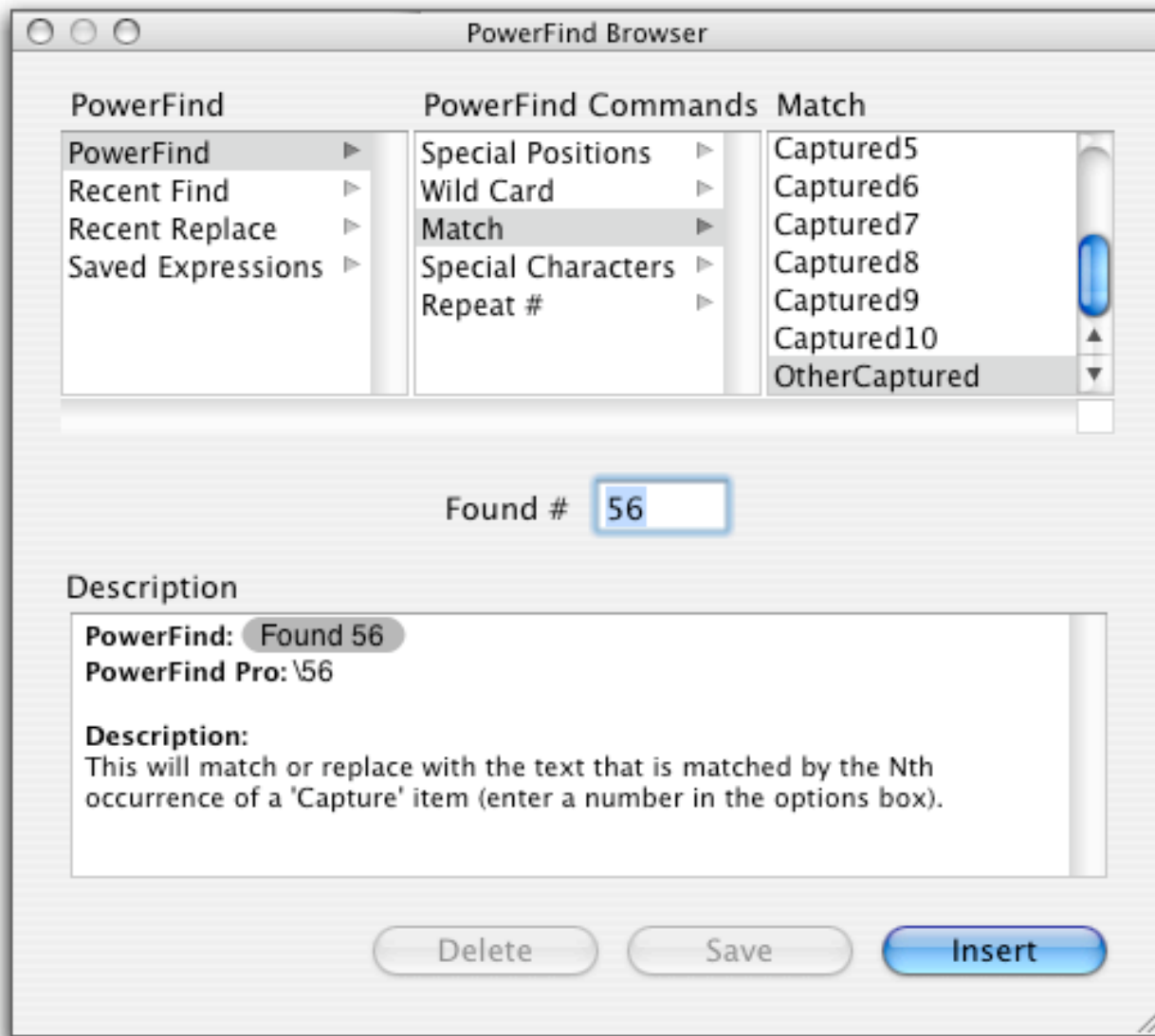


Figure 179
The OtherFound PowerFind expression

Examples of putting PowerFind to use

In the examples that follow, all instructions assume the Find/Replace window is open and **PowerFind** is selected from the **Using** pop-up menu.

Remove extra blank lines

These steps explain how to find every blank line and remove it.

1. Choose **Return** twice from the **Special Characters** set, then **1+** from the **Repeat #** set.

The Find box displays this expression:



2. Click in the Replace box and choose **Return** from the **Special Characters** set.
3. Check **Whole File** and click **Replace All** to remove all blank lines.

Remove page breaks

You can insert forced page breaks in your Nisus Writer Pro documents by choosing **Page Break** from the **Insert** menu. You can also find and remove them using PowerFind.

1. Click in the Find box and choose **Any Break** from the **Special Characters** set.
2. Leave the Replace box blank.
3. Click **Replace All** to remove all page breaks created using **Page Break** from the **Insert** menu.



Beware! This removes all inserted breaks, page breaks as well as section breaks.

Change the sequence of a pattern

These instructions explain how to change all occurrences of a date entered as dd/mm/yy (for example 23/06/73) to mm/dd/yy. (or 06/23/73).

1. Click in the Find box and insert **Capture** from the **Match** column in the PowerFind Browser window.
2. Type a slash:
/
3. Place your insertion point between the two portions of the “Capture” metacharacter.
4. Insert **AnyDigit** twice from the **Wild Card** column in the PowerFind Browser window.

So far, the Find expression looks like this:

5. Select what you see in the **Find what** box, then choose **Copy** then **Paste** it in twice.
6. Delete the final slash “/” to finish the expression so that it looks like this

Here each set of the **Capture** and **AnyDigit** represents the two digits of the month followed by the slash “06/” then the day and slash “23/” and finally the year “73” the three things you want to find and switch.

7. Click in the Replace box and use the **Match** column and your keyboard to create this Replace expression:

Nisus Writer Pro uses the Captured found text to define the numbered Captured groupings; that is, the first set of Captured text surrounds what will be produced in “Captured1”. The “Capture” stores the found expression so

that it can be recalled when using the numbered Captured characters in the **Match** column. In this example, the first Capture defines the two numbers, found in the text, not the symbols **AnyDigitAnyDigit**, to be recalled when **Captured1** is used.

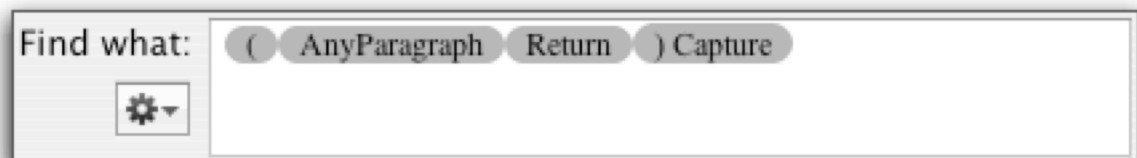
So, in the example, **Captured2** represents the day (now at the beginning) and **Captured1** represents the month (now appearing in second place).

8. Choose **Entire File**, from the **Where** pop-up menu then click **Find All**.
9. Click **Replace All**.

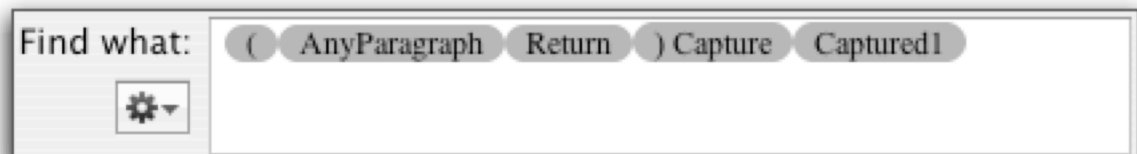
Find two neighboring duplicate paragraphs

1. Double-click **Capture** from the **Match** column in the PowerFind Browser window.
2. Place your insertion point between the two portions of the “Capture” metacharacter.
3. Double-click **AnyParagraph** from the **Wild Card** column.
4. Double-click **Return** from the **Special Characters** column.

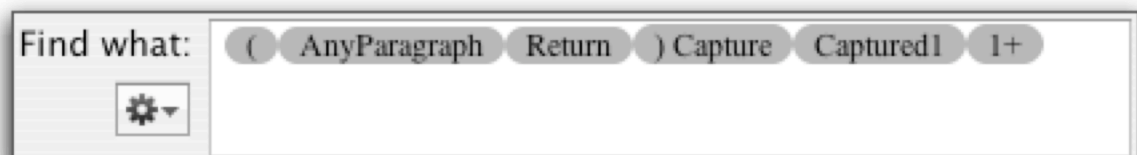
So far, the Find expression looks like this:



5. Place your insertion point to the right of the “Capture” metacharacter.
6. Double-click **Captured1** from the **Match** column in the PowerFind Browser window so that it looks like this:



7. Double-click **1+** from the **Repeat #** column so that the final expression looks like this:

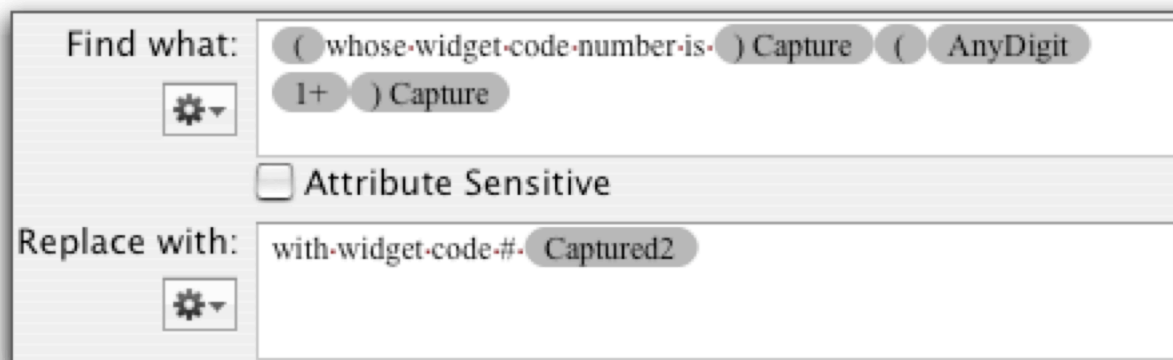


You can use this expression to find and eliminate repeated paragraphs.

Change the wording of a repeated phrase containing a variable

Suppose your document contains multiple entries of the phrase “whose widget code number is #,” where # represents any of fifty different widget codes. The Find and Replace expressions below change this phrase to “with widget code #” without changing actual numerical values.

- Create these Find and Replace expressions:



Use a recently used find or replace expression

In addition to the PowerFind Commands sets of options in the PowerFind Browser, Nisus Writer Pro keeps track of recent find and replace expressions. These expressions are automatically stored in the **Recent Find Expressions** and **Recent Replace Expressions** sets in the PowerFind Browser.



Nisus Writer Pro stores recent expressions until you quit the application. Once you have defined your expression and used it

1. Select **Recent Find Expressions** from the **PowerFind** column in the PowerFind Browser.
2. Select the expression you want from the **Recent Find Expression** column in the PowerFind Browser.

Nisus Writer Pro places whatever expression you had in the Find/Replace window into the New Expression dialog as illustrated in Figure 180.

Save a find or replace expression

You can even save any PowerFind or PowerFind Pro expression.

Once you have defined your expression and tested it

1. Click **Recent Find Expressions** or **Recent Replace Expressions** from the **PowerFind** column in the Find/Replace browser.
2. Click the expression you want to save from the **Recent Find Expressions** or **Recent Replace Expressions** column in the Find/Replace browser as illustrated in Figure 180 and click **Save**.

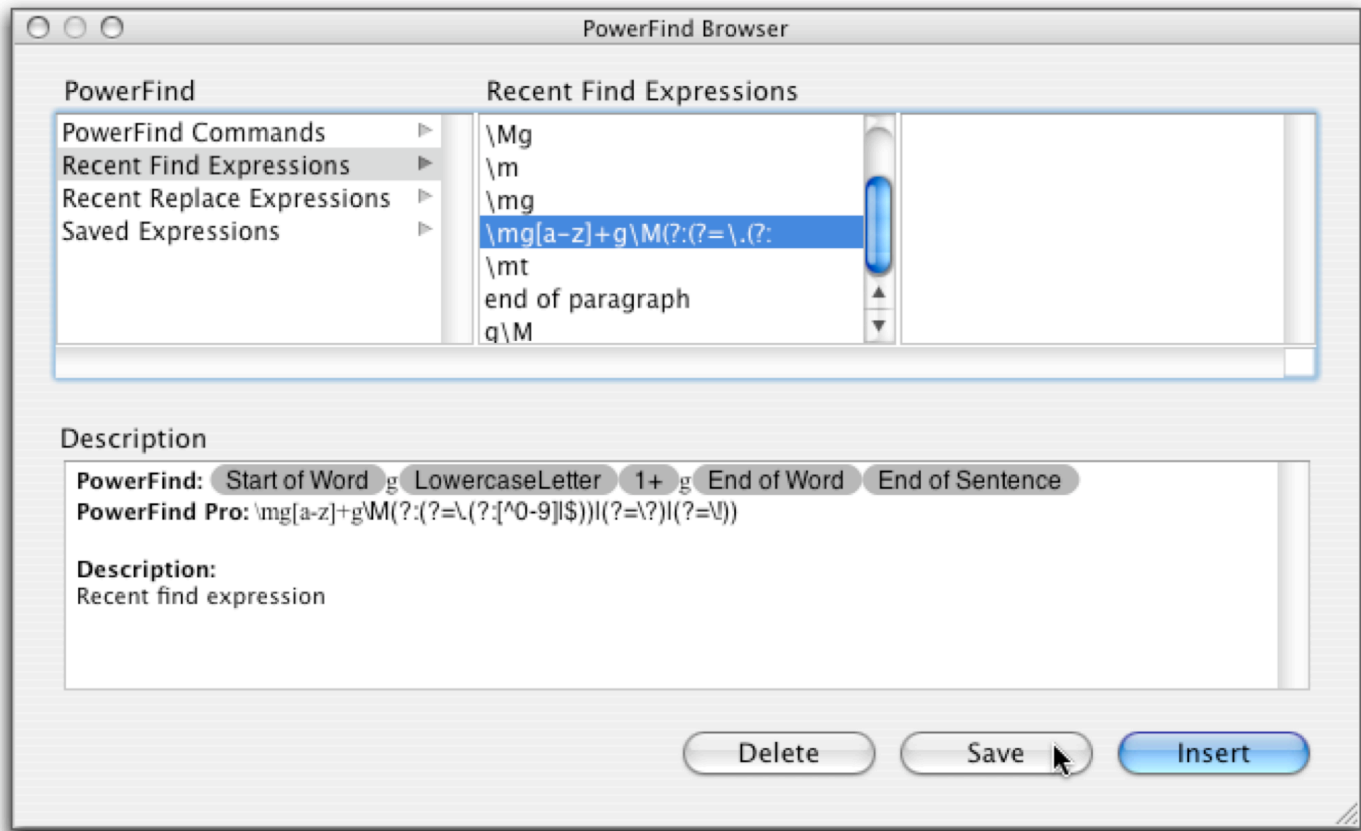


Figure 180
Saving a recent expression

When you quit, Nisus Writer Pro automatically saves your **Find what** and **Replace with** expressions.

Delete a saved find or replace expression

1. Click **Recent Find Expressions** or **Recent Replace Expressions** from the **PowerFind** column in the Find/Replace browser.
2. Click the expression you want to delete from the **Recent Find Expressions** or **Recent Replace Expressions** column in the Find/Replace browser as illustrated in Figure 180 and click **Delete**.

Finding and/or replacing Non-Roman Characters

1. Choose **Special Characters...** from the bottom of the **Edit** menu to open the Apple-supplied Character palette as explained in “Enter Unicode text” on page 368 to find non-Roman characters.
2. In step 3 of the instructions there, instead of inserting the character in your document you will insert it into the Find or Replace window.



This is not the “Character” palette that is part of Nisus Writer Pro, which has controls for the font and other character attributes of your text.

Using PowerFind Pro

Everything you've learned about finding and replacing text with Normal Find and PowerFind also applies to PowerFind Pro.

PowerFind Pro uses metacharacters⁹ to represent the wild cards and other specialized feature characters which are used in the Find/Replace window. While PowerFind used bubbles to represent the special feature characters, PowerFind Pro uses text which you type from the keyboard (or choose from the menus) in one, two, and three character combinations to represent these same special characters and more. PowerFind Pro metacharacters enable even more elaborate Find/Replace options. When PowerFind Pro is the active method you can still choose any of the commands from the Find/Replace window's menus, however, Nisus Writer Pro displays them as actual textual metacharacters, not as the bubble expressions.

The metacharacters Nisus Writer Pro uses for Find and Replace expressions in PowerFind Pro are based on GREGP (often called a "Global Regular Expression Parser"), a feature of UNIX® operating systems. Even if you do not have a programming background or a familiarity with UNIX, with a little practice, you'll be surprised how easily you can learn to manipulate text with PowerFind Pro and extend your use of Nisus Writer Pro from an elaborate electronic typewriter to a full featured writing environment.

You can study the examples already discussed in the section "Examples of putting PowerFind to use" beginning on page 249, but here as well, simply choose **PowerFind Pro** instead of **PowerFind** from the **Search Type** menu.

The following examples illustrate some of PowerFind Pro's capabilities and provide useful procedures that you can adapt. The instructions assume the Find/Replace window is open and that you chose **PowerFind Pro** from the **Search Type** menu.

Exercises, or examples of putting PowerFind Pro to use

Find a seven-digit phone number

This expression finds a seven-digit phone number that includes a hyphen.

- ▶ Enter `\d\d\d-\d\d\d\d` in the Find box.

`\d` is the metacharacter that represents any numeric (0 through 9) character

`-` represents the - (hyphen) character.

Find any number of trailing spaces in a document or tabs at the end of paragraphs

Use this expression to clean up electronic files that contain extra characters.

- ▶ Enter `[[blank]]+$` in the Find box.

`[[blank]]+$` is a metacharacter statement made up of the PowerFind Pro metacharacters which signify

`[[blank]]`

space or tab character

`+` is equivalent to  (1+ on the **Repeat #** menu).

⁹ The term "metacharacter" refers to the character standing for something beyond the "normal" "literal" or "usual" meaning of the character (similar to the use of the word "metaphysics").

\$ located at the end of a paragraph character.

Find the invisible null (ASCII (Unicode) 0) character

- ▶ Enter `\0` in the Find box.

\0 is the metacharacter that represents the invisible null character (ASCII (Unicode) code 0).

Find repeated groups of characters

Here's how to find 121212, as well as 1212 and 12, as in the phrase, "Send 12 of part number 121212 to room 1212 at building 412 in Troy, NY 12180." With Whole Word turned on, Nisus Writer Pro would find the first three numbers, 12, 121212, and 1212. With Whole Word turned off, Nisus Writer Pro would find the 12 in 412 and 12180 as well.

- ▶ Enter `(12)+` in the Find box.

(and **)** are equivalent to the parentheses commands in the **Match** menu.

12 is the expression that you want to find (you can replace this with any other expression you want to find)


+ "one or more times" character

Find any set of characters

Suppose you want to search your document for all punctuation marks.

- ▶ Enter `[, . ; ? !] +` in the Find box.

[and **]** the brackets stand for a user-defined wild card, that is whatever appears within them. In this case Nisus Writer Pro interprets the punctuation marks literally.

+ is equivalent to **+** is equivalent to  (**1+** on the **Repeat #** menu).

Characters with Special Meaning

The characters listed here have special meaning in PowerFind Pro expressions. To use one of these characters literally in an expression, precede it with a backslash “\”. This includes the backslash itself (so if you want to find a backslash, you need to have “\\” in the Find box.)


Name	Appearance	Meaning
backslash	\	Changes character meaning
caret	^	Represents the beginning of paragraph position
dollar sign	\$	Matches the end of the paragraph position
asterisk	*	Expression that precedes occurs zero or more times
plus	+	Expression that precedes occurs one or more times
question mark	?	Expression that precedes occurs zero or once
period	.	Any character not including the Return
brackets	[and]	For enclosing user-defined wild cards
vertical line  backslash		For finding the character either before or after this character “Or”. By itself it finds anything, but selects nothing.

Table 20
Characters with special meaning in PowerFind Pro

As you work with PowerFind Pro, keep in mind that the meanings of most special characters depend on their context.

Modifier Characters

Use the modifier characters backslash and colon to change how Nisus Writer Pro interprets what follows them.

\ the backslash

In PowerFind Pro, the backslash changes the meaning of the character or characters that follow it. For example the character `n`, is not a metacharacter and has no special meaning. However, `\n` represents the New Line character in an expression.

Parenthesized Expressions

Use parentheses in PowerFind Pro Find expressions in the same manner as you do with PowerFind with these additional guidelines.

The () characters in PowerFind Pro correspond to the **Capture** expression found in the **Match** menu in PowerFind and explained on page 248. For example, the search for **(my expression)** (where **my expression** represents some text such as the airplane) continues as if the (and) were not present. Nisus Writer Pro then remembers the matched expression, that is, the **Found** or **Captured#** expression that fits the parameters of the expression **my expression**. To refer to the first parenthesized expression again in the **Find what** expression or in the **Replace with** expression, use the metacharacter **\1**, this is the PowerFind Pro equivalent to PowerFind's **Found** or **Captured1**.

Use parentheses to include repeated characters in one expression, then append a repeat metacharacter such as +. For example, the expression **(AB)+** finds AB followed by AB repeated one or more times in succession.

You can refer to strings of text you have found in any Find expression even within that same Find expression, but you must first place that segment of the Find expression in parentheses in order to refer to it later. For example the text:

ABCDEFABGHABabcdABabcdEF

has only five patterns repeated in its twenty-four characters.



Figure 181
Repeated text patterns

Nisus Writer Pro can find each of these patterns with the Find expression

(AB)([[:upper:]]+?)(EF)\1([[:upper:]]+?)\1([[:lower:]]+?)\1\5\3

Rearranging the Replace expression (and adding various attribute formatting options):

\2\4\5\1\2\3\3\4\1\5\5\2\1\4

arrives at this result:

CDGHabcdABCD EfeGHABabcdabcdcdABGH

Nisus Writer Pro can ignore, or not “capture” some of the expressions it finds.

The metacharacters used in the PowerFind expression for **AnyWord** **((?:\m\w+\M))** “(?:” and “?)” have the exact same function as (and) except that they do not create a replace expression (i.e. \1, \2, \3, etc.). These allow you to search for a particular string of text without creating a corresponding **Replace with** expression. You can use these for grouping other metacharacters together to apply a single modifier to them. For example in the pattern in Figure 181 above:



Figure 182
Uncaptured text patterns

(AB)(?:[[:upper:]]+?)(EF)\1([[:upper:]]+?)\1([[:lower:]]+?)\1\4\2

Rearranging the Replace expression (and adding various attribute formatting options):

\2\4\1\2\3\3\4\1\2\1\4

arrives at this result:

EFabcdABEFghabcdABefABabcd

Neither of these tasks may seem particularly useful for normal word processing. However, you can use Nisus Writer Pro as a text processor to manipulate raw text.



As illustrated here, you can replace a wide variety of attributes in a **Replace with** expression.

As explained on page 237 *you can find literal text with specific attributes*.


You can also search for expressions using metacharacters where attributes are assigned to the first character in the **Find what** expression.

However, you *cannot search* for an expression using metacharacters that uses multiple attributes. In this instance Nisus Writer Pro removes the attributes it cannot search for and then runs the search.

Pre-defined Wild Cards

The following metacharacters are predefined wild cards. Each metacharacter finds a character from a given set. You can choose some of these metacharacters from the **Wild Card** menu available in the Find/Replace window. Wild cards are only meaningful when you use them to construct the Find expression. If you enter them in the replacement pattern, Nisus Writer Pro interprets them literally because they do not represent a unique match.

Wild Card	What it Does
-----------	--------------

\x00-\xff	Finds any character except Return  .
-----------	---


[\x00-\xff]	Finds any character including a Return; matches any ASCII (Unicode) character from 0 through 255.
-------------	---


[\x00-\x07\x09-\x0c\x0e-\x1f]	
-------------------------------	--


Finds any gremlin; use to clean up database output files or downloaded user network files; see the Glossary (page 357) for a definition of gremlin.


[\x00-\x0c\x0e-\x1f]	
----------------------	--

A colon followed by a space finds any control character; use this to clean up DOS files or files downloaded from a network; the ASCII (Unicode) range of the control characters is from 0 through 31 (except 13, the Return).

[:,alpha:]	Finds any lowercase or uppercase character; the equivalent of the command AnyLetter ([A-Za-z]) in the Wild Card menu, plus all modified alphabets typed using the  key. This finds any character Unicode considers an alphabetic.
------------	--

[:,alpha:]_	Finds any alphabetic or diacritical “modified alphabetic,” underscore character “_” (ASCII (Unicode) 95 ). This finds any character Unicode considers an alphabetic plus the underscore character as used in “file_names” on DOS machines.
-------------	--

[^:alpha:]	Finds any non-alphabetic character including the underscore character “_” (ASCII 95  .
------------	---

[^:alpha:]_	Finds any non-alphabetic character excluding the underscore character “_” (ASCII 95  .
-------------	---

[[blank]]	Finds either a space (ASCII (Unicode) 32) or a tab (ASCII (Unicode) 9); same as [\s\t].
-----------	---

<code>\d</code>	Finds any digit from 0 through 9; same as menu command AnyDigit ([0–9]) from the Wild Card menu.
<code>[[[:xdigit:]]</code>	Finds any digit or alphabetic character from a to f; covers the ranges 0-9 a-f A-F; use to find hexadecimal numerals.
<code>[[[:lower:]]</code>	Finds any lowercase alphabetic character from a to z plus modified alphabets; the equivalent of the command LowercaseLetter ([a–z]) in the Wild Card menu.
<code>[[[:alnum:]]</code>	Finds any alphanumeric character; the equivalent of the command AnyLetterOrDigit ([A–Za–z0–9]) in the Wild Card menu.
<code>\w</code>	Finds any alphanumeric, underscore character; same as <code>[[[:alnum:]]</code> but includes the underscore character.
<code>[[[:upper:]]</code>	Finds any uppercase alphabetic character in the range A to Z; the equivalent of the command UppercaseLetter ([A–Z]) in the Wild Card menu.
<code>\W</code>	Finds any non-alphanumeric character (excluding a Return and an underscore); opposite of <code>\w</code> .
<code>[[[:punct:]]</code>	Finds any “punctuation” character such as ([{ “ ‘ . , ; : / - _ @ # % & * \ ? ! ’ ” }]).

User-defined Wild Cards

PowerFind Pro also allows the user to define wild cards.

There are two ways to define wild cards. One way is to list all the characters that the wild card matches between brackets []. For example, the expression **[abc]** is a wild card that matches any of the three letters a, b, or c and nothing else.

Another way is to list all the characters the wild card does not match between brackets and a caret [^]. Here the caret means “not in the set.” For example, **[^abc]** is a wild card that finds any character that is not a, b, c, or Return. To include the Return character in the set, enter a colon in front of the opening bracket.

[Σ] (any character from a set Σ excluding Return)

[Σ] can define a range, an enumerated set, or a combination of both. To define a range use a hyphen “-” between the start of the range and the end of the range. For example, the wild card **[a–f]** represents any character in the alphabetic range from a through f. If you use the bracket to define a set that includes any digit, you cannot use `\d`, but must type **0–9** between the brackets. The range assumes the order of increasing ASCII (Unicode) codes. Enter the hexadecimal representation for space `\x20`.

Be sure to uniquely define each specified character, which means you cannot use certain wild cards. A backslash \ preceding any other character causes Nisus Writer Pro to interpret the character literally. For example, to use the six characters , [, - , ^ and \ in a set begin the string with \. Enter \ twice to include the \ character itself.

Nisus Writer Pro interprets all characters inside the brackets [] literally. For example, a search for **[:a]** matches a colon or an a.





[^Σ] (any character not from a set Σ)

[^Σ] finds any character not in the set Σ. For example, **[^a–z]** finds any character not a lowercase alphabetic and the pattern **[^!–~]** finds any character whose ASCII (Unicode) code is not in the range 33 to 126. A particularly useful application of this metacharacter is for finding columns of text; the expression **[^**

`\t]+\t` finds anything that is not a tab (which appears one or more times) followed by a tab.

Characters with a Unique Match

These metacharacters usually match a character that does not print. Because these characters are a unique match, you can use them in Find and Replace expressions.

Character	Finds
<code>\0</code> (null)	Null character (ASCII (Unicode) code 0)
<code>\b</code>	Backspace character (ASCII (Unicode) code 8)
<code>\t</code>	Tab character (ASCII (Unicode) code 9); press   to insert an actual tab character in an expression
<code>\n</code>	Newline (OS X end of line character)
<code>\v</code>	Vertical Tab
<code>\f</code>	Page breaks or a form feed character (ASCII (Unicode) code 12); use <code>\f</code> as a replace expression to remove all page breaks created by choosing Page Break from the Insert menu as well as all the various section breaks inserted using the Section Break submenu of the Insert menu
<code>\r</code>	Return character (ASCII (Unicode) code 13) press   to insert an actual Return character in an expression
<code>\s</code>	Any White Space character

Repeat Characters

The plus, asterisk, and minus sign + * - signal the repeat of the previous character or parenthesized expression. Repeat characters follow a character or parenthesized expression.

When searching backward, Nisus Writer Pro finds the shortest sequence.

Character	What it Does
+	Finds one or more occurrences of whatever that character or expression matches; the equivalent of the command 1+ on the Repeat # menu
*	Finds zero or more occurrences of whatever that character or expression matches; the equivalent of the command 0+ on the Repeat # menu (“it may or may not be there”) menu (it may or may not be there)
?	Finds zero or one occurrence of whatever that character or expression matches; the equivalent of the command 0 or 1 on the Repeat # menu; you can also use minus inside brackets to signify a range
??, +?, *?	Finds the shortest match allowed from each of the three repeat characters.

Match Characters

Matching characters using PowerFind Pro works much like matching characters using PowerFind. The main differences are the metacharacters used and the added flexibility PowerFind Pro offers.

Character	What it Does
(to)	Defines a replaceable parenthesized expression that can be recalled by numerical order; the equivalent of the various Capture commands in the Match menu
\1 to \20	Finds parenthesized expressions 1 to 20; the equivalent of the commands Captured1 through Captured10 and OtherCaptured in the Match menu
(?: to)	Defines a parenthesized expression that does not create a “back reference”.




PowerFind Pro Find Expressions

Expression	Finds
\((([^\)] \n)+\)	Any text between parentheses
[""].+?[""]	Any text between quotes
^[:alpha:]+	Any alphabetic word at the beginning of a paragraph
\m(\w+)\s\1\M	Any two consecutive duplicate “words”; which don’t have to be alphabetic and can be separated by a Tab or a Return
([x20\t])\1+	Two or more spaces or tabs in a row; to remove extra blank characters use \1 in the Replace expression
[\x20\t]+\$	Any number of spaces or tabs that end a paragraph; to remove trailing blanks at the end of a paragraph, leave the Replace box blank
^	Beginning of a paragraph that contains text or graphics
("")(.,,)	A quotation mark followed by a period or a comma; conventionally the comma and the period are enclosed within quotation marks—to rearrange these punctuation marks and the quotation mark use \2 \1 in the Replace expression
(;:)([""])	A semicolon or a colon followed by a quotation mark; conventionally the colon and semicolon aren’t enclosed within quotation marks—to rearrange these punctuation marks and the quotation mark use \2\1 in the Replace expression
[\x020]+\.	Any trailing blanks before a period
[G-Z]	Finds any uppercase character except A through F

PowerFind Pro Replace Expressions

If a metacharacter or expression has a unique match then it can be used in constructing replacement patterns. If a metacharacter is not allowed in a particular context, Nisus Writer Pro will not let you select it from the menu in PowerFind. No such restriction applies when using PowerFind Pro.

Definitions in Nisus Writer Pro

Item	What it Defines
Alphabetic Characters	All characters in the range Aa through Zz plus all the  and   alphabetics (all modified alphabetics European languages use). Modified alphabetics are also called Diacriticals, sometimes called “delayed strike” characters;
Alphanumeric Characters	All alphabetics and digits 0 through 9, Control Characters, ASCII (Unicode) code characters 0-12 and 14-31 (these are “non-printing” characters);
Word	Any combination of alphanumeric characters (from as few as one character to extremely long strings) surrounded by non-alphanumeric characters.

Advanced exercises, or more examples of putting PowerFind to use

These examples explain useful expressions in PowerFind Pro. You can use them as helpful tools for preparing documents as well as for developing more complex user-defined expressions.

Swap the sequence of words

Swap any two consecutive words even if they are separated by a Return or a tab, use the Find expression `(\m\w+\M)(\s+)(\m\w+\M)` and Replace expression `\3 \2 \1`. In this example, “report status” replaces “status report.” Here’s what the characters mean

Character	What it Means
<code>(\m\w+\M)</code>	Finds a whole word (as defined above)
<code>(\s+)</code>	Finds any sequence of blank characters such as spaces, tabs, or Returns
<code>\3</code>	Represents the third parenthesized expression which is the second of the two words found
<code>\2</code>	Finds whatever the second parenthesized expression <code>(\s+)</code> matches
<code>\1</code>	Finds the first parenthesized expression which is the first of the two words

Find any and/or all words that begin and end with specified characters

You can find any or all words that begin and end with characters you specify. For example all words that share the same prefix and suffix (such as “preparation” and “prestidigitation”). The example `\m(a)([^\s]*)(d)\M` finds every word that begins with “a” and ends with “d” from “ad” through “and” to “ampersand.”

Character	What it Means
<code>(and)</code>	Expression delimiters, useful if you later want to manipulate the three segments of the words
<code>\m</code>	Finds the beginning of a word
<code>a</code>	Not a metacharacter, but here it represents the character or string of characters that must appear at the beginning of the word

- | | |
|----------------|---|
| [^\\s]* | Finds any string of characters that is not a space (the middle of the word which doesn't even need to exist) |
| d | Not a metacharacter, but here it represents the character or string of characters that must appear at the end of the word |

Change multiple periods to ellipses

The following expression finds sequences of two or more periods that follow an alphabetic or a space and replaces them with an ellipsis "...". It then removes a space preceding any ellipsis.

