

Mariner Write™

For the Writer in Everyone.



User Guide

Version 3.9

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Intro to Mariner Write

Welcome

Mariner Write is a powerful yet streamlined word processor solution for the masses. Boasting an elegant interface, as well as hundreds of intuitive features such as the ability to read Microsoft Word documents and customizable headers, footers, endnotes, and footnotes, you will require little need for the documentation. Just sit down and write.

Requirements

To use Mariner Write you need:

- At least 512 megabytes memory (RAM), 50 MB free hard disk space
- Mac OS X 10.6.x -10.5 = Mariner Write 3.9 (Intel Processor)
- Free 30 day demo: [Download it here](#).

In this chapter:

- Welcome
- Hardware & Software Requirements
- Technical Support
- Help
- About this Manual

Technical Support

If you have a question about using Mariner Write:

- 1 Try to find the answers you need in this documentation.
- 2 Find your answer in the **FAQ (Frequently Asked Questions) / knowledge base** page on our web site. It answers many frequently asked questions.

View it at <http://marinersoftware.com/kb>

- 3 If you still can't find the information you need, try looking through the online discussion forums here:

<http://www.marinersoftware.com/forum/>

- 4 If none of the other options allow you to find the answer to your question, E-mail: support@marinersoftware.com

For Mariner Write software updates, tips and tricks, information about other Mariner products, user group discount information, and articles for user group newsletter publication, visit our Web site:

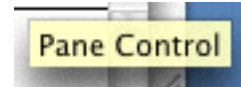
<http://www.marinersoftware.com>

Help

Mariner Write supports Tool Tips in Mac OS X. HTML-based Mac help is also available.

About Tool Tips - Mac OS X

Displays Tool Tips when you move the cursor over screen elements.



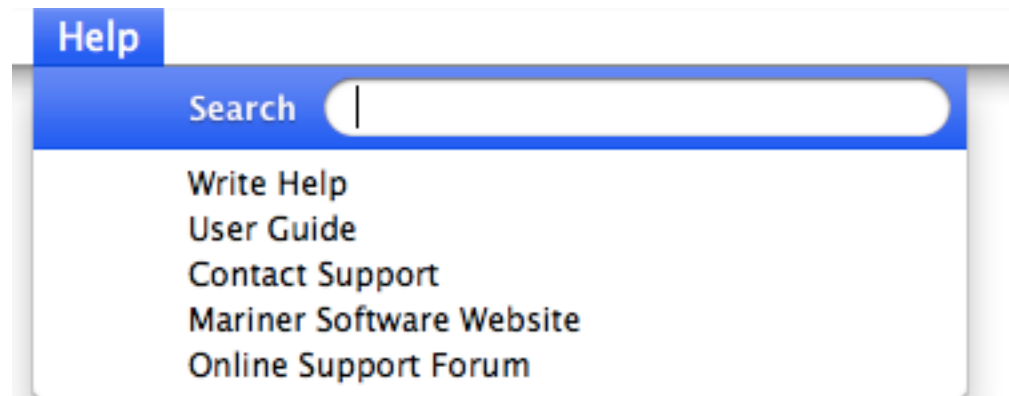
About Mariner Write Help

Both the Help files and this PDF User Guide are listed in the Help menu.

If these files are not listed in the Help menu, you may need to reinstall the application.

To use Mariner Write help files:

- 1 From the Help menu choose Write Help.
- 2 Click on a chapter topic to start, links to additional information appear as blue underlined text.
- 3 Buttons - "Contents" - links to a list of chapter topics. Index - Displays a list of Mariner Write key words, "Next" and "Previous" buttons link to the previous / next chapter.



About This Manual

Conventions

Before using Mariner Write, you should have a basic knowledge of Mac operation.

You should understand pointing, clicking, double-clicking, dragging, and how to choose menu commands. You should also know how to operate dialog boxes, resize windows, and use the Clipboard for cut, copy, and paste.

If you aren't familiar with these or other basic operations or terminology, refer to the Mac® documentation included with your computer.

Mariner Write uses the following keyboard shortcuts when dialog boxes are displayed:

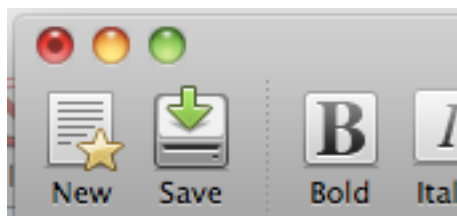
- Return or Enter to press the OK button.
- Command-period or Escape to press the Cancel button.
- Don't Save can be enacted in the save dialog by pressing Command-D.

Working With Documents

Creating New Documents

To create a new Mariner Write document:

1 Launch Mariner Write, choose New (Command-N) from the File menu or press the New Document button in the tool bar (if you've customized your toolbar to add the New Document item).



To display the tool bar, choose Show Toolbar from the Show/Hide menu.

A new untitled document appears.

Note: New documents are titled Untitled 1, Untitled 2, etc.

Each new document is a duplicate of a special Mariner Write document stored in the Mariner Preferences folder. This default document provides the default settings and content for new documents.

To create a new document using factory defaults, choose New Empty Document from the Preferences sub-menu. The Preferences sub-menu is located in the Edit menu.

For detailed information about changing the default document, see the Preferences section later in this chapter.

In this chapter:

- Create new documents and open, close, save, and manage existing documents
- View your document as pages or without page margins
- Set and save application preferences
- Change the magnification and control document and text appearance
- Set page margins and page setup
- Preview and print documents
- User other related document features

Creating a Default Document

A default document is a document which contains

To create a default Mariner Write document:

- 1 Choose New (Command-N) from the File menu.

A new untitled document appears.

- 2 Edit the document, set font, size, tables, even add a header or footer, etc.

- 3 From the File menu choose Save as Default File

The file is saved and anytime you create a “new” document in Mariner Write it will have the settings of the file you saved as default

Note: for more information about default document settings and overriding them, see the preferences chapter's page 37

Opening Files

To open a Mariner Write document:

- 1 Choose Open (Command-O) from the File menu or press the Open button in the tool bar.



To display the toolbar, choose Show Toolbar from the Show/Hide menu.

- 1 Select and open the Mariner Write document in the open dialog.

You can also double-click a Mariner Write document icon to open the file.

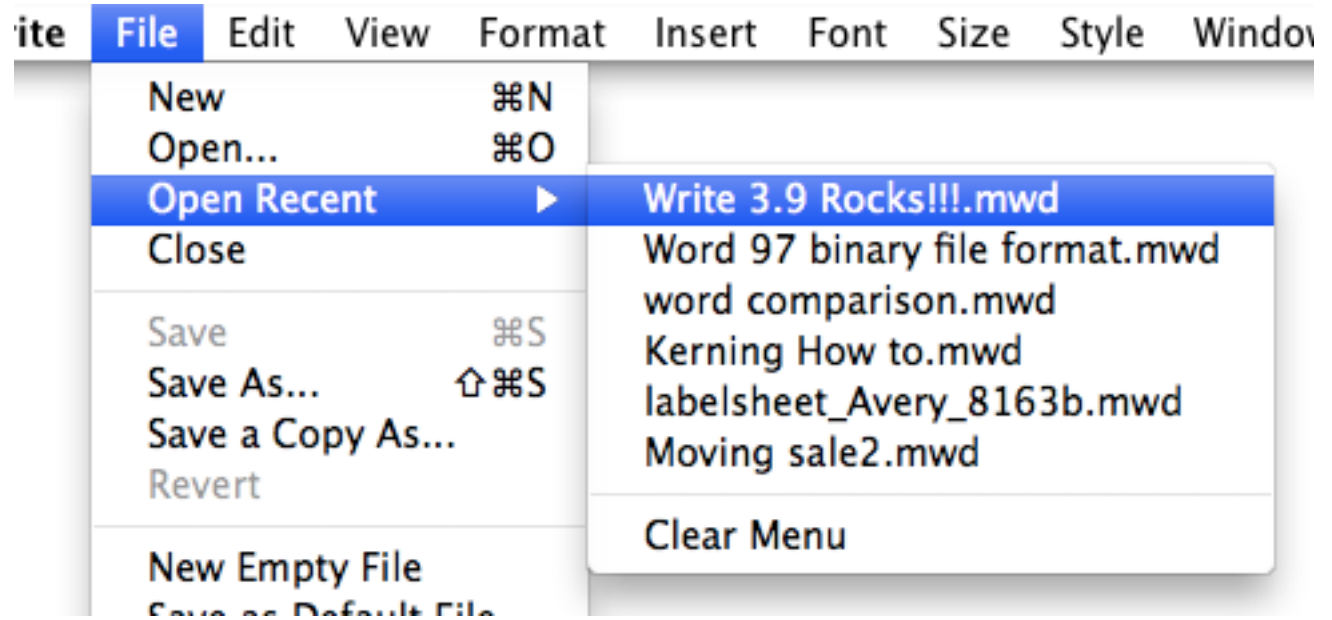
Note: you can open multiple files at the same time by command-clicking on more than one file from the open dialog.

Opening Recent Documents

The Open Recent sub-menu lists the last eight files you opened.

Simply click on a file to open it again.

Note: If the file has moved to a different place on your hard drive, the document may not be found to be opened. In such a case an error message will appear.



Opening Other File Types

Choosing the Open command displays a dialog to choose files to open. You can open multiple files by holding the command key down and clicking on additional selections.

You can open and view the contents of any file. Mariner Write allows you to open any document it doesn't recognize, as text.

Open documents saved in the following formats:

Text (.txt)

Files exported from word processor programs in text (ASCII) format. For example, XML, plists, csv, .tab, .html, etc..

Word (.doc)

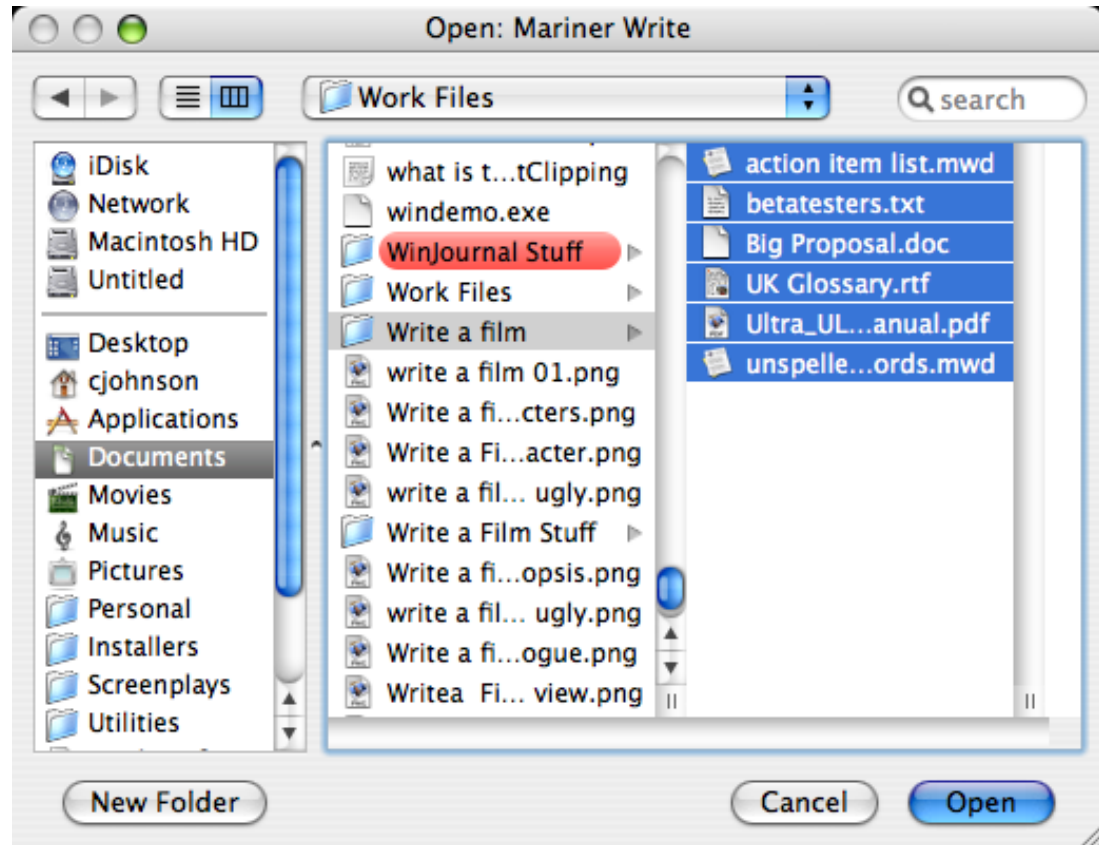
Files exported from Microsoft® Word version 6 and later.

Rich Text Format (.rtf)

Documents exported from word processor programs in RTF (Rich Text Format).

PICT, EPS, GIF, JPEG, BMP, TIFF, PNG

Graphic format files.



Inserting Files (Importing)

You can insert a graphic or the contents of another file into the current document.

To insert a document into the current document:

- 1 Position the insertion point where you want to insert the document.
- 2 Choose File/Graphic from the Insert menu.

Note: When inserting a Mariner Write file into the current document:

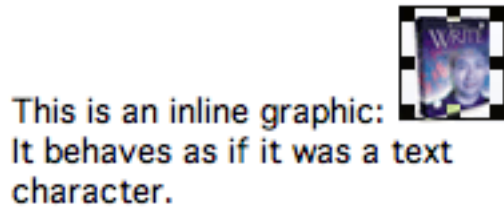
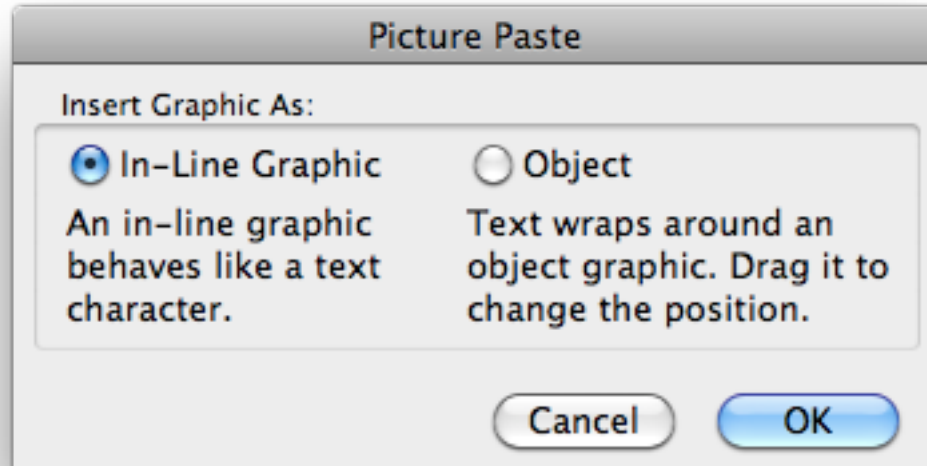
- The contents of the header and footer are ignored when inserting a file.
- Graphic-based objects are ignored.

Inserting Graphics

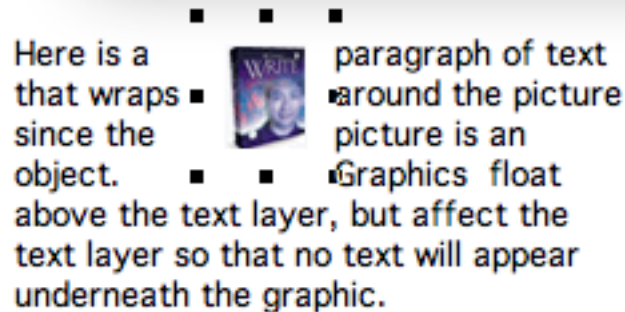
To import a graphic into your document, choose File/graphic from the Insert Menu.

Once the file is selected in the dialog, a second dialog prompts you to insert the graphic as in-line or as an object.

In-line graphics are inserted in-line with the document text and can be selected in the same manner as a text character (See Example Below)



In-line Graphic



Object Graphic

Object-based graphics float above, but don't obscure document text. Instead, the document text "wraps" around the graphic (See example above). For detailed information about editing graphics, see the Working with Graphics section in Chapter 3, Entering and Editing.

Closing Documents

To close a Mariner Write document:

- Choose Close Window from the Window menu.

-or-

- Click the close box in the upper left-hand corner of the document window.

If you close your document but have made changes since it was last saved, an alert dialog asks if you want to save your changes.

Click the Save button to save your changes. Click the Don't Save button to close the document without saving changes. Click the Cancel button to return to your document without closing.

Note: Closing the Header, Footer, Footnote does not close the document. To close the entire document, close the main document window or use the Close command in the File menu.

Saving Documents

To save a Mariner Write document:

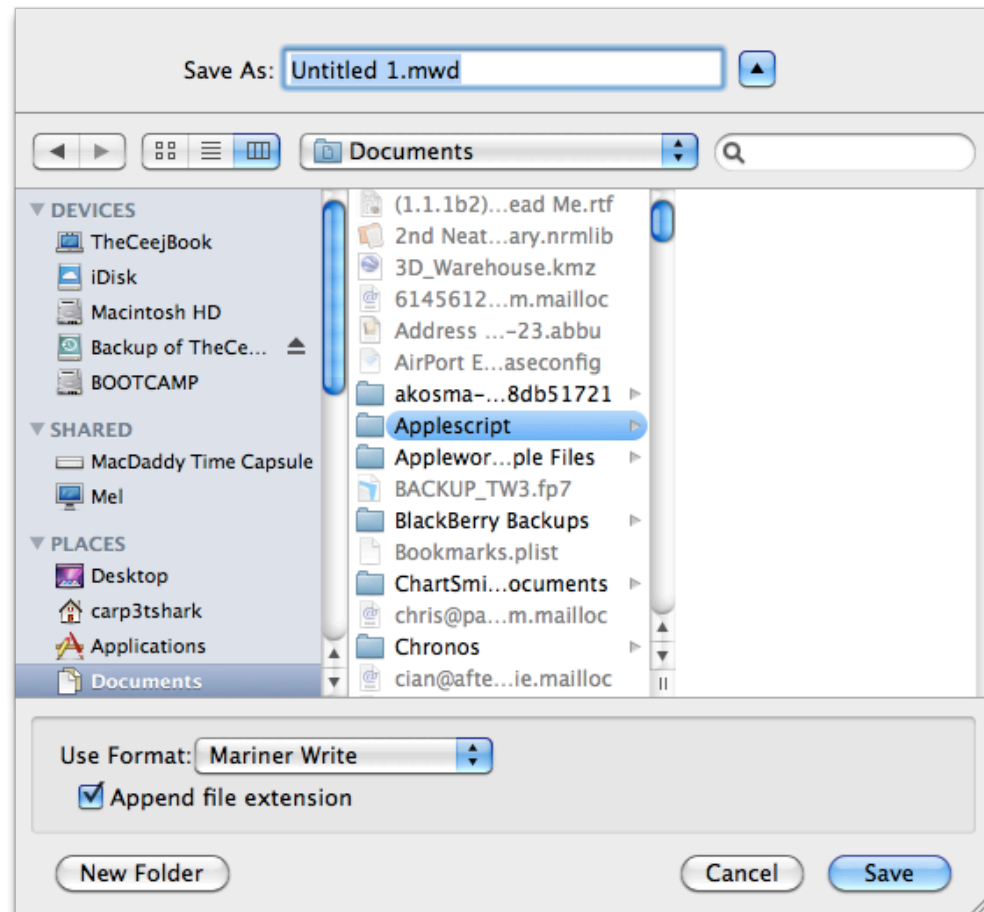
- 1 Choose Save (Command-S) from the File menu or press the Save button in the tool bar. 

A dialog appears if the document hasn't been previously saved.

- 2 Select the location where you want to save your file and enter a name for it.
- 3 Click the Save button when you are finished.

Once you save a document, choosing Save from the File menu saves your changes without displaying the Save dialog.

See the following two sections, The Save As Command and The Save a Copy As Command for information on saving your document with a different name, to a different location, or in a different format.

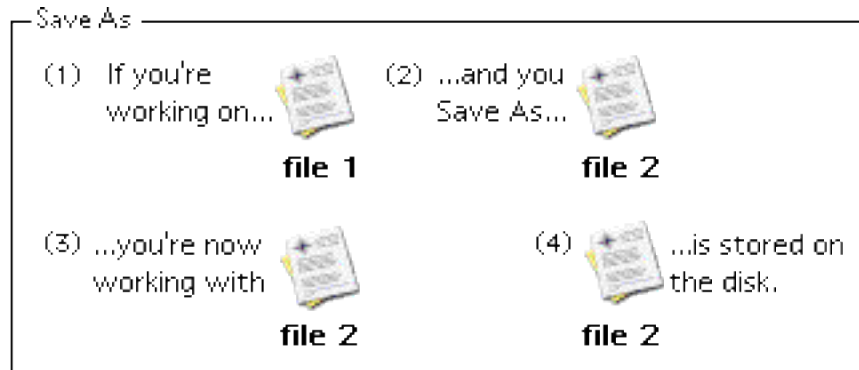


Save As...

The Save As command lets you save your document with a different name, to a different location, or in a different format. The file created using the Save As command becomes the current document.

To use the Save As command:

- 1 Choose Save As from the File menu.
- 2 Enter a different name for the file, and/or, choose a different location to save the file.
- 3 To save the file in a different format, make the appropriate selection from the file format pop-up menu.
- 4 Click the Save button to save the file or the Cancel button to return to the document without saving.



Save a Copy As...

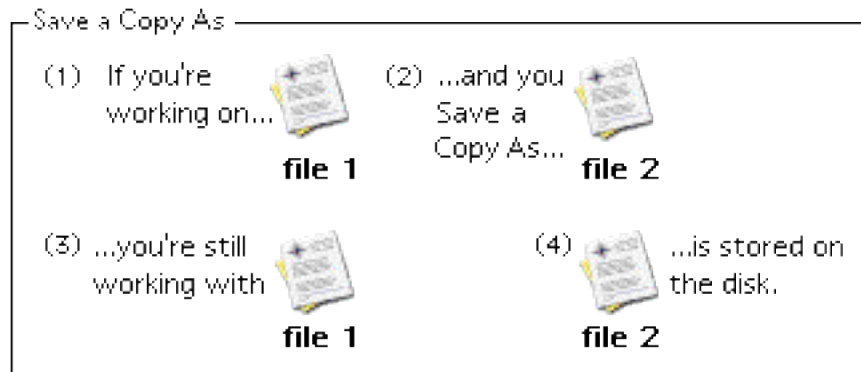
The Save a Copy As command also lets you save your current document with a different name, or to a different location, or in a different format.

Note: When you use the Save a Copy As command, you're still working with the original document-the file name doesn't change.

Use the Save a Copy As command when you're finished working with the current document and want to save it under a different name. Use the Save As command when you want to save the current document under a new name and continue working with that document.

To save a copy of the current file:

- 1 Choose Save a Copy As from the File menu.
- 2 Enter a different name for the file, and/or, choose a different location to save the file. Enter a new name for the file in the space provided.
- 3 If you want to save the file in a different format, make the appropriate selection from the pop-up menu.
- 4 Click the Save button to save the file or the Cancel button to return to the file without saving.



Exporting Files

To save files in formats other applications can read, choose a file format other than Mariner Write in the Use Format pop-up in the Save, Save As, or Save a Copy As dialogs.

See the previous sections for detailed information about using the Save, Save As, or Save a Copy As commands.

Note: Graphics existing as objects in Mariner Write documents are not exported. The graphic must be re-inserted as a character. For detailed information about importing graphics, see the Importing Graphics section earlier in this chapter.

Reverting

Choose Revert from the File menu to open the last saved copy of the current document. Any changes since the document was last saved are lost.

Saving a Default Document

Each new Mariner Write document you create is actually a duplicate of a special Mariner Write document stored in the Mariner folder in the System's Preferences Folder. This default document provides the default settings and content for new documents.

Note: Other applications perform a similar function by use of a "stationery note" feature. You can bypass this feature by checking the Apply To New Documents checkbox in the Preference dialog. In this case, new documents use the default setting.

To save the current document as the new default document, choose Save As Default File from the File menu. To create a new document with default settings, choose New Empty File from the File menu.

Quitting

To quit the Mariner Write application, choose Quit from the Write menu. If there are any changes to your documents since you last saved, you will be prompted to save your changes for each document.

Preferences

Preferences control many aspects of the Mariner Write application.

To change the preferences:

1 Choose Preferences under the Write menu item.

A dialog appears.

2 Click on the tabs listed across the top of the dialog to change the category.

3 Press OK to accept the changes you've made or Cancel to nullify any changes you've made.

In this chapter:

- Display Preferences
- Edit Preferences
- Default Document preferences
- Ruler Preferences
- Language Preferences
- Files Preferences
- Keyboard Shortcut Preferences
- Open Options Preferences

Display

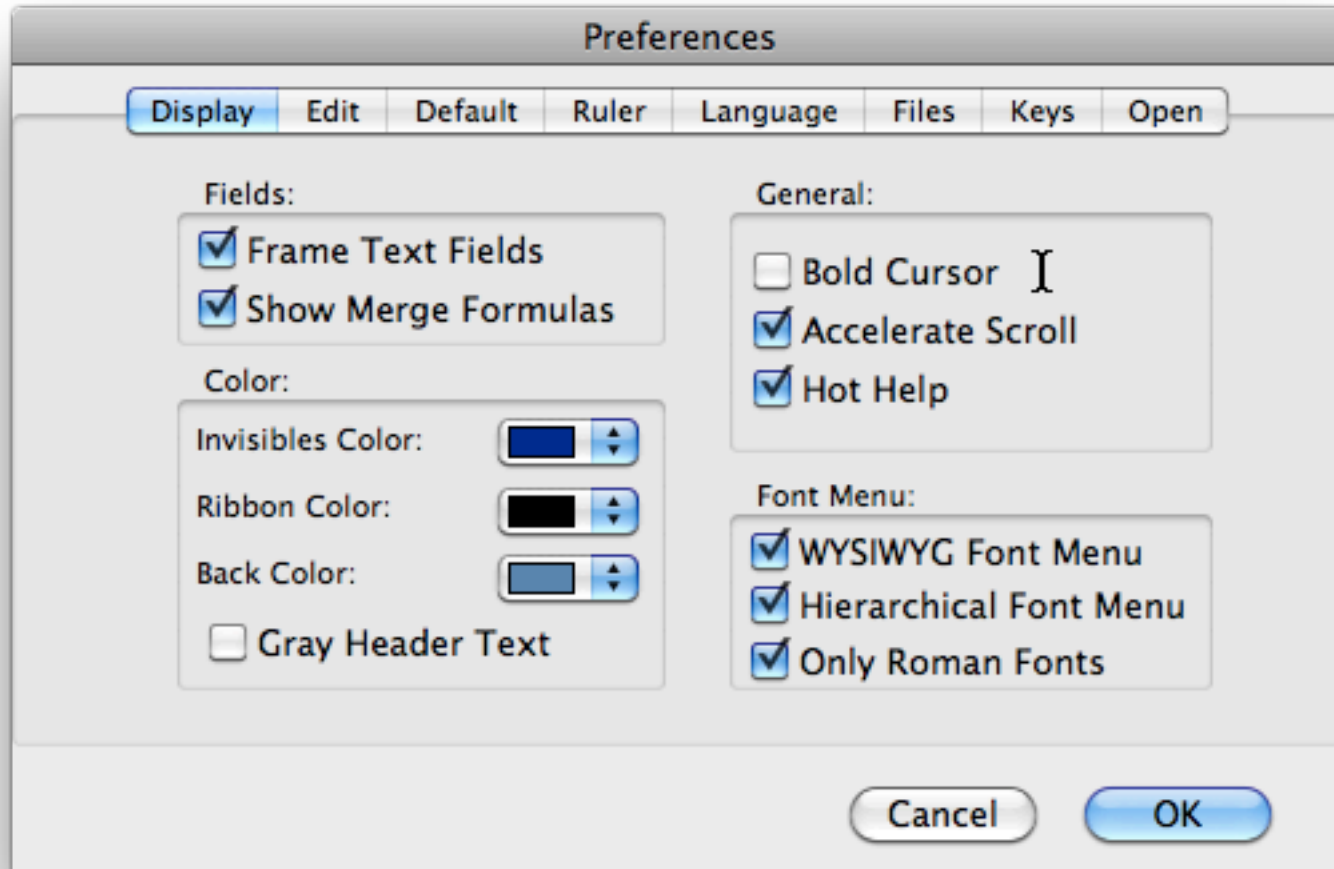
Fields:

Frame Text Fields

Selecting Frame Text Fields draws a small rectangle around non-editable text fields (such as footnote index numbers, page numbers and updating date entries). This makes them easier to see when quickly scanning a page. With a small font size, the text may not be easily readable with this option on.

Show Merge Formulas

Enable to display merge formulas in the document fields, otherwise the fields display as “Merge Field”.



Color:

Invisible Characters Color

Selecting Show Invisible Characters in the Show/Hide menu to displays non-printing characters such as Tab, Return, Linefeed, page break, space, etc...

To make invisible characters easier to see, change their color with the Invisibles pop-up menu. The default color is dark blue.

Ribbon Color

Changes the color of the text and icons displayed in the style ribbon.

Back Color

This sets the color of the background behind the page. The default color is a medium blue

Gray Header Text

Enable the Gray Header Text check box to display headers, footers, footnotes and endnotes using gray text.

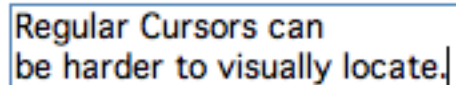
Note: Text Smoothing and Fractional Widths - are now document attributes, see Document Options in Chapter 4 for details.

General:

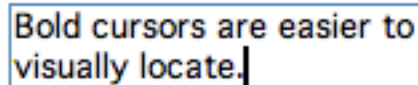
Bold Cursor

Small graphics, such as the cursor and text insertion points, are sometimes difficult to see. Select the Bold Cursors check box to display thicker versions of the Mariner Write cursor and insertion point.

Regular Cursor

A screenshot showing a thin blue cursor bar at the end of the text "Regular Cursors can be harder to visually locate." The text is in a standard font and color.

Bold Cursor

A screenshot showing a thick blue cursor bar at the end of the text "Bold cursors are easier to visually locate." The text is in a standard font and color.