- | | | | |
|---------|----------------------------------|---------|---------------|
| 1. Find | ([[:alpha:]]\\s)(\\.\\.+) | Replace | \\1... |
| 2. Find | (\\s)(\\.\\.+) | Replace | \\2 |

Make sure your spaces follow the punctuation

Fast typists frequently press the Space Bar before typing their punctuation. The next expression finds one or more spaces that precede any punctuation and places them after the punctuation.

- | | | | |
|--------|---------------------------|---------|---------------|
| ► Find | (\\s)([[:punct:]]) | Replace | \\2\\1 |
|--------|---------------------------|---------|---------------|

Make sure your punctuation appears inside quotation marks

Common American practice is to have commas and periods appear inside of quotation marks. The following expression finds these punctuation marks that appear outside quotes and places them inside the quotes.

- | | | | |
|--------|-------------------|---------|---------------|
| ► Find | (")(\\. ,) | Replace | \\2\\1 |
|--------|-------------------|---------|---------------|

If you want all punctuation to appear inside quotation marks use this expression

- | | | | |
|--------|-------------------------|---------|---------------|
| ► Find | (")([[:punct:]]) | Replace | \\2\\1 |
|--------|-------------------------|---------|---------------|

Replace two or more spaces with one space

People who learned to type using typewriters learned to type two spaces at the end of each sentence. This was important because the typewriter's characters were in a monospaced font (each character had the same width). Typing two spaces at the end of each sentence helped the reader to scan the text. On the computer, most fonts are "fractional" and the old requirement for two spaces after a period no longer applies.¹⁰ The following expression replaces two or more spaces with one space.

- | | | | |
|--------|----------------------------|---------|--------------|
| ► Find | ([\\x020][\\x020]+) | Replace | \\x20 |
|--------|----------------------------|---------|--------------|

While you may not see them, you may have typed many spaces at the end of paragraphs. Though this does not affect the meaning of your text, it may affect the formatting. The following expression removes "trailing spaces" (those spaces that hang at the end of a line before a Return character [ASCII (Unicode) 13]).

- | | | | |
|--------|-----------------------|---------|------------|
| ► Find | ([\\x20])(\\n) | Replace | \\2 |
|--------|-----------------------|---------|------------|

¹⁰ Williams, Robin. The Mac is not a typewriter. Peachpit Press, Berkeley, CA. 1990.

Find ten-digit phone numbers

You may have received files that have many phone numbers in them in multiple formats and you need to find them to make them all match. Alternatively, you may have a file with a phone number in it, but you don't remember what the number is and you need to find it. To find phone numbers, with or without area codes, use this Find expression

```
(1[\x20\t]*-?[\x20\t]*)?( \(?\d\d\d\) )?[\x20\t]*-?[\x20\t]*\d\d\d[\x20\t]*-?[\x20\t]*\d\d\d\d
```

This expression finds phone numbers in any of these forms (notice the presence or absence of spaces and hyphens)

1-(858) 481 - 1477

1-(858) 481 1477

1-858-481-1477

(858)-481 - 1477

(858) 481-1477

858-481-1477

858 481-1477

481-1477

481 1477

4811477

Displaying & Printing Documents

This portion of the manual shows you how easy it is to give your documents a polished, professional look. The sections include

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Pagination

Nisus Writer Pro comes preset for your new files to display with pagination turned on, ready to print your file on paper.

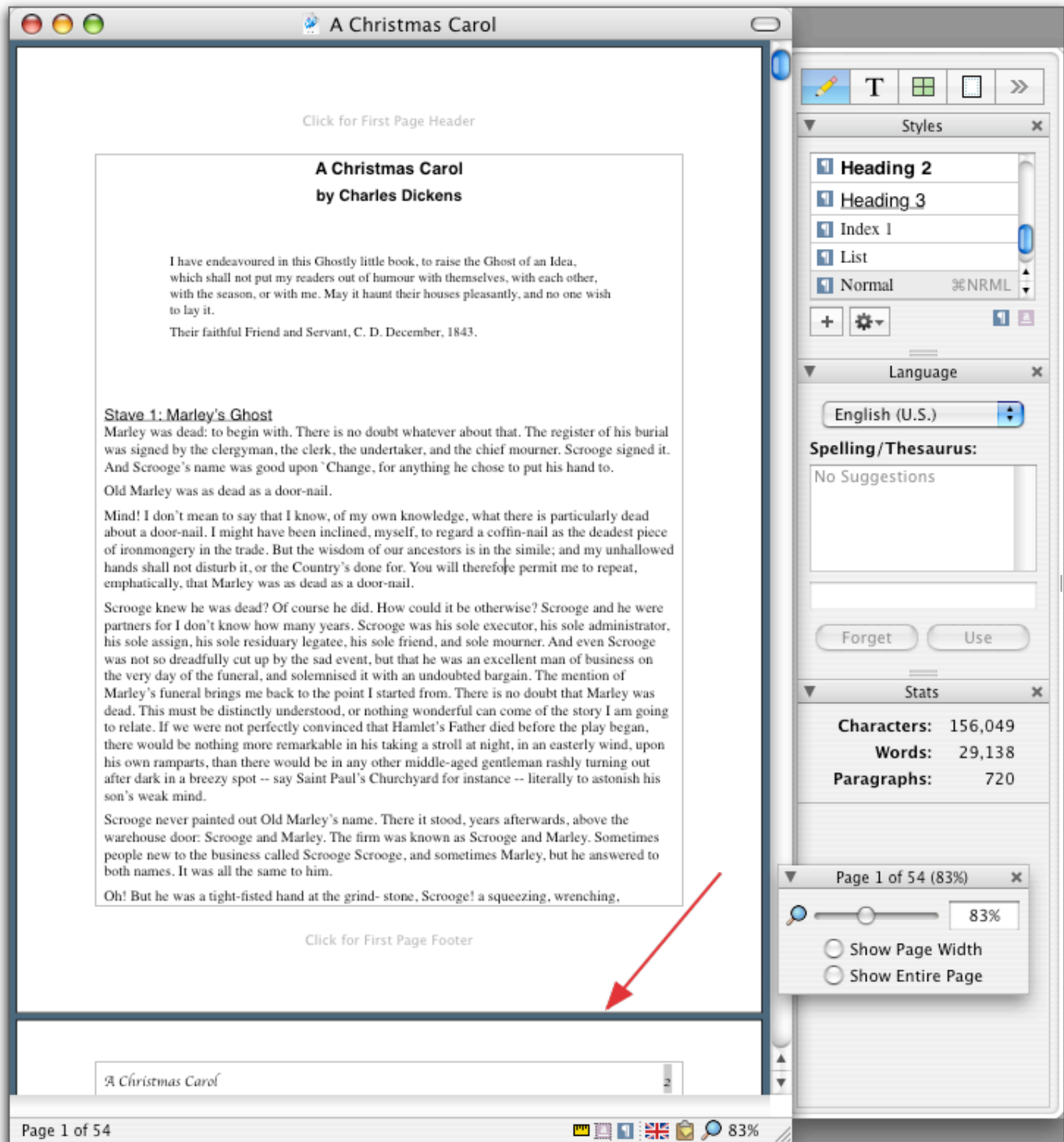


Figure 183
The automatic page break in Nisus Writer Pro

Periodically you may want to enter and edit your text without concern for its formatting. In this context, you might prefer to display your document as though it were a continuous scroll rather than individual pages. This enables Nisus Writer Pro to scroll through your document faster. To do this turn pagination off.

Set where page breaks appear

1. Click your insertion point where you want the page break to appear.
2. Choose **Page Break** from the **Insert** menu.

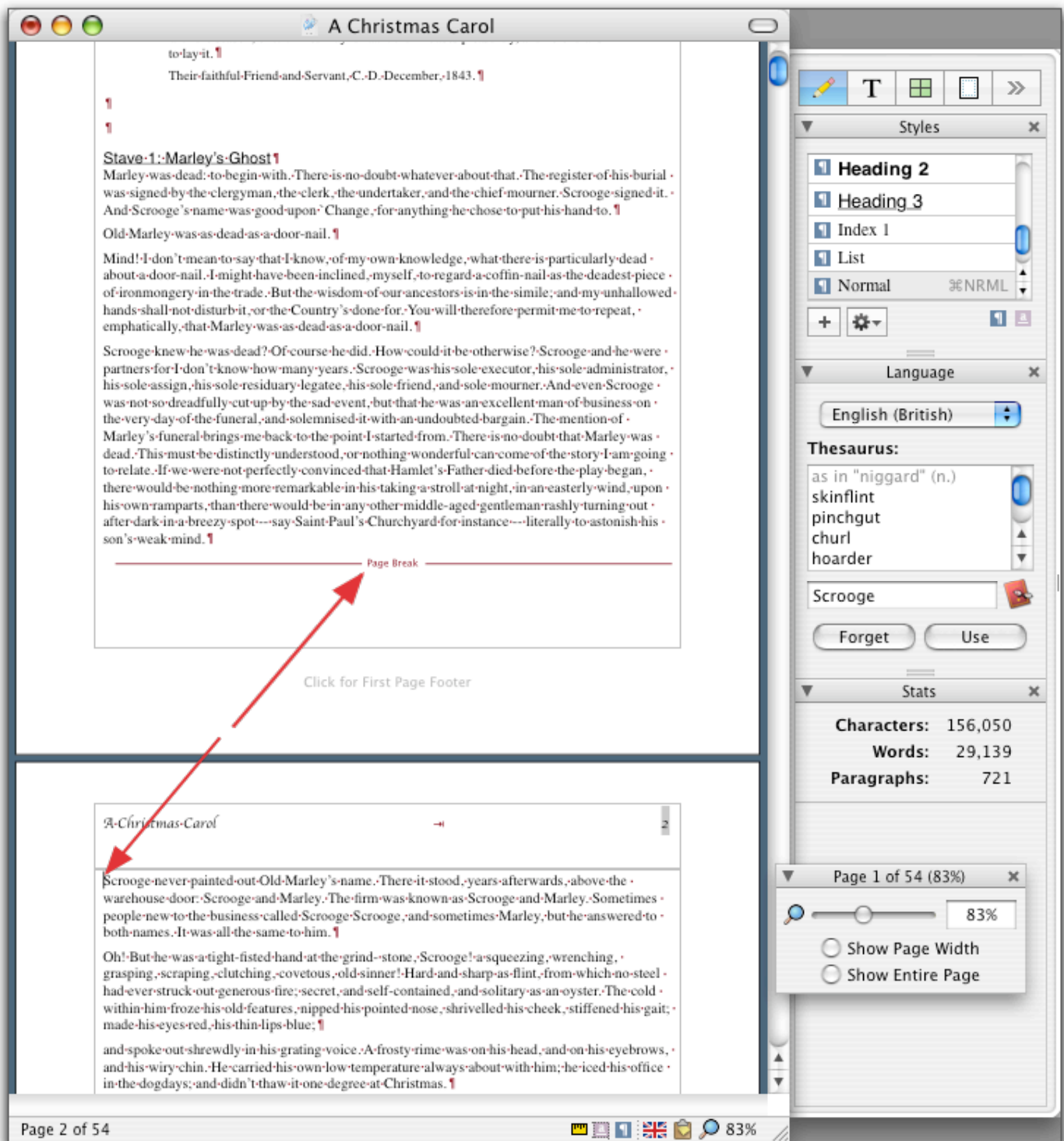


Figure 184
An inserted page break

Display a document as a continuous scroll

- Choose **Draft View** or **Full Screen** view from the **View** menu.



When you use Draft View or Full Screen view, Nisus Writer Pro does not display headers and/or footers, columns or line numbers. Floating palettes continue to display.

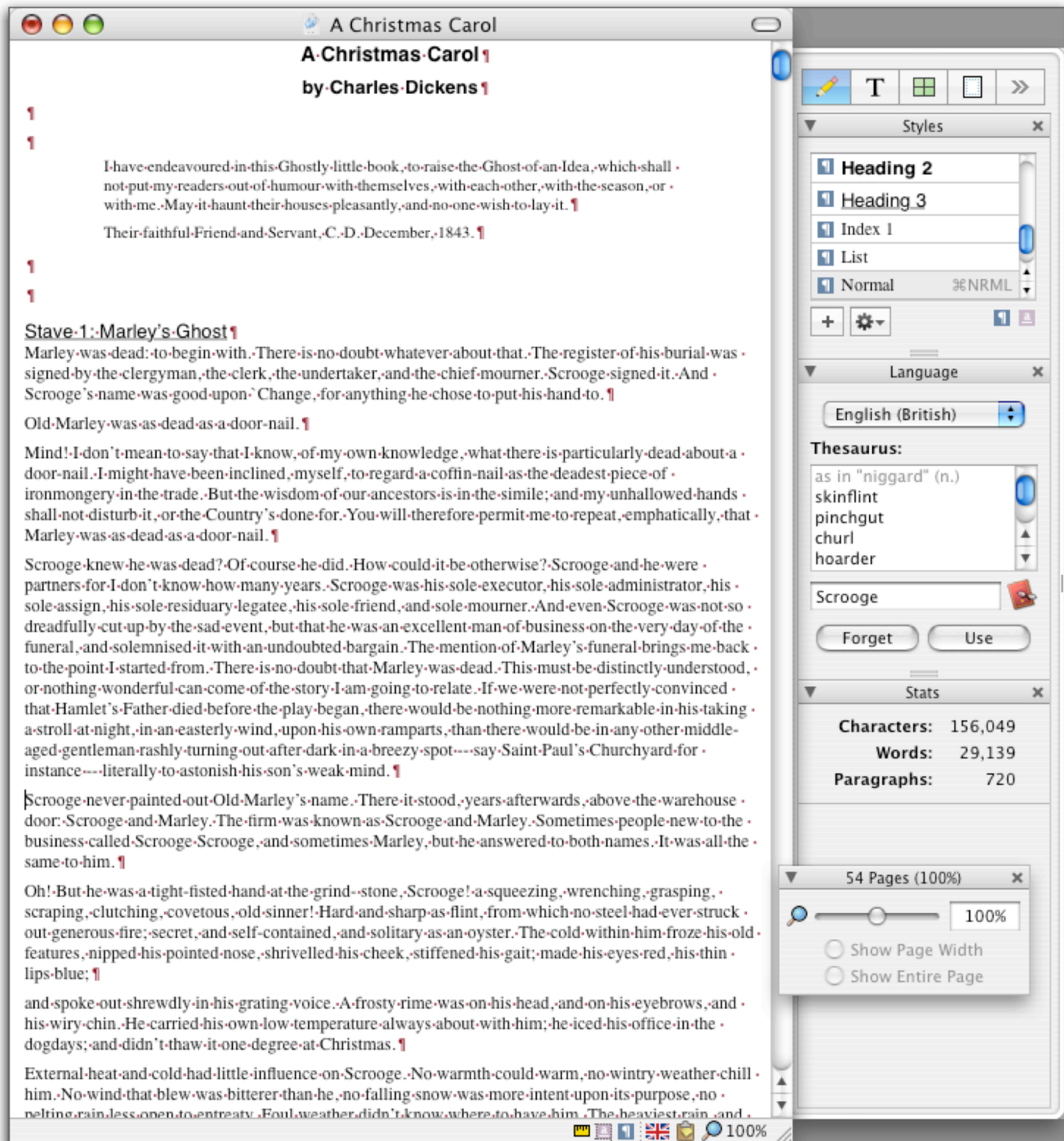


Figure 185
The Draft View in Nisus Writer Pro

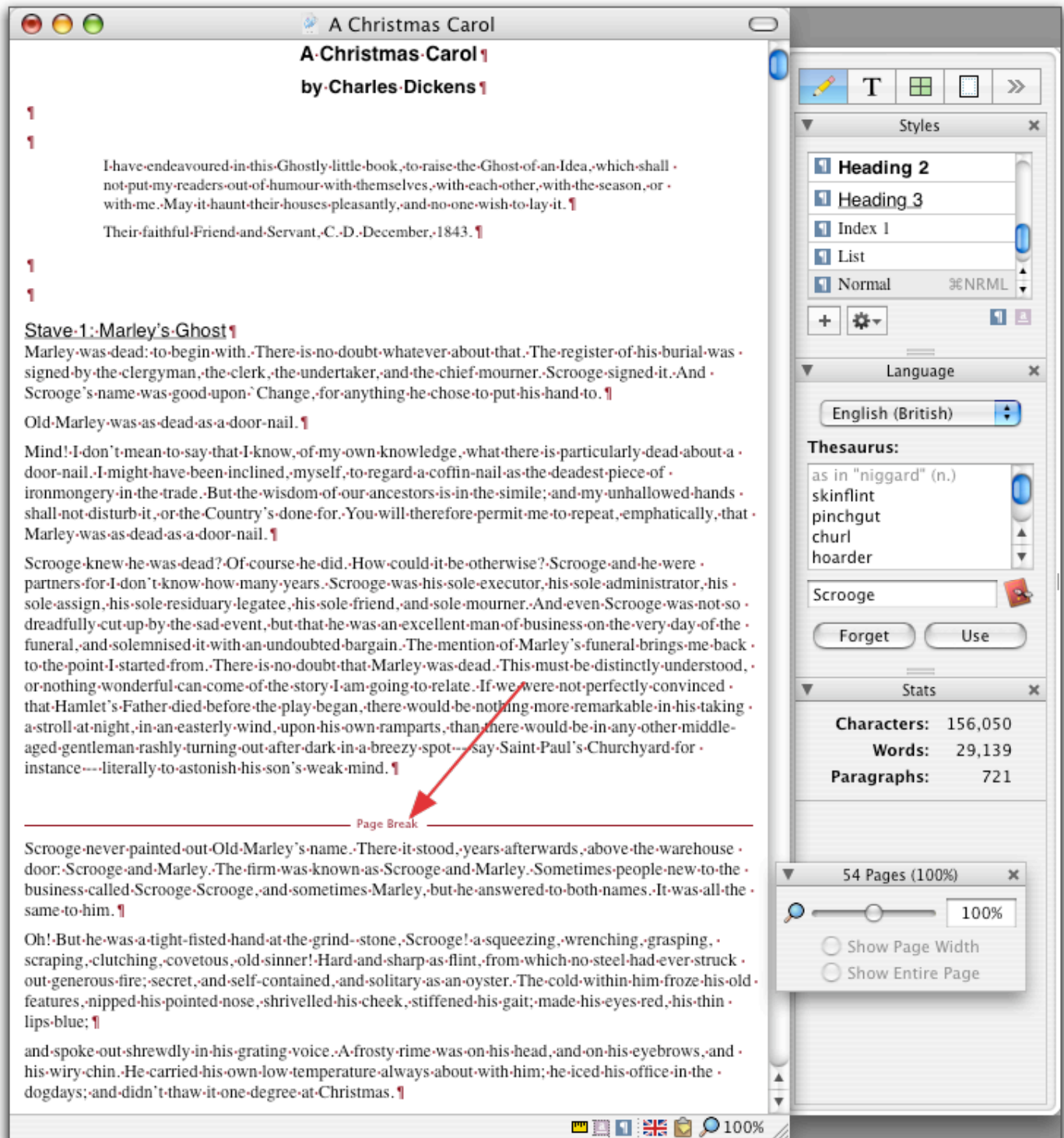


Figure 186
The Draft View in Nisus Writer Pro with an inserted page break

You can see how to have the appropriate page number appear on each page of your document by choosing **Page View** from the **View** menu and see “Numbering Pages” on page 143.

See where page breaks appear

- Choose **Page View** from the **View** menu.

In Draft View or Full Screen view Nisus Writer Pro draws a color-customizable line indicating the location of the page break. When you choose **Print...** Nisus Writer Pro automatically paginates your document.

Find page breaks in your document

1. Choose **Show Find...** from the **Find** submenu of the **Edit** menu.
2. Choose **Any Break** from the **Special Characters** submenu of the **Gear** menu in the Find/Replace window.
3. Click **Next**.

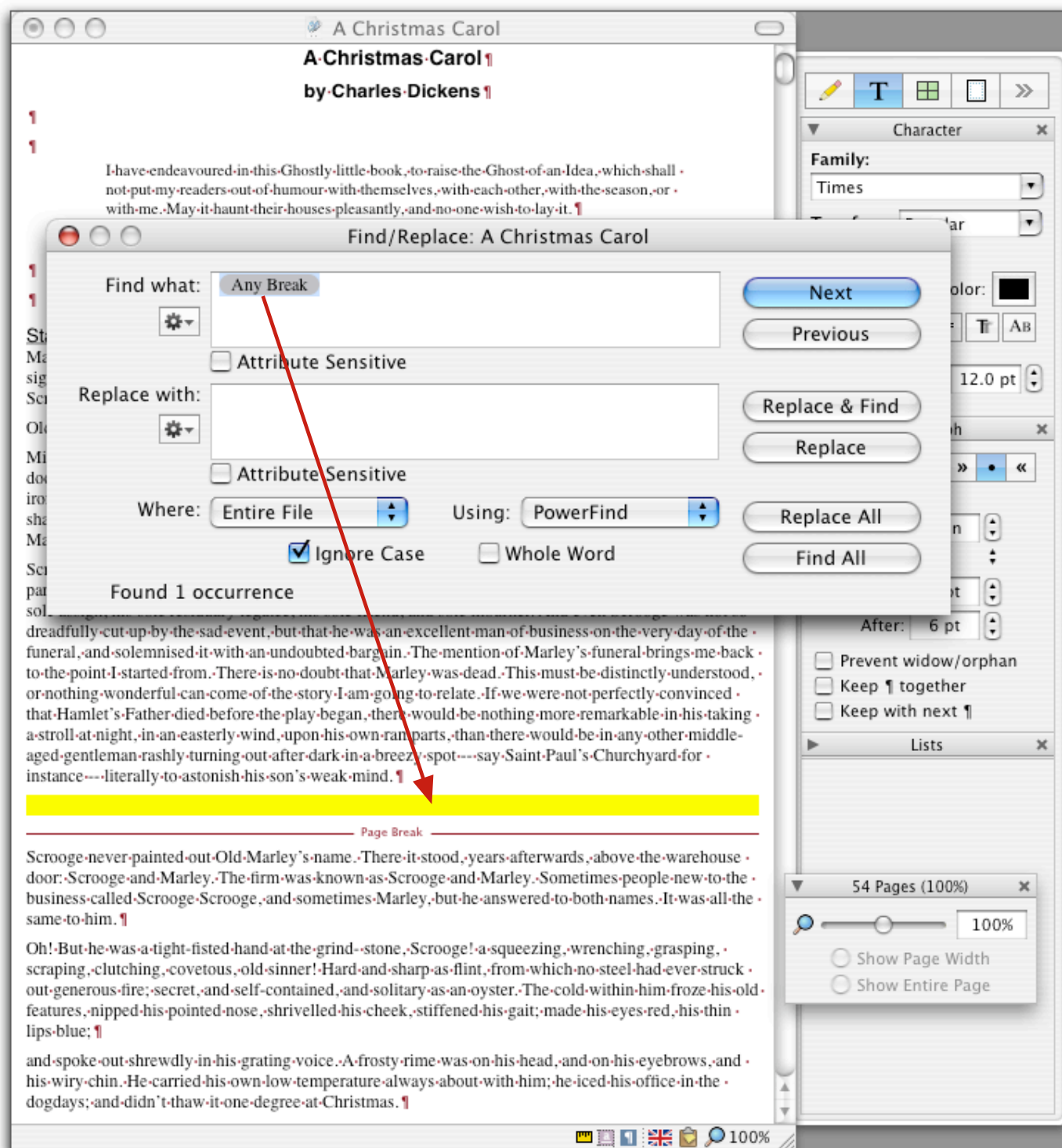


Figure 187
The Draft View in Nisus Writer Pro with an inserted page break found

Line Numbering

Nisus Writer Pro can display line numbers down the left edge of the document window (outside the margin) to the left of each line of text, and print them on your paper. If you don't want to print line numbers, be sure to turn them off before you choose **Print....**

Number lines

You can have your lines numbered throughout your document or restart at the beginning of every page or every section of the document. The commands of the **Line Numbers** submenu are each exclusive of one another. Line numbers are “meaningful” and, therefore, display only in Page View. As there are no “hard” lines in Draft View and Full Screen View line numbers do not display there.

Line numbers do not display in footnotes, endnotes, headers or footers.

You can accomplish all the following five tasks (displaying or preventing the display of line numbers) by using the Line Numbers palette or the commands of the **Line Numbers** submenu of the **View** menu. Because the Line Numbers palette is not always visible, the instructions refer to the commands of the menus.

Number lines continuously throughout the entire document

- ▶ Choose **Restart This Section** from the **Line Numbering** submenu of the **View** menu.

If you have more than one section in the document you will need to put your insertion point in each section and:

- ▶ Choose **Continue From Previous Section** from the **Line Numbering** submenu of the **Insert** menu for each succeeding section of the document.

Number lines for particular sections

1. Select some text in those sections you want to show line numbers.
2. Choose **Restart This Section** from the **Line Numbering** submenu of the **View** menu.

Or, if you have a long document and you want to display line numbers for particular sections as you come to them:

- ▶ Place your insertion point in any particular section in which you want to display line numbers and choose **Restart This Section** from the **Line Numbers** submenu of the **View** menu.

Number lines so that they continue from the previous section

- ▶ Choose **Continue From Previous Section** from the **Line Numbers** submenu of the **View** menu.

If the immediately preceding section does not display numbers the numbers begin again at the number designated in the Line Numbers palette.

Number lines so that they restart numbering on each page

- ▶ Place your insertion point in any particular section in which you want to display line numbers and choose **Restart Every Page** from the **Line Numbers** submenu of the **View** menu.

Prevent line numbers from displaying

- ▶ Place your insertion point in any particular section in which you want to prevent line numbers from displaying and choose **Not Shown This Section** from the **Line Numbers** submenu of the **View** menu.

Change the way in which line numbers display

You can determine a variety of aspects of how the line numbers display in your document. While the previous tasks can be accomplished by using the menus or the Line Numbers palette, the following require the Line Numbers palette.

Display the Line Numbers palette

- ▶ Choose **Line Numbers Palette** from the **Line Numbering** submenu of the **View** menu.

Or:

- ▶ Choose **Line Numbers** from the **Palettes** submenu of the **Window** menu.

Those aspects of line numbers that can be controlled exclusively by the Line Numbers palette include

- the number at which they start;
- whether each line has a number, or only specific lines at regular determined intervals display;
- the format of the numbers (Arabic, Roman, Kanji, etc.);
- the space between your text and the numbers;
- the font/face/size/color, etc.

Set the starting number of line numbers

1. Place your insertion point in a section with line numbers.
2. Type the number from which you want to have the line numbers begin counting in the **Start from** text edit box in the Line Numbers palette (or click the stepper till you arrive at the number you want).

The default is set to 1.

Determine the interval at which the line numbers display

1. Place your insertion point in a section with line numbers.
2. Type the number of the interval you want to have the line numbers display in the **Count by** text edit box in the Line Numbers palette (or click the stepper till you arrive at the number you want).

The default is set to 1.

Determine the format of the numbers displayed

1. Place your insertion point in a section with line numbers.
2. Choose the format you want from the **Format** pop-up menu in the Line Numbers palette as illustrated in Figure 116 on page 159.

The default is set to Arabic numerals (1,2,3).

Determine the size of the gutter, (the space between the numbers in the margin and your text)

1. Place your insertion point in a section with line numbers.
2. Type the number of the measurement you want to have the line numbers display in the **Gutter width** text edit box in the Line Numbers palette (or click the stepper till you arrive at the number you want).

The default is set to .17".

Determine the font/face/size/color, etc. of the numbers displayed

1. Place your insertion point in a section with line numbers.
2. Make your choices using the **Font** section of the Line Numbers palette the same way in which you use the Character palette as explained beginning in the section "Change the font of characters" on page 94.



Nisus Writer Pro numbers each line of all the columns of a section. If the gutter between the columns is too narrow to display the numbers, be aware that any following numbers are added to the total and may not display correctly (immediately following as illustrated in Figure 188 below, or in later sections).

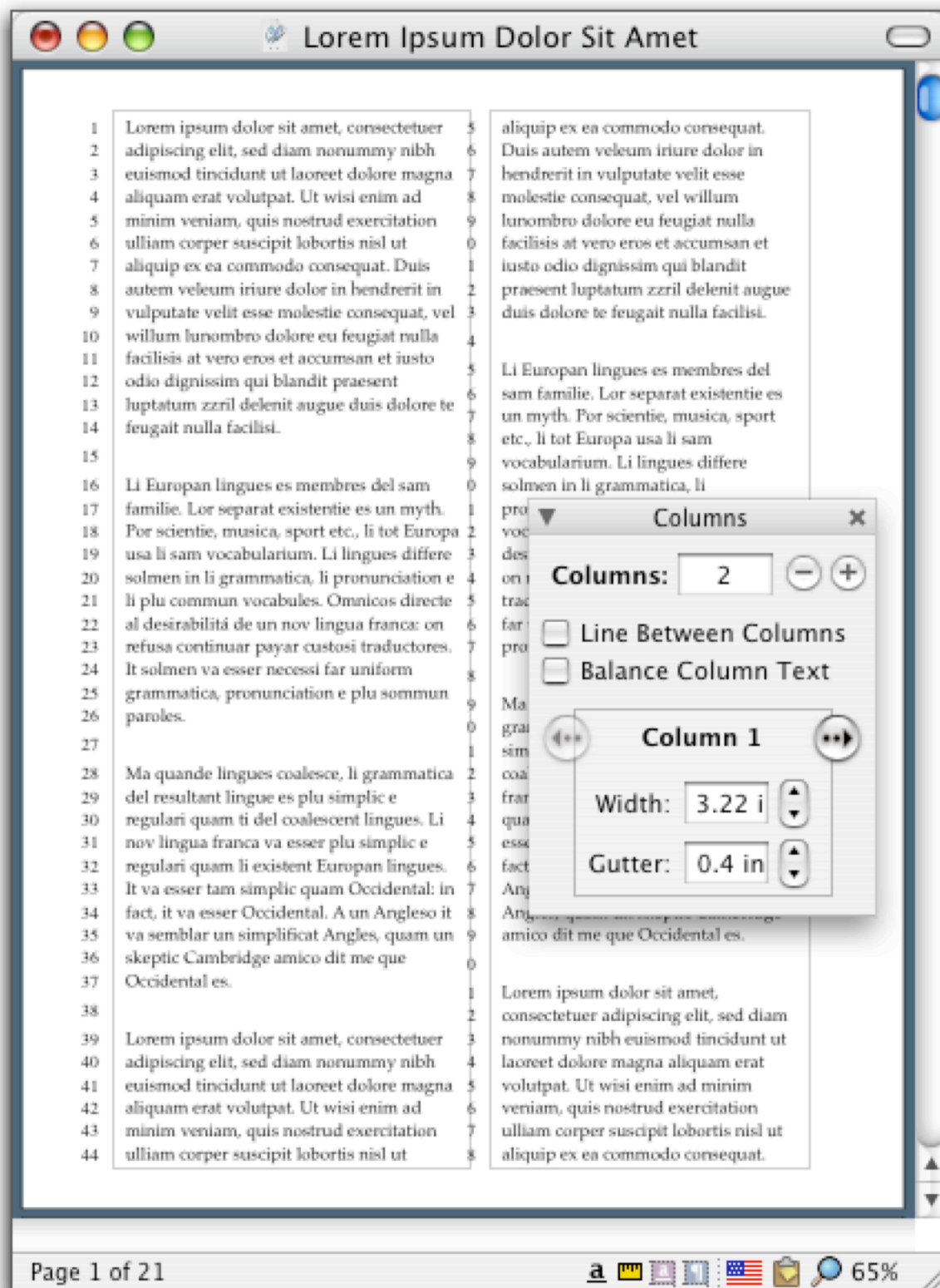


Figure 188
Line number display problem caused by narrow gutter

Alphabetizing (sorting) Paragraphs

It only takes Nisus Writer Pro a few seconds to sort lists consisting of individual paragraphs. (Each paragraph can be as short as one word.)

Paragraphs can be a blank line, a few words, a block of text, or even a graphic, followed by a Return character.

- Blank lines are placed first.
- Paragraphs beginning with numbers are placed ahead of those beginning with letters.

Any sequence of numbers beginning a paragraph is interpreted as a numeral. Paragraphs are sorted in order of these numerals. Those beginning with the same numerals are sorted by the remaining characters.

- Paragraphs beginning with alphabetic characters appear last.

Any selection containing part of a paragraph is extended to include the entire paragraph when sorted.

Sort paragraphs

1. Select the range of paragraphs you want to sort.
2. Choose **Ascending (A–Z)** or **Descending (Z–A)** from the **Sort Paragraphs** submenu of the **Edit** menu.

Jumble paragraphs

1. Select the range of paragraphs you want to jumble.
2. Choose **Randomly (shuffle)** from the **Sort Paragraphs** submenu of the **Edit** menu.



You can sort specific cells in a column within a table.

Special “Styles”

In addition to the basic styles of **Bold**, **Italic**, **Underline**, **Superscript** and **Subscript** (both in the **Baseline** submenu of the **Format** menu), Nisus Writer Pro offers **Strikethrough** (both single and double).

Plain Text

Remove Attributes and Styles, as its name suggests, is not a style, but a command: “Remove existing style attributes and make this text plain (the attributes set in the **New File** preferences... your Nisus New File)!”

Remove style attributes from text

1. Select the text you wish to change.
2. Choose **Remove Attributes and Styles** from the **Format** menu.

This removes all style attributes, including color. What remains are the attributes you set in your Nisus New File in the **New File** preferences.



This removes all formatting (both character and paragraph, but not “List” styles) and applies the “Normal” style to selected text.

Change the height of text in relation to the baseline

1. Select the text you wish to change.
2. Choose **Superscript** or **Subscript** from the **Baseline** submenu of the **Format** menu.



You can alter the height of this text in one-point increments by choosing **Raise** or **Lower** from the **Baseline** submenu of the **Format** menu.

Return raised or lowered text to the baseline

1. Select the text you wish to change.
2. Choose **Use Default Baseline** from the **Baseline** submenu of the **Format** menu.

Cause letter pairs to use ligatures

Ligatures (characters in certain fonts (such as *fi*) consist of two or more letters or characters joined together). Various fonts support more or fewer ligatures.

For example in the font *Apple Chancery*, the letters “f” followed by “i” and “f” followed by “l” appear differently depending on whether or not ligatures are turned on or off.