Bold Insertion Point

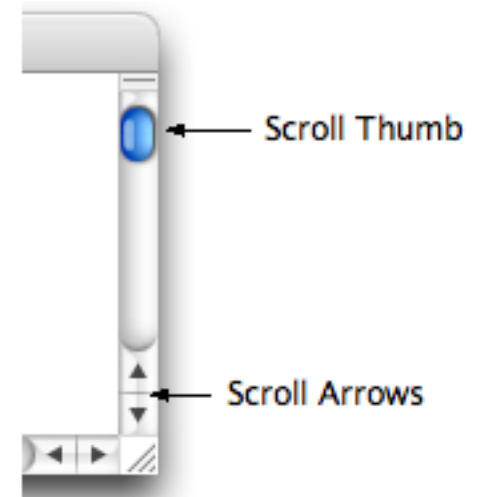
Accelerated Scrolling

In many word processors, pressing one of the scroll arrows changes the document view at one steady speed.

If you select the Accelerated Scrolling check box, your document scrolls faster and faster as you hold down the scroll arrow.

Hot Help

To see help message tags, enable the Hot Help check box.



Font Menu:

WYSIWYG Font Menu

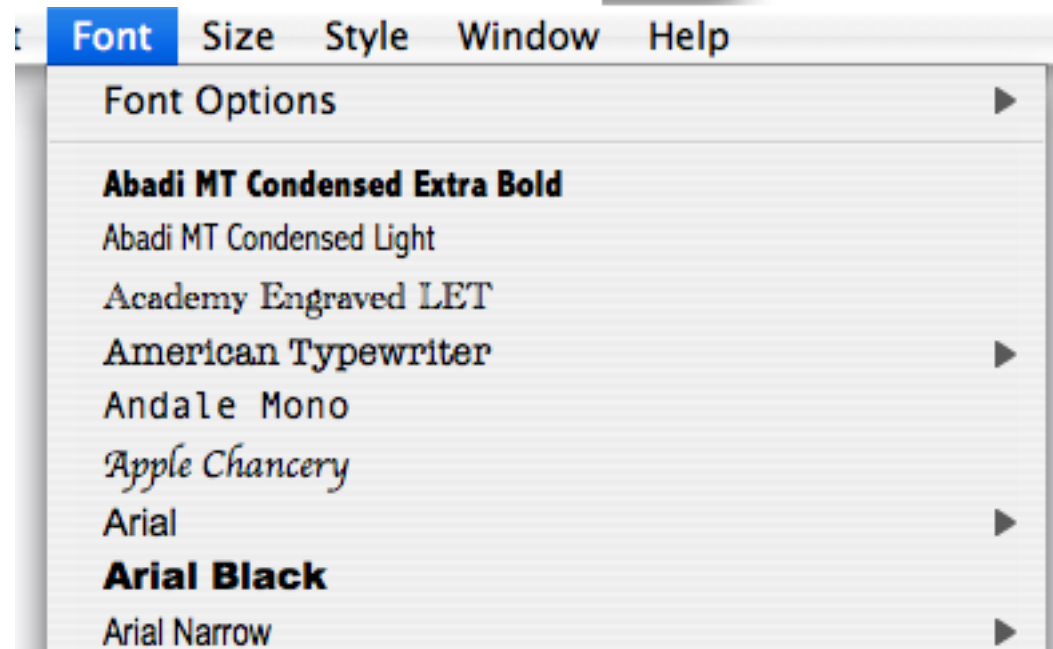
When the WYSIWYG Font Menu check box is selected, fonts are displayed using the actual typeface.

Hierarchical Font Menu

When the Hierarchical Font Menu check box is selected, fonts are separated and displayed by font family.

Only Roman Fonts

When the Only Roman Fonts check box is selected, non Roman fonts are removed from the font menu.



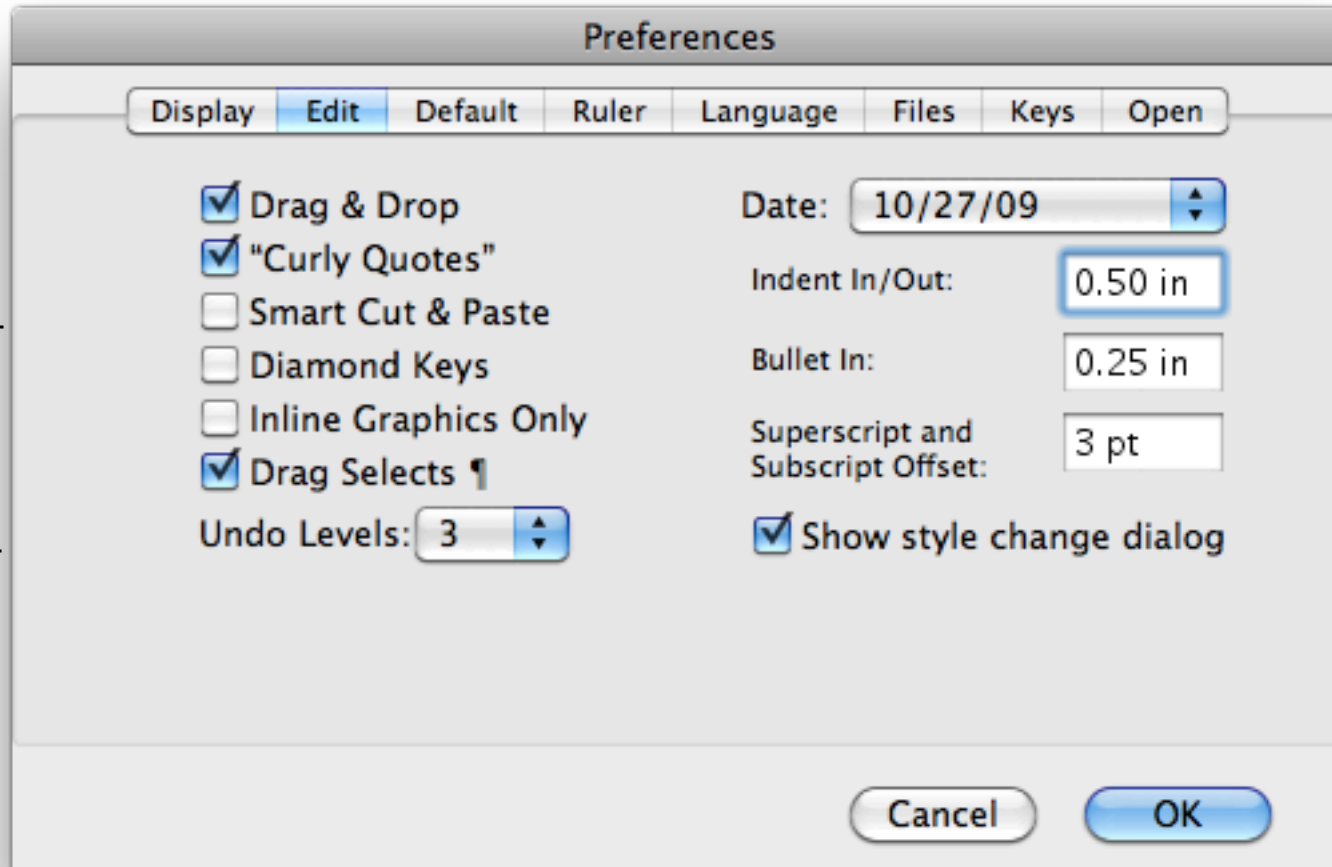
Edit

Drag and Drop

You can move or copy text by dragging and dropping text instead of cutting, copying, and pasting. Select the Drag and Drop control to enable Drag and Drop. For complete details about dragging and dropping, see the Drag and Drop section in Chapter 3.

Curly Quotes

When you press the quote key, a "straight" quote is typed. Most typefaces also support a more elegant angled or "curly" quote.



"Curly Quotes" vs. "Standard Quotes"

Note: Selecting Curly Quotes doesn't change the style of existing quotes – only the quotes you type after enabling Curly Quotes. Use the commands in the Modify menu to change existing quotes.

Select the “Curly Quotes” check box to automatically type a curly quote instead of a regular quote. Mariner Write knows to type a leading quote at the beginning of a word and a trailing curly quote at the end of a word. See Power User note in Chapter 6 - Custom Menus.

Tip! You can create a left curly quote by typing *Option + Left Bracket*, and a right curly quote by typing *Option - Shift - Left Bracket*.

Example:

Then Lou says, “What’s the name of the guy on third base?”

Smart Cut and Paste

Smart Cut and Paste keeps track of the spaces between words so you don’t have to worry about inserting or deleting extra spaces when you cut/paste or Drag & Drop. See Power User note in Chapter 6 - Custom Menus.

1 Copy

Smart Cut and Paste is pretty cool. It allows me to not worry about whether or not you properly select the space character before or after my selection.

2 Select

Smart Cut and Paste is pretty cool. It allows me to not worry about whether or not you properly select the space character before or after my selection.

3 Paste

Smart Cut and Paste is pretty cool. Smart Cut and Paste allows me to not worry about whether or not you properly select the space character before or after my selection.

The extra space is automatically inserted afterwards and intelligently not added before “Smart Cut and Paste”.

Diamond Keys

Diamond keys let you use the Control Key for advanced navigating and editing keyboard shortcuts.

Mariner Write supports the following diamond keys:

- Control E** Moves Cursor Up
- Control X** Moves cursor Down
- Control S** Moves cursor to the Left
- Control D** Moves cursor to the Right
- Control A** Moves cursor to the top of the document
- Control F** Moves cursor to the bottom of the document
- Control C** Moves cursor to the top of the next page
- Control R** Moves cursor to the bottom of the previous page
- Control Q** Moves cursor to the beginning of the next line
- Control Z** Moves cursor to the beginning of the previous line
- Control T** *Scrolls to the top of the document*
- Control V** *Scrolls to the bottom of the document*
- Control I** *Types a tab character*
- Control M** *Types a carriage return*

Note: Turn off Diamond keys if you wish to type characters requiring the Control key.

Inline Graphics Only

When importing or pasting a graphic, Mariner Write normally displays a dialog allowing you to choose between an object or character element. Select this check box control to always enter graphics as inline characters (graphic flows with text).

Drag Selects ¶

Select this control to select control characters (CR, Soft Return, Page Break, etc) when you drag the mouse past them.

Number of Undos

The Undo Levels pop-up lets you select the number of undo levels—up to 10.

For detailed information about using Undo and Redo, see the Undo section in Chapter 3, Entering and Editing.

Date

Use the Date pop up menu to specify which format to use when using the “Date” menu command in the Insert menu.

Indent In/Out

Use the edit field to specify how much space to offset the paragraph left and first indent when using the Indent In and Indent Out commands. The Indent commands are located in the Justify menu (style ribbon), and also as buttons in the tool bar.

Bullet In

Use the edit field to specify how much space to move the paragraph left indent when using the Bullet command. The Bullet command is located in the Justify menu (style ribbon), the Format menu and also as a button in the tool bar.

Superscript and Subscript Offset

Use this field to specify how many points of offset to apply when using the script commands in the Style menu. Custom offsets can be applied by using the Character command in the Format menu.

Show Style Change Dialog

Enabling this checkbox presents a dialog when applying a style to a character range or paragraph that previously was assigned a style.

When you attempt to Apply the new style over an existing style the Apply Style sheet dialog appears.

The name of the style is displayed next to Style Name:

The options are:

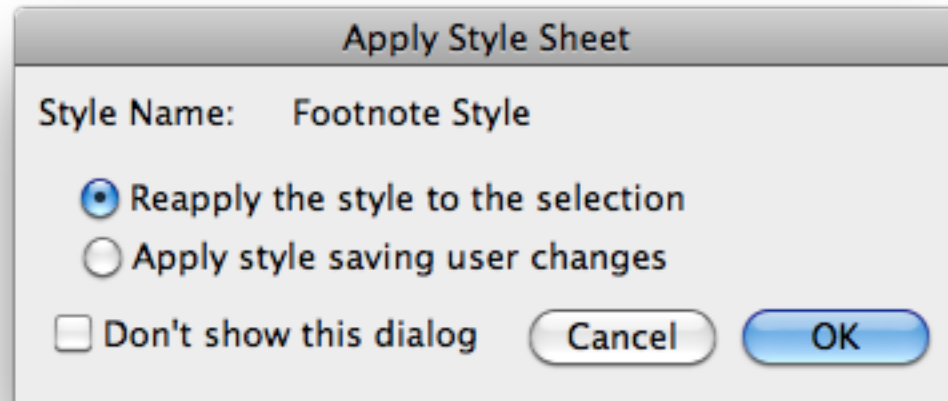
Reapply the style to the selection

Apply style saving user changes

Don't show this dialog - Sets the default behavior to Reapply the style to the selection without displaying this dialog.

Click OK to apply the style.

Note: If you apply a style over an existing style, or modify a text range with a style, the name of the style will appear with a "+" plus symbol to denote that it is the assigned style 'plus' some other change(s).



Default

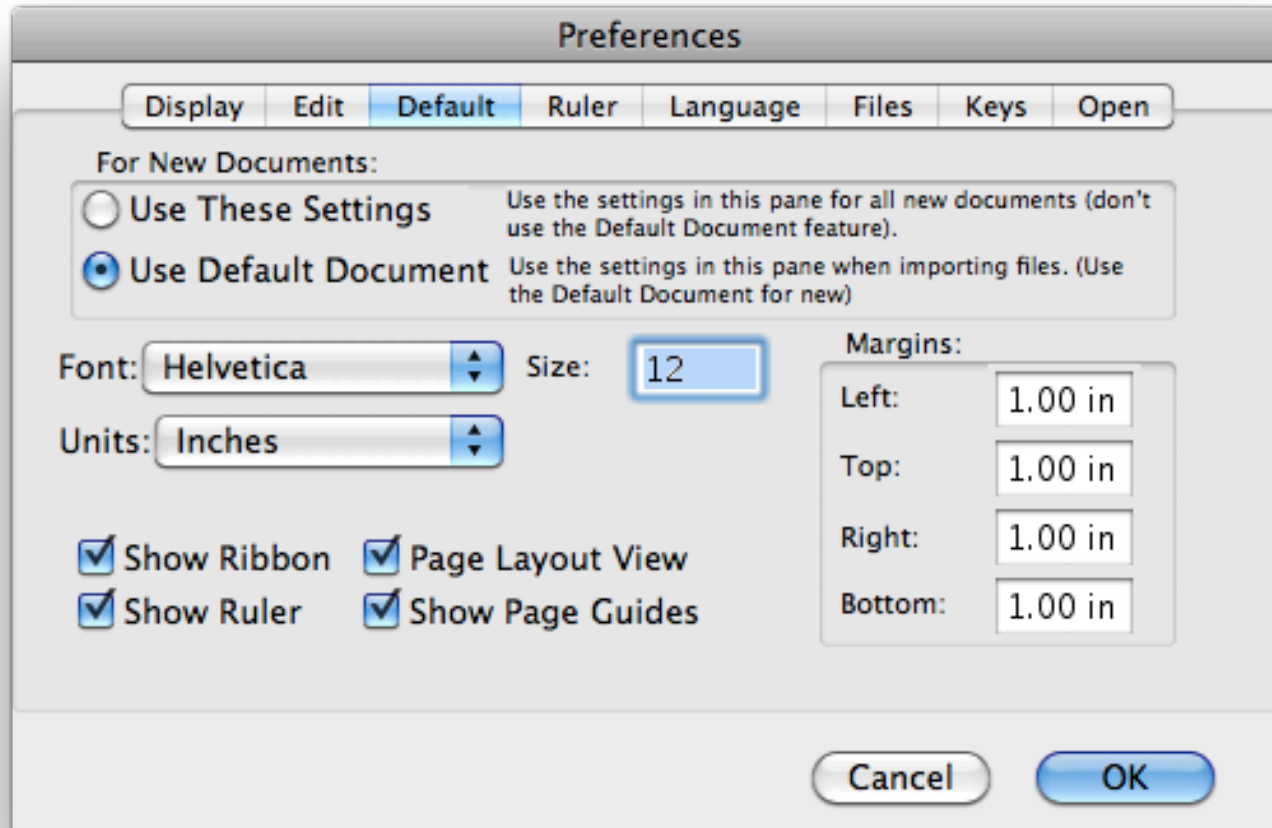
For New Documents

Select either Use These Settings to apply the settings of this pane to New Documents or Use Default Document to use a copy of your default document for a new document.

For more information on making a Default Document, see Chapter Working with Documents

Attributes

The remaining items on the Default Panel are document attributes, used when importing text documents, creating a New Empty Document, or for all new documents (see Apply to New Documents above).

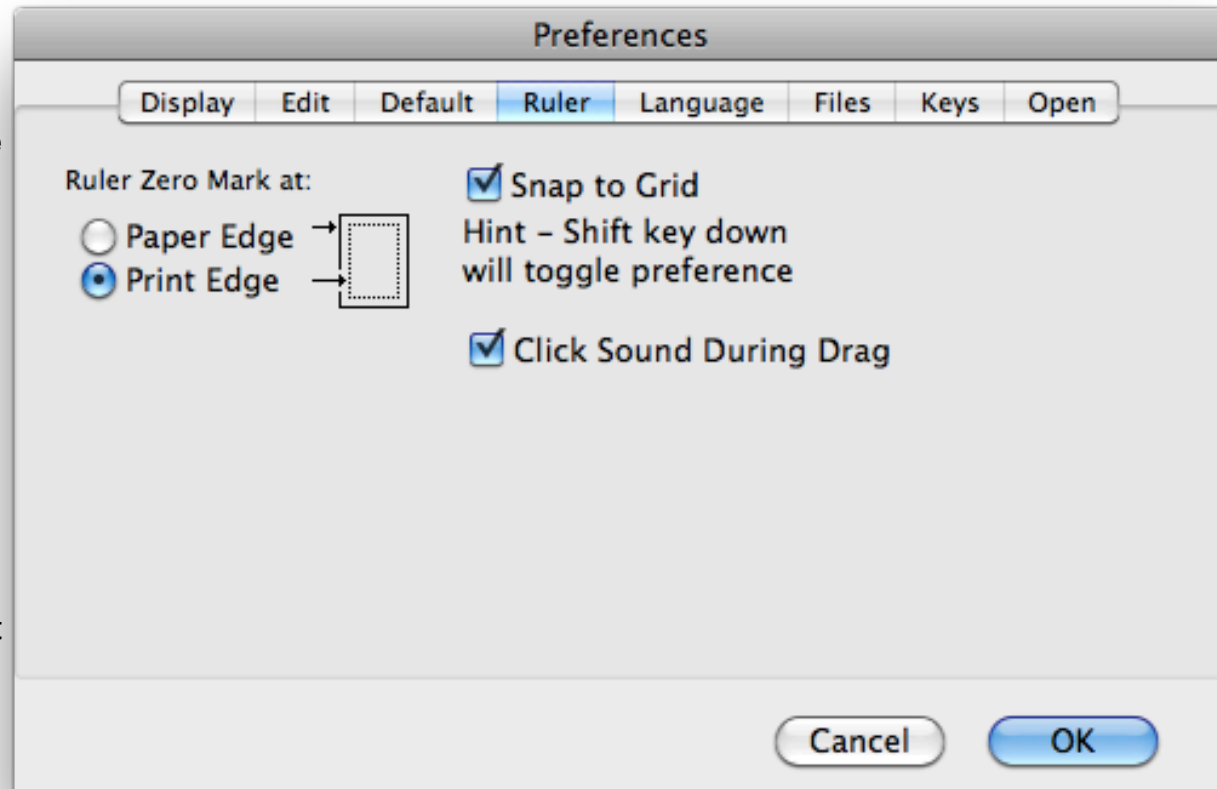


Font, Size, Units, Show Ribbon, Page Layout View, Show Ruler, Show Page Guides, Margins (Left, Top, Right, Bottom)

Ruler

Ruler Zero Mark

The ruler's zero mark can be aligned with the left edge of the printable area. But this can make it difficult to position a tab or margin relative to the page edge. Align the ruler zero mark to the page edge or left edge of the printable area. Align the ruler zero mark to the page edge or left edge of the printable area. To align the ruler zero mark to the page edge, select the Paper Edge radio button. To align the ruler zero mark to the left page margin, select the Print Edge radio button.



Snap To Grid

Forces ruler elements (tabs or indents) to 1/8 inch increments when dragging.

Click Sound During Drag

Select the "Click Sound During Drag" check box to play a click sound when dragging a ruler element (tab or indent).

Language

Text Services

(Non-English Languages Only)

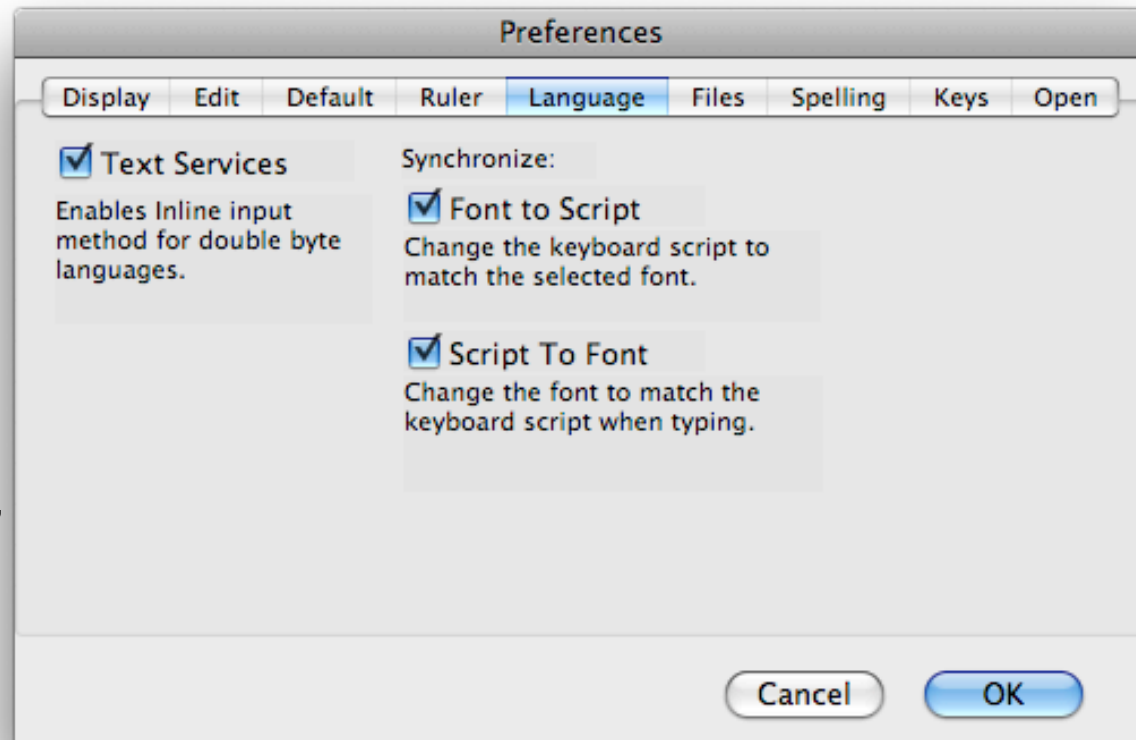
With Text Services enabled, users with non-English languages can enter text directly into the document window in place of using the Text Services conversion window.

Synch Script to Font

With Synch Script to Font enabled, users with non-English system software can enter text in English or any other language scripts installed with the system software. The current language script changes to reflect the location of the insertion point. For example, clicking in a paragraph written in Kanji automatically changes the current language script to Kanji.

Regardless of the setting of the Synch Script to Font control, choosing an English font from the Font menu automatically changes the script to English.

Note: International language scripts also contain a Roman character set. As a result, placing the intersection point within text that appears to be Roman may not change the script to English. Instead, the script changes to the language script used to create the text.



Synch Font to Script

Mariner Write saves the last font and text size used when the current International language script changes. To restore the last font and size used when the script is re-selected, enable the Synch Font to Script command.

The following defaults are used when the language script is selected for the first time:

Script	Font
Roman	Geneva
Kanji (Japanese)	Osaka
Simplified Chinese	Beijing
Traditional Chinese	Taipei

The default font for scripts not listed is the first default application font of the script. The default font size is the last size selected by the user or the default system font.

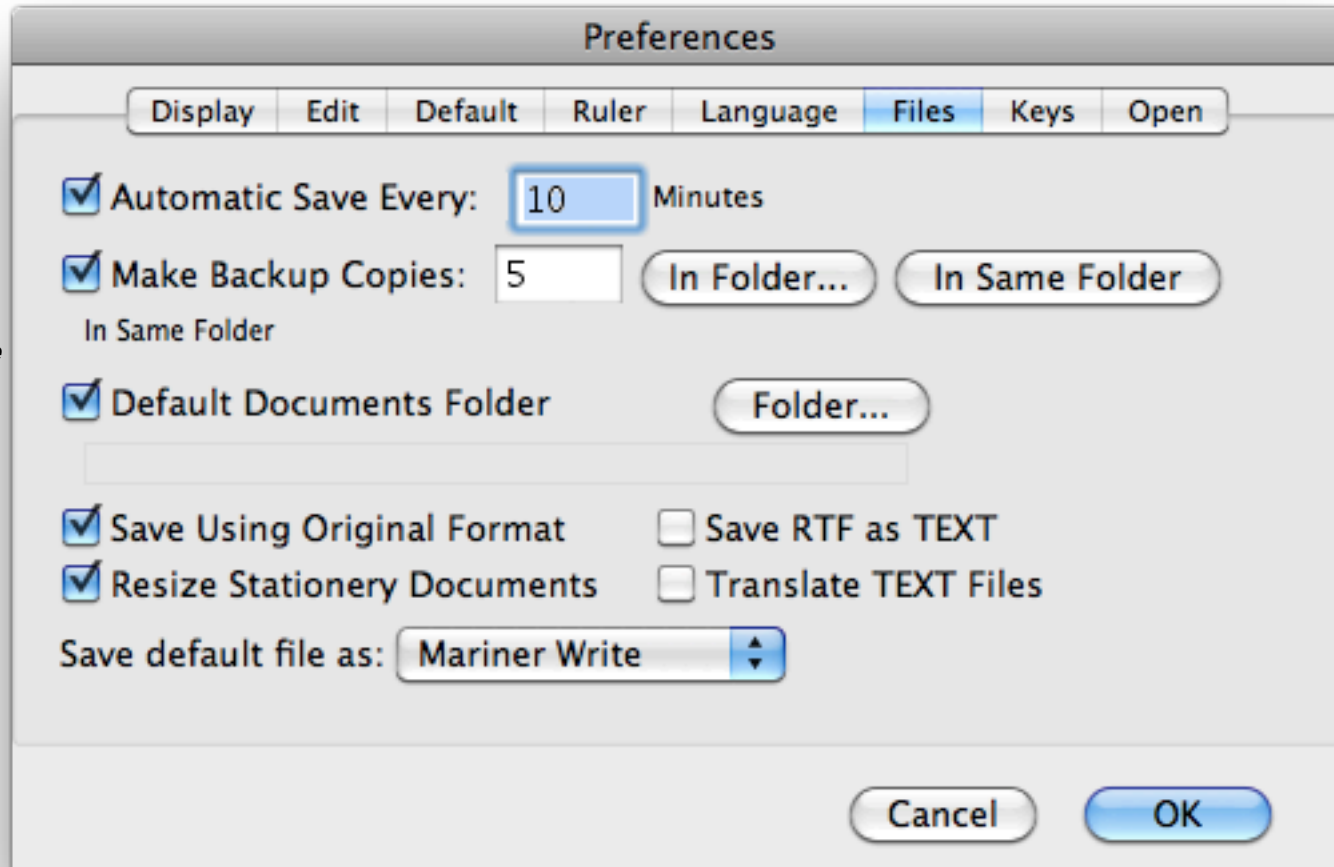
Note: With Synch Font to Script enabled, you cannot enter Roman characters using a non-Roman script. Upon typing English characters, the font and size will change to Geneva or the last font and size settings selected.

Files

Automatic Save

Mariner Write will save files automatically at the interval specified in the Minutes edit field.

Note: the file must be previously saved, Untitled new files are not auto-saved.



Make Backup Copy

When saving an existing file, Make Backup Copy retains a copy appending the time and date on the end of the file name. Click the Backup Folder... button to specify a folder location to place backup copies, or click In Same Folder to place copies located in the same folder as the original file.

Specify how many backup copies you want to keep in the edit field.

Warning: if you choose to place backups in a single folder, documents using identical names will overwrite each other and backup copies may be lost.

Save Using Original Format

Mariner Write normally will prompt you with the save dialog when you save an imported file. This action verifies that the format and location are correct. Choose Save Using Original Format to save imported files (for example TEXT or RTF) in their original format, without displaying the save dialog.

Save RTF as TEXT

Mariner Write normally will save rtf format files using the system defined RTF filetype. Older programs may not recognize this filetype, choose this option to save rtf files as TEXT documents.

Note - Mariner Write reads rtf files using either filetype.

Translate Text Documents

Choose this option to open TEXT files using Macintosh Easy Open translation services. This is useful if you need to translate DOS/PC word processing documents (which often are text).



Mariner Write 3.9
Rocks!.mwd



Mariner Write 3.9 Rocks!
Backups.BU

Keyboard shortcuts

Allows custom command keys to be set.

To set a custom keyboard shortcut:

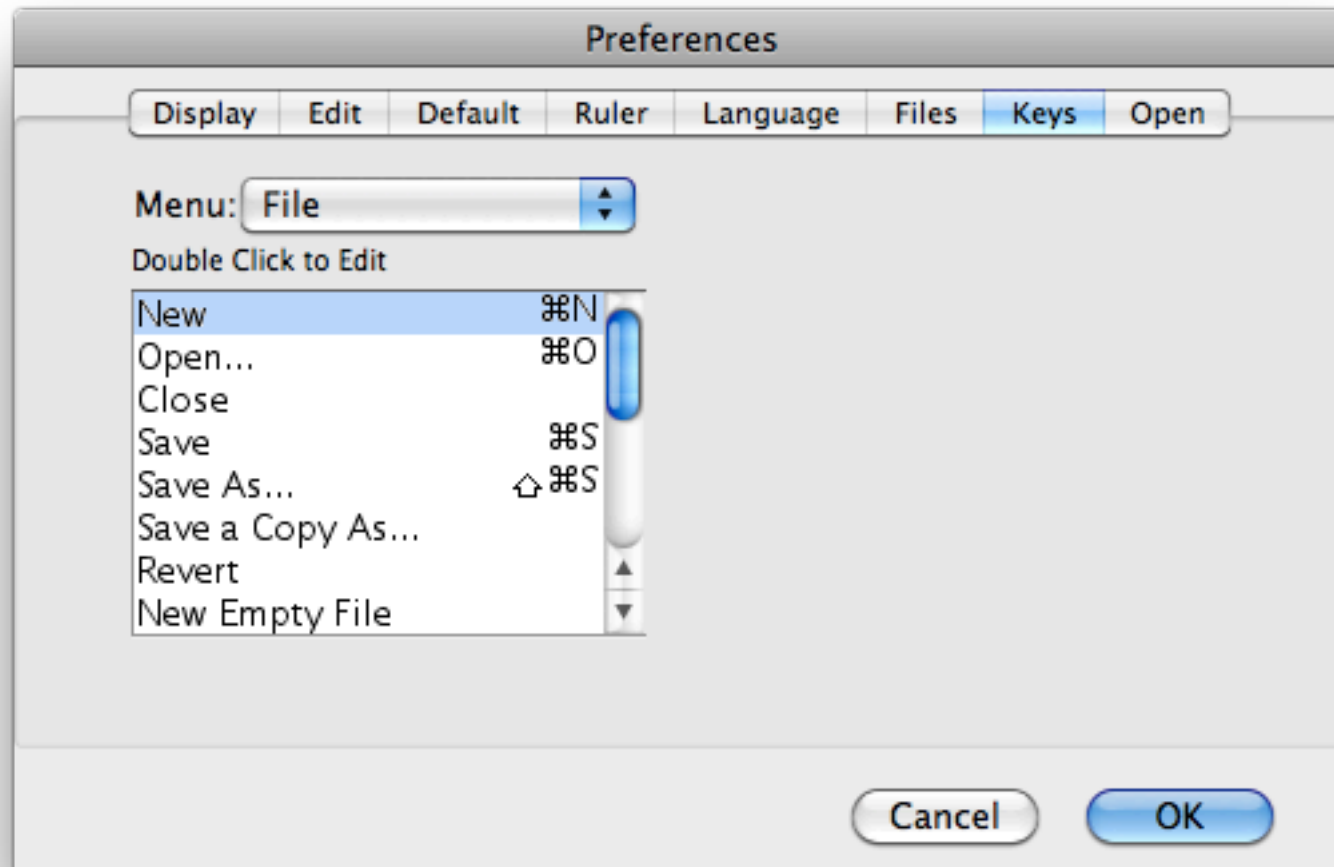
1 Double-click an item in the list.