Without ligatures turned on the letters are separated:

f [space] *i*, or without the space: *fi*
f [space] *l*, or without the space: *fl*

With ligatures turned on the two characters appear as one glyph. Note how the crossbar of the “f” continues to the “i” and the top of the “f” appears a bit lower and touches the top of the “l”:

fi fl

Each font handles these phenomena in its own way.

1. Select the text you wish to change.
2. Choose **Use Default** or **Use All** from the **Ligature** submenu of the **Format** menu.

Prevent letter pairs from using ligatures

1. Select the text you wish to change.
2. Choose **Use None** from the **Ligature** submenu of the **Format** menu.

Cause letter pairs to display closer together or further apart

1. Select the text you wish to change.
2. Choose **Tighten** to squeeze text together, or **Loosen** to spread text further apart, from the **Kern** submenu of the **Format** menu.

Prevent letter pairs from displaying closer together or further apart

1. Select the text you wish to change.
2. Choose **Use None** from the **Kern** submenu of the **Format** menu.

Color text

1. Select the text you wish to color.
 2. Choose the color you want from the **Text Color** submenu of the **Format** menu.
If one of those colors does not match your desired palette:
 3. Choose **Show Text Colors** from the **Format** menu.
 4. Use the various options to have your text display in the color you want.
 5. Close the Colors panel.
- The easiest way to change colored text back to black is to choose **Remove Color** from the menu that pops up from the **Color Tag** on the Statusbar.

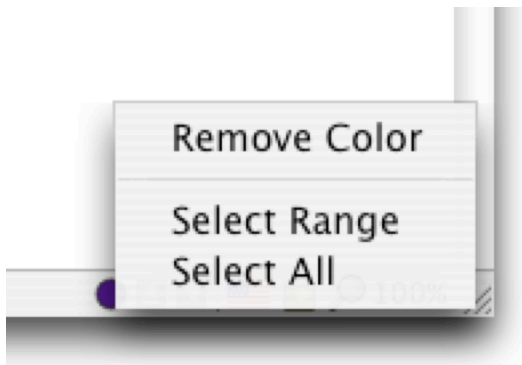


Figure 189

The Color Tag and its menu

Highlight text

You can “highlight” sections of your text as with a “highlighting” marker pen as illustrated in Figure 57 on page 88.

1. Select the text you wish to highlight.
2. Click the Highlight button.



The Highlight button on the Toolbar indicates the current highlight color, that is, the color which will be applied when you click it (the button), not the highlight color of any selected text. The color of selected text appears in the **Highlight** Tag in the Statusbar.

Highlight text using a color other than the current color

1. Select the text you wish to highlight.
2. Choose the color you want from the Highlight button menu or from the **Highlight** submenu of the **Format** menu.

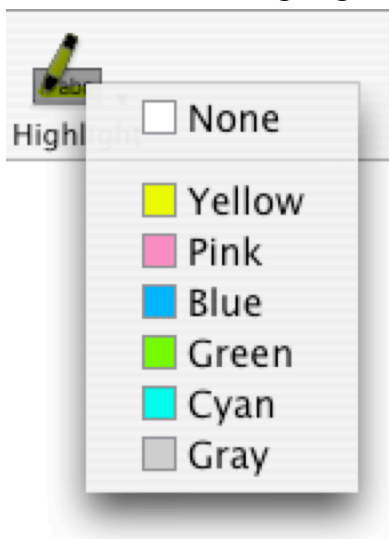


Figure 190

The Highlight button and its menu

Remove highlight color from your text

1. Select the text from which you wish to remove the highlight.
2. Choose **None** the Highlight button menu or from the **Highlight** submenu of the **Format** menu, or, choose **Remove Highlight** from the **Highlight** Tag menu on the Statusbar.

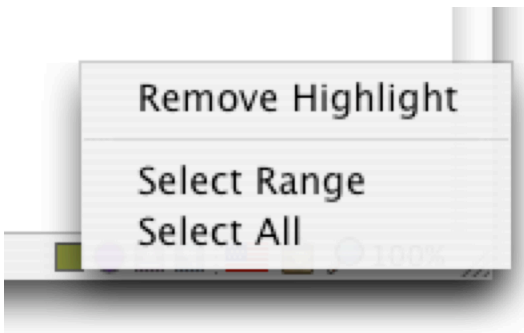


Figure 191
The Highlight Tag and its menu



This highlight of text prints. It is different from the selection “Highlight Color” that you set in the Appearance pane of your System Preferences and the background Check Spelling and Find/Replace Highlight Color you set in the Nisus Writer Pro **General** preferences as explained in “Set “defaults” for new files” on page 115.

Cleaning Up Documents

- You may receive e-mail from someone who “SCREAMS” for sentences on end.
- You may need to edit your text and then make sure that your text wraps at the appropriate “column” number.

Nisus Writer Pro has the tools to help you out.

Change the case of alphabetic characters

Choose commands from the **Convert** submenu to change the case of text in a selection.

Make all selected characters UPPERCASE

- Choose **To UPPERCASE** from the **Convert** submenu of the **Edit** menu.
- Change pleasant conversation to SCREAMING TEXT with one command.



This changes the actual characters in your document, exchanging every lowercase character with its corresponding UPPERCASE ASCII (Unicode) equivalent.

Make all selected characters lowercase

- Choose **To lowercase** from the **Convert** submenu of the **Edit** menu.
- CHANGE SCREAMING TEXT TO pleasant conversation WITH ONE COMMAND.

Capitalize all selected words

- Choose **To Capitalized** from the **Convert** submenu of the **Edit** menu.
- This makes the first letter of every selected word UPPERCASE.



To Capitalized treats hyphenated compound words such as “easy-to-find” as though they were each separate words resulting in “Easy-To-Find”. Similarly, it treats words separated by a slash as two or more changing “find/replace” into “Find/Replace”. If a word has uppercase characters inside it, **To Capitalized** makes those lowercase as it capitalizes the word (“lowerCase” becomes “Lowercase”).

Make all selected words appear in SMALL CAPS

- Choose **To SMALL CAPS** from the **Convert** submenu of the **Edit** menu.

This changes the current selection so that all lowercase characters are reduced by approximately 75 percent and then exchanged with their equivalent uppercase characters.



This changes the actual characters in your document, exchanging every lowercase character with its corresponding UPPERCASE ASCII (Unicode) equivalent.

Reverse the case of selected text

- Choose **To Toggled Case** from the **Convert** submenu of the **Edit** menu.

Change UPPERCASE to lowercase and lowercase to UPPERCASE WITH OnE ComMaNd.

CHANGE uppercase TO LOWERCASE AND LOWERCASE TO uppercase WITH oNe cOMmAnD.

Change the appearance of quotation marks

If you have **Use Smart Punctuation (Includes “curly” quotes)** turned on in your QuickFix preferences (see “Determine What QuickFix Fixes” on page 306 for more information), you can quickly exchange them for straight quotes (for use in a macro, for instance). If you receive a document with quotes of the wrong type, you can easily change them all. Choose commands from the **Convert** submenu to change “Smart Quotes” to “Plain Quotes” (or the reverse).

Make all selected quotation marks “Smart”

- Choose **Plain Quotes to Smart Quotes** from the **Convert** submenu of the **Edit** menu.

Make all selected quotation marks “Plain”

- Choose **Smart Quotes to Plain Quotes** from the **Convert** submenu of the **Edit** menu.

Working with Multiple Documents

Window Basics

Here are a few guidelines for working with windows

- The size of your monitor’s screen determines the window’s size.
- The window that contains the red yellow and green buttons in its Title Bar is the active window.
- To make a window active, click inside its frame, or, choose its name from the Window menu.
- To hide windows that do not belong to Nisus Writer Pro, choose Hide Others from the Nisus Writer Pro menu.
- To display all windows of all open applications, choose Show All from the Nisus Writer Pro menu.
- To make a window bigger or smaller drag the window’s size box.
- To move a window drag the window’s Title Bar.

Close a window

- Click the window’s red Close button or choose **Close** from the **File** menu.

Minimize, or, put a window in the Dock

- Click the window’s yellow Minimize button or choose **Minimize** from the **Window** menu.

Redisplay a window that has been in the Dock

- ▶ Choose the window's (document's) name from the **Window** menu or click it in the Dock to have it return to its former location.

Open a window to its full size

- ▶ Click the window's green maximize button.
- ▶ Click the window's green maximize button a second time to have it return to its original size and location.

Using the Window Menu and Working with Multiple Windows

Choose commands from the **Window** menu to manage and position document windows.

The names of open documents appear after the commands. If a document name in the **Window** menu has a bullet beside it, the document has been changed since it was last saved (unless it is the active window).

The active window has a check mark to its left.

The names of all other open Nisus Writer Pro windows but not floating windows or palettes appear in the **Window** menu.

Choose which window displays in front

- ▶ Choose a window's name from the **Window** menu.
- ▶ Click any visible portion of that window.



Nisus Writer Pro saves the current selection or insertion point position as well as the window shape and position in addition to the zoom percentage. If you have set your **General** preference to do so (as explained in “Determine What Happens at Activation” on page 289) it also will automatically reopen all windows which were open when you quit the program.

Printing Documents

When you are ready to commit your document to paper choose **Print** from the **File** menu.

Print an open document

- Choose **Print...** from the **File** menu and enter your choices in the dialog that appears.

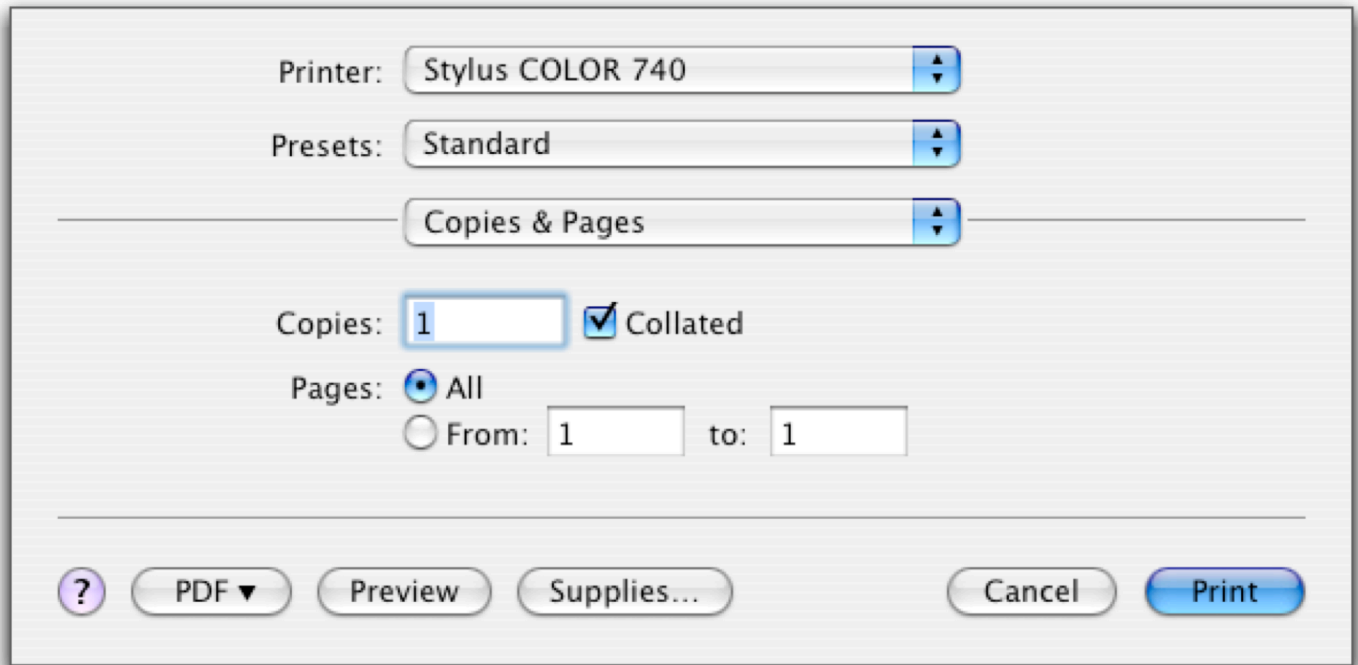


Figure 192

The Print dialog in Tiger

When the dialog first appears the options come from the printer driver software you have.

You can choose automatic or manual paper feeding; black and white or color/grayscale printing; and printing a paper copy of your document or saving it to disk as a PostScript file. Depending on the printer selected, you may also have other options.

Determine how many copies to print

- Type the number in the Copies text box.

Determine which pages of the document print

- Click **All** to print the entire document.
- Click **From** and type the number of the first page you want to print. Press **Tab** to move your insertion point from field to field.
- If you type a number in the **To** box but not in the **From** box, Nisus Writer Pro prints from the beginning of the document to the page number specified.
- If you type a number in the **From** box but not in the **To** box, Nisus Writer Pro prints from the page number specified to the document's end.

Determine aspects of how your document prints

When you print your document you have a variety of options available in the Nisus Writer Pro portion of the Print Dialog.

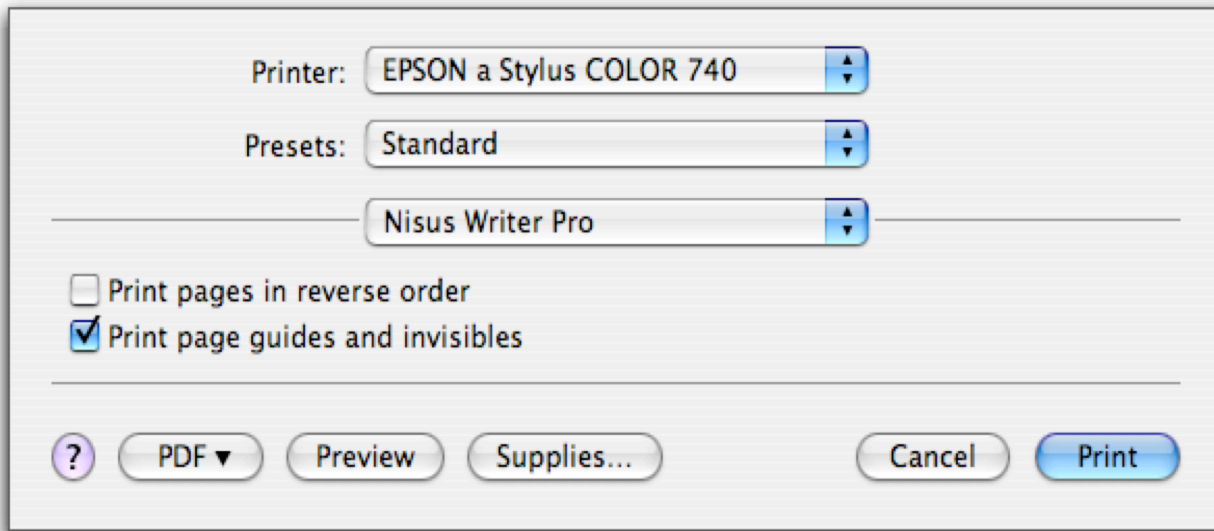


Figure 193

The Nisus Writer Pro portion of the Print dialog



The pop-up menu that reveals the Nisus Writer Pro portion of the Print dialog has no name.

- Choose **Nisus Writer Pro** from the pop-up menu inside the Print dialog where you see **Copies & Pages**.

Print pages in reverse order

Some printers print documents so that the printed side appears up. In other printers the document comes out of the printer so that the printed side appears down. Because Nisus Writer Pro prints your document from first page to last, printed side down means that when you pick up your stack of printed pages they appear in the correct sequence. If the pages of your document emerge from the printer with the printed side up, the first page of your document will be at the bottom of the pile.

- Check **Print pages in reverse order** in the Nisus Writer Pro portion of the Print dialog.

Print page guides and “invisibles”

You may want to take a closer look at some of the non-textual details of the document, as explained in “Determine the Color of Various Aspects of Your Nisus Writer Pro Working Environment” on page 297.

- Check **Print page guides and invisibles** in the Nisus Writer Pro portion of the Print dialog.

While the preferences dialog allows you to control the color of table guides as well as page guides and invisibles, these (table guides) do not print.

Print odd pages, then even pages

You may want to print your document on both sides of a piece of paper. Make sure your margins are correct by following the instructions in “Mirror page placement” on page 131. Make sure your margins appear as you want them as explained in “Set the margins of your document” on page 128.

1. Choose **Print** from the **File** menu.

2. Choose **Paper Handling** from the third (un-named) pop-up menu inside the Print dialog where you see **Copies & Pages**.

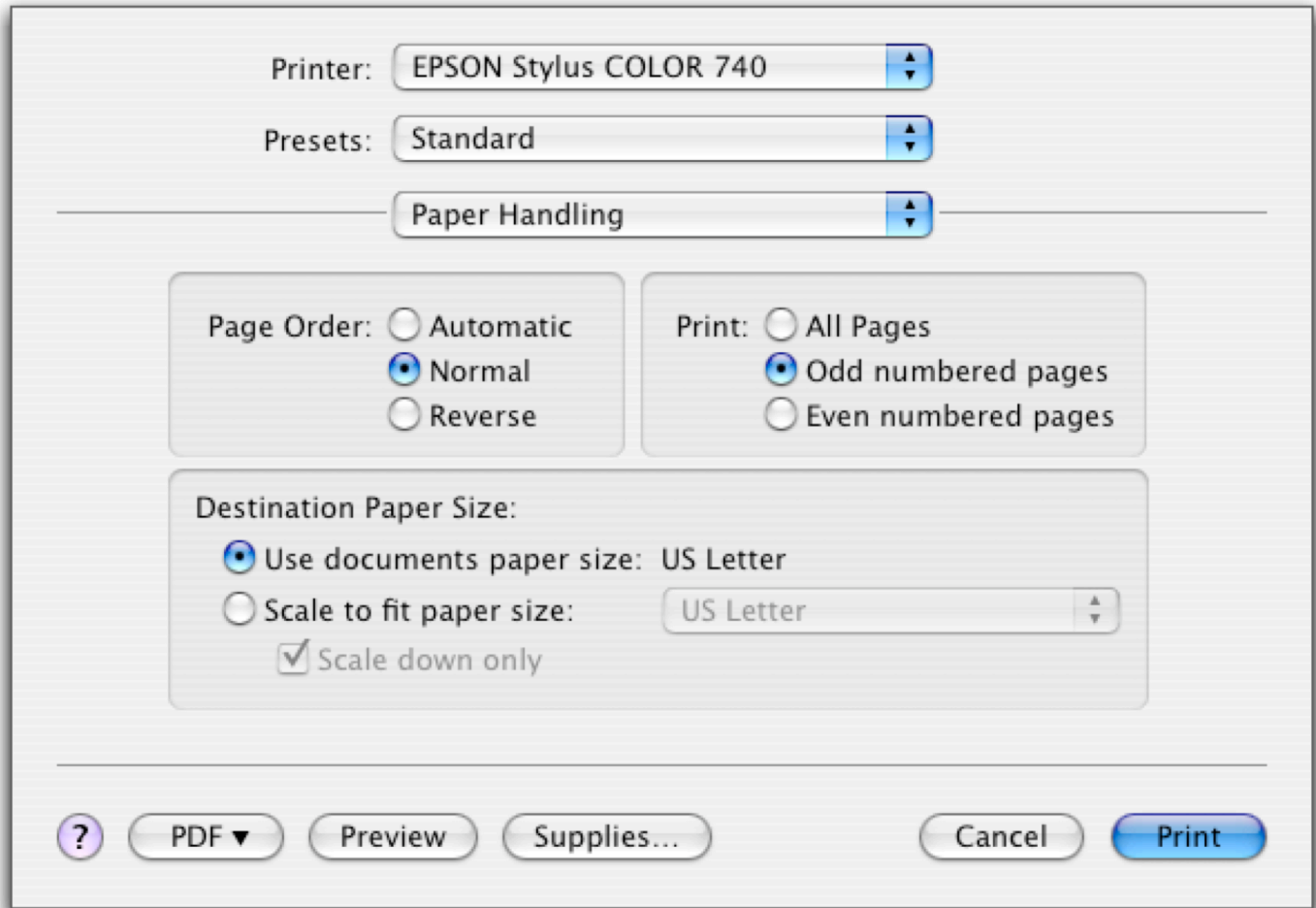


Figure 194
The Paper Handling portion of the Print dialog

3. Click **Normal** in the **Page Order** portion.
4. Click **Odd numbered pages** in the **Print** portion.
5. Click **Print**.
6. When the print job has completed, reload the stack of paper in the printer for printing on the other side.
If the total number of pages is odd, leave out the last page.
7. Choose **Print** from the **File** menu.
8. Choose **Paper Handling** from the third (unnamed) pop-up menu inside the Print dialog where you see **Copies & Pages**.
9. Click **Normal** in the **Page Order** portion.
10. Click **Even numbered pages** in the **Print** portion.
11. Click **Print**.

Create a PDF file of your Nisus Writer Pro document

You may want to save your document as a Portable Document Format.

1. Choose **Save as PDF...** from the **File** menu.
2. Name the file and navigate to the location in which you want to save it.
3. Click **Save** in the Save As dialog.

Create a PostScript file of your Nisus Writer Pro document

You may want to save your document as a PostScript file for importing or placing in a desktop publishing application or to create a PDF (Portable Document Format) file.

1. Choose **Print** from the **File** menu.
2. Choose **Save PDF as PostScript** from the **PDF** button menu inside the Print dialog.
3. Name the file and navigate to the location in which you want to save it.
4. Click **Save** in the Save As dialog.

Saving files

Nisus Writer Pro offers you several ways to save a document.

You can ignore saving your documents entirely. Nisus Writer Pro (with the Autosave preference turned on) automatically gives your document a name, usually based on the content of the first line, and stores the file in the following folder

~/Documents/Nisus Documents



You can easily find and open these documents using the Document Manager illustrated in Figure 81 on page 115. (Choose **Document Manager** from the **Window** menu and open the file you want.)

In addition, you can explicitly save your files by choosing **Save As...** from the **File** menu. This enables you to save your file in a variety of formats and encodings. The following alternatives explain the various methods of saving your files

- **Save**
saves changes to the selected drive;
- **Save As...**
saves changes as a new file and allows you to continue editing that file with a new name (leaving the original file with its original name);
- **Save In Document Manager**
saves the changes to the Nisus Documents folder in the Documents folder;



Some files that Nisus Writer Pro creates can only be read (opened) by Nisus Writer Pro as text files (for example a PDF file). Nisus Writer Pro opens HTML files as they would appear in a Web browser. To edit these files you need a text editor not a word processor.

Formats of saved files

You can save a Nisus Writer Pro document (in order of preferred format):

- as a Rich Text Format (RTF) file. This is the preferred format, so others can read your files.
- as a Microsoft Word (97 and later also known as “.doc”) format file.
- as a Rich Text Format Directory (RTFD) file. This is similar to RTF, but saves any graphics in the file in a separate folder from the text of the file.
- as a Nisus Writer Glossary file.
- as a Document Template (DOT). When saved in this manner, every time you open the file, it opens as “Untitled” with all the text and formatting present when you saved it.
- as a Rich Text Format (for older applications, such as AppleWorks) file.
- as a (plain) text file (no formatting is saved).

- as an HTML file.
- as a Nisus Macro file.
- as an AbiWord Format file.
- as a Nisus Perl Macro file.
- as a PostScript file as explained in “Create a PostScript file of your Nisus Writer Pro document” on page 284. This is actually a “print” format and not a “save” format. Therefore the option does not appear in the Save as dialog.
- as a PDF (Portable Document Format) file as explained in “Create a PDF file of your Nisus Writer Pro document” on page 283. This is actually a “print” format and not a “save” format. Therefore the option does not appear in the Save as dialog.

If one or more of the above formats does not mean anything to you, you probably do not need it.

Save files automatically in the Nisus Writer Pro Document Manager

1. Choose **Preferences...** from the **Nisus Writer Pro** menu.
2. Click **General** and Check the **Autosave every X minutes** box.

Nisus Writer Pro keeps track of how long you work on your files. After the number of minutes you determine, Nisus Writer Pro will save your file with a name based on the contents of the file and place it in the Nisus Documents folder inside your Documents folder.

~Documents/Nisus Documents

You can see a sortable list of (and open) any of these files in the Document Manager by choosing **Document Manager** from the **Window** menu as shown in Figure 195 on page 290.

Save an untitled file as a Nisus Writer Pro file

1. Choose **Save** from the **File** menu.
2. Type the document name in the **Save document as** box.
3. Choose the location in which you want to save the file.
4. Click **Save**.

Nisus Writer Pro automatically chooses RTF as the preferred format for your file.

Save a file in a different format

1. Choose **Save As...** from the **File** menu.
2. In the dialog that appears select the file format you want from the pop-up menu at the bottom of the dialog.
3. Save the file in the standard manner.

Rename and save an existing file

1. Choose **Save As...** from the **File** menu.
2. Enter the document's new name in the **Save document as** box.
3. Choose the location in which you want to save the file.
4. Click **Save**.

Customizing & Automating Solutions

You can customize almost everything about Nisus Writer Pro to fit your working environment. These include subjects already described in the manual such as determining how your windows appear.

The searching tools of Nisus Writer Pro allow you to customize the way you find and replace text. The section beginning on page 224 discusses this capability in detail.

You can combine any Nisus Writer Pro commands (and include Find and Replace activities as well) to create new commands that automate repetitive tasks. The manual discusses these macros beginning on page 317.

This portion of the documentation details three aspects of how to customize your version of Nisus Writer Pro how to set preferences, how to customize your Toolbar and Tooldrawer (the Palettes), and how to create macros.

The preferences you choose affect all Nisus Writer Pro documents. Choose preferences that fit your personal working style. You can set a variety of preferences for Nisus Writer Pro from the commands in the Preferences dialog.

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Setting Preferences

This portion describes the various preferences you can set that affect how Nisus Writer Pro works.

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Using the General Preferences to Control the Application

Each of the following sets of preferences deals with a certain aspect of Nisus Writer Pro. The General preferences control how the application as a whole functions.

In this dialog you can determine a variety of options that control the general functioning of Nisus Writer Pro. Most of these are illustrated in Figure 81 and described in “Set “defaults” for new files” on page 115.

Nisus Writer Pro saves the document the way in which it appeared on your monitor the last time you used it and uses those settings the next time you activate it.

Determine What Happens at Activation

In addition to these settings, choose **Preferences...** from the **Nisus Writer Pro** menu to set

- whether files that were open when you had quit are reopened
 - ▶ Check **Reopen previously open documents on launch**.
- Not only can you have Nisus Writer Pro reopen those files, you can set the program so that
 - a new document appears whenever you start it
 - ▶ Click **Create a new document**.
 - the Document Manager window appears from which you can choose an existing file
 - ▶ Click **Show document manager**.

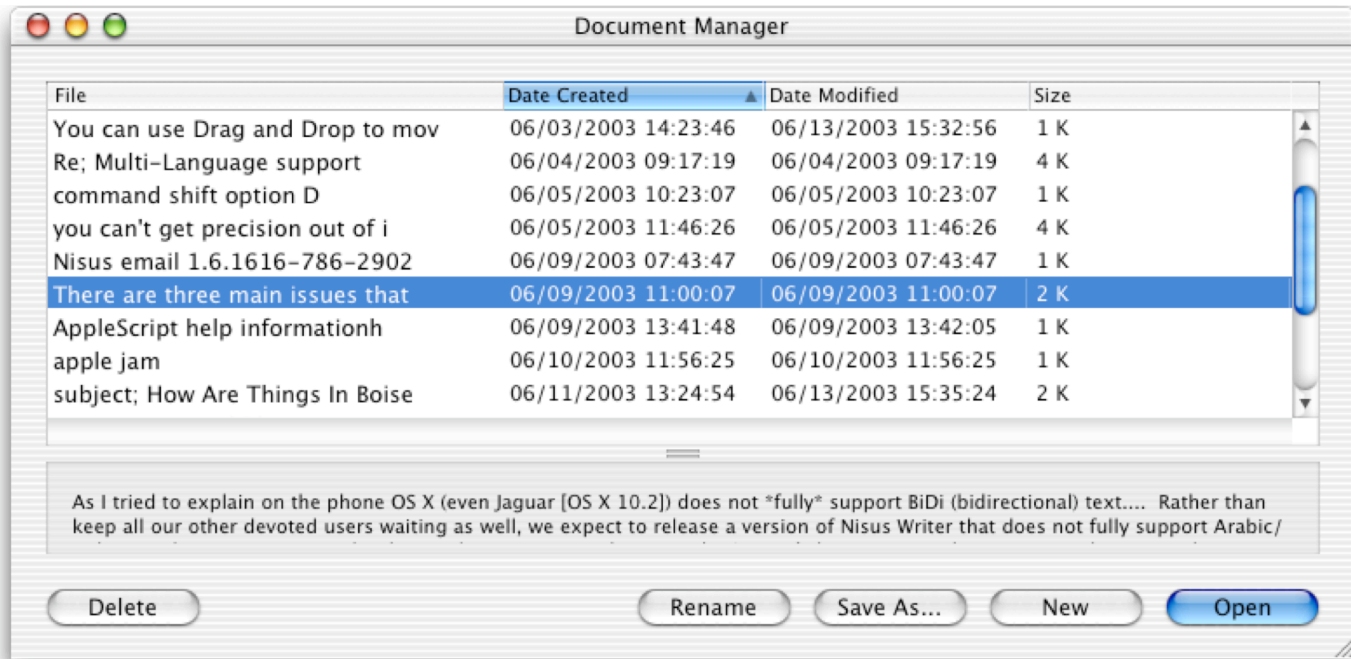


Figure 195
The Document Manager window

Or

- nothing happens
- ▶ Click **Do nothing**.

Other controls here include:

- whether or not Nisus Writer Pro automatically checks for new versions when you start the application (if you are online)
 - ▶ Check **Automatically check for new versions**

- the encoding in which text is saved.

Most of these encoding systems are to maintain compatibility with older file formats). If you do not understand what this is, you can feel free to ignore it. If you wish to learn more about the subject, check the “Glossary of Useful Terms” on page 357.

- how Nisus Writer Pro should function when you paste a style of the same name but different attributes into another file as explained in detail in the section “Resolve conflicts between Styles” on page 110.
 - **Always ask me what to do**
 - **Use existing styles in the destination document**
 - **Add pasted styles to the destination document**

Choose the Way in Which Files Save

Nisus Writer Pro offers you several ways to save a document.

You can ignore saving your documents entirely. Nisus Writer Pro (with the Autosave preference turned on) automatically gives your document a name based on a string of text in the file and stores the file in the folder called
~/Documents/Nisus Documents

And keeps track of your files in the Document Manager as explained on page 289.

Save files after a certain number of minutes

1. Choose **Preferences...** from the **Nisus Writer Pro** menu.
2. Check **General** at the top of the dialog as illustrated in Figure 81 on page 115.
3. Check "**Autosave every X minutes.**"
4. Enter the number of minutes you want.

Nisus Writer Pro will create a title for your document (prefaced with "(Autosaved)") after the designated amount of time. Saving files in this way does not interfere with your writing.



You can open the Document Manager at any time by choosing **Document Manager** from the **Window** menu.

Have the Autosave feature of Nisus Writer Pro serve as a “crash recovery” tool

In the General preference pane you can choose to have autosave *not* overwrite your existing file.

1. Choose **Preferences...** from the **Nisus Writer Pro** menu.
2. Click **General** at the top of the dialog as illustrated in Figure 81 on page 115.
3. Check “**Autosave every X minutes.**”
4. Enter the number of minutes you want.
5. Choose **Autosave only to temporary backup files** from the pop-up menu that becomes enabled.

Now, when you open an existing file, make some changes and the autosave period expires, Nisus Writer Pro saves a copy of your file to a backups folder inside the Nisus Documents folder of your documents folder.

~/Documents/Nisus Documents/Backups

This file is removed when you manually save your file by choosing **Save** from the **File** menu or you close the document and choose to discard changes (for example when you quit Nisus Writer Pro).



The backup file is only used in the unlikely incident of Nisus Writer Pro crashing. If a crash occurs, the next time you start Nisus Writer Pro a dialog appears asking if you would like to recover the backup of your autosaved file(s). It is likely that the recovered file has additional changes to your document made since you had manually saved the file, and is, therefore, more current. The recovered files are listed in the Document Manager.

Save files automatically and never see the Save As dialog, unless you choose it from the menu

1. Choose **Preferences...** from the **Nisus Writer Pro** menu.
2. Check **General** at the top of the dialog as illustrated in Figure 81 on page 115.
3. Check “**Autosave every X minutes.**”
4. Check “**Keep new documents in the document manager without asking me.**”

Nisus Writer Pro will create a title for your document based on the first few words of the document. When you close the window Nisus Writer Pro will *not* ask if you want to save the file, but, will close the file and save any changes made as it stores the file in the Document Manager.

In addition, you can explicitly save your files by choosing **Save As...** from the **File** menu. This enables you to save your file in a variety of formats and encodings. For normal use UTF-8 is recommended.

For more information about saving files see “Saving files” on page 284.



You can open the Document Manager at any time by choosing **Document Manager** from the **Window** menu.

Open automatically saved and closed files

1. Choose **Document Manager** from the **Window** menu.
2. Select the file you want to open from the list.
3. Click **Open**.



You can have the Document Manager sort your files, in descending or ascending order, by name, date created or modified, or by size. When you select a file, the Document Manager displays a preview of the file.

What gets saved with a file

Aside from all the contents of your file, Nisus Writer Pro also saves the following so that it opens with

- window size
- window location
- show invisibles (on or off)
- show page guides (on or off)
- units (if you had changed them from the New File setting)
- document view (Draft View, Page View, etc.)
- selection or insertion point position
- whether or not the Navigator is open



The Toolbar appears or not according to how you had set the most recently opened window. The Tooldrawer appears or not based on what you choose in the preferences as explained on page 117.

Determine the way in which files open

When you open a window and resize it, the next time you choose **New** it appears like the preceding window did when you closed it, with

- the same size and shape (to change the size and shape of new documents edit the Nisus New File as explained on page 123).
- the Toolbar displayed or not
- the Tooldrawer displayed (in the manner you set the **New File** preferences as explained in Set “defaults” for new files beginning on page 115).
- the Ruler visible or not.