A sheet appears.

2 Type a keyboard shortcut.

3 Click OK.

Note: Each keyboard shortcut must contain the command key.



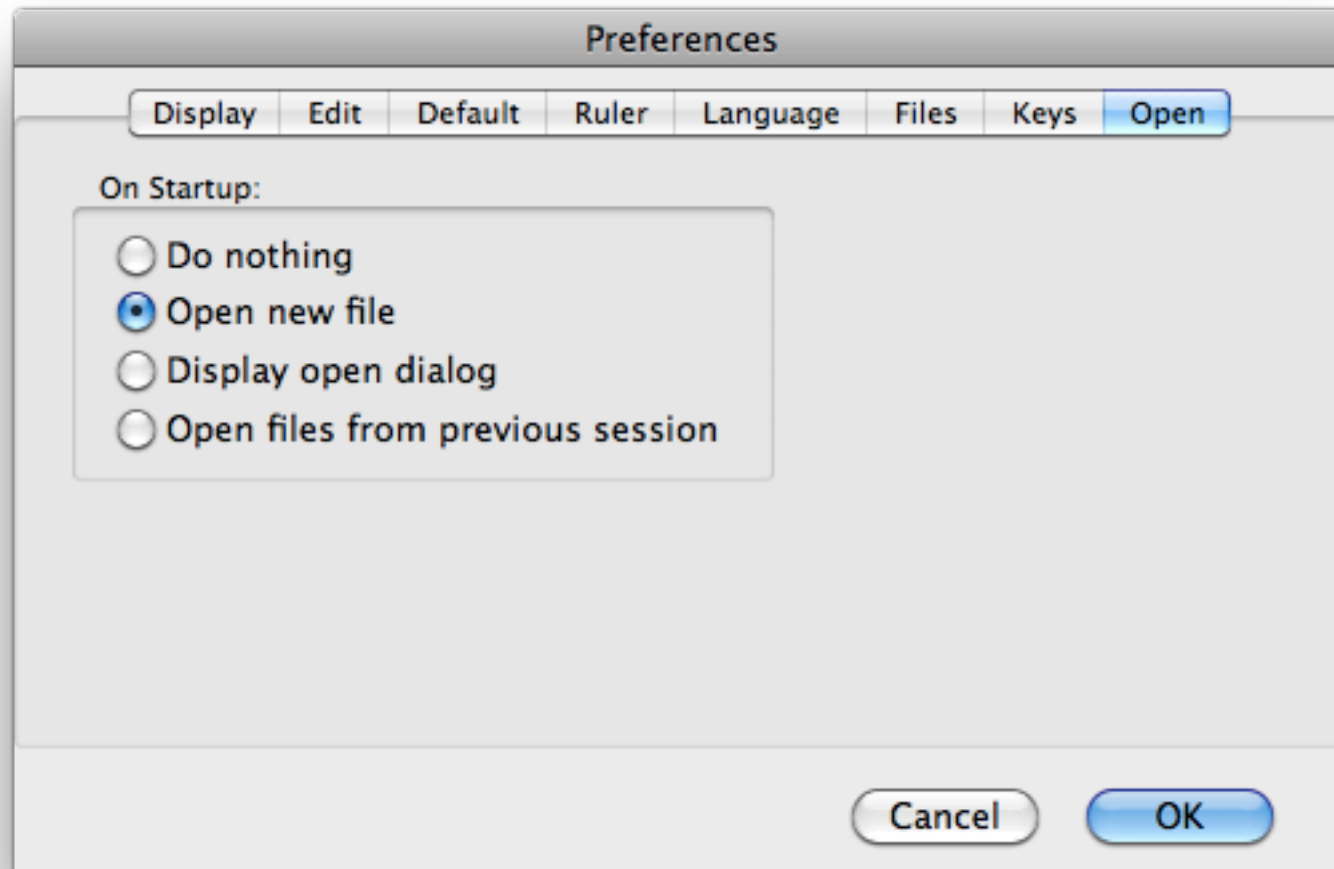
Open

Allows the startup action to be specified.

Choose one of the following options:

- **Do nothing**
- **Open new file**
- **Display open dialog**
- **Open files from previous session**

Click OK.



Document Display Options

Line Numbers

Line numbers let you easily reference important portions of your document.

To display line numbers, choose Line Numbers from the Show/Hide menu. Line numbers are shown for each line containing a character, including non-printing characters such as Tab and Return.

Line numbers display to the left of the left page margin in 9-point Geneva text and automatically print if there is enough space between the page margin and the left side of the page.

Note: Line numbers don't display in header, footer, or footnote windows.

To see if there is enough room to print line numbers, choose Print Preview from the File menu. If line numbers are not visible in Print Preview, increase the printable page area by:

- Increasing the page margins through the Margins command.
- Increase the printable page area through the Page Setup dialog.

Note: The Printer and Page Setup dialogs are specific to the output device and may not contain controls for changing the printable page area.

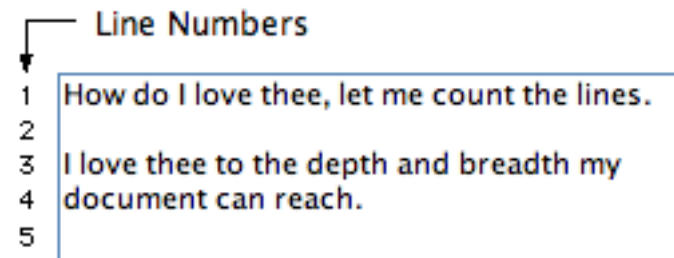
- Move the left margin through the Ruler or Paragraph command.

For detailed information about the Print Preview feature, see the Print Preview section later in this chapter.

For detailed information about Line Number Options, see the Document Options section in Chapter 4 (Formatting Text).

In this chapter:

- Line Numbers
- Background Color
- Page Margins
- Page Guides
- Document View Modes
- Split Pane View
- Selecting Documents
- Arranging Windows
- Document Scale
- Re-sizing Windows
- Go to Page
- Keyboard Navigation
- Show Selection
- Invisible Characters
- Document Information



Background Color

Most of the time, you'll type black text on a white background. To change the background color of your document choose Document Options in the Format menu. Choose one of 80 preset colors in the Color pop-up menu, or choose Other to create a custom page color.

Note: To change text color, use the Text Color command in the Style menu.

Page Margins

Because of common printer limitations, the area where you can enter type is usually not the same as the full page size. The distances from the page edges to the respective edges of the printable area are called the page margins.

Since the page margin can be only as large as the maximum printable area, the values you can enter for each margin depend on the printer selected in the Chooser. The size and orientation of the printable area are controlled by the Page Setup command.

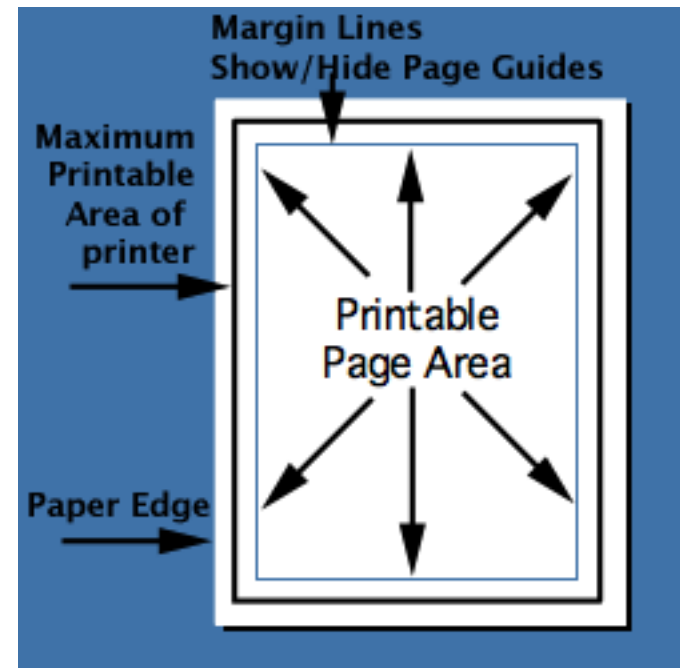
To set the page margins:

1. Choose the Margins command from the Format menu.
2. Enter values for the top, left, bottom, and right margins. If you want the area where you can type to be the same as the maximum printable area, click the Maximum Print Area button.

Page Guides

The page guide is the non-printing box that defines the document area. The page guide appears as a light blue box.

To show or hide the page guide, choose Show Page Guides from the Show/Hide sub-menu (View menu).

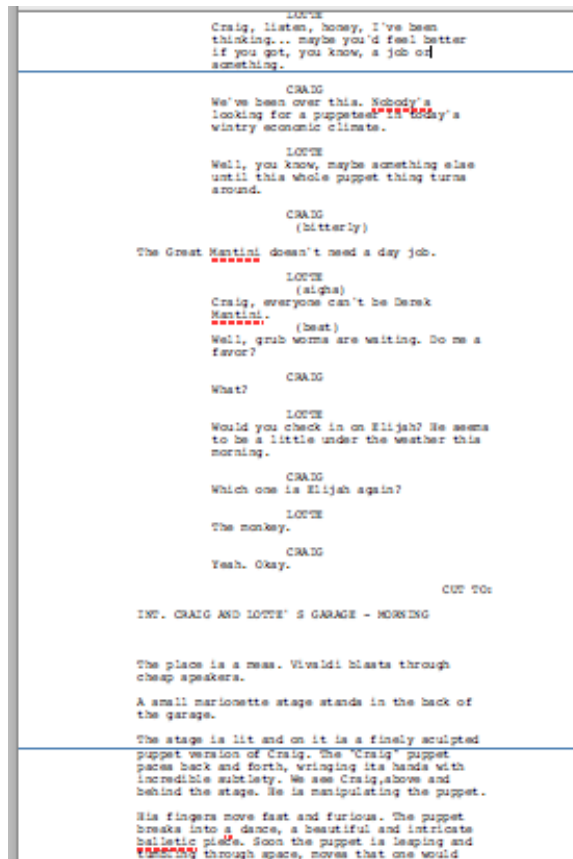
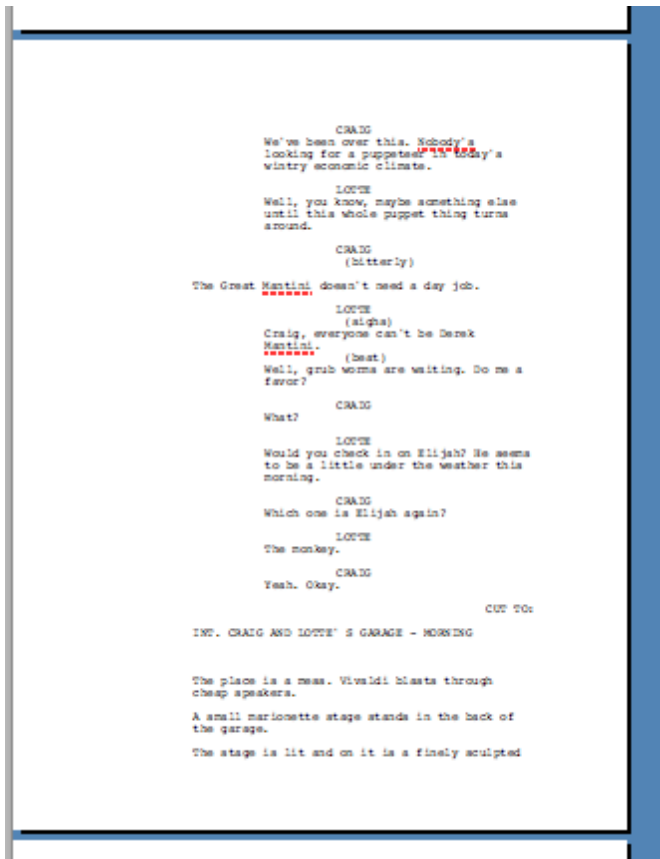


Document View Modes

Mariner Write provides two ways to view your documents while you work.

- **Page Layout View**, or “WYSIWYG” (What You See Is What You Get) view, displays your document as it will be printed.
- **Condensed View**. Page margins, object graphics, headers, and footers do not display on-screen but appear in print.

To switch between views, select either mode from the View menu.



Split Pane View

Mariner Write lets you view different parts of a document at the same time by splitting the document window horizontally. Once split, you can scroll each window part independently.

To split a window, drag the pane control located above the topmost vertical scroll arrow.

-Or-

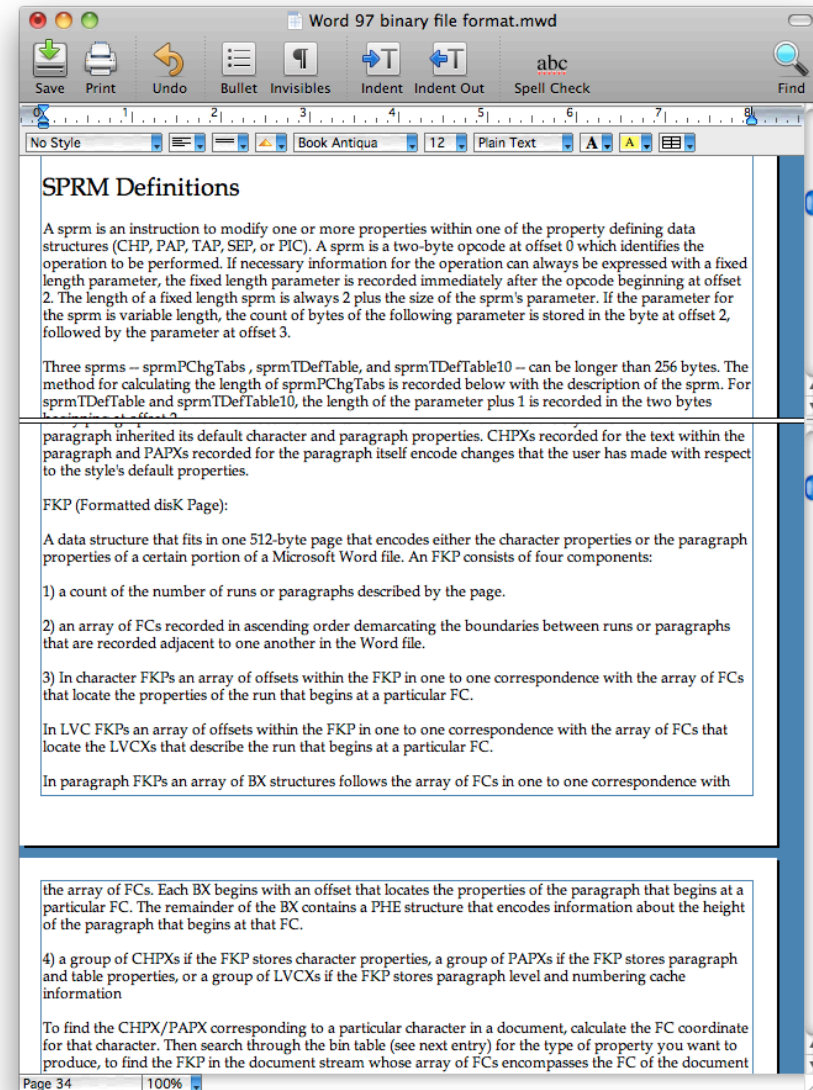
Double-click the pane control to divide the window in half



To un-split the window either:

- Drag the pane control back above the upper scroll arrow.

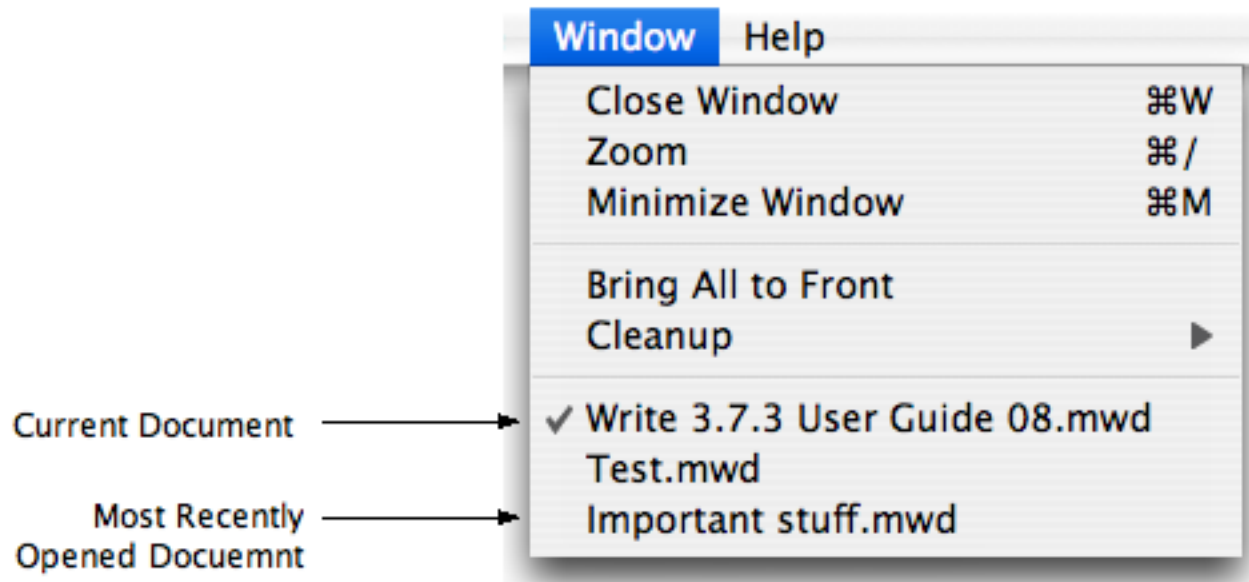
- Double-click the pane control.



Selecting Documents

To bring a document to the front, click any visible portion of the document or choose the document name from the Window menu.

The frontmost, sometimes called the active, document is marked with a check. Other documents are listed in the order in which they were opened or created. The most recently opened document appears at the bottom of the list.



Arranging Windows

The arrange commands automatically move and resize your Mariner Write documents so a portion of each document is always visible. The arrange commands don't move the tool bar.

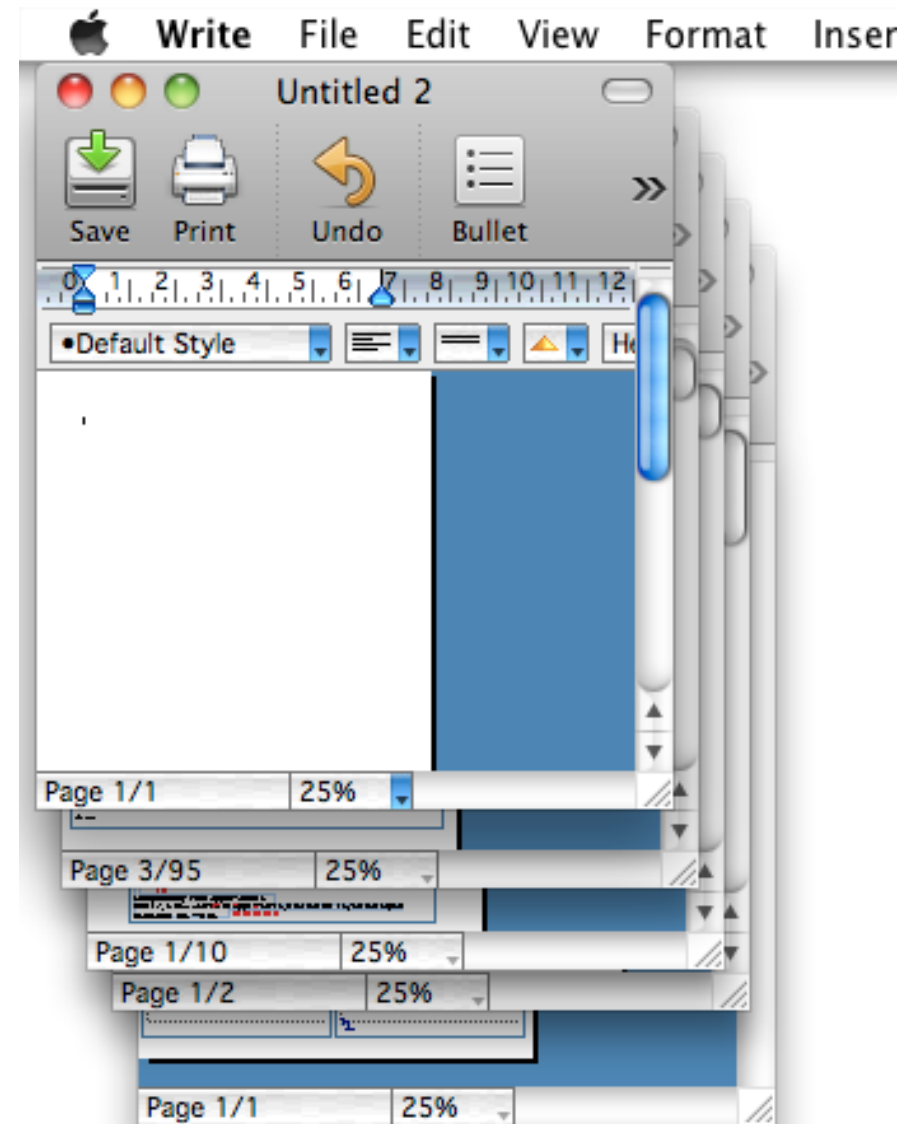
The Clean Up Windows sub-menu (View) contains four arrange commands: Stack, Cascade, Tile Horizontal, and Tile Vertical.

Stack

The Stack command arranges all windows so you can view the window titles at the same time. In addition, the right sides of the document windows are aligned.

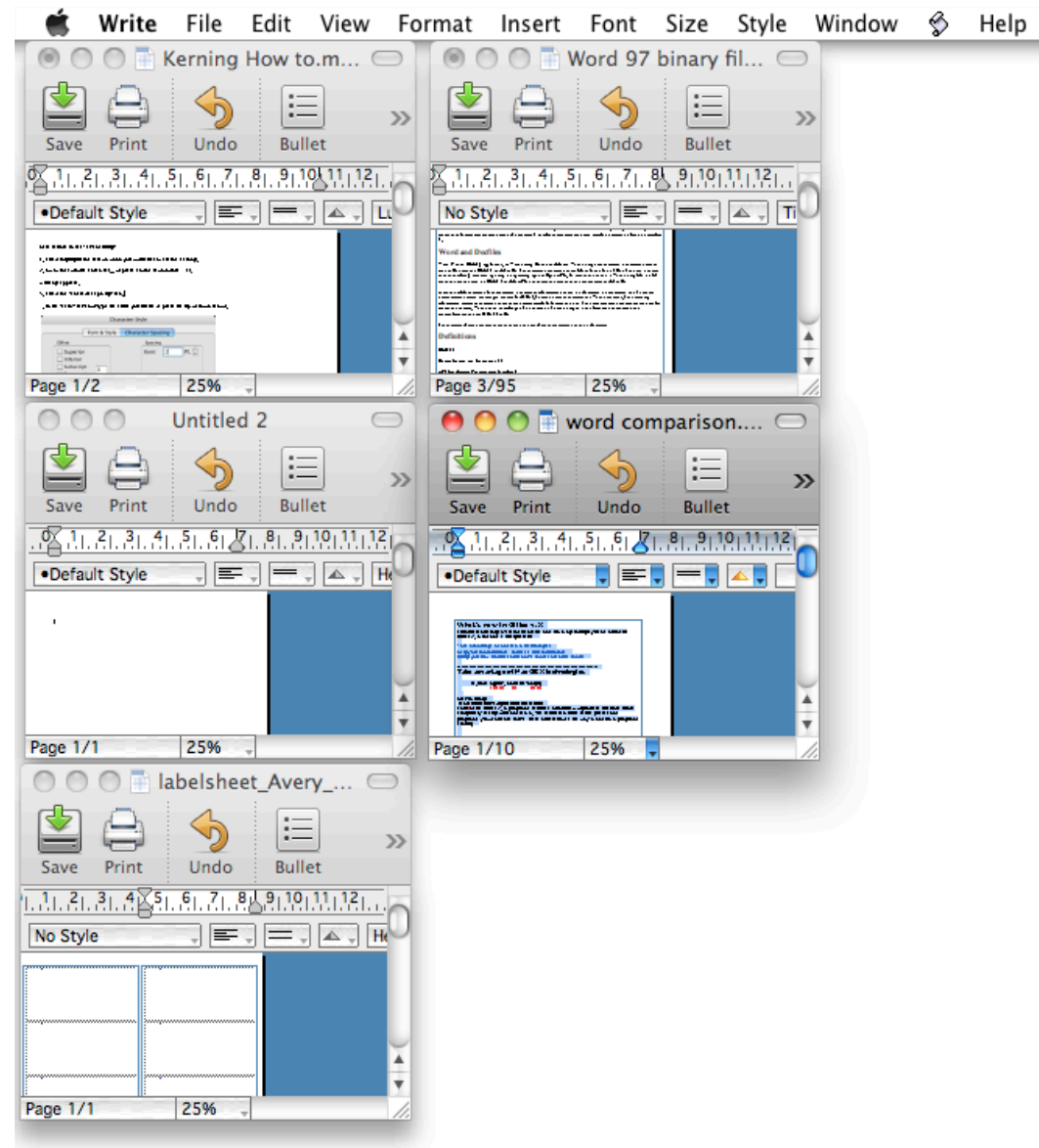
Cascade

The Cascade command is similar to Stack except the right side document edges are offset.



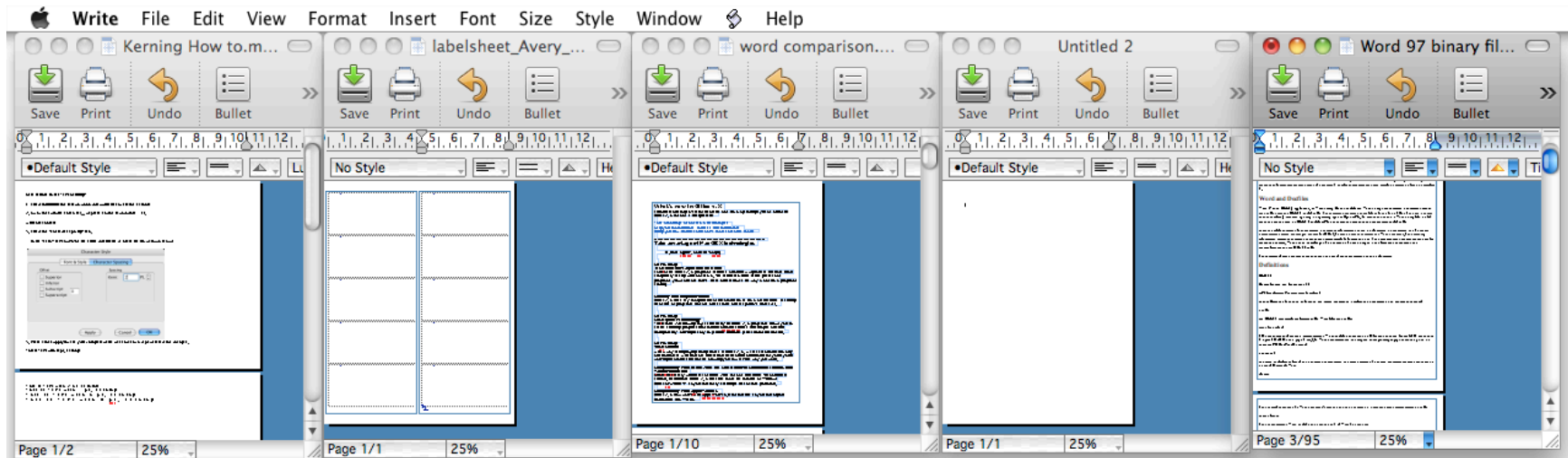
Tile Horizontal

Tile Horizontal arranges windows lengthwise so that each window is fully visible. The frontmost window is positioned at the top of the main monitor.



Tile Vertical

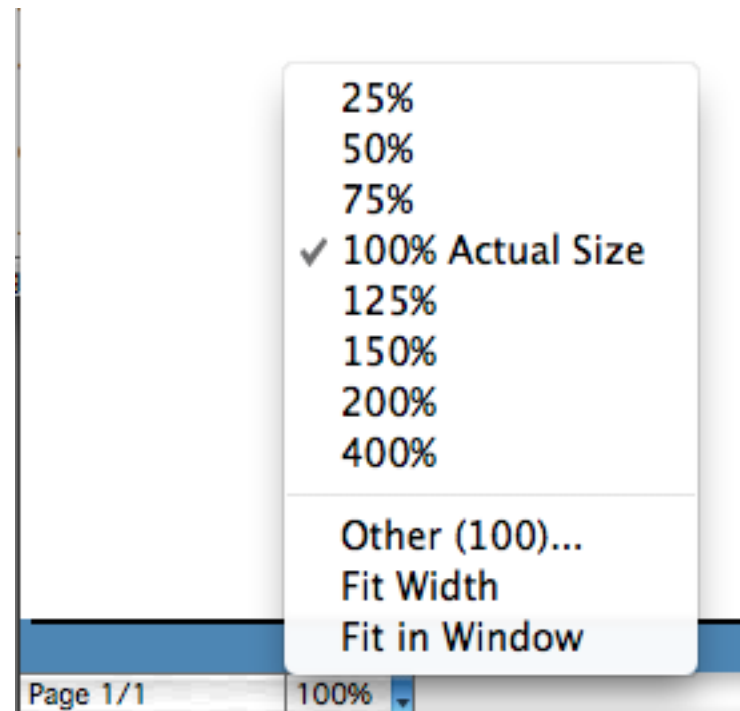
Tile Vertical arranges windows by height so that each window is fully visible. The frontmost window is positioned at the left size of the main monitor.