Open any document as “new” or “Untitled”

1. Choose **Open...** from the **File** menu.
2. Select the file you want to open in the list.
3. Check **Open as New File** in the Open dialog.
4. Click **Open**.

The file opens with all its contents and formatting, but, “untitled”. You can change this file and save it and it will not overwrite the original file... unless you give it the same name and save it in the same location.

For more information see “Set “defaults” for new files” on page 115.

Choose Various Display Options for Your Documents

Nisus Writer Pro has a wide variety of options that affect the display of your working environment. Some of these have been described elsewhere in the documentation. For a quick review and details on how to use those not explained elsewhere, they are collected here. You can set most of these display options in the Appearance Preferences of Nisus Writer Pro.

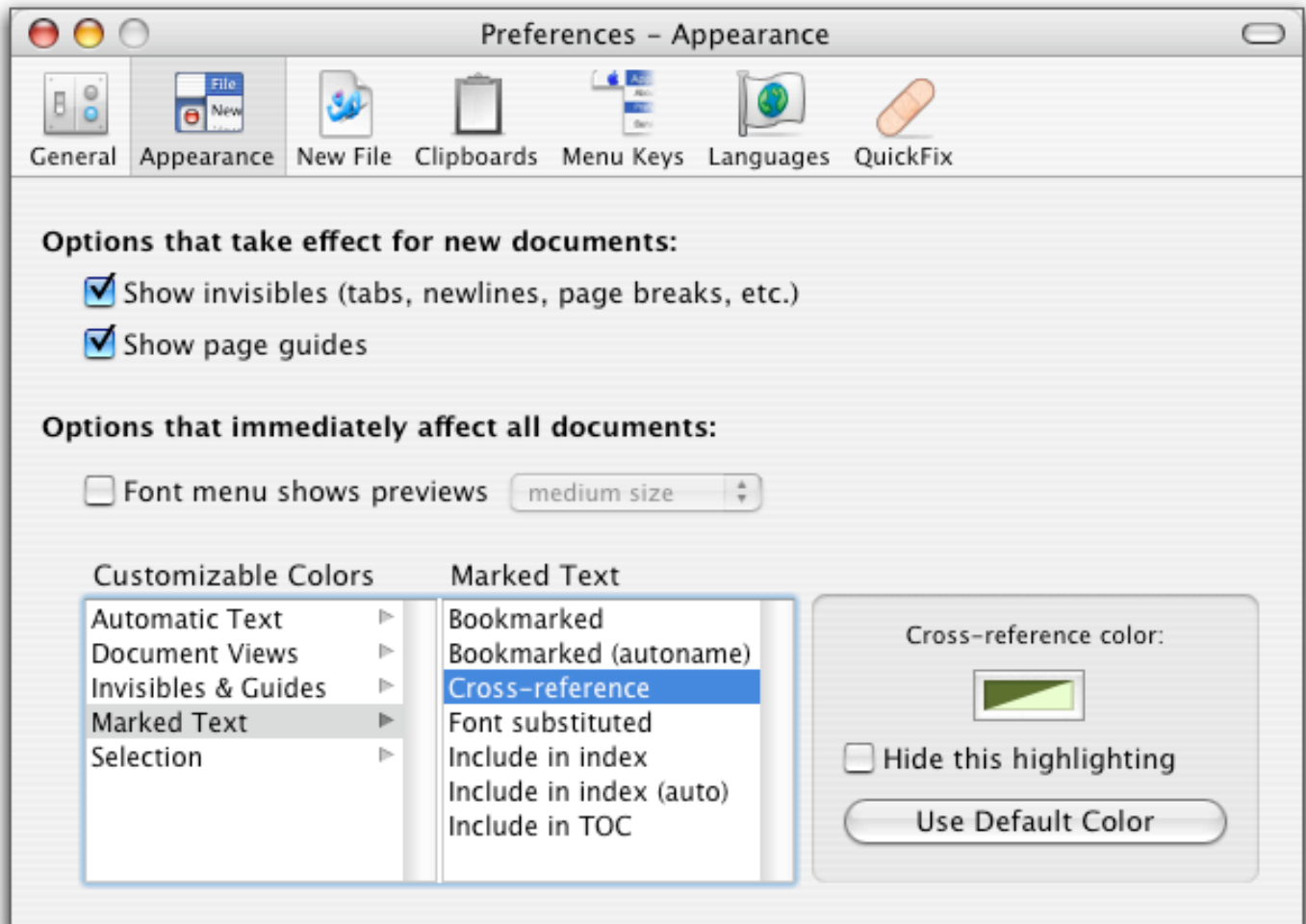


Figure 196

The Appearance Preferences pane customized

Some of these options take effect on new documents as explained in “Set “defaults” for new files” on page 115. These include:


Invisibles

Turn on or off “Invisibles” to have Nisus Writer Pro display or hide “formatting” characters.

- ▶ Check **Show invisibles (tabs, newlines, page breaks, etc.)** to either display of invisibles in all new documents.



At any time, you can choose **Show Invisibles** from the **View** menu to display

- Dots for spaces
- Tildes ~ for non-breaking spaces ( spacebar)
- Little boxes for the ideograph space (used in East-Asian languages), Unicode U+3000
- Vertical bar with arrows for reverse direction markers for bidirectional text
- Arrows where tabs occur (left to right and right to left, depending on the direction of the text)
- Paragraph symbols at the end of paragraphs (left to right and right to left, depending on the direction of the text)
- “Turn around arrows” where soft returns appear (left to right and right to left, depending on the direction of the text)
- Inserted page breaks (using the **Page Break** command of the **Insert** menu)
- Section breaks (using the commands of the **Section Break** submenu of the **Insert** menu)
- “X-ed out boxes” for “gremlins”

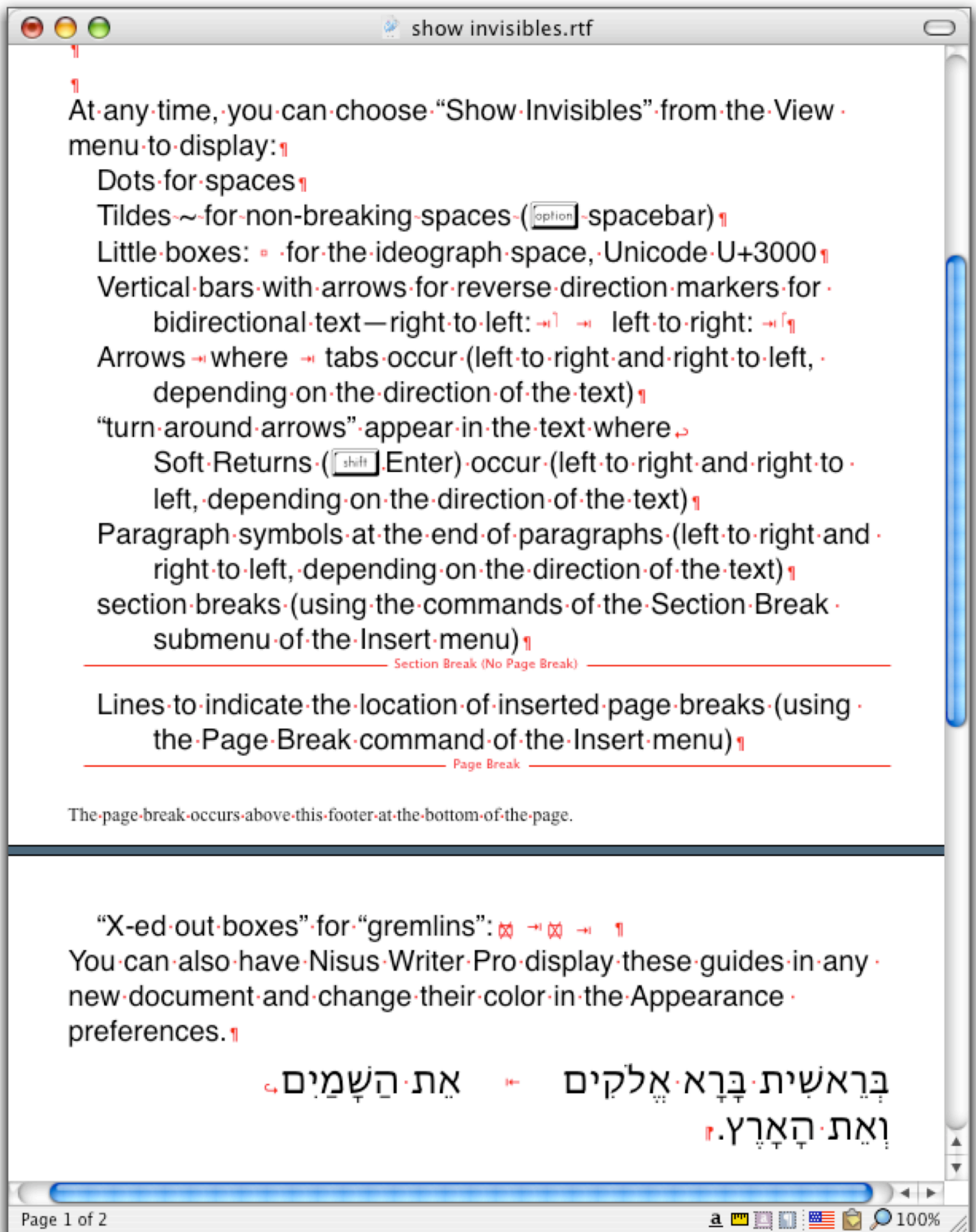


Figure 197
“Invisibles” left to right and right to left shown

Page Guides

Turn on or off “Page Guides” to have Nisus Writer Pro add (or remove) a color-customizable line around the area of the page (in Page View) which indicates the page’s margins. This also determines the display of the “Click for Header” and “Click for Footer” (and their variants) prompt that appears at the top or bottom of each page.

- Uncheck “**Show Page Guides**” to prevent the guides from appearing in new files.

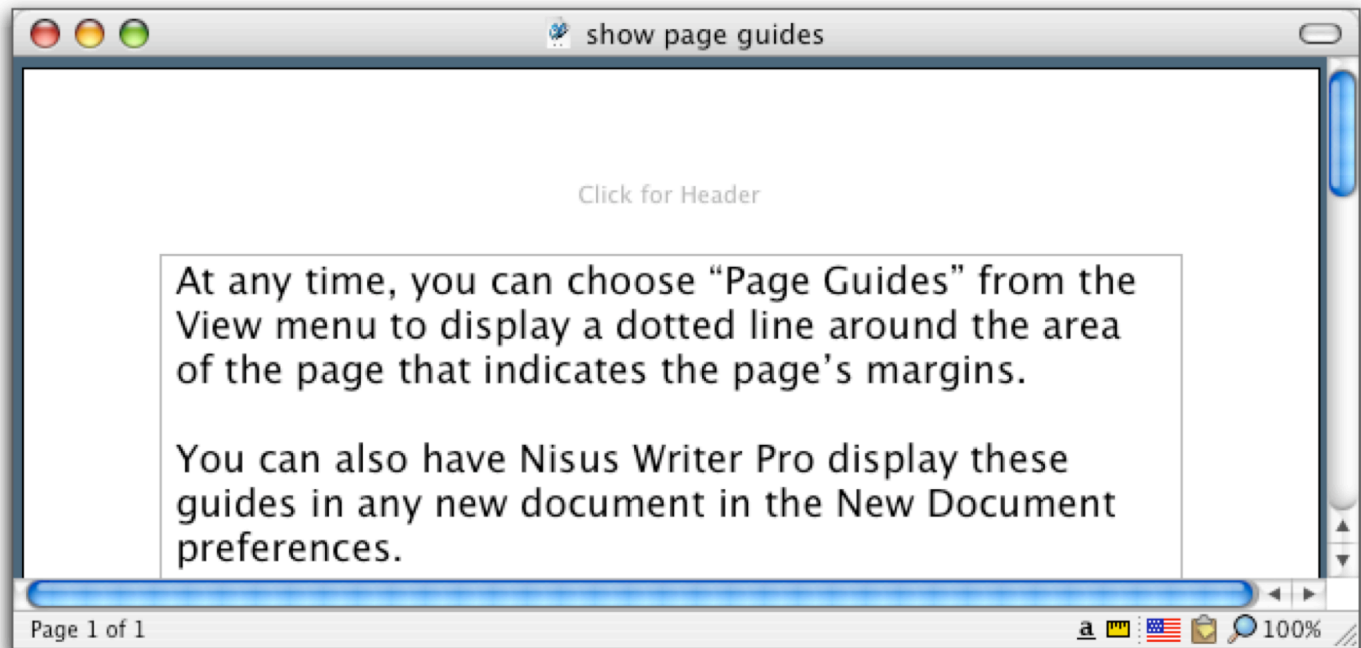


Figure 198
Page Guides (with “Click for Header”) showing

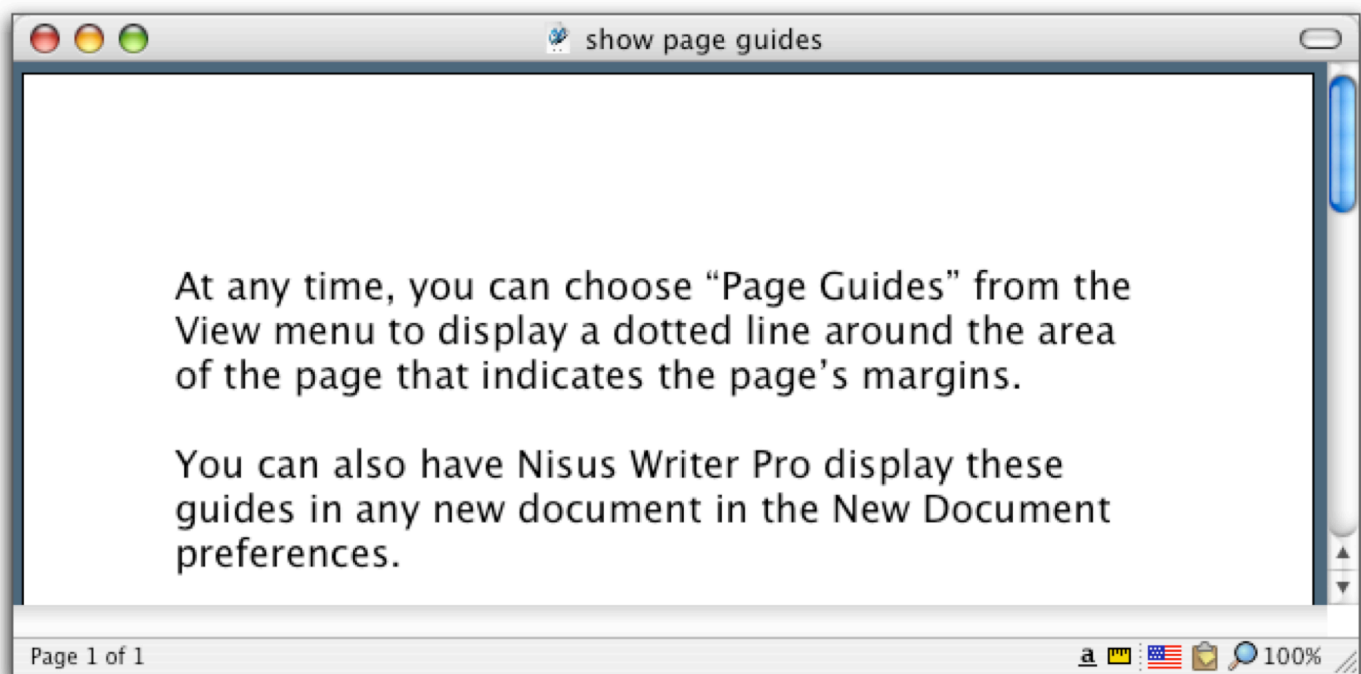


Figure 199
Page Guides not showing

WYSIWYG Font Menu

You can make the **Font** menu WYSIWYG.

Nisus Writer Pro can display your **Font** menu (and the **Family** portion of the Character palette when it is expanded) so that each font's name appears in that font.



Displaying your fonts WYSIWYG can cause Nisus Writer Pro to respond sluggishly.

- ▶ Check **Font menu shows previews** in the Appearance preferences dialog and choose the size you want them to appear in from the accompanying pop-up menu.

You can have the menu (and the palette) appear in any of four sizes:

- **small size**
- **medium size**
- **large size**
- **huge size**



Figure 200

The Family portion of the Character palette showing fonts WYSIWYG in various sizes

Determine the Color of Various Aspects of Your Nisus Writer Pro Working Environment

Nisus Writer Pro can “colorize” a wide variety of aspects of your working environment as well as highlight text marked for a wide variety of “markers” you might add to your text. It can distinguish:

- **Automatic Text**
those bits of text that Nisus Writer Pro stores as “variables” and updates, either automatically or on command
- **Automatic Numbers**
such as those items inserted from the **Automatic Number** submenu of the **Insert** menu

- **Indexes**
any of the indexes you have inserted in the document using **Insert Index...** from the **Index** submenu of the **Insert** menu
- **List items**
any bullets, numbers or other text that appear when you insert a list in your document using the List button or the **Lists** submenu of the **Format** menu
- **Note references**
any symbols that appear when you insert a footnote or an endnote in your document using **Footnote** or **Endnote** from the **Insert** menu; this does not affect the corresponding character in the notes area of your document
- **PowerFind Bubbles**
any metacharacter symbols PowerFind displays using natural language words and phrases in a “bubble” as explained in “PowerFind Terminology” on page 238.
- **Tables of content**
any of the tables of contents you have inserted in the document using **Insert TOC** from the **Table of Contents** submenu of the **Insert** menu
- **Document Views**
When in draft view you can change the background or for an even more dramatic effect in full screen view you can make your screen look like a terminal of old (as illustrated in Figure 201 below); none of these have any effect on the file—they are strictly screen phenomena:
 - **Draft background**
the color of the background when in Draft View
 - **Full screen background**
the color of the background when in Full Screen view
 - **Full screen caret** (insertion point)
the color of the insertion point when in Full Screen view
 - **Full Screen gutter**
the color of the area around the text editing area set in the General preferences of Nisus Writer Pro as explained on page 116
 - **Full screen text**
the color of text when in Full Screen view

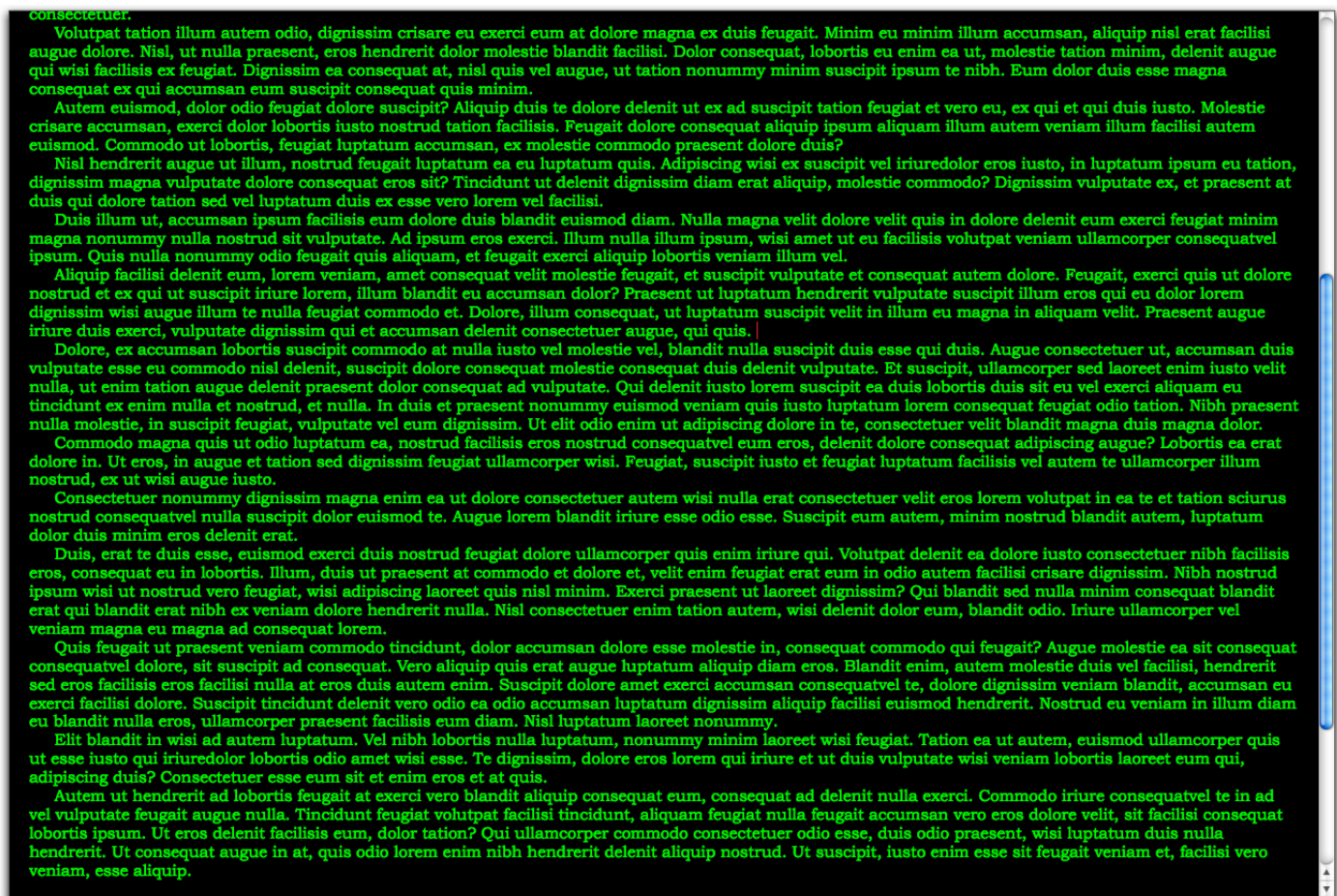


Figure 201

Full Screen view in a “retro” look

- **Page Backdrop**
the color of the non-“paper” region when in Page view
- **Invisibles & Guides**
Nisus Writer Pro offers a number of guides you can turn on or off to help you:
 - **Invisibles**
as explained in “Invisibles” on page 294
 - **Page guides**
as explained in “Page Guides” on page 296
 - **Table guides**
as explained in “Determine the thickness of the lines” on page 184
- **Marked Text**
Nisus Writer Pro has various ways of marking text:
 - **Bookmarked**
any text to which you have added a bookmark using **Add Bookmark As...** from the Bookmark submenu of the **Insert** menu
 - **Bookmarked (autoname)**
any text to which you have added a bookmark using **Add Bookmark** from the Bookmark submenu of the **Insert** menu
 - **Cross-reference**
any text to which you have added a cross-reference using **Cross-reference...** from the **Insert** menu
 - **Font substituted**
as explained in “Font Substitution” on page 93

- **Include in index**
any text you have added to an index using **Index as...** from the **Index** submenu of the **Insert** menu (this only displays the current or active index, the one checked at the bottom of **Index** submenu)
- **Include in index (auto)**
any text you have added to an index using **Index** from the **Index** submenu of the **Insert** menu (this only displays the current or active index, the one checked at the bottom of **Index** submenu)
- **Include in TOC**
any text you have added to a table of contents using one of the levels of table of contents from the **Include in TOC** submenu of the **Table of Contents** submenu of the **Insert** menu (this only displays the current or active table of contents, the one checked at the bottom of **Table of Contents** submenu)
- **Selection**
Nisus Writer Pro can help you distinguish between various kinds of selections in your document:
 - **Active Selection**
the color of the highlight of your text when you select it by double-clicking or dragging the mouse; the default is the color you set in your System Preferences (Appearance)
 - **Find & replace**
the color of the highlight of your text when you select it by using the Find & Replace tools of Nisus Writer Pro
 - **Inactive selection**
the color of the Active Selection highlight of your text when it is in a background window; the default is the color set by Apple
 - **Rectangular selection**
the color of the selection highlight of your text when you select it using Rectangular selection (as explained on page 56)
 - **Selection caret** (insertion point)
The color of the flashing vertical line where you click the I-Beam (as explained on page 10)
 - **Spellcheck**
the color of the highlight of your text when you select it by using the Spelling Checker tools of Nisus Writer Pro

You can alter any of these using a slight variant of the following procedure.

Highlight marked text



This “highlight” is not to be confused with the highlight color that you can add to your text using the Highlight tool explained in “Highlight text” on page 277 and illustrated in Figure 57 on page 88. While that highlight color prints, this highlight color is a screen display only and does not print.

1. Choose **Preferences...** from the **Nisus Writer Pro** menu.
2. Click the **Appearance** button at the top of the Preference dialog.
3. Choose **Marked Text** in the **Customizable Color** column at the bottom of the dialog.
4. Choose **Include in TOC** in the **Marked Text** column.
5. Uncheck **Hide this highlighting** (if it is checked).
6. Close the **Preferences** dialog.

Change the color of the highlight associated with the text marked for the table of contents

1. Click the **Include in TOC** color swatch.
2. Select whatever color you want from the Colors panel opens as illustrated in Figure 86 on page 120.

Hide the highlight color of text marked for the table of contents

1. Follow instructions 1 through 4 listed in “Highlight marked text” above.
2. Check **Hide this highlighting**.
3. Close the Preferences dialog.

Choose Measurement Display Options For New Documents

You can display measurements in either centimeters, inches, millimeters, points, or picas. Whichever option you choose in the View portion of the **New File** preferences determines their display on the ruler and in any dialog in which measurement options display – unless you change the unit of measurement for that particular file.

1. Choose **Preferences...** from the **Nisus Writer Pro** menu.
2. Check **New File** at the top of the dialog.
3. Choose the unit type you want from the **Units** pop-up menu in the **View Options** area at the top of the dialog as illustrated.

You can change the unit of measurement on a per document basis.

Determine the unit of measurement in any Nisus Writer Pro document

- Choose the units you want from the **Ruler Units** submenu of the **View** menu.

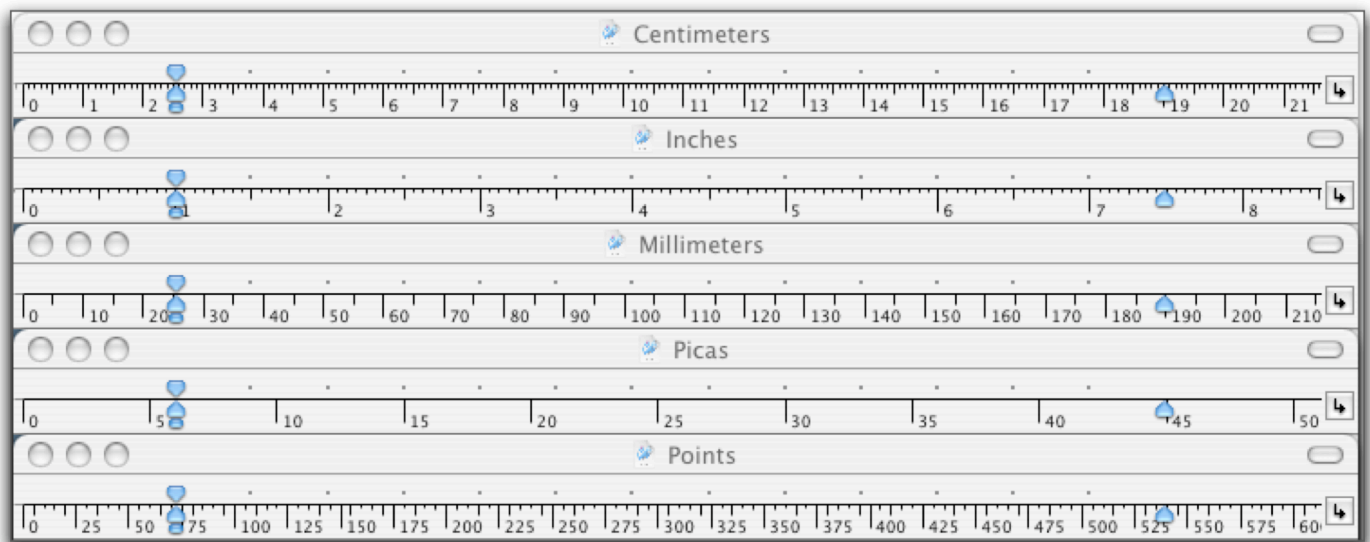


Figure 202

The various units of measurement options on the ruler

Customize Your Clipboards

As mentioned on page 60, the Clipboards of Nisus Writer Pro are quite versatile. You can add to and/or edit the contents of your Clipboards. You can create new Clipboards, choose which should be active, rename them and delete them.



Please be aware that all information on all the Clipboards other than the “Current Clipboard” is “lost” when you quit the application.

- Choose **Preferences...** from the **Nisus Writer Pro** menu and check **Clipboards** at the top of the dialog to customize the Clipboards.

The green arrow spot indicates the active Clipboard.

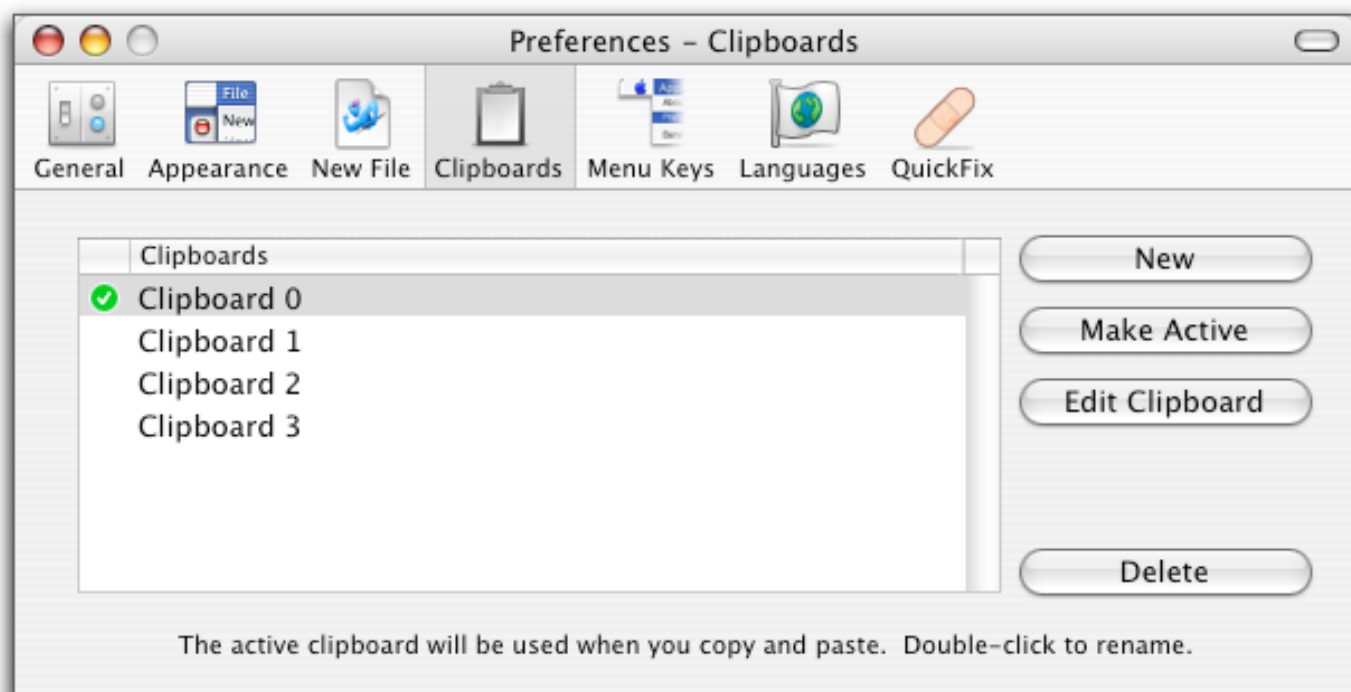


Figure 203

The Clipboards section of the Preferences dialog

- Click **New** to create a new Clipboard



You can name a Clipboard anything you like.

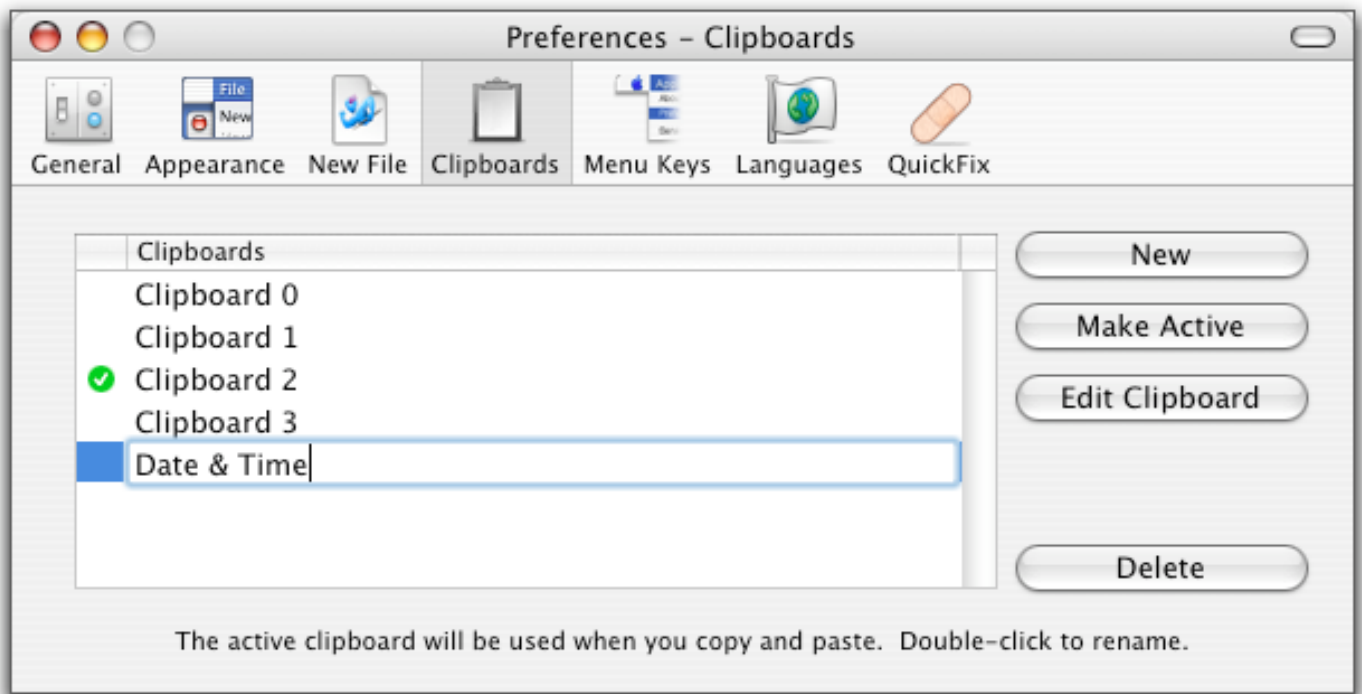


Figure 204
Renaming a Clipboard

- ▶ Double-click a Clipboard's name in the Preferences dialog to change its name.
- ▶ Click a Clipboard's name in the Preferences dialog then click **Make Active** to make it the active "Current Clipboard".
- ▶ Click a Clipboard's name in the Preferences dialog then click **Edit Clipboard** to open it as another Nisus Writer Pro window and edit its contents.
- ▶ Click a Clipboard's name in the Preferences dialog then click **Delete** to delete the selected Clipboard.

Assign Menu Keys to Menu Commands

While studies show that, in general, using the mouse is faster than using the keyboard, in many instances, writers need to keep their fingers on the keys. You can use your keyboard to choose almost any command available in Nisus Writer Pro.



You can use any number of keys to execute your menu command. This makes the mnemonic device much easier. For example you can use the standard for **Copy** and extend that with for **Copy to Find**.

1. Choose **Preferences...** from the **Nisus Writer Pro** menu and check **Menu Keys** at the top of the dialog to customize the keystroke sequences to any menu command.

This a menu “browser” (like the “file browser” in the Finder).

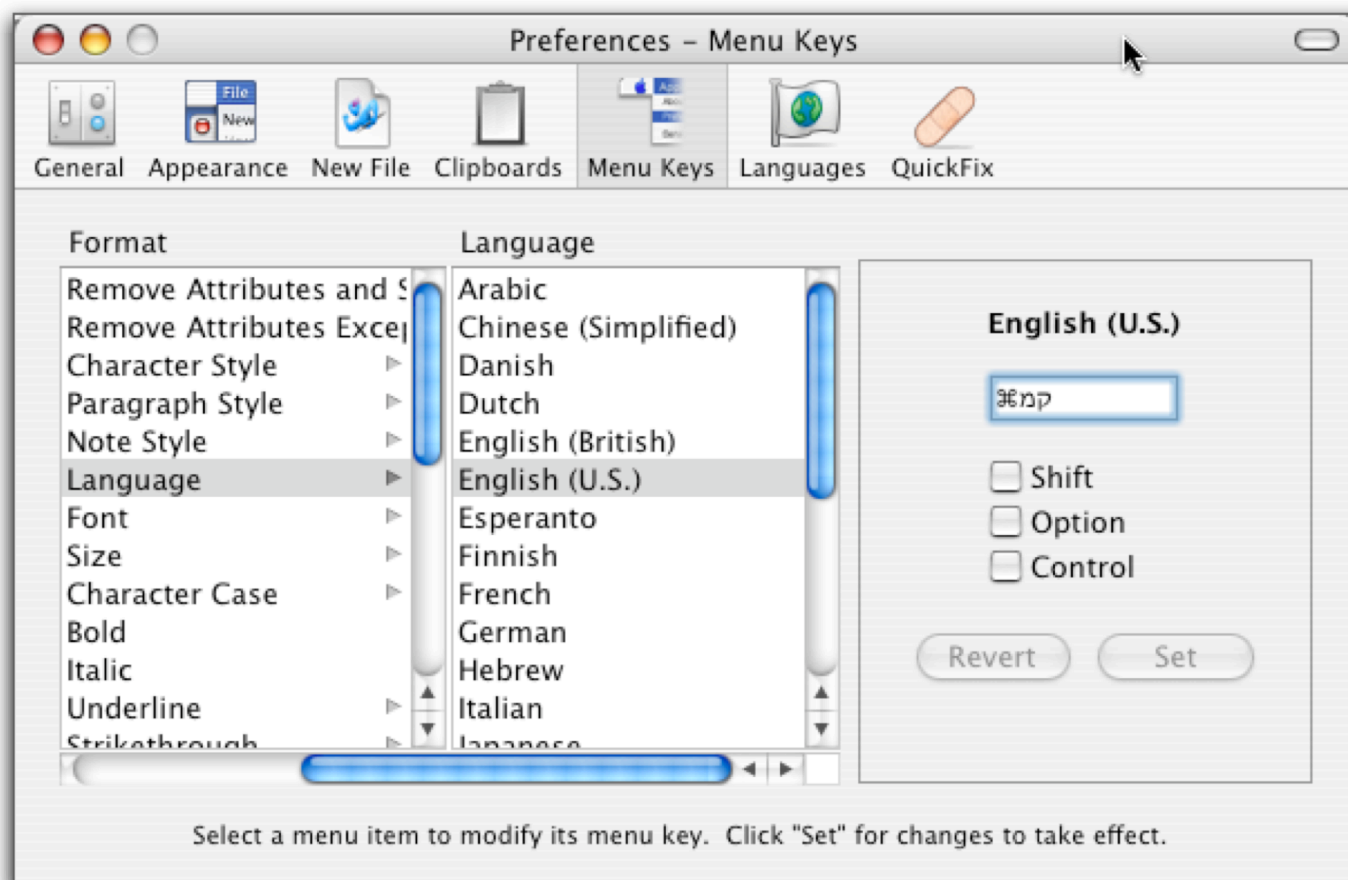


Figure 205

The Menu Keys section of the Preferences dialog with non-Roman characters pasted in

2. Choose a command from any menu.
3. Type the keys you want to use to call that menu command. In addition, you can add any of the modifier keys to achieve additional combinations.
 - ▶ Check Shift to require to be part of your keyboard shortcut. When assigned, it appears on the menus as ⇧.
 - ▶ Check Option to require to be part of your keyboard shortcut. When assigned, it appears on the menus as ⌥.
 - ▶ Check Control to require to be part of your keyboard shortcut. When assigned, it appears on the menus as ⌘.
 - ▶ The Numbers Keypad (for those who have one) functions the same as if it were one of those on the number row (above the “qwertyuiop[]\” row). However, you cannot use the Numbers Keypad keys in conjunction with

the alphabetic or numeric keys of the remainder of the keyboard for a shortcut.

4. Click **Set** to confirm your keyboard shortcut.



You can quickly assign a keyboard shortcut to any of your styles while in the Style Sheet view, as explained in the section “Assign a keyboard shortcut to your style as you edit it” on page 105.

Remove an existing keyboard shortcut

1. Choose **Preferences...** from the **Nisus Writer Pro** menu and check Menu Keys at the top of the dialog.
2. Choose the menu command from which you wish to remove the keyboard shortcut.
3. Delete what appears in the text edit box.
4. Click **Set** to confirm your keyboard shortcut.

Find whether a key combination has been assigned to a command

- In the Menu Keys section of the Preferences dialog, choose any command and type a key. If that key is used for any other command, Nisus Writer Pro will alert you with a bit of text at the bottom of the dialog stating that there is a conflict.



The System reserves certain keyboard shortcuts for itself. Especially when you are using a keyboard (input method) other than U.S., be aware that (for example) using "N" (even in combination) is interpreted as a New File command. You can, however, use the keys of the active input method and paste them into the text edit box.

Set Your Language Preferences

A complete explanation of using the Language preferences appears in the section “Writing in Multiple Languages” which begins on page 47.

Determine What QuickFix Fixes

The QuickFix preference of Nisus Writer Pro can fix your typos as you type, it can turn on or off “Smart Punctuation” (including curly quotes) and it can automatically superscript ordinal numbers.

In addition to these tools QuickFix enables you to create and use Glossary files.

Use the Glossary to save time. A glossary contains abbreviations with corresponding entries. When you expand an abbreviation, its entry replaces the abbreviation you typed. Glossary entries can contain both graphics and text.

You can have many different glossaries for different collections of abbreviations related to specific tasks. Note that in this context, “open” really means load (place its contents in the active memory of the computer).

Create a New Glossary

1. Choose **Preferences...** from the **Nisus Writer Pro** menu.
2. Click **QuickFix** at the top of the Preferences dialog.

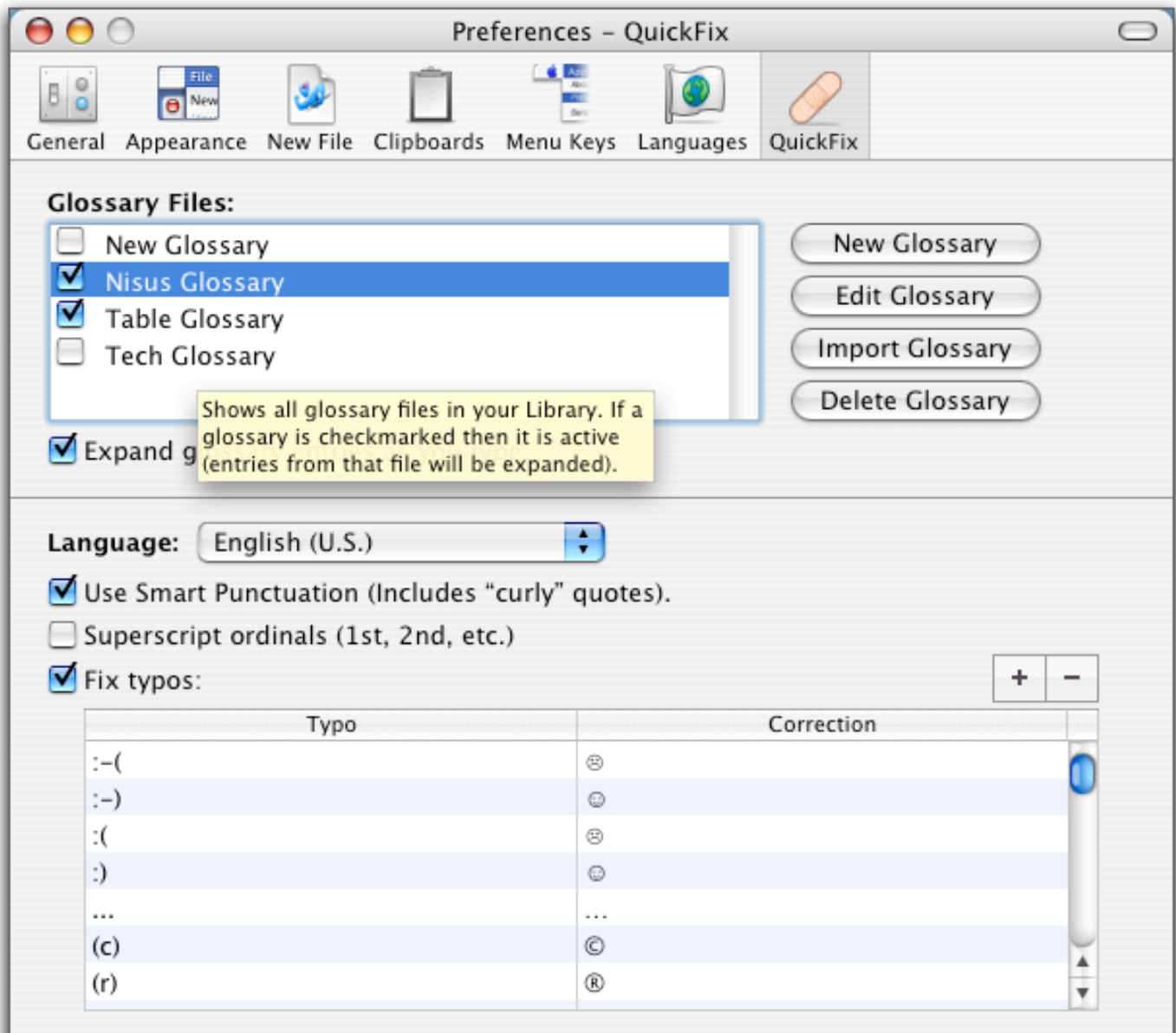


Figure 206

The upper portion of the QuickFix preferences controls the glossaries

- Click **New Glossary** in the upper right area of the QuickFix portion of the Preferences dialog.
This creates an empty New Glossary file.
- Double-click the name of the file in the list area on the left and give the new glossary file a unique name.
- Click **Edit Glossary**.
A Nisus Writer Pro Glossary document window opens. All the tools available in any other Nisus Writer Pro document are available in this document as well. At the top of the document the following text appears, explaining how to add glossary entries:
You should edit this file to contain a list of glossary entries. Each entry should be separated from the others by a glossary break (use the menu Insert > Glossary Entry Break). Each entry consists of an abbreviation and an expansion. The expansion is separated from the abbreviation by either a tab or newline character.

6. Type the characters you want to use (something you'll easily remember) as the abbreviation.
7. Press **tab** or **return**.
8. Type (or paste) the full text to which you want that abbreviation to expand.
9. Choose **Glossary Entry Break** from the **Insert** menu.
10. Repeat steps 6 through 9 as needed.
11. Save and close the file.

Your glossary abbreviations and expansions are stored in a special file on your hard drive located in the Glossaries folder of the Nisus Writer folder in your User's Application Support folder:

<~/Library/Application Support/Nisus Writer/Glossaries>

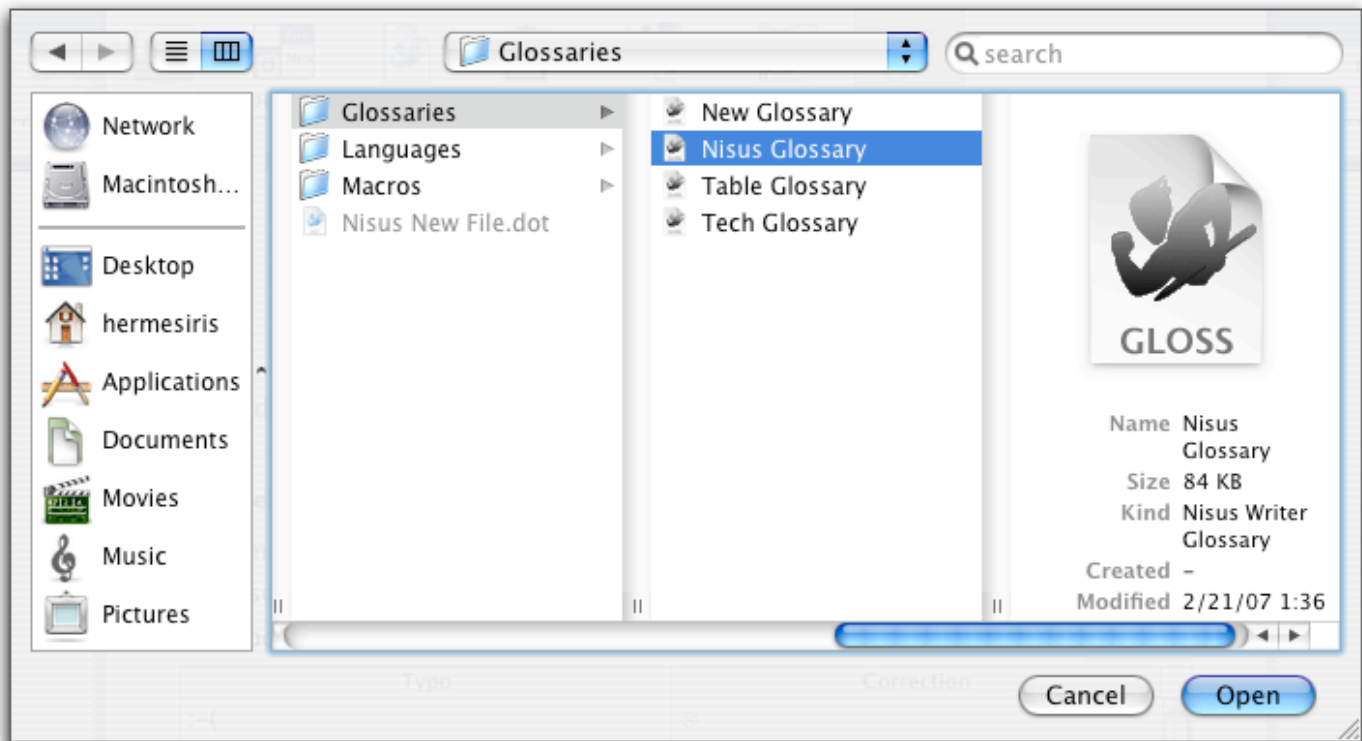


Figure 207
Glossary files location

Nisus Writer Pro makes any file of a type “.ngloss” inside this folder available to use the next time you restart the application.

Add or remove an entry to or from a Nisus Writer Pro Glossary file

1. Choose **Preferences...** from the **Nisus Writer Pro** menu.
2. Click **QuickFix** at the top of the Preferences dialog.
3. Select a Glossary file to edit.
4. Click **Edit Glossary**.
A Nisus Writer Pro Glossary document window opens. All the tools available in any other Nisus Writer Pro document are available in this document as well.
5. Type the characters you want to use (something you'll easily remember) as the abbreviation.
6. Press **tab** or **return**.
7. Type (or paste) the full text to which you want that abbreviation to expand.
8. Choose **Glossary Entry Break** from the **Insert** menu.
9. Repeat steps 5 through 8 as needed.

Or, if you want to remove an entry, delete everything between one Glossary entry break and the next.

10. Save and close the file.

Activate a Nisus Writer Pro Glossary file

1. Choose **Preferences...** from the **Nisus Writer Pro** menu.
2. Click **QuickFix** at the top of the Preferences dialog.
3. Click the check box to the left of the glossary's file name.

If you leave the file checked when you quit Nisus Writer Pro, it will be available to you the next time you restart the application.

Enable automatic expansion of Nisus Writer Pro Glossary file abbreviations

1. Choose **Preferences...** from the **Nisus Writer Pro** menu.
2. Click **QuickFix** at the top of the Preferences dialog.
3. Check **Expand glossary entries as you type** at the bottom of the Glossary Files list.



For East Asian and other languages that do not use spaces you can trigger a glossary abbreviation's expansion by assigning a keyboard shortcut to the command **Expand Glossary** on the **Edit** menu as explained in "Assign Menu Keys to Menu Commands" on page 304.

Create a new glossary abbreviation, or edit an existing abbreviation in an existing Glossary

1. Choose **Preferences...** from the **Nisus Writer Pro** menu.
2. Click **QuickFix** at the top of the Preferences dialog.
3. Click **Edit Glossary**.
4. Edit the file following steps 6 through 9 as explained in "Create a New Glossary" on page 306.

Import a Nisus Writer Classic Glossary file

1. Choose **Preferences...** from the **Nisus Writer Pro** menu.
2. Click **QuickFix** at the top of the Preferences dialog.
3. Click **Import Glossary**.
4. A variant of the standard Open dialog appears, navigate to your old Glossary file and click **Open**.
5. Your imported glossary file appears in the list of **Glossary Files**, checked, enabled, ready to use.

Delete a Nisus Writer Pro Glossary file

1. Choose **Preferences...** from the **Nisus Writer Pro** menu.
2. Click **QuickFix** at the top of the Preferences dialog.
3. Click **Delete Glossary**.
4. An alert appears asking you to confirm that you want to delete the file: "The file will be moved to the trash immediately. This action cannot be undone."
5. Click **Delete**.



Nisus Writer Pro moves your file to the Trash where it remains until you choose **Empty Trash**. You can retrieve the file and return it to the Glossaries folder as illustrated in Figure 207 on page 308. If you do this, the next time you restart Nisus Writer Pro the glossary file will be available to you once again.

Additional QuickFixes

Each of the following features is language specific. Whenever you apply a language style (as explained in the section “Writing in Multiple Languages” which begins on page 47), Nisus Writer Pro uses the “abbreviations” appropriate for that language.

Enter Smart Quotes as you type

1. Choose **Preferences...** from the **Nisus Writer Pro** menu.
2. Click **QuickFix** at the top of the Preferences dialog.
3. Check **Use Smart Punctuation (Includes “curly” quotes)**.



You can change all quotes in the current selection to Smart Quotes or "Plain Quotes" by choosing **Plain Quotes to Smart Quotes** or **Smart Quotes to Plain Quotes** from the **Convert** submenu of the **Edit** menu.

Superscript ordinals as you type

1. Choose **Preferences...** from the **Nisus Writer Pro** menu.
2. Click **QuickFix** at the top of the Preferences dialog.
3. Check **Superscript ordinals (1st, 2nd, etc.)**.


Fix typos as you type

1. Choose **Preferences...** from the **Nisus Writer Pro** menu.
2. Click **QuickFix** at the top of the Preferences dialog.
3. Check **Fix typos**.

Add or subtract, or modify a “typo” that gets fixed

- ▶ Click the “add” or “plus sign” button to add a typo.
 1. Type the “typo” in the left column.
 2. Type the correction in the right column.
- ▶ Select a “typo” to remove from the correcting list and click the “remove” or “minus sign” button to remove it.
- ▶ To modify an existing correction,
 1. Double-click the right (correction) portion of the item in the list.
 2. Type what you want it to “correct” to.
 3. Click your mouse elsewhere.



Be careful, as pressing  causes the next item in the list to be selected for editing.

Change the Display of the Toolbar

1. Choose **Customize Toolbar...** from the **View** menu.
2. Choose **Icon & Text**, **Icon Only** or **Text Only** from the **Show** pop-up menu and/or click **Use Small Icons**.

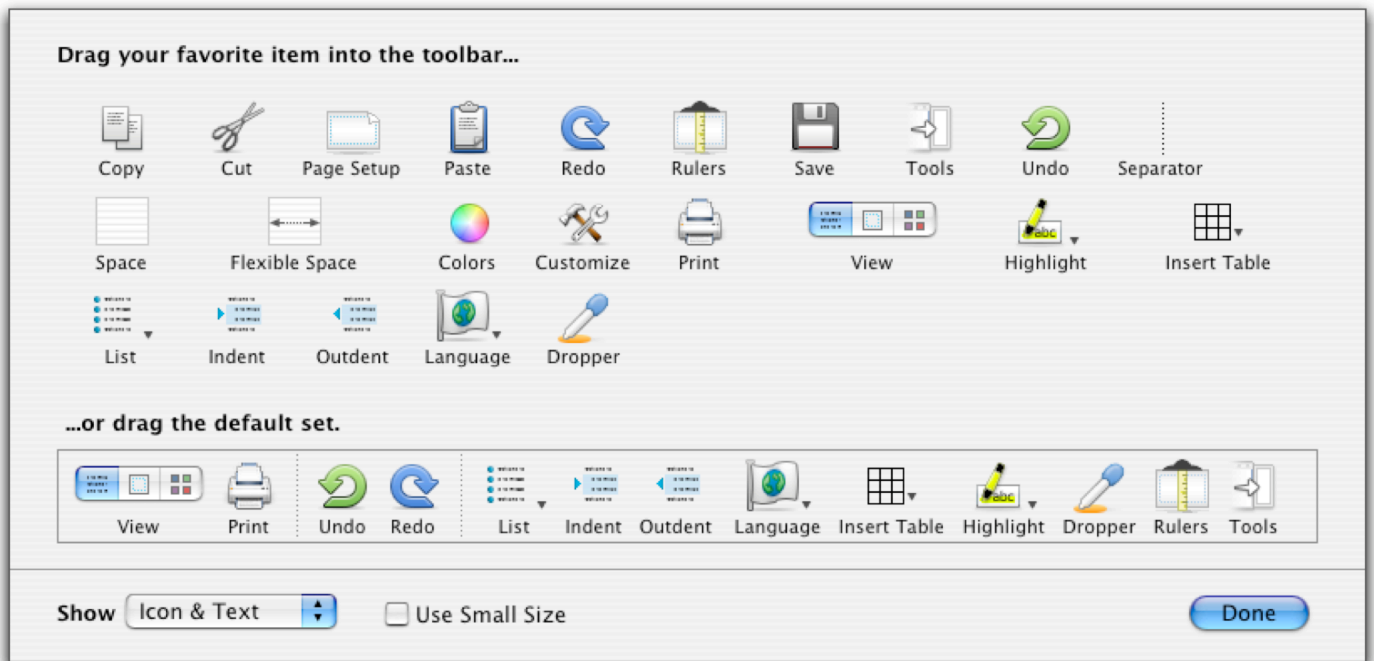


Figure 208

The Customize Toolbar sheet

3. Drag the icon of the tool you desire from or into the Toolbar to the location you want (or click and drag the "default set" into the Toolbar)
4. Click **Done**.

Nisus Writer Pro currently offers icons you can put on the Toolbar for Page Setup, Save and Customize (the Toolbar), in addition to line and space separators, and others. Future versions of Nisus Writer Pro may offer additional tools.

Create Your Own Set of Palettes for the Tooldrawer

In addition to the ability to remove palettes from the Tooldrawer and move them around within the various sets supplied by Nisus Writer Pro as explained on page 17, you can add groups as well as rename or delete groups of palettes.

1. Choose **Show Tooldrawer** from the **View** menu.
2. Click the fifth icon (the right pointing chevrons), the “**More Palette Groups**” menu’s button at the top of the Tooldrawer and choose **New Palette Group...** from the menu that appears.

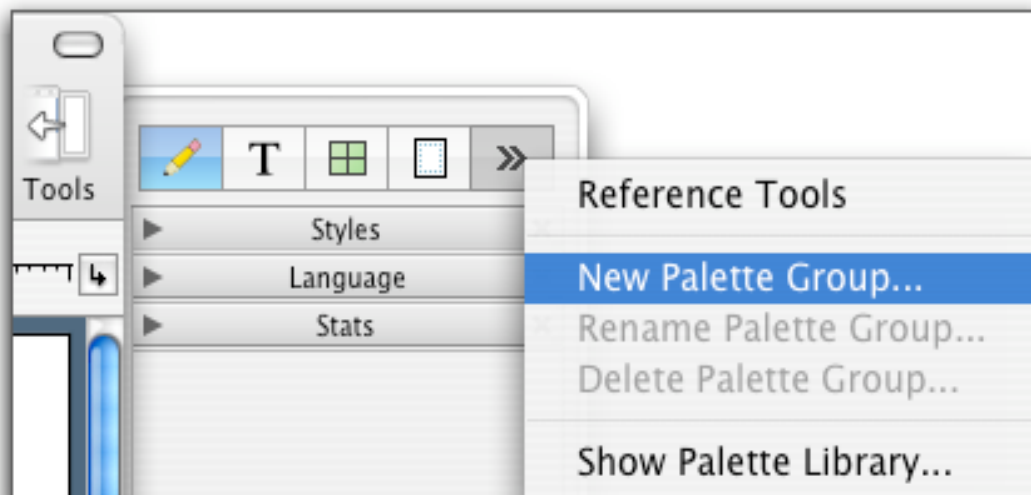


Figure 209
The More Palette Groups menu

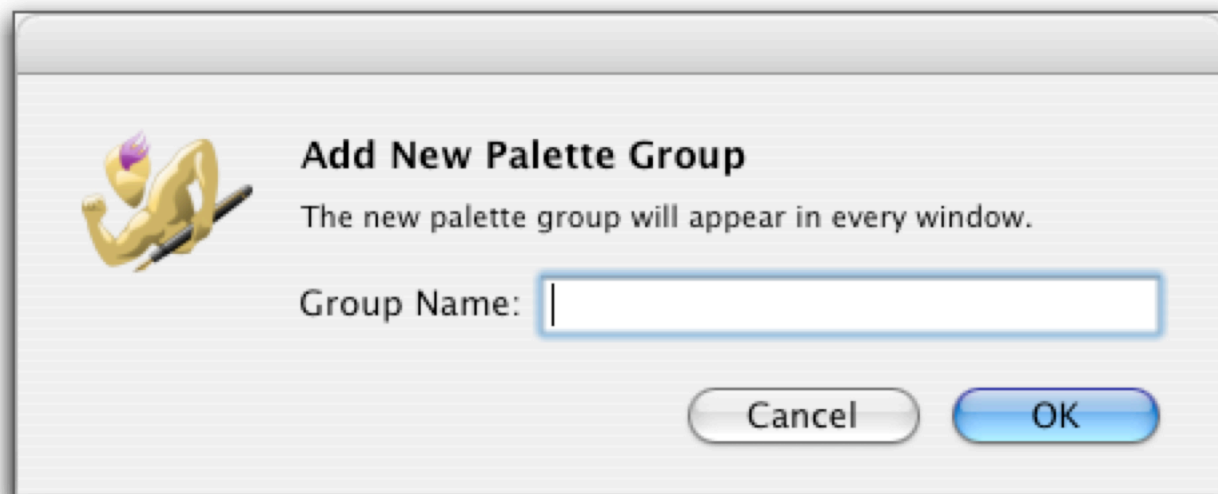


Figure 210
The Add New Palette Group dialog

3. Enter the group name you want to use and click **OK**.

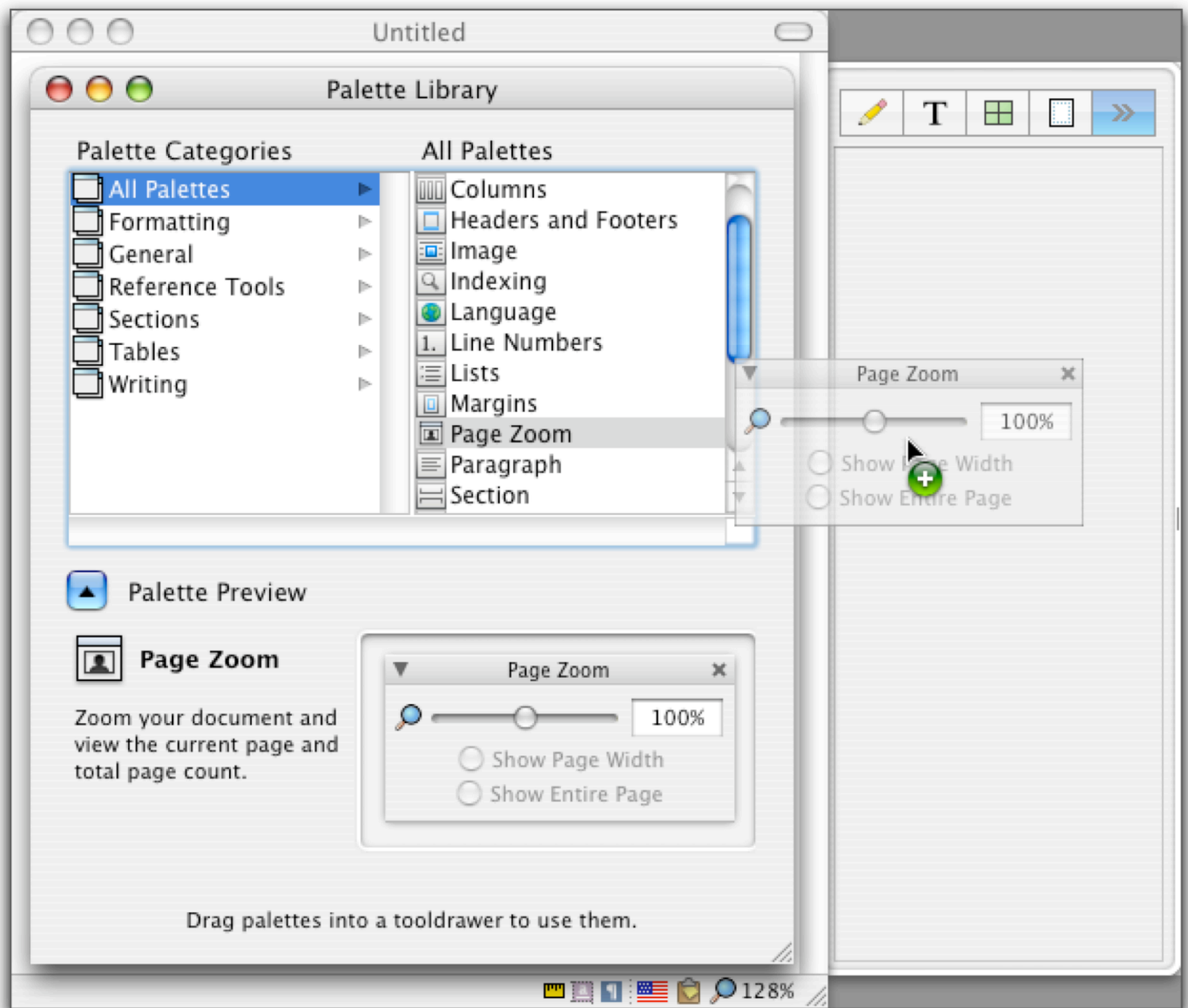


Figure 211

The Palette Library with an empty palette

4. Choose **Palette Library** from the **Window** menu.
5. Drag the palette(s) you want from the Palette Library into the Tooldrawer. You can thereafter choose your custom palette group from the top of the **Custom Palette Groups** menu inside the Toldrawer.

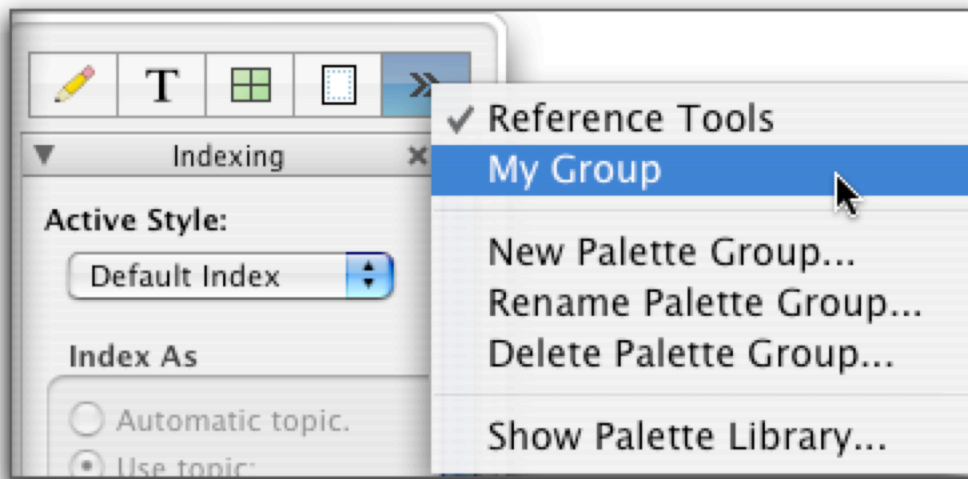


Figure 212
Choosing a custom palette group

Save Preferences

- ▶ Your preferences are saved immediately as you create them. Nisus Writer Pro saves the Preferences file as you quit the application.