Document Scale

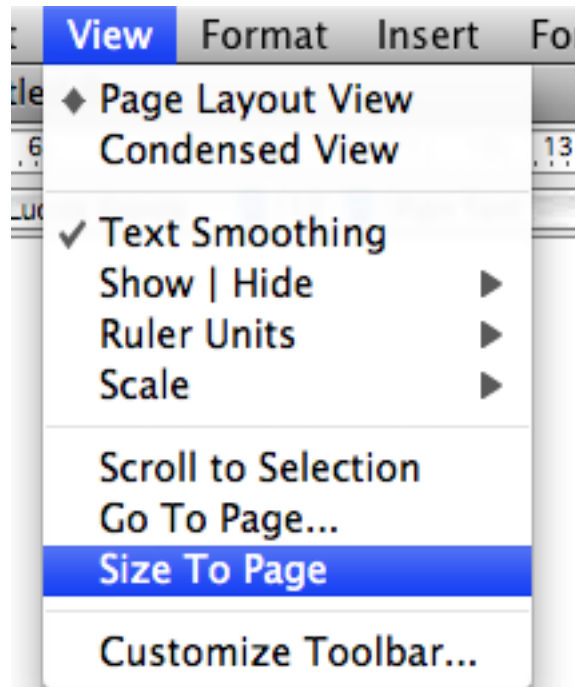
Use the Zoom pop-up menu at the bottom of each document window to view your document at different magnifications. You can choose from seven different magnification levels ranging from 25% to 400%.

Changing the magnification automatically scrolls the document to display the insertion point or selected text range. If the entire selected text range can't be displayed, the document is scrolled to display the beginning of the selected text range.



Resizing Windows

To automatically size a document to show the page guides, choose the Size to Page command in the View menu.



Go To page...

Navigates between pages without scrolling.

To change the current page:

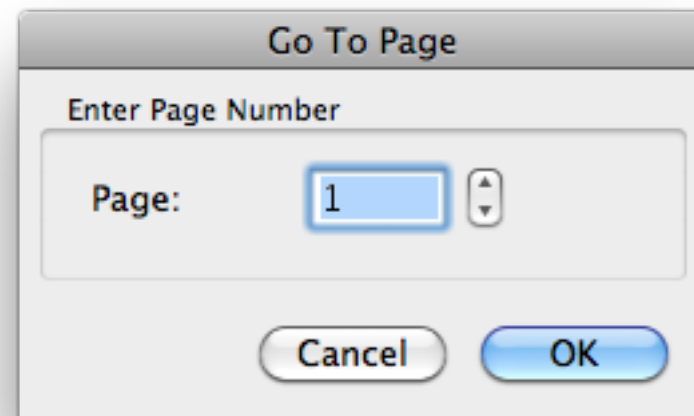
- 1 Click anywhere in the Page Number area located on the bottom-left corner of the document window, or use the Go To Page command in the View menu.
- 2 Enter a page number and click OK or click the Cancel button to return to the document without changing the current page.

Keyboard Navigation

On an extended keyboard, press the Home and End keys to scroll to the top and bottom of the current document. Use the Page Up and Page Down keys to scroll one page forward or backward.

You can also use the arrow keys to move the insertion point.

For detailed information on using the arrow keys, see the Entering Text section in Entering and Editing Text.

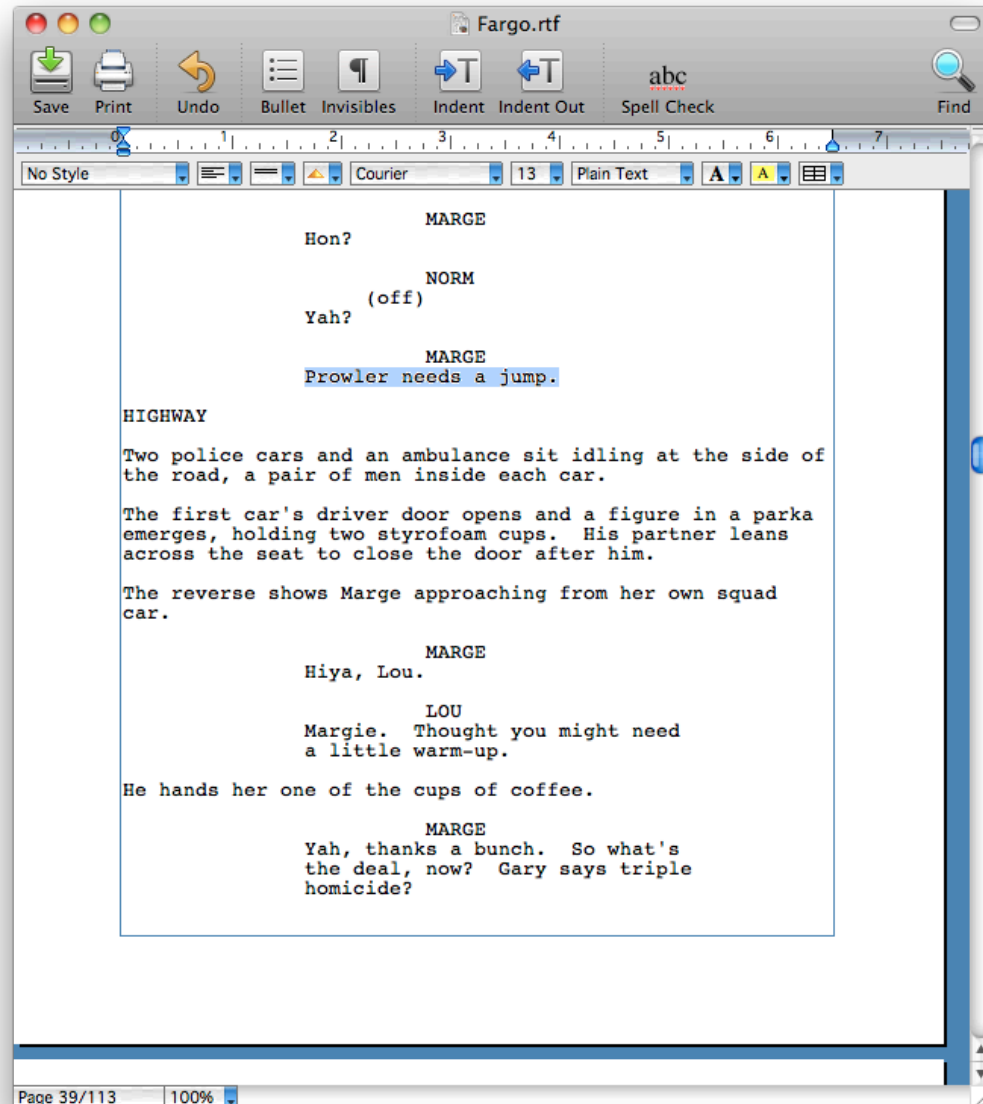


Show Selection

As you scroll, the insertion point or range of text you've selected may move out of view.

Choose Show Selection from the View menu to have Mariner Write automatically scroll the document to display the insertion point or range of selected text.

Tip! Typing a character also scrolls the document to display the insertion point. Mariner Write does not insert a character when the enter key is pressed, so will scroll to the insertion point without entering a character



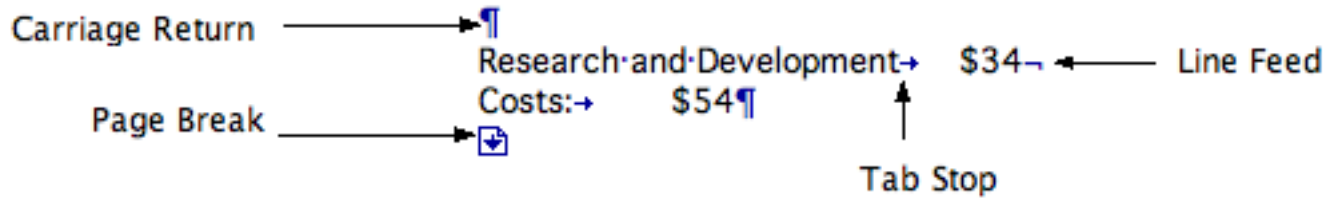
Invisible Characters

To view non-printing characters such as tab, space, and return, check the Show Invisible Characters in the Show/Hide menu or press the Invisible Characters button in the tool bar.



To display the tool bar, choose Show Toolbar from the Show/Hide menu.

Mariner Write uses the following symbols to represent invisible characters.



Note: You can hide regular characters by using the Hidden text style. For detailed information about using text styles, see Chapter 4, Formatting Text.

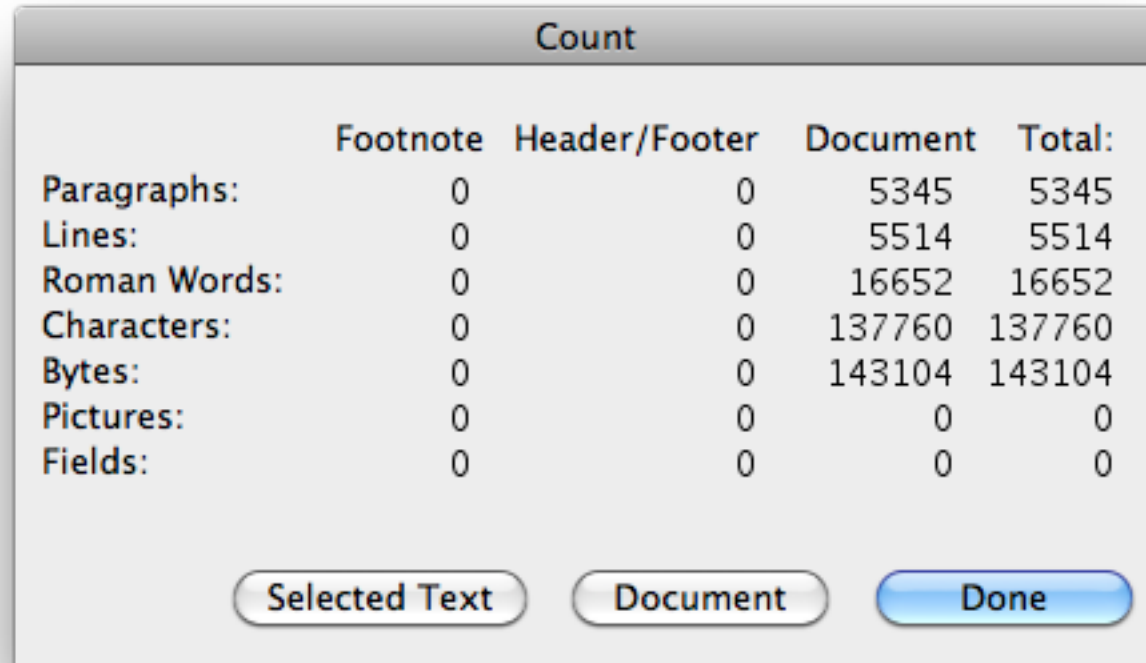
Tip! You can set the color of invisibles in the preferences under Display.

Document Information

Use the Count command to find out how many paragraphs, lines, words, characters, pictures, and date/time or page number fields are contained in your document. Separate values are shown for the main body, Header, Footer, and Footnote.

Note: The Roman Words field displays the number of standard English words. Some languages use a different criteria for defining a word. The Bytes field is provided for 2 and 3-byte languages. The Fields item counts page number and date/time fields.

To view information about your document or selected text:



	Footnote	Header/Footer	Document	Total:
Paragraphs:	0	0	5345	5345
Lines:	0	0	5514	5514
Roman Words:	0	0	16652	16652
Characters:	0	0	137760	137760
Bytes:	0	0	143104	143104
Pictures:	0	0	0	0
Fields:	0	0	0	0

Selected Text Document Done

- 1 From the menu, choose File> Count

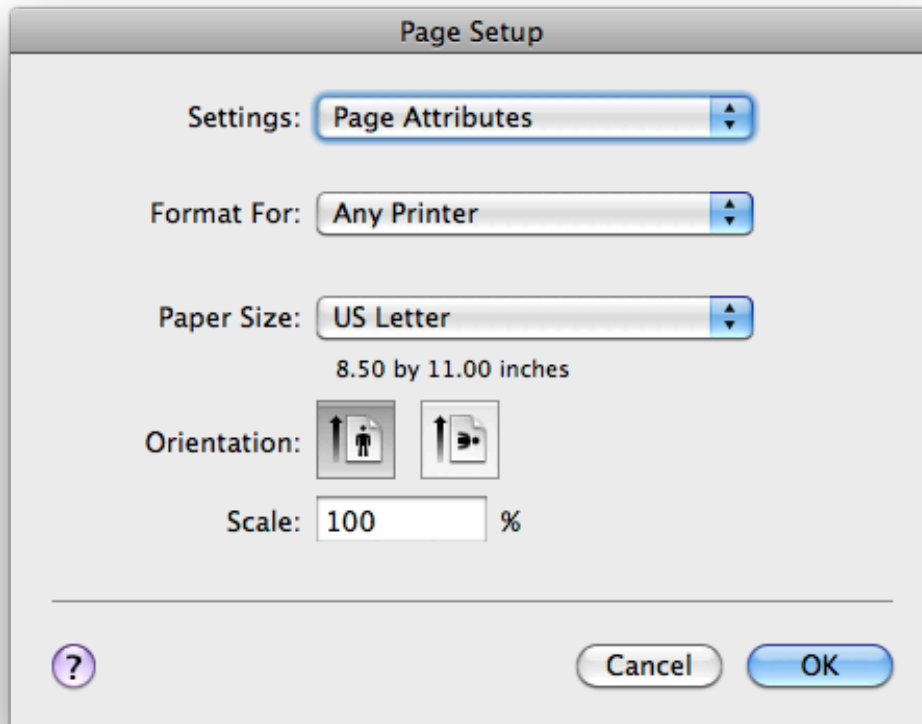
A dialog appears.

- 2 Click the Selected Text or Document button to view information about selected text or about your entire document.
- 3 Choose the Done button to return to the document.

Printing Documents

Page Setup

The Page Setup command lets you change the page orientation, size, and scale. As the Page Setup options are device specific, refer to your printer documentation for specific Page Setup information.



In this chapter:

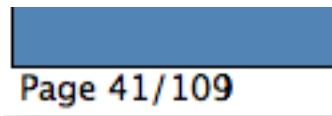
- Page Setup
- Print Preview
- Printing
- Print Options
- Print One Copy

Print Preview

Choose Print Preview from the File menu to see how your document will look when printed.

To view the next page, click the Next button. To view the previous page, click the Previous button.

If you know the number of the page you want to view, click the page number indicator at the bottom-left corner of the Print Preview window. A Go to Page Number dialog appears. Enter the number of the page you wish to view. Press OK.



To make changes to the page setup dialog while in print preview mode, click the Setup button.