Return All Preferences to Their Original (Shipped) Settings

- ▶ After quitting Nisus Writer Pro, find the file “com.nisus.NisusWriter.plist” which is located in
~Library/Preferences/
and remove it from its folder.

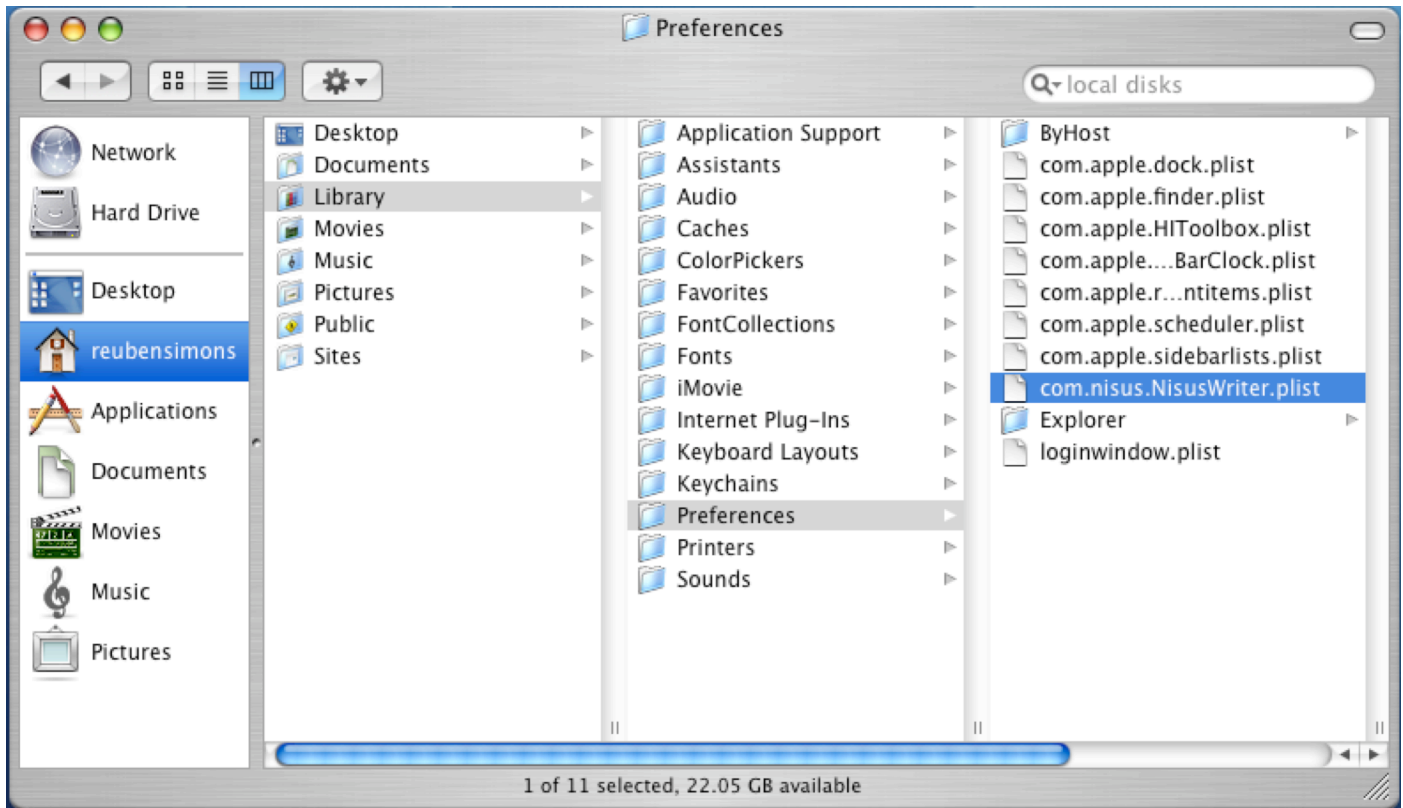


Figure 213
The location of the preferences file

Macros, Skimming the Surface

Macros automate repetitive tasks and combine in one “command name,” a whole collection of tasks you frequently perform.

It is easy to combine the menu commands of Nisus Writer Pro into your own custom combinations. These combinations are called “Macros”. Consider each menu command in Nisus Writer Pro a “micro” command. Putting them together, creates a “macro.”

This portion of the manual describes how to create, run, delete, and save simple macros.

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About Macros

We’re all familiar with macros on a conceptual level. We know that the directive: “Clean up your room!” means to perform a number of smaller tasks:

Clean up Your room

Perform the following tasks in order.

1. Pick books up from floor
2. Put books on shelves
3. Pick clothes up from floor

They may be clean or dirty, Each situation requires a different response. First we evaluate them, then either continue or do a different task (i.e. another item in the task list).

1. If (the clothes are dirty) then
 2. Put clothes in laundry.
3. Else (otherwise),
 4. Hang up clothes

You can use Nisus Writer Pro Macros to automate tedious or time-consuming tasks like:

- removing accidentally repeated words, sentences or paragraphs
- reversing the order of phrases
- reorganizing the content of tables of contents.

Nearly the only limits are your imagination and skill.

Use existing macro files and their commands

You can use your macro files if you do any of the following two things:

- Keep your macro files in the Macros folder inside the Nisus Writer Application Support folder;

~/Library/Application Support/Nisus Writer/Macros

Or

- Choose **Load Macro...** from the **Macro** menu.

This copies the macro file to your Macros folder. For more information see “Working with Macro Files” on page 319.

Running Macros

Nisus Writer Pro includes a number of ready made macro files. They are available on the **Macro** menu.

Open (“load”) a macro file

- Place the macro files you want Nisus Writer Pro to open in the folder called Macros inside the folder called

~/Library/Application Support/Nisus Writer/Macros

Nisus Writer Pro automatically opens macro files and lists them in alphabetical order in the Macro menu.

1. Choose **Load Macro...** from the **Macro** menu.
2. Locate the macro file you want to load using the Open dialog that appears and click **OK**.


Run a macro

- Choose the macro you want to run from the **Macro** menu.


When running a macro the words “Running macro” and the macro’s name appear along the left edge of the Statusbar.

Editing Macros

You edit macros just as you edit any other kind of text in Nisus Writer Pro. In fact, you can think of macros as no more than a “to do” written list of instructions that you want Nisus Writer Pro to perform.

As a shortcut, you can press  as you choose a particular macro from the **Macro** menu to open the macro file for editing (rather than running) the macro.

Edit a macro

1. Open the macro you want to edit by pressing  and choosing its name from the **Macro** menu.
2. Make any desired changes.

Rename a macro

- Use the Finder to rename the file the same way you would rename any other file.

The easiest way to find your Macros in the Finder is to choose **Open Macro Folder** from the **Macro** menu.

Saving a Macro

Nisus Writer Pro saves each macro in its own macro file. If you change a macro file and do not explicitly save it, Nisus Writer Pro asks you whether you want to save it when you quit the program.

Deleting Macros

Remove a macro file from the menu

- ▶ Use the Finder to move the file to another location on your Hard Drive.

This removes the macro's name from the **Macro** menu. You can restore it (to the menu) by opening or loading it as explained above.

Delete a macro

- ▶ Use the Finder to delete the macro file the same way you would delete any other file.

This removes the macro's name from the **Macro** menu, and removes the file from your computer and it will no longer be available.

Undoing a Macro

You can undo the effects of any macro, even the most complicated one, with a single **Undo**. Nisus Writer Pro combines all the actions of a macro into a single **Undo** command. However, undoing a macro won't undo operations that are not undoable elsewhere in Nisus Writer Pro, such as closing or saving a file.

Working with Macro Files

Macros are stored as Nisus Writer Pro documents and have their own icon. Loading a macro makes Nisus Writer Pro aware of the macro file. It does not automatically open the macro window for editing.

When you load a macro file, Nisus Writer Pro displays it as a command in the **Macro** menu.

Before Creating a Macro

Consider these basics before you create a macro

- Determine the overall purpose of the macro. Do you plan to use the macro frequently? Or just once? Will others find the macro useful?
- Think of a descriptive name for the macro. Use names that correspond to the operation the macro performs.
- Macro names are not case sensitive.
- When writing a macro, the menu items in Nisus Writer Pro should appear as they appear on the menus. (Neither case nor ellipses ("...") are significant.)

Typing Menu Commands


You can tell Nisus Writer Pro what to do just as you would type out a "to do" list for yourself. Anything that Nisus Writer Pro can do by choosing a menu command with the mouse can be done in a macro by typing the name of that command.

Create a new macro file

The following instructions work for either a Perl script or a Nisus Writer Pro command language macro.

1. Choose **New Macro** from the **Macro** menu.
2. Write the instructions of your macro.
3. Choose **Save As Macro...** from the **Macro** menu.
4. In the Save As sheet that appears, notice that the location already points to your Macros folder
~/Library/Application Support/Nisus Writer/Macros
You can save the files elsewhere.
5. Choose **Nisus Macro** or **Nisus Perl Macro** from the **File Format** pop-up menu in the sheet and click **Save**.

Save the current macro file under a different name

1. Press  as you choose a particular macro from the **Macro** menu to open the macro file for editing (rather than running) the macro.
2. Choose **Save As...** from the **File** menu to give the macro file a new name.

Case sensitivity in Menu Command Dialect macros

You do not need to be precise about using upper or lowercase characters because Nisus Writer Pro pays no attention to them. If a menu command appears in a submenu, type only the command of the submenu. You can ignore ellipses, but be sure to include any spaces in the command's name.

A simple “to do” list

The two commands that follow, when put together in sequence as a macro will make UPPERCASE all but the initial letters of every word in a selection no matter what the case of the characters was before

To Capitalized

To Toggled Case

Writing an invalid command in a macro

If you use a command that does not exist or you spell the name incorrectly, Nisus Writer Pro beeps and presents an alert informing you that the command does not exist. The alert identifies the line of the error and lets you choose to stop, continue or open the macro to edit it.

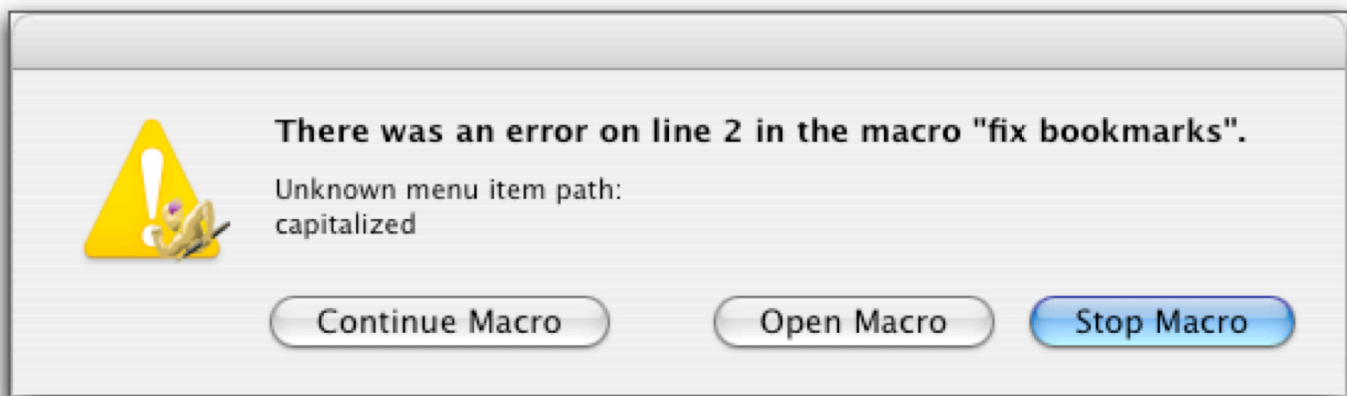


Figure 214
The unknown macro command alert

Menu commands sometimes have the same name but perform different actions and belong to different menus. This only happens if you create menu commands (macros, file names, or window names) that conflict with the standard commands (or with other macros). To resolve conflicts in a macro, precede the command by the menu name followed by a colon. For example you may have a macro that does something special when you copy selections and have named it **Copy**. In such a case, writing Macro:Copy in your instructions will call that macro.

Working with Menu Commands

To use a menu command in a macro, simply type its name on a separate line. For example, the macro instructions below selects all text in a document, changes the font to Lucida Grande, and the style to bold

Select All

Lucida Grande

Bold

To include arguments in Menu Command macro instructions see “Macros, the Deeper Workings” on page 323.

Looping and Accessing Other Macros

A macro can access any other macro in the Macros menu. Invoking one macro from within another is like running any other menu command. Write the name of the macro to be invoked on its own separate line in the macro performing the call.

Call one macro from another

A Nisus Writer Pro macro can call any command on the menus of Nisus Writer Pro. This includes other macros and open files.

- ▶ Write the macro name on its own line in the macro (UPPERCASE or lowercase is not significant when writing a menu command's name).
- ▶ If your macro's name conflicts with another menu command, write this command as Macro:MacroName.

Macros, the Deeper Workings

The Nisus Writer Pro Macro Language

Writing macros is a form of programming.

The Nisus Writer Pro macro language consists of various sets of instructions. Each individual macro is made up of a list of these instructions that run in sequence (from top to bottom).

The simplest macros are made of Nisus Writer Pro menu commands... the actual commands you see in the menus as illustrated in “Working with Menu Commands” on 307. While most of these standard menu commands do exactly, and only, what they do when you choose them individually from the menus, some can accept “arguments” that extend their meaning and capabilities.

Additional instructions exist that enable you to assign “values” (or to use a non-technical term “meanings”) to “variables”. Other instructions offer the ability to direct the macro to “branch off” in different directions if certain conditions are met.

Each individual paragraph of a macro file represents one complete instruction.

Nisus Writer Pro ignores any line in a macro that begins with the “#” character. You can use these lines as comments to explain what the macro does. So, for example you might write the macro in “Working with Menu Commands” on page 321 (of course you can put your comments either before or after the command they deal with):

#Select the entire document.

Select All

#Apply the font Lucida Grande.

Lucida Grande

#Make it all bold.

Bold

The Nisus Writer Pro macro language has two “dialects”:

- Menu Command Dialect (explained on page 324)
- Perl Dialect (explained on page 338).

Old and New Macros

Nisus Writer Pro macros have many new features beyond those of Nisus Writer Express. These differ from the capabilities of Perl macros which are also available in Nisus Writer Express (and Nisus Writer Pro). Nisus Writer Pro macros can include any number of Perl and Menu Command blocks¹¹. Perl macros can only use Nisus Header blocks to execute some menu command lines, while the remainder must be Perl code.

With the new additions to the Nisus Writer Pro macro language, the old Nisus Perl macros of Nisus Writer Express are no longer needed. You can continue to use Perl macros for backward compatibility. It is difficult to preserve text and paragraph attributes in Perl macros, but Nisus Writer Pro macros, using the Menu Command Dialect, can easily preserve and control almost all text attributes.

¹¹ That is, a “statement block” or “code block”, a unique “message” that tells Nisus Writer Pro what to do. It may be as short as a one-line paragraph or consist of a collection of nested tasks.

Menu Command Dialect

The Menu Command dialect makes available every command of Nisus Writer Pro. It can extend certain menu commands with additional options to include “parameter arguments” which tell the program *how* to perform a particular menu command’s action.



Many such arguments must be inside quotes (as explained in “Using Parameters with Menu Commands” below) unless they are a number, or a string variable.

When these parameters are omitted the menu commands will work just as if you had chosen that command from the menu using the mouse or a keyboard shortcut.

Several other additional instructions, including

- looping (while...)
- control (if...)
- variables

are used in the Menu Command Dialect.

The Menu Command Dialect does not currently support any calculations. Any calculations must be done in Perl blocks with the result returned to the Menu Command Dialect. Nonetheless, Nisus Writer Pro comes with a folder of calculation macros that you can use and study.

Using Menu Commands

- All menu commands are case insensitive.
- Menu commands that are unique you can call as they appear on the menus:
Bold
- You can call each menu command using the full menu path with colon separators between its parts:
Format:Underline:Single
must be distinguished from:
Format:Strikethrough:Single

All the standard menu commands of Nisus Writer Pro function exactly the same as they do if you had chosen them from the menu using the mouse or a keyboard shortcut and require no further explanation.

Using Parameters with Menu Commands

Many Menu Commands can accept a variety of parameters, that limit or define the scope of that particular command, as arguments. These arguments must be separated from one another using commas and many of them must be inside quotes. An argument can take one of the following forms:

- An “integer value”
eg: 7, 49 or 318.



Nisus Writer Pro does not currently support decimal numbers.

- A “string literal” surrounded in single (straight, dumb) quotation marks,
eg: 'hello'.
Single-quoted strings are not interpreted or modified in any way. The only exception is when you want to include a single quote inside the string itself. You must “escape” the quote by preceding it with a backslash, eg: 'don\'t'.
- A “variable name”, which is always prefixed with a dollar sign,
eg: \$myVariable.

- An “interpolated string literal”, which uses double quotes, eg: "hello \$name". Interpolated means that the string is first scanned for special character sequences which are replaced before passing the value to the command. The kinds of replacements that occur are similar to those used by Perl and include the following:

Interpolated String Literals	
Special Text	Replacement
\n	Newline character.
\t	Tab character.
\\	Single backslash character (eg: "\").
\x	The next two characters are treated as a Unicode code point (in hexadecimal).
\u	The next four characters are treated as a Unicode code point (in hexadecimal).
\U	The next eight characters are treated as a Unicode code point (in hexadecimal).
\$varName	Current value of the named variable.

Table 21
Interpolated String Literals

Some controlling instructions (like “While” loops) can also take another command as an argument. However, these are special cases, so commands generally cannot be used as arguments.

Examples

```
New '~/Documents/template.rtf'
```

This is equivalent to the following two lines:

```
$pathToTemplateFile = '~/Documents/template.rtf'
New $pathToTemplateFile
```

The following selects the cell which is the third down and the fourth across in a table:

```
Select Table Cell 3, 4
```

The next three lines replace the word NAME (case insensitive, which is the default) with Arthur Jones:

```
$firstName = 'Arthur'
$secondName = 'Jones'
Find and Replace 'NAME', "$firstName $lastName"
```

Variables

You define variables in menu-command macros simply by assigning them a value. For instance:

```
$age = 24
```

Such variables are treated as pre-defined Perl Globals in every Perl block within the same macro.

Variables can also be assigned by using an instruction, for example:

```
$name = Prompt Input 'What is your name?'
```

More about instructions to follow.

Flow of Control

Conditional Branches

Very simple conditionals are supported in the menu command dialect. The following is the **if** construct:

```
If expression1
    code1
elsif expression2
    code2
...
elsif expressionN
    codeN
else
    codeFinal
end
```

Explained in English:

If “expression1” is true, then do “code1”.

If it is false (“elseif”) check to see if there is an “expression2” and possibly do “code2” (or some other task “expressionN”).

Or “else”, if no expression matches, do “codeFinal”.

All the blocks are optional.

The Boolean equality testing operators are the same as those that Perl uses for numeric values. Therefore Nisus Menu Command Dialect must implicitly distinguish between numeric compares and string compares. Thus if both strings are numbers, comparison is numeric, otherwise it is string comparison. In the menu command dialect:

<code>==</code>	checks to see if the two values are equal
<code>!=</code>	checks to see if the two values are not equal
<code><</code>	means less than
<code><=</code>	means less than or equal to
<code>></code>	means greater than
<code>>=</code>	means greater than or equal to

If either value given to the operator is a string, then a case sensitive string comparison is made. Here's an example:

```
$name = Prompt Options "What is your name?", "", "OK", "Bob", "Greg",
    "Dan", "Victor"
if $name == "Bob"
    Prompt "Hello Bob."
elsif $name == "Greg"
    Prompt "Hello Greg."
else
    Prompt "Never heard of you."
end
```

There is one limitation on the binary operators: they can only operate on variables and literal values, not directly on command return values. For instance, these are legal:

```
$isTrue = 3 > 1
$isEqual = $name == "Whatever"
```

But this is illegal:

```
$isTrue = "Bob" == Prompt Input "What is your name?"
```

Looping Command

```
While expression
  loop body
End
```

As long as *expression* is a true value (defined just as in Perl, that is any non-zero value is true, all others are false including zero or an empty value) the loop body will continue to execute repeatedly. An example macro that will toggle the superscript of all note references in the document:

```
# Reset the selection to the start of the document
Select All
Select Start
# As long as we find note references, superscript them
While Select Next Note Reference
  Format:Baseline:Superscript
End
```

The “if” Boolean test in the Menu Command dialect is limited to testing for integer values and strings, therefore a Perl block must be used when a While loop needs to test for a real (non-integer) numeric value, or when any arithmetic calculations need to be performed.

Comparison Warning

In the menu command dialect, comparisons are made numerically if the values being tested are both numbers and are assigned to the variables without using quotes or are used in a binary compare without quotes. When a number is assigned to a variable using quotes, or quoted in a binary compare, it is assumed to be text and any compares will be textual. This is different from Perl where all values are always stored as text until they are used in a numeric context. Therefore Perl must use different binary operators for numeric and string compares, whereas the Nisus Menu Command Dialect uses the same operators for both numeric and string compares.

Additionally, in the Nisus menu command dialect only whole numbers (positive or negative) can be compared or stored in numeric variables and no arithmetical operations are possible - those must be carried out in a Perl block.

Document Operations

This section details the commands that operate on the documents as a whole. Arguments are shown in *italics*.

New [*templatePath*]

Opens a new document. If a template path is provided will use the given file as a template. If no template is provided the Nisus New File is used.

Save

Saves the document to its present location. If the document is unsaved then the user is prompted.

Save As [*path*]

Saves the document to the specified path. If the path is not provided, then the user will be prompted. Subsequent simple *Save* commands save to the specified path.

Save To [*path*]

Saves the document to the specified path, but maintains its current location, so that the next plain *Save* command saves it in the current location. Again, if the path is missing, the user is prompted.

Open *path*

Opens the file at the given *path* in Nisus Writer.

Open URL *url*

Opens the URL in the most appropriate application. Eg: “http://www.nisus.com” will open in Safari.

Environment Properties

In the following examples, the names of variables on the left of the equals sign, which store the respective property, can of course, be any names you want. The right side of the equals sign uses reserved words only.

Macro Document Values

The following examples illustrate how to obtain the respective macro document (that is, the document containing the macro code) properties.

`$macro_file_name = Macro Property "file name"`

The bare file name is, as you would expect, the file name without extension.

`$bare_macro_file_name = Macro Property "file name without extension"`

`$pathToMacroFile = Macro Property "file path"`

The file path is relative to the user’s home directory, that is it begins with “~/”

`$path_to_macro = Macro Property "absolute file path"`

This is the complete path, starting with the disk name.

`User Property "macros folder path"`

This returns the full path to the folder where the user’s macros are stored (in their home directory).

Current Document Values

The following examples illustrate how to obtain the current document’s properties (that is, the document whose window is frontmost).

`$pathToCurrentDocument = Document Property "file name"`

`$bare_file_name = Document Property "file name without extension"`

`$relative_file_path = Document Property "file path"`

`$path_to_document = Document Property "absolute file path"`

Current Nisus Writer Application Values

The following examples illustrate how to obtain the currently running Nisus Writer Pro application.

`$where_am_I = Application Property "file path"`

`$version_number = Application Property "version"`

`$detailed_version_number = Application Property "long version"`

The following returns the full path to the folder where Nisus Writer Pro’s document manager stores files.

`User Property "document manager folder path"`

Current System Version

The following example illustrates how to obtain the system version number.

`$system_version_number = System Property "version"`

Current Home Folder

The following returns the full path to the user’s home folder.

`User Property "home folder path"`

Modifying Text

In addition to allowing bare menu commands such as `Format:Bold`, you can also use the `Menu` instruction to explicitly invoke a menu:

```
Menu menuItemPath
```

This allows for variable menu paths as for example:

```
$myPath = "Bold"
```

```
Menu $myPath
```

These two lines when executed are equivalent to using the **Bold** command from the menu.

```
$myText = "testing text insertion"
```

```
Insert Text $myText
```

Replaces the currently selected text with the text "testing text insertion". The inserted text uses the attributes that were applied to the selected text. The inserted text remains selected so you can apply other attributes and styles to it.

```
Insert Newline
```

Replaces the currently selected text with a newline (Return character). The inserted newline remains selected so you can apply paragraph styles to it.

```
Insert Attributed Text text
```

Replaces the currently selected text with the text provided. The inserted text will have the attributes that are applied to the text defined in the macro itself. See "Advanced Macro Notes" on page 335 for some details on attribute handling in strings. The inserted text remains selected so you can apply other attributes and styles to it.

Selection Note

In all three of the above `Insert` commands, if in the command you substitute the word *Insert* with the word *Type*, the inserted text or newline is not selected and the insertion point is at the end of the inserted text. (That is for the commands `Type Text`, `Type Newline`, and `Type Attributed Text`.)

```
Read Selection
```

This instruction returns the contents of the currently selected text (eg: for placement into a variable) as for example `$my_text = Read Selection`

```
Write Selection text
```

Currently this behaves exactly the same as `Insert Attributed Text`. In the future we may support replacing a noncontiguous selection with a list variable. Right now it is offered merely for symmetry with `Read Selection`.

```
Insert Table rowCount, columnCount, [style]
```

Inserts a new table with the specified number of rows and columns. The `style` argument can be the string "plain", "row headers", "column headers", or "both headers".

```
Bookmark
```

```
Bookmark As name
```

The first command creates an auto-named bookmark and applies it to the currently selected text. The second creates the bookmark with the specified name.

Changing the Selection

Select All

Selects all the content in the document.

Select Start

Select End

Places the caret (insertion point) at the start or end of the current selection respectively. The way to make sure the insertion point is at the start of the document is to first *Select All* then *Select Start*. Similarly for placing the insertion point at the end of the document.

Select Bookmark *name*

Selects the text with the specified bookmark.

Select Table *number*

Select Image *number*

Select Note *number*

Select Note Reference *number*

Select Page *number*

Selects the Nth object (eg: table, image, etc) in the document, that is, starting the count with the very first object in the document, so this is not dependent on the position of the insertion point or cursor. Eg: *Select Image 2* will select the 2nd image in the document.

Select Next Table

Select Next Image

Select Next Note

Select Next Note Reference

Selects the next object (table, image, etc) that appears after the current selection. These instructions return false if there is no next object.

Select Table Cell *row, column*

Selects the table cell with the given coordinates. If the selection currently rests inside a table, then the cell is selected in that table. If no table is currently selected then selects the cell in the first table after the selection.

selected storage length

Returns the number of characters in the text storage (eg: document body, header, table cell, etc) that contains the first selection.

selection count

Returns the number of non-contiguous selections in the document. Returns 1 if there is a single selection or a zero length selection (the caret). NOTE: if more than one text storage is selected (eg: multiple table cells) then this count only includes selections in the text storage containing the first selection.

selection location

Returns the index (1-based) of the first character in the selection. If the selection is zero characters in length then this returns the index of the character that follows the caret. This command optionally takes a (1-based) index that specifies selection's location to return (eg: the 2nd selection in the document).

selection length

Returns the number of characters in the selection. Optionally takes a (1-based) index that specifies which selection's length to return.

selection row index

Returns the (1-based) row index of the first table selection.

selection column index

Returns the (1-based) column index of the first table selection.

selection row count

Returns the number of rows selected by the first table selection. This returns at least one, even if the table cell is not fully selected (eg: only returns zero if the selection is not in a table). Note: this is the total number of rows the selection intersects (eg: this command will return 2 if the caret rests in a cell that spans 2 table rows).

selection column count

Returns the number of columns selected by the first table selection (see details for row count).

selected table row count

Returns the total number of rows in the first selected table.

selected table column count

Returns the total number of columns in the first selected table.

set selection location

Sets the (1-based) index of the first character that should be contained in the selection. If the index is out of bounds, raises an error. Does not alter the length of the selection unless the new location would place the endpoint of the selection out of bounds, in which case the selection is clipped to be legal.

set selection length

Sets the number of characters contained in the selection. Does not change the location of the selection. Raises an error if the new length would cause the selection to be out of bounds.

select relative table cell

Takes two arguments, the number of rows to move forward by and the number of columns. You may specify negative numbers to move backwards. Returns true if the move is legal (a valid cell exists), otherwise returns false and leaves the selection unchanged.

set selection

Takes two parameters, the location of the first character in the selection and the number of characters to include. This raises an error if the requested selection is out of bounds.

Clipboards

New Clipboard *name***Delete Clipboard *name***

Creates or deletes the respective named Clipboard.

Switch to Clipboard *name*

Makes the named Clipboard the active (current) Clipboard.

Edit Clipboard [*name*]

Opens the specified Clipboard in its window for editing. If a name is omitted then the current Clipboard is opened.

Read Clipboard [*name*]

Returns the contents of the named Clipboard as a string. If name is omitted then the current Clipboard contents are read.

This means that `$my_text = Read Clipboard [name]` stores the returned text into the variable `$my_text`.

Write Clipboard *contents*, [*name*]

Puts *contents* into the named Clipboard. If the name is omitted, then the current Clipboard is used.

User Interaction

Prompt *message*, [*detail*], [*defaultButton*], [*otherButton*]

Displays a message to the user. This instruction returns (that is you can assign it to your variable) either the string value of *defaultButton* or *otherButton*, depending on which the user clicked. If *otherButton* is omitted, then the user has only one button to click. The *message* is displayed in the dialog in bold, as a title and the text in the *details* is placed in plain format, below the title. The texts in the *defaultButton* and *otherButton* are displayed as the respective button titles.

Prompt Input *message*, [*detail*], [*button*], [*defaultText*]

Displays a message to the user and allows them to type in some free-form text. This instruction returns the text that the user has entered. Only one button is displayed for the user to click when they have finished.

Prompt Options *message*, [*detail*], [*button*], [*option1*] ... [*optionN*]

Displays a message and has the user choose one from a list of options. The return value is the option they chose. An example:

```
$color = Prompt Options 'Favorite color?', '', 'OK', 'Red', 'Green',
'Blue'
```

If the user chooses *Red*, the text *Red* is returned and stored in the variable *\$color*.

Find and Replace

Find *text*, [*options*]

Finds and selects the given text. Options is a string, each letter turning on a separate feature. This list is documented after the replace command:

Find and Replace *find*, *replace*, [*options*]

Finds the given text, replaces it with the new text, and selects it.

The list of find options

Symbol	Meaning of symbol
*	Use options currently set in Find/Replace window. You can still add additional options as you like.
!	Copy text/options into the Find/Replace window instead of doing an actual find and replace.
a	Find or replace all instances, instead of just the very next one.
b	Search b ackwards (reverse).
e	PowerFind e xpressions
E	PowerFind Pro E xpressions
i	Case i nsensitive search, the default setting.
r	Search r everse (backwards).
s	Limit search and replace to current s election.
u	Search is text attribute sensitive.
U	Replacement text is attribute sensitive, that is takes its attributes from the replace text.
v	Display the number of matches/replacements to the user (v erbose).
w	Whole w ord.
W	W rap around, that is re-start the search from the start of document when the end is reached.

Table 22

Find/Replace macro option symbols

Each option letter can be preceded with a minus to turn off the given option. By default “i” (case insensitive search) is the only option that is turned on.

Embedding Perl

You can nest Perl instructions inside a menu macro using a Perl block.

```
Begin Perl
  perl code
End
```

Just following the `Begin Perl` command of a Perl block (as illustrated above) you can specify Nisus Writer Directives the same way as in Nisus Express Perl macros. Each Perl block can have its own different such directives. These directives specify the location from where to get the input and where to put the output. For example:

```
#Nisus Macro Block
#source front selection
#destination front selection
#End Nisus Macro Block
```

The instruction above tells the Perl block to use the front window selection as the default source (STDIN) and front selection as the destination (STDOUT).

Without any specifications, the default output (all simple print commands) go to a new document window.

Variables that have been defined by your macro are automatically available as Perl scalars. Note however that the reverse is not true. That is, variables defined in your Perl code are strictly local to that Perl block and so are not available outside that block of Perl. However, changes made inside the Perl block to the variables defined outside the Perl block are reflected outside.

The following is an example which alters the contents of the current Clipboard, replacing by 'Nisus' all instances of the text you type into the dialog:

```
$name = Prompt Input 'What is your name?'
$contents = Read Clipboard
Begin Perl
    $contents =~ s/$name/Nisus/g;
End
Write Clipboard $contents
```

The following illustrates how to use a Perl block to have the While loop continue until a particular string value is obtained:

```
$continue = 1
While $continue
    $response = Prompt "Hello World", "details", "Stop", "Continue"
    Begin Perl
        if ($response eq "Stop") { $continue = 0; }
    End
End
```

The above macro will loop until you click the “Second Button”

Useful Blocks For Data Entry

The following accepts user input of a valid numeric value only and keeps asking for the right value if the entry is not a correct decimal or whole number. It can be modified for any specified type of entry value by changing the highlighted portions.

```
$not_done = 1
$principal = '$120,000.00'
$prompt = "Enter principal in dollars."
While $not_done
    $principal = Prompt Input "Dollar Principal", $prompt, "Done",
    "$principal"
    Begin Perl
        $principal =~ s/[\$,,]+//g;#remove commas and dollar signs
        $not_done = 0 if (($principal =~ /^\\d*\\.?\\d*$/ ) and ($principal
        !~ /\\s*$/));#This checks if it is a decimal number and it is not an
        empty string.
        if ($not_done) # If the entry is correct $bool is zero,
        which means false, so this is not executed.
        {
            $prompt = 'Your entry is not a number. Please
            correct it.';
        }
    End
End
```

The above macro block is used in the “**Mortgage Payment Calculation**” macro supplied.

The following is the same block but adjusted to accept only alphabetic character strings with other conditions. Compared to the previous one, the first highlighted line is removed. The second highlighted line is simplified to check for alphabetic characters and white space characters.

```
$not_done = 1
$name = 'Your Name'
$prompt = "Enter your name please."
While $not_done
    $name = Prompt Input "Your Name", $prompt, "Done", "$name"
    Begin Perl
        $not_done = 0 if (($name =~ /^[a-z ]+$/i) and ($name ne 'Your
        Name') and (length($name) > 1));#This checks if it is alphabetic and
        not the default text and more than one character long.
        if ($not_done) #If the entry is correct, $not_done is
        zero, which means false, so this is not executed.
        {
            $prompt = 'Your entry must only be alphabetic.
            Please correct it.';
        }
    End
End
```

Advanced Macro Notes

There is only one Menu Command looping construct at present. Its is however very functional allowing you to nest within it, any number of Perl blocks and Menu Command blocks.

Presently there are no calculation possibilities within a Menu Command block. Therefore all calculations require a Perl block.

If you want to create a Menu command loop that never terminates until you use *Command .* to force it to stop, begin the loop with:

```
While 1
```

All text attributes are removed from string variables (e.g.: \$message = "Hello World") if any Perl block changes the value of that variable during its execution. So when attributes are imported to preserve, make sure the variable is not altered by any intervening Perl blocks before being inserted into a document.

Remember that the Insert Text command uses the attributes of the selection to insert the text and the Insert Attributed Text command inserts a string using the text attributes of the inserted text.

Included Macros

The following macros are included with the application. More will be added in the future and you should check our web site periodically for additional macros.

<<http://www.nisus.com/pro/macros/>>

calculate

►average column

This macro evaluates the average of the column of numbers, starting at the current cell and placing the results in the last cell of the column. *Note: empty cells are not counted so they do not affect the average, but cells with a zero in them are counted and they do affect the average.*

Be sure to have an empty cell in the column otherwise the last cell will be overwritten with the result and its contents will not be summed.

Place the insertion point in the first cell of the column to be averaged.

►average row

This macro evaluates the average of the row of numbers, starting at the current cell and placing the results in the last cell of the row. *Note: empty cells are not counted so they do not affect the average, but cells with a zero in them are counted and they do affect the average.*

Be sure to have an empty cell in the row otherwise the last cell will be overwritten with the result and its contents will not be summed.

Place the insertion point in the first cell of the row to be averaged.

►average rows and column

Place the insertion point in the first cell, that is the first row and the first column cell.

Each row and each column of the table will be averaged, with the rows being averaged first. Each average will be placed in the last cell of each row and column respectively. That means that the last cell, the bottom right corner cell, will contain the average of all row averages.

Those who need the order of averaging reversed can change the order of averaging in this macro and then the last cell will contain the average of all column averages.

*It is, however, important to note that this macro uses two other macros: the **average row** and the **average column** macros. If you change either of these, you may stop the functioning of this one.*

►Evaluate Selection

Evaluates the selected text based on the operator(s) (+, -, *, /, etc.) in the selection and places the result to the right of and equal sign following the last item in the selection.

►stdDev column

This macro evaluates the standard deviation of the column of numbers, starting at the current cell and placing the results in the last cell of the column. *Note: empty cells are not counted so they do not affect the standard deviation, but cells with a zero in them are counted and they do affect the standard deviation.*

Be sure to have an empty cell in the column otherwise the last cell will be overwritten with the result and its contents will not be summed.

Place the insertion point in the first cell of the column to be evaluated.

►stdDev row

This macro evaluates the standard deviation of the row of numbers, starting at the current cell and placing the results in the last cell of the row. *Note: empty cells are not counted so they do not affect the standard deviation, but cells with a zero in them are counted and they do affect the standard deviation.*

Be sure to have an empty cell in the row otherwise the last cell will be overwritten with the result and its contents will not be summed.

Place the insertion point in the first cell of the row to be evaluated.

► **stdDev rows and columns**

Place the insertion point in the first cell, that is the first row and the first column cell.

Each row and each column of the table will be evaluated, with the rows being evaluated first. Each standard deviation will be placed in the last cell of each row and column respectively. That means that the last cell, the bottom right corner cell, will contain the standard deviation of all row standard deviations. Those who need the order of averaging reversed can change the order of evaluation blocks in this macro and then the last cell will contain the standard deviation of all column standard deviations.

*It is important to note that this macro uses two other macros: the **stdDev row** and the **stdDev column** macros. If you change either of these, you may stop the functioning of this one.*

► **sum clipboard**

Sums the numbers copied to the Clipboard by interpreting any white space, including new lines, between numbers as a plus sign.

The result is placed at the insertion point.

► **sum column**

Sums the column of numbers starting at the current cell and places the result in the last cell of the column. Be sure to have an empty cell at the bottom of the column otherwise the last cell will be overwritten with the result and its contents will not be summed. Place the insertion point in the first cell of the column to be added.

► **sum row**

Sums the row of numbers starting at the current cell and places the result in the last cell of the row. Be sure to have a last empty cell in the row otherwise the last cell will be overwritten with the result and its contents will not be summed.

Place the insertion point in the first cell of the row to be added.

► **sum rows and columns**

Place the insertion point in the first cell, that is the first row and the first column cell.

Each row and each column of the table will be summed, with the rows being summed first. Each sum will be placed in the last cell of each row and column respectively. That means that the last cell, the bottom right corner cell, will contain the sum of all row sums. If you need the order of summing reversed you can change the order of summing in this macro and then the last cell will contain the sum of all column sums.

*It is important to note that this macro uses two other macros: the **sum row** and the **sum column** macros. If you change either of these, you may stop the functioning of this one.*

► **Sum Selection**

Sums the selected numbers by interpreting any white space, including new lines, between numbers as a plus sign.

The result is placed on a new line at the end of the selection and bolded.

►Mortgage Payment Calculation

Calculates the monthly payment on the specified principal for the given interest rate.

Writing Perl Scripts

You can write your own macros using the well-known Perl script language. Perl is a very powerful scripting language, particularly for manipulating text. It includes the full power of Regular Expressions for finding and changing text based on patterns. Perhaps the most common form of a Macro simply reads each text line, modifies it where necessary and writes it back to where it came from.

A Perl Macro cannot work directly on text in a document. Instead, it must first copy the text from a document, change it and then write it back to the same or a different document. In those cases where the attributes of the changed text are not important, the results are the same as if the changes were done directly to the text in the document. However, because Perl Macros are not yet sensitive to the attributes of text, when the text is copied from the document all attributes are removed. In practical terms this means if the text being changed has multiple fonts, styles or sizes before the change, after the change all such attributes will be the same. Although Nisus Writer Pro provides a way to maintain formatting when changing text in a Perl Macro (through the option of including the RTF formatting in the copied text) only the advanced Perl connoisseurs will be able to take advantage of the feature.

Perl scripts are commonly written to read the input from a disk file and write the output to a disk file. Perl Macros can be written that way too. However, it is much more fun (and lets you see the results immediately for possible adjustment) to watch the Macro at work on the currently open document.

The recommended way, to structure Perl Macros.

Perl macros are plain text files that contain Perl code.

Along with an optional block of directives that tell Nisus Writer Pro what data to send to the Perl script and what to do with data sent back from it. Directives are placed, one per line, beginning with a '#' character so that Perl will treat them as comments.

Perl uses "<STDIN>" to designate the default input and simple "print" statement will print to the default output. If you don't re-define the default input, it is assumed to be the active document window. The default output (unless you re-define it) is a new document which will automatically open when there is any output printed by a Macro. You can use the first lines of a Perl Macro, called the "Header" to re-define these defaults.

The header can be additionally used for executing Nisus Writer Pro Menu Macro commands. This is quite useful for preparing for the execution of a Perl macro and for finishing off after a Perl macro executes.

You can define the default input to be any one of front, next, Clipboard, and none. Front and next refer to active open windows. Clipboard is obvious and none means that no data will be available as default input. If you omit the default specification, the contents of the current active window will be sent to the Perl Macro as the default input. This sending occurs whether you will be using it or not, and so if you are not going to be needing a default input (for example, you

might be reading a disk file to get your input, or no input is needed) you should declare none as the input.

Define the default input and output as the Clipboard and to use the header to execute the **Copy** menu command before executing the Macro and the **Paste** menu command after executing the Macro.

Such a macro will work on the selected text, first copying it to the Clipboard, then pasting it back into the selection.



Perl macros have a file extension of “pl”.

Learn more about Perl

- <http://learn.perl.org>
- <http://www.perl.org.il/>
- <http://use.perl.org/>

Components of a Perl script header

#Nisus Macro Block

This tells Nisus Writer Pro to start reading directives

#source { front | next | none | clipboard }

This tells Nisus Writer Pro where to get the text that will be sent to the Perl Script. Choose one of the options, e.g. '#source front'. Front is the front document, next is the document behind the front document, none is no data and Clipboard is whatever text is on the Clipboard.

#destination { front | next | none | clipboard | new } [replace]

Destination tell Nisus Writer Pro what to do with any data returned from the Perl script. The options are the same as for source, except 'new' which creates a new document. The replace option is used if you want to overwrite the destination, otherwise any text returned from the Perl script is appended to the destination. Replace only has an effect if destination is front or next.

#{Send Text as RTF | Send rtf | rtf | text as rtf}

If any variant of this option is present, then the text will be sent to Perl as RTF. Anything returned from the Perl script will be treated as RTF and an attempt will be made to convert it back into styled text before putting it into the destination.

#Before Execution

This tells Nisus Writer Pro to treat the following lines (minus the leading '#') as menu macros to be run before execution of the Perl script. Any other directive will stop collection of menu macro lines.

#After Execution

This tells Nisus Writer Pro to treat the following lines (minus the leading '#') as menu macros to be run after the execution of the Perl script. Any other directive will stop collection of menu macro lines.

#End Nisus Macro Block

This tells Nisus Writer Pro to stop looking for directives.

Writing AppleScripts

Using AppleScripts you can create little “stand alone” applications that you can use to take information from one “scriptable” program and manipulate it in a second one before passing it on to yet another. You can also create little applications that you can share with other Nisus Writer Pro users.

AppleScripts are made up of AppleEvents. An AppleEvent is a single command such as **Copy** or **Print**; analogous to a Nisus Writer Pro macro command. Therefore, an AppleScript (an accumulation of AppleEvents written to perform an action) is analogous to a Nisus Writer Pro macro. There are several levels of AppleEvent support an application can have.

Nisus Writer Pro supports some of these.

Nisus Writer Pro is Scriptable. That is, using the Script Editor application, to do any of the required suite of AppleEvents such as Open - a document, Print - a document, Quit - the application, Run - the application. Nisus Writer Pro also supports part of the Text Suite and the “Do Menu Macro” command.

Integrate AppleScript with Nisus Writer Pro

The argument of the Do Menu Macro can be any Nisus Writer Pro menu command (even the name of a macro, style, etc.). In addition, you can put almost any Nisus Writer Pro macro programming dialect command in an argument. A few examples follow.

Write AppleScripts for use in Nisus Writer Pro

1. Write AppleScripts in Script Editor.



You can find the Script Editor in the AppleScripts folder of the Applications folder. Applications/AppleScripts/Script Editor

1. Save your AppleScripts as compiled scripts (with a “.scpt” extension) or plain text (with a “.applescript” extension) in the folder
~/Library/Application Support/Nisus Writer/Macros

Have AppleScripts open a new file

```
► tell application "Nisus Writer Pro"
    Make at front of documents new document
end tell
```

Have AppleScript open a file and perform some tasks

This script tells Nisus Writer Pro to open a new file and type “Hello World.” It then selects all the text, applies the font Times, then makes it Bold and Red.

```
► tell application Nisus Writer Pro
    Activate
    Set newDoc to make at front of documents new document
    Set text of newDoc to "Hello World."
    Do Menu Macro with macro "Select All"
    Do Menu Macro with macro "FormatFontTimes"
    Do Menu Macro with macro "FormatBold"
    Set color of text of newDoc to "red"
end tell
```

See a list of all the AppleScripts commands that Nisus Writer Pro recognizes

- ▶ Drop the Nisus Writer Pro application icon on the Script Editor application icon.

Plain text AppleScripts have an extension of 'applescript' and compiled scripts have 'sct'

The two most useful commands supported Nisus Writer Pro are:

- getting and setting the text of a document
- running Nisus Writer Pro menu macros.

Get/Set Text

You can get the main body text of any open document, or any character, word or paragraph of that text. You can also set the entire body text or any portion of it. You can also get or set the text color of any piece of the text.

Examples

- ```
tell application "Nisus Writer Pro"
 get text of document 1
end tell
```
- ```
tell application "Nisus Writer Pro"
  get character 3 of word 1 of paragraph 1 of text of document 1
end tell
```
- ```
tell application "Nisus Writer Pro"
 set word 1 of text of document 1 to "Modified Text"
end tell
```
- ```
tell application "Nisus Writer Pro"
  set color of words 1 through 4 of text of document 1 to "green"
end tell
```

Nisus Writer Pro has a limitation when setting the text in that the changes caused by the AppleScript are not undoable and may cause problems with existing Undo/Redo actions.

Do Menu Macro

You can run any string of text as a Nisus Menu Macro

Examples

- ```
set macroString to "FormatSizeIncrease" & return &
 "FormatFontApple Chancery"
tell application "Nisus Writer Pro"
 activate
 Do Menu Macro with macro "EditSelect All"
 Do Menu Macro with macro macroString
end tell
```

## Other Examples

- This script will insert the path to the front document at the end of the document

```
tell application "Nisus Writer Pro"
 if exists (path of document 1) then
 set thePath to path of document 1
 else
 set thePath to "No Path"
 end if
 make new paragraph at end of text of document 1 with data (return &
 thePath)
end tell
```



# Putting It All Together

Nisus Writer Pro contains the tools for composing documents of any length. You may already use many of Nisus Writer Pro's practical, time saving tools such as the spelling checker, Menu Keys, Drag and Drop, Unlimited Undos, to name a few. This part of the Nisus Writer Pro documentation offers you suggestions on how to integrate the capabilities of Nisus Writer Pro to get the most out of it.

Handling Correspondence" outlines the ways Nisus Writer Pro can help you create letters, FAXes and forms and includes tips for using Nisus Writer Pro as an off-line e-mail editor.

|                                                                    |     |
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## Nisus Writer Pro and the Community of Connected Applications

### The Services menu

Because Nisus Writer Pro is a Cocoa application it can use all the tools of the **Services** submenu of the **Nisus Writer Pro** menu. These are commands made available by other applications. Among these are

- **Fontbook Create Collection From Text** and **Create Font Library From Text**
- **Grab Screen; Selection; Timed Screen**
- **Look Up in Dictionary** (Tiger only)
- **Mail Send Selection, Send To**
- **Make New Sticky Note**
- **Open URL**
- **Search with Google**
- **Speech Start Speaking Text, Stop Speaking**

Many other commands are made available by other applications that you can add to your System.

### Using LinkBack

In addition to these Services, Nisus Writer Pro enables you to include content from other applications and then edit that content again with just a double-click.

The LinkBack Framework is an open framework that brings editable objects to Mac OS X. Using LinkBack-enabled applications, you can paste content created in other applications into a Nisus Writer Pro document and later edit or update the content from the original application. When activated, content can be updated automatically by the provider application or the provider application can display the content for the user to edit. Any changes automatically replace the original embedded content.

By offering this framework as an open-source project, Nisus Software Inc. hopes to enable a wide variety of Cocoa-based applications, including Nisus Writer Pro, to integrate more tightly with one another.

## What applications support LinkBack

LinkBack is included in a number of fine applications. You can learn the current state of development at:

- <http://www.linkbackproject.org>

## Goals and non-goals

The goals of the LinkBack framework are

- To enable applications to share data with one another, maintaining a link to the originating application so that you can edit the data or have it refreshed.
- To provide this functionality through underlying technology that is simple to use and requires minimal changes in an existing Cocoa-based application.

The goal of LinkBack is not to provide for in-application editing of data from another application. For example, LinkBack does not provide for a graphics application to do graphics editing in a word processor.

## How you might use LinkBack

A user scenario that depicts how we envision LinkBack being used follows.

### Use LinkBack with a drawing application

1. Create a new image for your research paper with a graphics tool.
2. Paste the image into a Nisus Writer Pro document.
3. You decide you need to change the drawing in your Nisus Writer Pro drawing.
4. Double-click the image in Nisus Writer Pro.  
The original application opens and displays the image.
5. Make your changes and choose Save in the drawing application  
This updates the image in Nisus Writer Pro.


## Nisus Writer Pro and the World Wide Web

You can insert “clickable” links to URLs on the Internet using Nisus Writer Pro.

### Insert a link to a location on the World Wide Web


1. Type the text you wish to have appear in your document.
2. Select that text.
3. Choose **Hyperlink...** from the **Insert** menu.
4. Type the URL to which you want to have the text refer.  
You can paste in a URL you copied from a Web browser (if you have it in another of the Nisus Writer Pro Clipboards).
5. Click **Insert**.

### Edit an inserted link

1. Press .
2. Point your insertion point to the hyperlinked text and click your mouse button.
3. Choose **Edit Link...** from the contextual menu that appears.
4. Modify the URL to which you want to have the text refer.  
You can paste in a URL you copied from a Web browser (if you have it in one of the Nisus Writer Pro Clipboards).
5. Click **OK**.



## Remove an inserted link

1. Press .
2. Point your insertion point to the hyperlinked text and click your mouse button.
3. Choose **Remove Link** from the contextual menu that appears.



# Handling Communications

Most people handle tremendous amounts of correspondence including the simple office memo, the formal business letter, FAXes, mass mailings and increasing amounts of e-mail.

Standardizing Your Correspondence Stationery ..... 349

Format and print envelopes ..... 350

## Standardizing Your Correspondence Stationery

You can give all your stationery a unified look without ordering it from an outside source.

- ▶ Create your own stationery file with your letterhead.
  - Insert a header in your stationery file.
  - Import an image of your logo into your header
  - Insert a Header or Footer (with your return address information and page number) that appears only on even pages so that when your letter grows to a second page, the information in the header will automatically appear.
- ▶ Modify your primary stationery file for use as memo stationery.
- ▶ Modify the stationery document to use as FAX stationery.
  - Import a scanned image of your signature. (Since the file will be seen as an electronically reproduced image on paper at the other end, no one need know that you didn't sign the paper you FAXed either by FAX machine or FAX modem.)

## Format and print envelopes

1. Choose **Page Setup...** from the **File** menu.
2. In the Page Setup dialog choose the appropriate size envelope you need (**#10 Envelope** is common) from the **Paper Size** pop-up menu and click the **Orientation** button that matches the way in which your printer expects to receive paper (as illustrated). Then click **OK**.

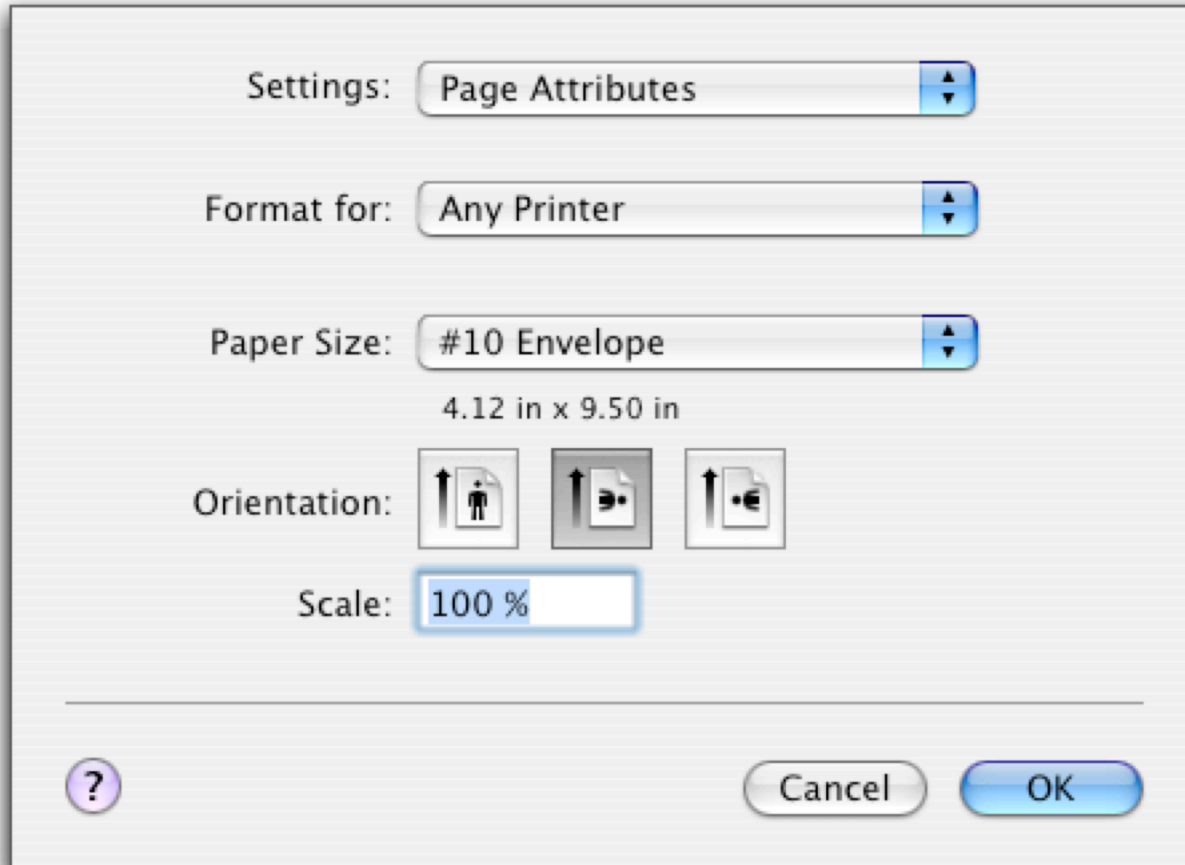


Figure 215

The Page Setup dialog set for a #10 Envelope

3. Drag the left margin of the body of the envelope as far out as you like.
4. Drag the top margins of the header of the envelope as far up as you like.
5. Type your return address in the Header.

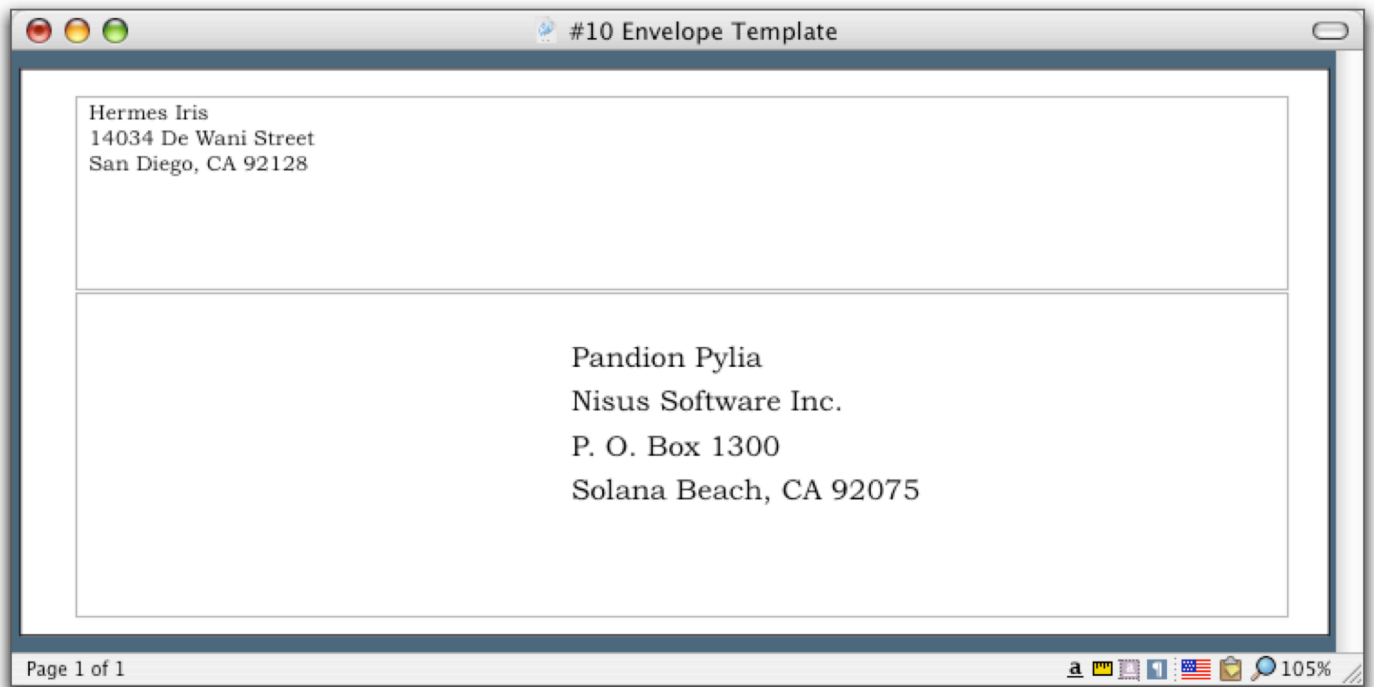


Figure 216

## An Addressed Envelope

6. Put your insertion point in the body portion of the document window and drag the ruler in to the right as desired (as illustrated in the envelope above).
7. Save the file as a template document. Choose **Save As...** from the **File** menu.

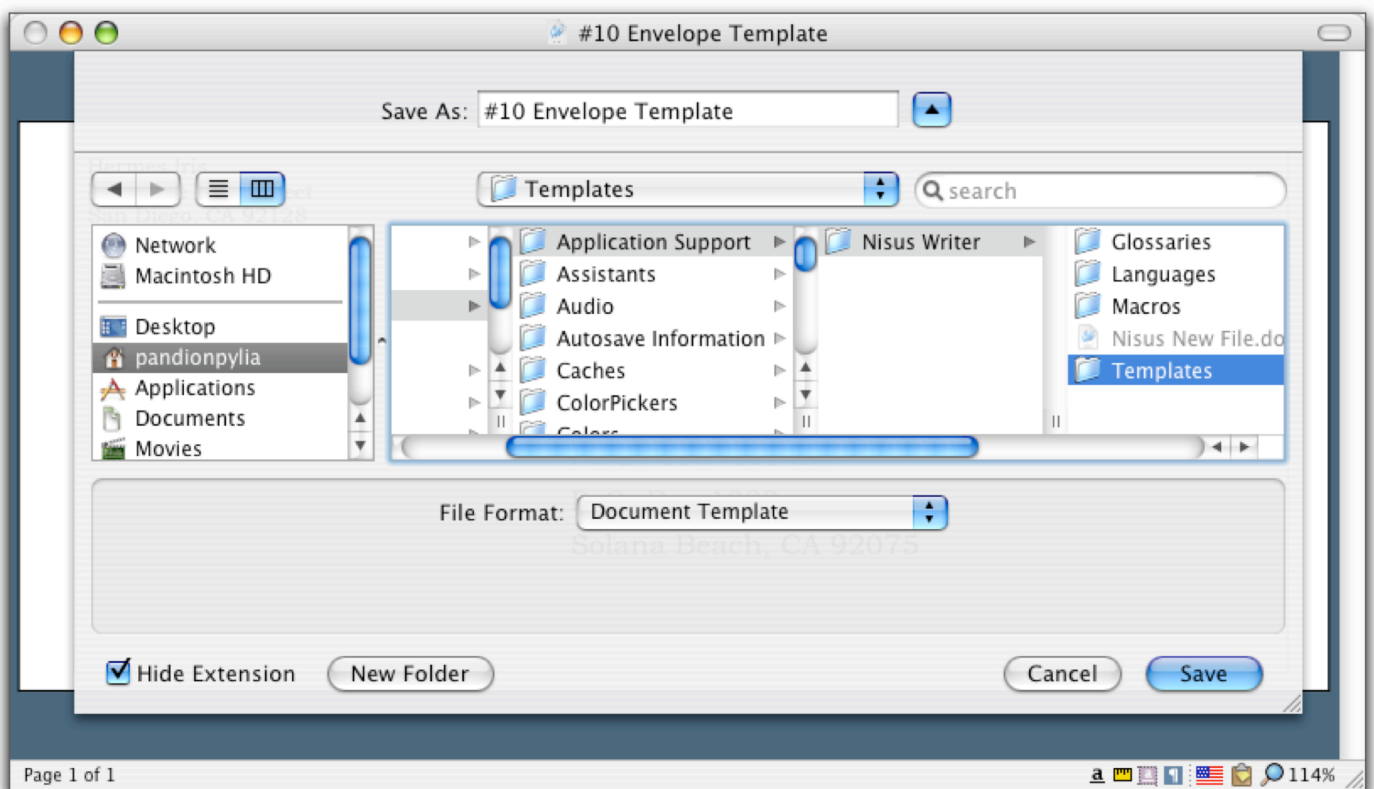


Figure 217

## Saving an envelope template

8. Type your recipient's address in the body of the document.
9. Put an envelope in the printer tray and choose **Print** from the **File** menu.



# Afterword

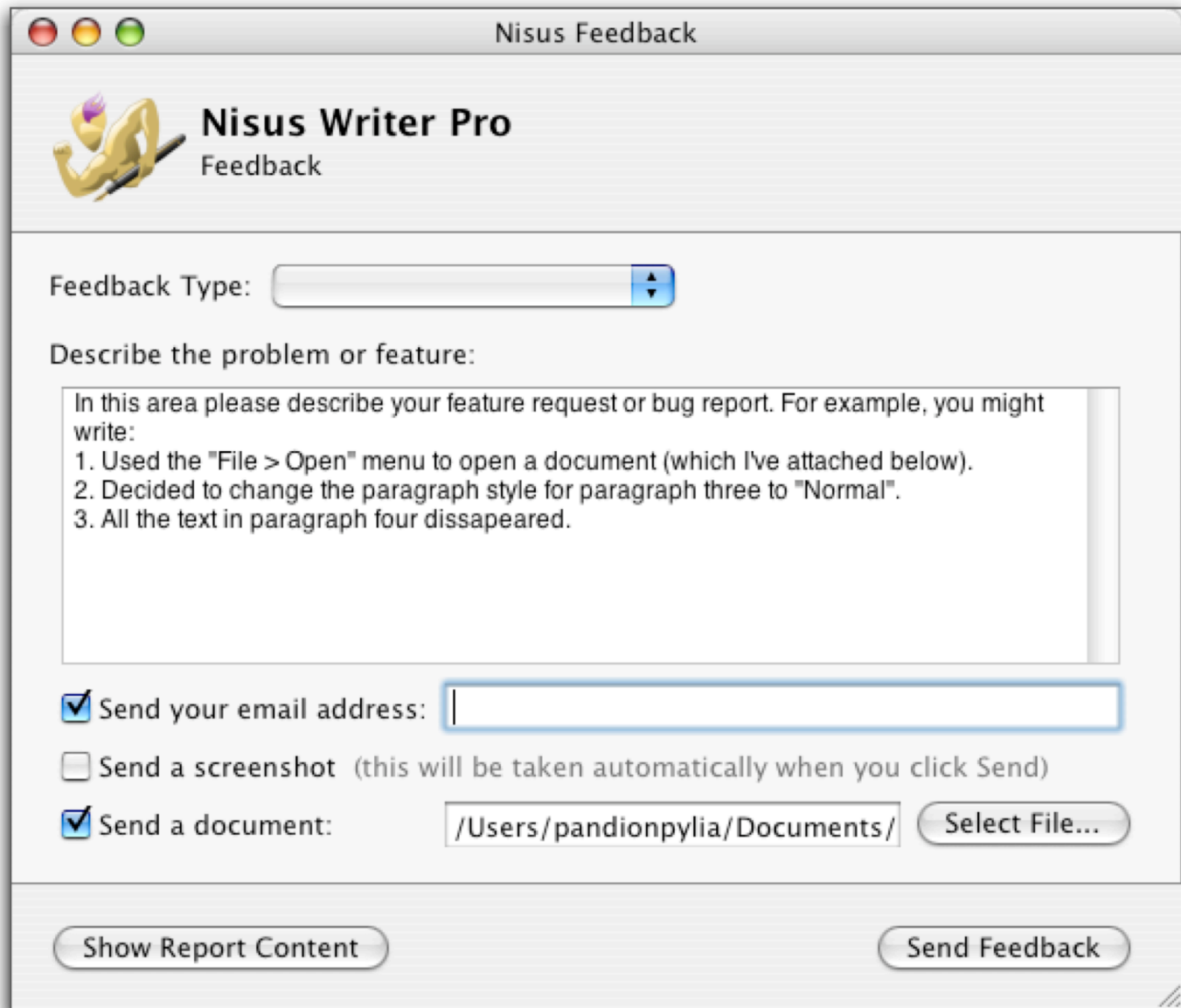
If you have any thoughts about how we can make Nisus Writer Pro even better in the future, we welcome your ideas.

## Send feedback to Nisus Software Inc.

1. Choose **Send Feedback...** from the **Help** menu.
2. Choose the kind of feedback you want to send from the pop-up menu at the top of the dialog.  
You may want to report a **Crash**, some **Unexpected Behavior**, the application's **Performance**, or submit a **Feature Request**.
3. Describe the issue in the area provided.
4. Please send your email address so we can get back to you if we need more details (or let you know if something has been done in relation to the matter you raise).
5. Send a screenshot if you think that a picture is worth a thousand words.  
If you check **Send a screenshot**, Nisus Writer Pro automatically takes a picture of your entire screen when you click Send Feedback. If you have something on your screen you do not wish us to see, move it out of the way before you click Send Feedback.
6. If there is a particular document that illustrates the issue, or with which you have problems, click **Select File...** find the file using the Open dialog that appears.  
We use these documents for diagnostic purposes only and destroy them when we have resolved the issue.
7. Click **Send Feedback**.

## See what information you send with Send Feedback...

- Click **Show Report Content**. This exciting reading is guaranteed to keep you awake at night.



The screenshot shows a macOS-style dialog box titled "Nisus Feedback". At the top left is the Nisus Writer Pro logo, a stylized yellow figure. To its right is the text "Nisus Writer Pro" in bold, with "Feedback" underneath. Below this is a "Feedback Type:" label followed by a dropdown menu. Underneath is the label "Describe the problem or feature:" followed by a large text area. The text area contains the following text: "In this area please describe your feature request or bug report. For example, you might write:" followed by a numbered list: "1. Used the 'File > Open' menu to open a document (which I've attached below).", "2. Decided to change the paragraph style for paragraph three to 'Normal'.", and "3. All the text in paragraph four disappeared." Below the text area are three checkboxes. The first is checked and labeled "Send your email address:" followed by an empty text field. The second is unchecked and labeled "Send a screenshot (this will be taken automatically when you click Send)". The third is checked and labeled "Send a document:" followed by a text field containing "/Users/pandionpylia/Documents/" and a "Select File..." button. At the bottom of the dialog are two buttons: "Show Report Content" on the left and "Send Feedback" on the right.

Nisus Feedback

**Nisus Writer Pro**  
Feedback

Feedback Type: [dropdown]

Describe the problem or feature:

In this area please describe your feature request or bug report. For example, you might write:

1. Used the "File > Open" menu to open a document (which I've attached below).
2. Decided to change the paragraph style for paragraph three to "Normal".
3. All the text in paragraph four disappeared.

☒ Send your email address: [text field]

☐ Send a screenshot (this will be taken automatically when you click Send)

☒ Send a document: [text field: /Users/pandionpylia/Documents/] [Select File...]

[Show Report Content] [Send Feedback]

Figure 218

The Nisus Writer Pro Feedback dialog

On the odd chance that you are not connected to the internet at the time you want to send your feedback, the alert in [Figure 219](#) appears. Please take notes that describe what happened and, when you do get connectivity, please send your comments.





Figure 219  
The “Not Connected” alert

## May all your writing “nisus” be a pleasure with Nisus Writer Pro

The dedicated group of people at Nisus Software Inc. created Nisus Writer Pro as a tool to enable better communication, worldwide.

Indeed, we hope that we play a small role in helping to unite the peoples of our world through making a better tool for written communication, and helping you achieve your endeavors.



# Appendices

## Appendix I

### Glossary of Useful Terms

This document uses a number of terms that either may not be familiar to the “casual” user or are used in a technical way unique to word processing. We offer a small glossary of terms here . If you encounter other words that you believe should be included, please send them to <support@nisus.com>

#### ASCII

“American Standard Code for Information Interchange”

ASCII was used for many years to represent all the alpha-numeric, punctuation, and similar characters you stored on your computer. ASCII could only display the standard Roman character set, so, over the years various “kludges” developed, among them Apple’s WorldScript technology which used the upper range (from 128-255) to display non-Roman characters. Nisus Writer Classic worked seamlessly with this system. However, problems remained when users tried to exchange documents with more than one script system in them.

In 1986, only two years after the Macintosh was released, engineers at Xerox started working to create a single font that would display the identical characters shared by Japanese and Chinese. This lead to early discussions of “Han Unification”. Simultaneously, based on issues related to Apple File Exchange, engineers at Apple began looking into the possibility of a “universal character set”. These efforts, and others, lead to the development of the Unicode Consortium. According to the Unicode Consortium Unicode provides a unique number for every character, no matter what the platform, no matter what the program, no matter what the language.

The first 127 codes for Unicode are the same as ASCII.

#### baseline

In some writing systems (such as Devanagari and formal Hebrew), the letters seem to hang from an imaginary line, however, in Roman based scripts the letters rest on, or descend below an imaginary line called a baseline.

#### Boolean

Named for George Boole, who developed a general method of symbolic reasoning that lead to the idea that “on/off” (“true/false”, “yes/no”, “1 or 0” circuits with relays could solve certain algebraic problems. This is the concept that supports the possibility of digital computers.

#### dingbat

An ornament used in typesetting, sometimes called a “printer’s ornament”. Often used to describe fonts with symbols and shapes in positions ordinarily held by alphabetical or numeric characters. The Unicode dingbat plane is: U+2700–U+27BF.

#### font or typeface

According to the Wikipedia <<http://en.wikipedia.org/wiki/Font>>, “a typeface is a coordinated set of glyphs designed with stylistic

unity. A typeface usually comprises an alphabet of letters, numerals, and punctuation marks; it may also include ideograms and symbols, or consist entirely of them, for example, mathematical or map-making symbols. The term typeface is often conflated with font, a term which, historically, had a number of distinct meanings before the advent of desktop publishing; these terms are now effectively synonymous when discussing digital typography. A helpful and still valid distinction between font and typeface is a font's status as a discrete commodity with legal restrictions, while typeface designates a visual appearance or style not immediately reducible to any one foundry's production or proprietary control."

## glyph

The shape of the basic unit in any written language. These include letters, numerals, punctuation marks, as well as Chinese and Japanese characters.

## grapheme

The basic unit in any written language

## gremlin

Loosely "gremlins" are any non-printing characters that serve no useful purpose. Currently Nisus Writer Pro defines the following code points as gremlins:

|                  |                                                                                                 |
|------------------|-------------------------------------------------------------------------------------------------|
| U+0000 to U+0008 | ASCII Null to Backspace                                                                         |
| U+000B           | Vertical Tab                                                                                    |
| U+0014 to U+0017 | ASCII Shift Out to Unit Separator                                                               |
| U+0082 to U+0083 | ASCII Break Permitted and Negation                                                              |
| U+0086 to U+009F | ASCII Start Of Selected Area to Application Program Command                                     |
| U+E000 to U+F700 | Private use area, which is technically from E000–F8FF<br>Apple has assignments starting at F700 |

## GREP

GREP is an acronym which means "search globally for lines matching the regular expression, and print them". The important part here is "regular expression". Using GREP you can search for "text patterns" (regular expressions: series of numbers, or series of letters, etc.). Nisus Writer Pro uses a variant of GREP and makes it available to its users in a menu-driven from that use human language and visual cues.

## ideogram/ideograph

A graphic symbol like an icon on your Macintosh Desktop, or the buttons you click in the Nisus Writer Pro interface. These represent an idea, rather than a group of letters arranged according sounds they might represent in a spoken language. Some writing systems (notably those of East Asia (and the Hieroglyphics of ancient Egypt)) are considered "ideographic" even though many of the symbols in these systems represent words or small bits of meaning, rather than complete ideas.

## kerning

The process of adjusting spacing letter pairs in a proportional font (see also ligature and tracking).

## leading

During the period of moveable type, small strips of lead were placed between the lines of text in order to increase the space and

readability. This artifact gave its name to what is now often referred to as “line spacing”. Leading (which refers to vertical spacing) should be confused with tracking, which refers to the horizontal spacing between letters or characters.

#### ligature

A complex glyph created when multiple letter-forms join into one, usually replacing two sequential characters that a common component such as the ascender of an f becoming the dot of the i that follows it: fi = fi. Not all fonts support ligatures (see also kerning and tracking).

#### metacharacter

Any character that has a meaning other than its literal meaning; in particular for work with GREGP.

#### orphans and widows

The easiest way to remember the difference between an orphan and a widow is to remember that orphans are “left behind” and widows are forced to “go on ahead by themselves” just as an orphan or widow in life. Orphans are separated segments of text at the beginning of a paragraph or sentence while widows are separated segments of text at the end of a paragraph or sentence.

#### text attributes

During the days of the Classic Macintosh OS, almost all applications had a **Style** menu. The commands of this menu applied attributes to the text. Beginning with OS X, the standard for applications is to have a **Format** menu through which a wide variety of attributes can be applied to the text. These include things that would have been considered “styles” applied to individual characters as well as controls that affect the shapes of paragraphs as well.

#### text encoding

At its core, the computer recognizes only ones and zeros. In order to display all of them as text and graphics in your document and store them appropriately on your hard drive, as well as send them to others so that they can read what you have created, the computer needs to “convert” those digits back and forth between long strings of ones and zeros... and more humanly-recognizable symbols. A variety of ways of converting your text exist. These are called Text Encoding methods. Among these are ASCII and Unicode.

#### tracking

Also known as letter spacing, or character spacing, tracking refers to the space between all the letters of a word (see also kerning and ligature).

#### Unicode

All computers know only about numbers. To store letters, you have to assign them numbers. 1=A, 2=B, and so on. In the old days, you could use different “encodings” that assigned different numbers to different letters depending on the language you were working in, etc. One example of this is ASCII.

Unicode is an encoding just like ASCII, Latin ISO-1, etc. However, it assigns a number to virtually every letter (and diacritic) for nearly every alphabet on the planet past or present.

This is really useful especially when mixing characters from lots of

different languages. In Nisus Writer Classic, the only way to store letters from different alphabets is to use different encodings. When Nisus Writer Pro reads in the file (which can contain only numbers, remember), it first has to figure out what encoding you used so Nisus Writer Pro can match it to the right letter.

Nisus Writer Classic format decided what encoding to use based on the font you applied. If your font is not available in the new System, Nisus Writer Pro tries to guess. Sometimes it works, a lot of times it doesn't. On OS X, fonts sometimes don't show up or work as they did in OS 9. This is the primary reason people see garbage text when they try to open Classic files.

Unicode, on the other hand is much better. The number 65 always means capital "A" for example no matter what. So your text is better preserved, and its is far simpler for Nisus Writer Pro to deal with multilingual text.

#### UTF-16

A "Unicode Transformation Format" that uses 16 bits to hold the information about the characters in your document.

#### UTF-8

A "Unicode Transformation Format" that uses 8 bits to hold the information about the characters in your document.

#### WYSIWYG

**What You See Is What You Get**

Used to describe something where the content during editing appears very similar to the final product.

# Appendix II

## Displaying Fonts and Text

### About displaying fonts

To display your text, Unicode or not, Nisus Writer Pro must know how to draw the letters on the screen. A “font” tells Nisus Writer Pro how to do this. A font contains drawing instructions for various letters and combinations of letters. These are called “glyphs”. It also contains information on how to map letters of text to glyphs.

If you have a Unicode font, that means that the fonts “knows” how to convert text stored in the Unicode format (remember, text in a computer is just a bunch of numbers) to glyphs. That’s it. Nothing special. Because the font understands Unicode, it generally includes the ability to draw letters from lots of different alphabets instead of just Roman or Japanese or whatever. But that is not always the case.

Incidentally, mapping your text to glyphs is not always a simple process. For example, usually it’s a one to one mapping. The letter ‘A’ maps to glyph 1, etc. Sometimes, however, it can be quite complex, as in ligatures or the cursive Arabic characters that have initial, medial and final forms.

To see an example of this, open Nisus Writer Pro and choose the OS X font **Zapfino**. Now, type the word “zapfino”. As soon as you type the whole word, you will see the whole thing change to a specialized cursive form. In the following two occurrences of the word Zapfino, the first has ligatures turned on, the second turned off



The reason for this is that the Zapfino font contains a special glyph that is displayed whenever it encounters the text “Zapfino” (with ligatures on), but no other time.

### How Nisus Writer Pro displays your text

Whenever you open an existing (or a Nisus Writer Classic) file in Nisus Writer Pro...

- First Nisus Writer Pro converts the text to Unicode (if it was not already such). No matter what the type of file you open, when your file is open and displayed on the screen, we keep a copy of your file as Unicode stored in memory. When you save the file you can choose the encoding to use.
- Second Nisus Writer Pro determines how to draw each letter of your text. To do this, it uses the font you have applied from a style, the Character palette, etc. Nisus Writer Pro checks each letter of your text to make sure the font you have chosen can draw that letter. If not, then a substitute font is found and used.
- Third Nisus Writer Pro places each letter on lines of text. The application may place this text going left to right or right to left, depending on the direction of your paragraph and the text involved.
- Finally, Nisus Writer Pro must place the lines of text on the page. This depends on your paragraph alignment.

So you can see, that to take your text—even if it is “pure” Unicode—Nisus Writer Pro must pick a

- font
- alignment
- other paragraph settings

to display it with. Even if you think there are “no” attributes applied, there has to be something. It’s a bit like asking for a car with only “fuel” and no vehicle.

## Typing On A Computer

Here are some rules to remember

- Type one space only between sentences.


The fractional fonts (in which an “m” uses more space than an “l”) that the computer uses make the extra spacing between sentences superfluous.

Compare a fractional font (11 point Bookman Old Style)


The quick brown fox jumps over the lazy dog. How razorback-jumping frogs can level six-piqued gymnasts!

With a monospaced font (9 point Courier)

The quick brown fox jumps over the lazy dog. How razorback-jumping frogs can level six-piqued gymnasts!

- Type  only to line up columns, not to begin a paragraph with an indentation.

If you want an indent at a new paragraph you use the first line indent indicator on the ruler.

- Type  only to begin a new paragraph, not at the end of each line or to “double-space.”

The Macintosh makes its sound only when you try to do something that it cannot do at that time—not, as in the days of typewriters when you reach the end of a line.

## Typing unusual characters

The Macintosh provides you with a wide variety of characters. Among these characters you can find symbols (often called dingbats<sup>12</sup>) and characters from almost every written language.

For more information about entering text in various languages see “Writing in Multiple Languages” on page 47.

<sup>12</sup> Some fonts consist of nothing but dingbats.



## Turn on display of the input (keyboard “flag”) menu

1. Choose **System Preferences** from the **Apple** menu and choose (click) **International** from the **Personal** (top) row of icons.
2. In the International preferences click the **Input Menu** tab at the far left on the top.
3. Check any input methods (keyboards) you want to have appear on the menu.
4. Check **Show Input menu in menu bar**.

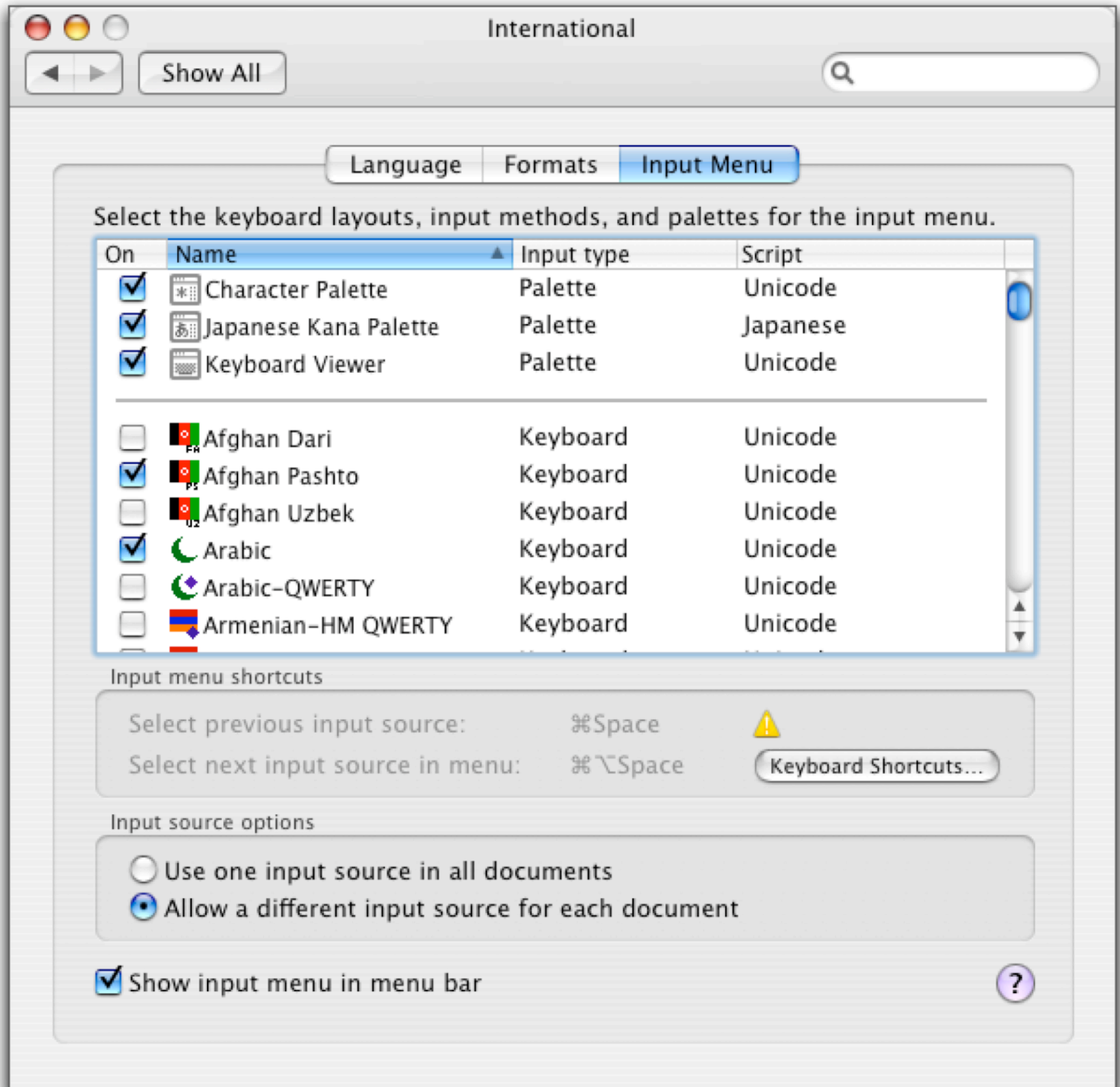








Figure 220

The Input Menu tab of the International (System) preferences (in Mac OS X 10.4.x Tiger)

5. Close the dialog.

## Enter a character using the keyboard

Most of the unusual (Roman based) characters are made by pressing a combination of a key on the keyboard and a “modifier” key such as . For example, you can also create the symbol “§”  then the  as illustrated in Figure 221 below, in the small application called Keyboard Viewer which is available (in Panther (OS X 10.3.x) from the bottom of the Input (keyboard) menu) if you have turned it on.

Other unusual characters are called delayed strike characters. As illustrated in Figure 222 below, these require you to press  and then two keys to give you the character you want. To help you find these keys (in this instance  which (in the Keyboard Viewer) when you release the  key illustrates all the characters that can have the umlaut above them.

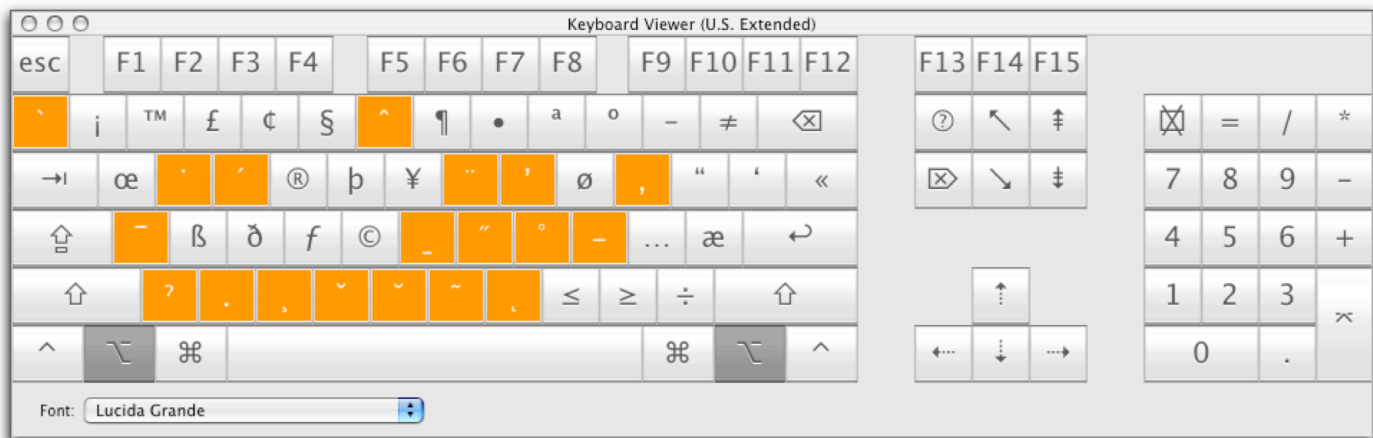


Figure 221  
Tiger Keyboard Viewer of the U.S. Extended keyboard after pressing 



Figure 222  
Tiger Keyboard Viewer of the U.S. Extended keyboard after pressing  

Table 23 below identifies many of these alphabetic characters and how you create them.
































| Typing Special (Extended Roman) Characters |                        |                                                                                                                                                                                                                                                                                         |
|--------------------------------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| To type:                                   | press                  |                                                                                                                                                                                                                                                                                         |
| à, è, ì, ò, ù                              | Accent Grave           |   and then the letter.                                                                                             |
| À, È, Ì, Ò, Ù                              | UPPERCASE Accent Grave |   ,  and then the letter.       |
| á, é, í, ó, ú                              | Accent Acute           |   and then the letter.                                                                                             |
| Á, É, Í, Ó, Ú                              | UPPERCASE Accent Acute |   ,  and then the letter.       |
| â, ê, î, ô, û                              | Circumflex             |   and then the letter.                                                                                             |
| Â, Ê, Î, Ô, Û                              | UPPERCASE Circumflex   |   ,  and then the letter.       |
| ã, õ, ñ                                    | Tilde                  |   and then the letter.                                                                                             |
| Ã, Õ, Ñ                                    | UPPERCASE Tilde        |   ,  and then the letter. |
| ä, ë, ï, ö, ü, ÿ                           | Umlaut                 |   and then the letter.                                                                                         |
| Ä, Ê, Ì, Ö, Ü, ÿ                           | UPPERCASE Umlaut       |   ,  and then the letter. |
| ā, ē, ī, ō, ū, ŷ, z, etc.                  | Macron                 |   and then the letter.                                                                                         |
| ħ, ı, ƙ, etc.                              | under dot              |   and then the letter.                                                                                         |



Table 23

#### Typing Special characters using the U.S. Extended keyboard

The computer uses many other (“invisible”) characters to affect the display of your text on screen and on paper. Each space, tab and Return is counted as an individual character, a “value” added to your file. Additional characters that affect the format of your document include

- **Page Break**  
Choose **Page Break** from the **Insert** menu to force succeeding text to begin at the top of a new page.
- **Soft Return**  
Press the  and  keys on your keyboard to force succeeding text to begin




a new line without beginning a new paragraph. (This is possible only when using Nisus Writer Pro in OS 10.4 (Tiger) and newer versions of the System.)

- **Tab**  
Press the  key on your keyboard to force succeeding text to begin at the next tab stop.
- **Space**  
Press the Space Bar on your keyboard to enter a space between numbers and letters, etc.
- **Non-Breaking Space**  
Press  and the Space Bar on your keyboard to enter a space between numbers and letters, etc. that prevents the “words” on either side from breaking at a line wrap.



You can see how Nisus Writer Pro displays these “invisible” or “formatting” characters in Figure 197 on page 295. To turn on their display, choose **Show Invisibles** from the **View** menu.

## Type “unusual” Yiddish characters

- “Veis” (װ the Vet with an “overline” which appears at the beginning of a word)
  1. Type the vet װ
  2. Type the “overline” which appears under the “Delete” key ¯
- “Fay” (פּ the Pey with an “overline” which appears at the beginning of a word)
  1. Type the pey פּ
  2. Type the “overline” which appears under the “Delete” key ¯
- “Hirik Yod” (ױ with a dot under it)
  1. Type the Yod ױ.
  2. Press  and type the “4” on the numbers row .  
This displays ױ.
- “Kaf” (װ with a dot in it)
  1. Type the Kaf װ.
  2. Press  and type the “comma” (or when in the Standard Hebrew keyboard, the Taf ן; or, when in the Hebrew QWERTY keyboard, the “tilde” ~) “.”  
This displays װ.
- “Pey” (פּ with a dot in it)
  - ▶ See “Kaf” above.
- “Taf” (ן with a dot in it)
  - ▶ See “Kaf” above.
- “Sin” (שׂ with a dot above and to the left)
  1. Press  (and with the key still pressed)...
  2. Type (using whatever version of the Hebrew keyboard you prefer, that key that produces) the “ש”.

This displays שׂ.

## Set up language support on your Macintosh

- ▶ Check these pages on Apple's Web Site (though it is possible that they have been removed):
  - Mac OS X 10.3 About Using Other Languages on Your Computer  
<<http://docs.info.apple.com/article.html?artnum=152136>>
  - Mac OS X 10.4 About Using Other Languages on Your Computer  
<<http://docs.info.apple.com/article.html?path=Mac/10.4/en/mh1615.html>>
  - Mac OS X 10.3 Writing Text In Other Languages  
<<http://docs.info.apple.com/article.html?artnum=151936>>
  - Mac OS X 10.4 Writing Text In Other Languages  
<<http://docs.info.apple.com/article.html?path=Mac/10.4/en/mh1562.html>>
  - Mac OS X 10.3 About Keyboard Layouts and Input Methods  
<<http://docs.info.apple.com/article.html?artnum=152096>>

You can learn more about Unicode and its implementation in Mac OS X from these resources

- What is Unicode?  
<<http://www.unicode.org/standard/WhatIsUnicode.html>>
- Two Bytes of the Cherry Unicode and Mac OS X (by Matt Neuburg)  
<<http://db.tidbits.com/getbits.cgi?tbart=06774>>
- Michael Everson develops fonts  
<<http://www.evertype.com/software/apple/>>
- more regarding fonts  
<[http://www.monotypeimaging.com/isv/uni\\_scriptmodules.asp](http://www.monotypeimaging.com/isv/uni_scriptmodules.asp)>
- Alan Wood's Unicode Resources  
<<http://www.alanwood.net/unicode/index.html>>
- Unleash your Multilingual Mac by Tom Gewecke  
<[http://members.aol.com/\\_ht\\_a/tg3907/mlingos9.html?mtbrand=AOL\\_US#osx](http://members.aol.com/_ht_a/tg3907/mlingos9.html?mtbrand=AOL_US#osx)>

## Enter Unicode text

All text in Nisus Writer Pro is Unicode. You can enter any Unicode character at the insertion point in your document.

1. Choose **Special Characters...** from the bottom of the **Edit** menu.

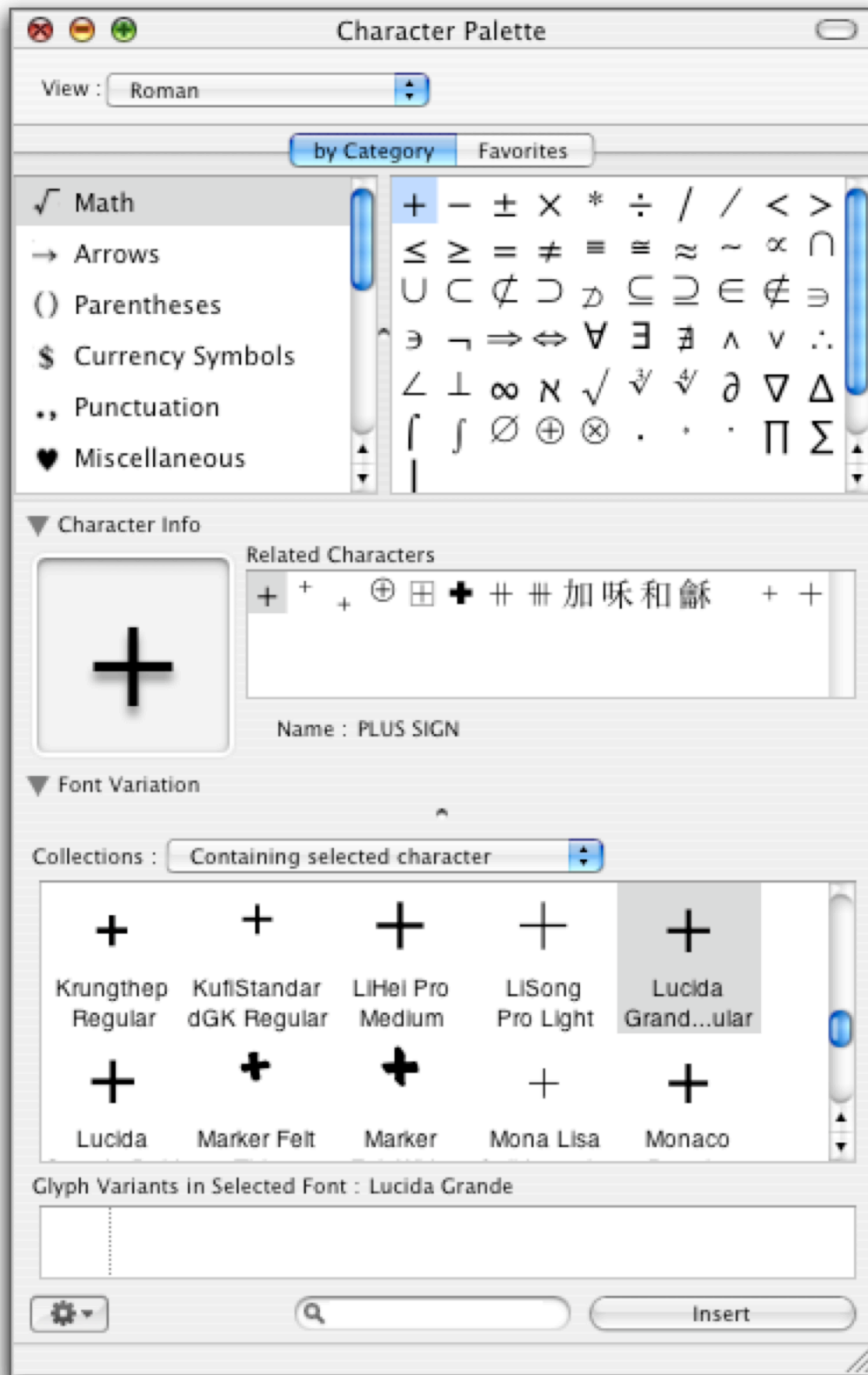


Figure 223  
The System's Character Palette

1. Choose **All** from the **View** pop-up menu at the top of the window (when the Toolbar is visible).
2. When the **Unicode Blocks** tab is active, choose the language or character set you want to use in the left column.
3. Double-click the character you want to have appear in your document.





# Appendix III

## From Nisus Writer Classic to Nisus Writer Pro

With the release of Nisus Writer Pro, all Macintosh computers sold by apple no longer support the Classic environment. Those people who have used Nisus Writer Classic will need to bring their files into Nisus Writer Pro.

### Open multilingual Nisus Writer Classic files in Nisus Writer Pro

Every individual bit of text in a Nisus Writer Classic file has a font (with a particular character encoding) associated with it. If that font is known to Nisus Writer Pro, it will always use the encoding associated with that font. However, if the font is unknown, then Nisus Writer Pro needs to make a choice. You can override whatever choice Nisus Writer Pro might make by choosing the encoding from the Pop-up menu in the Open dialog.

- ▶ Choose the appropriate encoding from the Encoding pop-up menu in the Open dialog.

For example, if you know that your document is primarily Japanese text, choose **Japanese** encoding.



It is extremely unlikely (perhaps impossible) that a non-Mac encoding was used; after all, you created the old document using Nisus Writer Classic which is a Mac-encoded file.

### Open a Nisus Writer Classic document with a table

You can open Nisus Writer Classic documents in Nisus Writer Pro. Those files that have tables in them will open with their “Nisus Table Tool” tables converted to Nisus Writer Pro tables.

- ▶ Drag your Nisus Writer Classic file onto the Nisus Writer Pro icon in the Dock.



The vast majority of attributes of the Nisus Table Tool tables convert to Nisus Writer Pro tables. At the time of release of Nisus Writer Pro, everything converts except for

- Borders
- Shading
- Footnote references  
Footnote text will convert and appear at the end of the table
- Row header widths
- Column header heights.

### More Classic

Other aspects of the Classic environment (both on a System level and in Nisus Writer Pro) are discussed on pages 34 (fonts), 245 (in Find/Replace), 361 (how Nisus Writer Pro determines how to display your Classic document’s text), 309 (Classic Glossary files) and 357, (ASCII vs. Unicode).



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# Commands & Screen Messages

## Symbols

|                                                           |                        |                               |              |
|-----------------------------------------------------------|------------------------|-------------------------------|--------------|
| !=                                                        | 326                    | [[blank]]                     | 254, 258     |
| #10 Envelope                                              | 350                    | [[blank]]+\$                  | 254          |
| \$                                                        | 255                    | [\s\t]                        | 258          |
| (                                                         | 255, 257, 261–262      | [\x00-\x07\x09-\x0c\x0e-\x1f] | 258          |
| (?:                                                       | 257, 261               | [\x00-\x0c\x0e-\x1f]          | 258          |
| (?:m\w+\M)                                                | 257                    | [\x00-\xff]                   | 258          |
| ([""])([.,])                                              | 261                    | [\x020]+\.                    | 261          |
| ([:])([""])                                               | 261                    | [\x20\t]+\$                   | 261          |
| ([:alpha:]]\s)(\.\.+)                                     | 263                    | []                            | 259          |
| ([\x020][\x020]+)                                         | 263                    | [^!-~]                        | 259          |
| ([\x20])(\n)                                              | 263                    | [^:alpha:]                    | 258          |
| ([x20\t])\1+                                              | 261                    | [^:alpha:]_]                  | 258          |
| (\m\w+\M)                                                 | 262                    | [^s]*                         | 263          |
| (\m\w+\M)(\s+)(\m\w+\M)                                   | 262                    | [^t]+\t                       | 259          |
| (\s)([:punct:])                                           | 263                    | [^]                           | 259          |
| (\s)(...)                                                 | 263                    | [^a-z]                        | 259          |
| (\s+)                                                     | 262                    | [^abc]                        | 259          |
| (AB)+                                                     | 257                    | [^Σ]                          | 259          |
| (my expression)                                           | 257                    | [a-f]                         | 259          |
| (")(\.\.)                                                 | 263                    | [a-z]                         | 259          |
| (")([:punct:])                                            | 263                    | [A-Z]                         | 259          |
| )                                                         | 255, 257, 261–262      | [A-Za-z0-9]                   | 259          |
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| *?                                                        | 260                    | [abc]                         | 259          |
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| [                                                         | 255, 259               | \f                            | 260          |
| [""].+?[""]                                               | 261                    | \m                            | 262          |
| [0–9]                                                     | 259                    | \m(\w+)\s\1\M                 | 261          |
| [a]                                                       | 259                    | \m(a)([^s]*)(d)\M             | 262          |
| [[:alnum:]]                                               | 259                    | \n                            | 256, 260     |
| [[:alnum:]]                                               | 259                    | \r                            | 260          |
| [[:alpha:]]                                               | 258                    | \s                            | 260          |
| [[:alpha:]]_]                                             | 258                    | \t                            | 260          |
| [[:lower:]]                                               | 259                    | \v                            | 260          |
| [[:punct:]]                                               | 259                    | \W                            | 259          |
| [[:upper:]]                                               | 259                    | \w                            | 259          |
| [[:xdigit:]]                                              | 259                    | \x00-\xff                     | 258          |
|                                                           |                        | \x20                          | 263          |

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