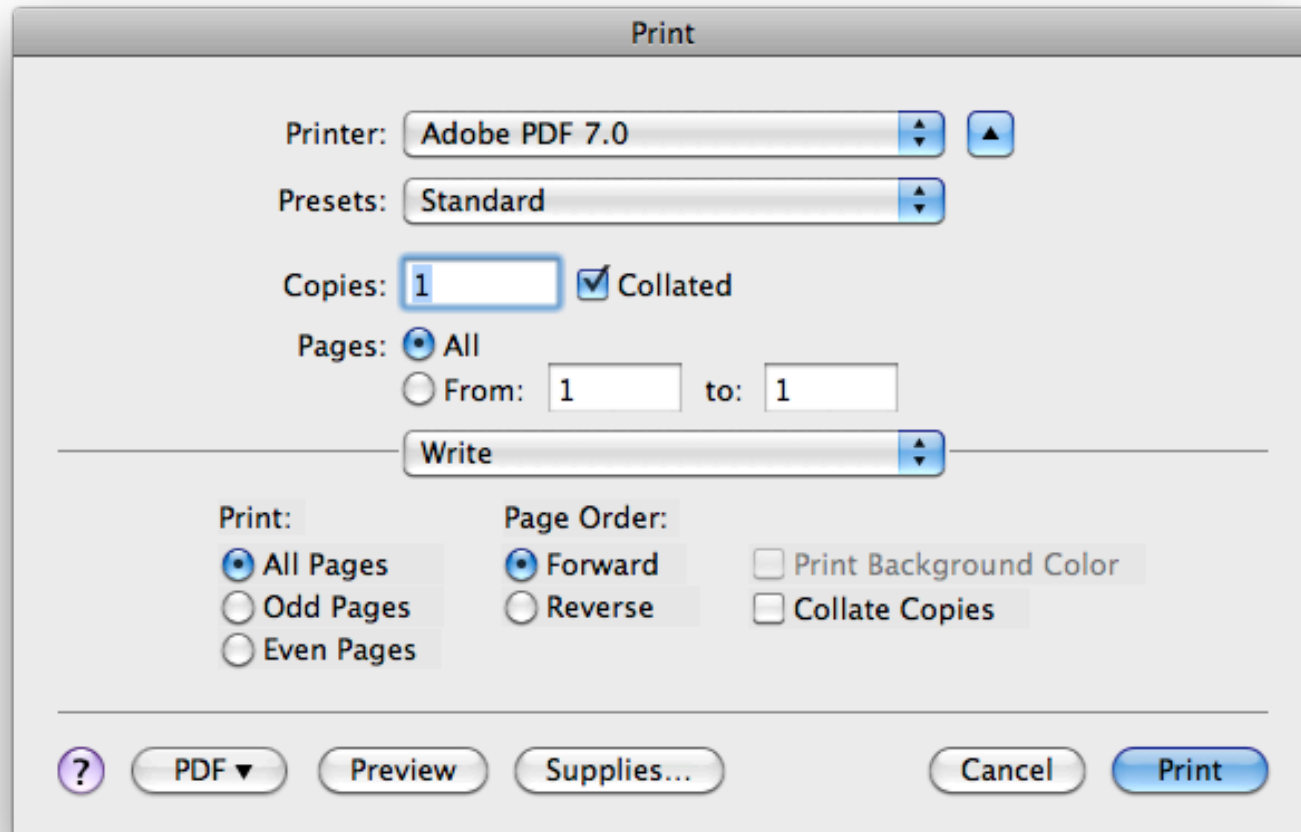
An alternative way to see a print preview is to use Mac OS X's built in Preview command when Printing. Select Print from the Toolbar or from the File menu. A Print dialog appears. Press the Preview button. The Preview application appears and your document is displayed as a pdf.

Note: EPS Graphics will not appear in the Print Preview Window, they will print, however.

Printing

To print the current document:

- 1 If you want to change the size, orientation, or scale of each page, choose Page Setup from the File menu.
- 2 If you want to see how your document will look when printed, choose Print Preview from the File menu, or press the Print Preview button in the tool bar.
- 3 Choose Print from the File menu or press the Print button in the tool bar.
- 4 Select the desired options and press the OK button to Print or press the Cancel button to return to the document without printing.



The dialog box that appears when you select Print is printer specific. See your Macintosh or printer documentation for information on installing printer software and selecting printing options.

Print Options

The following print features are available in the Print dialog.

Print: All Pages / Odd Pages/Even Pages -Prints only odd or even numbered pages. This simplifies printing on both sides of a page (duplex).

Note: Print Odd Pages/Print Even Pages uses the actual page numbers, not page numbers inserted using the “Insert Page Number” command.

Print Background Color - Enable to print the document background color.

Note: The control is only active when a document background color is not white.

Collate Copies - Printing multiple copies of a document usually results in several copies of page one followed by several copies of page two, which you must collate by hand. Instead, choose Collate to print one copy of the document in its entirety, then a second copy, etc.

Note: Collated printing takes longer as the document must be re-processed for each copy requested.

Page Order: Forward/Reverse - Forward prints pages in 1, 2, 3 order while reverse prints pages in 3, 2, 1 order.

Print One Copy

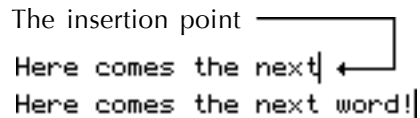
Choose Print One Copy from the File menu to print one copy of your document. This is a shortcut to choosing the Print command and pressing the Print button.

Entering Text and Editing

Entering Text

To enter text in a new document, simply type. The insertion point, a blinking vertical bar, marks where the next characters appear as you type. The insertion point also marks where pasted text or a graphic is inserted.

The insertion point



Here comes the next|
Here comes the next word!

To change where you want to type, simply click where you want to position the insertion point.

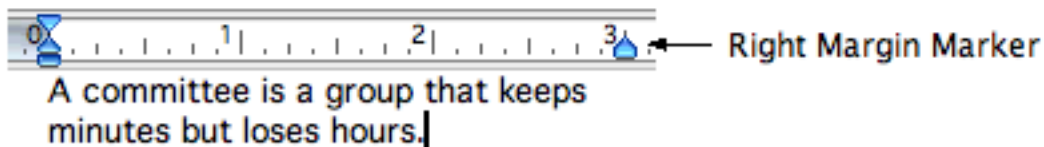
Note: You can position the insertion point only to the left or right of an existing character. As such, you may need to repeatedly press the Return or Enter key to move the insertion point to a location that doesn't already contain text.

You can also move the insertion point one character to the left or right by pressing the left or right arrow key. Pressing the up arrow key moves the insertion point to the line above. Pressing the down arrow key moves it to the line below.

Word Wrap

As you type, words automatically flow, or “break”, to the next line when you reach the right margin marker. This is called word wrap.

Text wraps at the right margin marker.



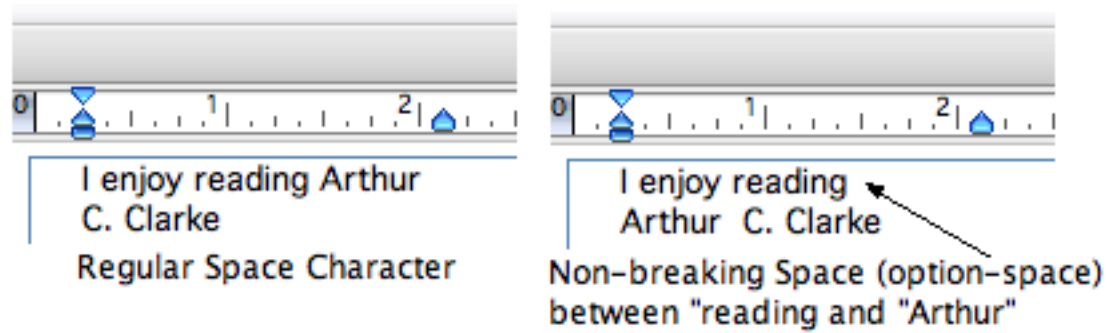
In this chapter:

- Enter and select text
- Control word wrap
- Cut, copy, Drag and Drop, and paste plain and styled text
- Insert a Date/Time or Page Number stamp
- Use other related entering and editing features

Note: For detailed information about using and setting margins, see the Changing Margins section in Chapter 4, Formatting Text.

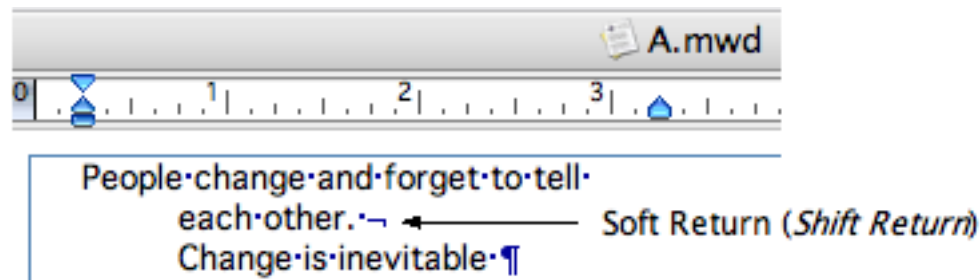
In addition to the space character, lines also wrap on the Soft Hyphen character. For detailed information about using the Soft Hyphen, see the Soft Hyphens section that follows.

If you don't want a line to break between words, type a non-breaking space between them. To type a non-breaking space, hold down the Option key and press the space bar.



Using Soft Returns

The left and right margin markers let you adjust the horizontal position of each paragraph. To move the text insertion point to the next line without starting a new paragraph, press Shift + Return key. This is called a Soft Return or Line Feed.



Example: Using a soft return aligns the next line with the Left Indent, instead of starting a new paragraph and moving the text to the First Indent location.

Soft Hyphens

There may be situations where you want the option of having a line break within a word instead of between words.

The Soft Hyphen character lets you split a word across lines.

Note: Soft Hyphens are visible only when a word splits or when showing invisibles.

To insert a Soft Hyphen, position the cursor where you want the word to split and either:

- Choose Soft Hyphen from the Insert menu.
- Type Command-Shift-Dash (or Command-Shift-Minus).

To remove a Soft Hyphen, position the cursor to the right of the Soft Hyphen and press the Delete key.

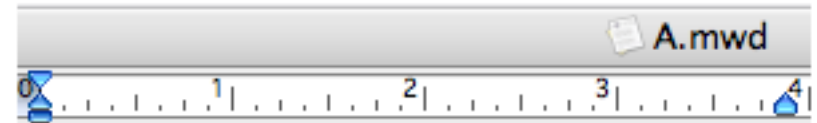
Selecting Text

You must select text before you can edit it or change its appearance.

Selected Text

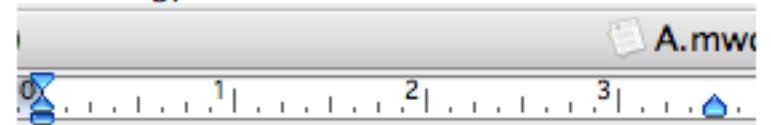
Evil is the **stone** on which good sharpens itself.

You can use the mouse, keyboard, or a combination of both to select a continuous range of text. The simplest method is to drag across, or highlight the text you want to select.



Although I'm not certain, I suspect Entomology software is buggier than most.

Soft Hyphen (*Command-shift-dash*) inserted in "Entomology"



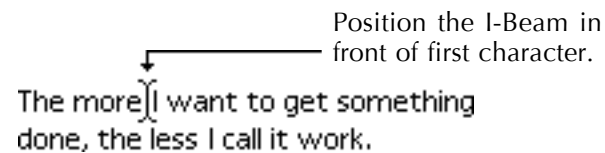
Although I'm not certain, I suspect Entomology software is buggier than most.

Right margin moved to the left; Word breaks on Soft Hyphen

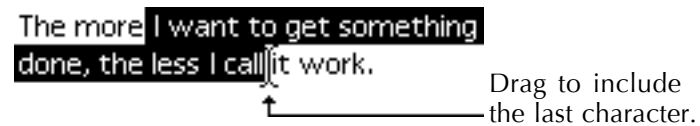
Selecting by Dragging

To select text by dragging:

- 1 Position the I-Beam cursor in front of the first character you want to select.



- 2 Drag over the text, including the last character you want to select.



Dragging past the edge of the document window automatically scrolls the document in that direction.

Selecting by Keyboard

To select text by using the keyboard:

- 1 Position the I-beam cursor in front of the first character you want to select.
- 2 Hold down the Shift key.
- 3 Press the Left or Right Arrow key to extend your selection by one character to the left or right.

- 4 Press the Up or Down Arrow to extend your selection to the nearest character in the line above or below your insertion point.

(1) Insertion point placed
Nature gives you the face you have at
twenty; it is up to you to merit the
face you have at fifty.

(2) Shift-Left Arrow
Nature gives you the face you have at
twenty; it is up to you to merit the
face you have at fifty.

(3) Shift-Right Arrow
Nature gives you the face you have at
twenty; it is up to you to merit the
face you have at fifty.

(4) Shift-Down Arrow
Nature gives you the face you have at
twenty; it is up to you to merit the
face you have at fifty.

When dragging is inconvenient, such as when you want to select all the text on multiple pages, use the Shift-click technique.

To select text by Shift-clicking:

- 1 Position the I-Beam cursor in front of the first character you want to select.
- 2 Hold down the Shift key and click behind the last character you want to select.

If the last character isn't visible, use the scroll bars or Go To feature to change the visible page. For detailed information about using the Go To feature, see the Go To section in Chapter 2, Working with Documents.

To increase or decrease the size of your selection, repeat step 2 above or any of the selection techniques previously described.

Multiple Text Selections

To select multiple text ranges:

- 1 Select the first text range using one of the previously described methods.
- 2 Press the Shift and Option keys and select a second text range.

Discontiguous Text Selections

To select a discontiguous text range, Press the shift and option key and drag select. This is particularly useful for selecting single column of tabbed data arranged into columns.

Multiple text selections

A man's accomplishments in life are the cumulative effect of his attention to detail. A man's accomplishments in life are the cumulative effect of his attention to detail. A man's accomplishments in life are the cumulative effect of his attention to detail.

Text Selection Shortcuts

Use the following shortcuts to select a word, sentence, or paragraph.

- Double-click to select a word.
- Triple-click to select a sentence.
- Quadruple-click to select a paragraph.

Discontiguous text selection

	Bill	Kim	James	Tracy
CPU (Quadra)	650	650	650	7100/66
RAM	56MB	56MB	16MB	16MB
Disk	250MB	200MB	140MB	160MB
Free Disk	8MB	32MB	102MB	100MB

Editing Text

Use the standard Macintosh Edit menu commands to cut, copy, paste, or clear selected text.

Cutting

Choose Cut (Command-X) from the Edit menu, or press the Cut button in the command bar, to remove your selection from the document and place it on the Macintosh's built-in Clipboard. The selection cut replaces the previous Clipboard contents.

Once on the Clipboard, you can paste the selection into another Mariner Write document or into another application's document.

To delete a selection without placing it on the Clipboard, choose Clear from the Edit menu or press the Delete key or Backspace key.

Clearing

To delete a selected range of text:

- Press the Delete, Backspace, or Forward Delete key.

Note: The Forward Delete is available on extended style keyboards only. It is located below the Help key and to the left of the End key.

To delete the character to the left of the insertion point:

- Press the Delete key

To delete the character to the right of the insertion point:

- Press the Forward Delete key. The Forward Delete key is located below the help key on an extended keyboard.

Copying

Choose Copy (Command-C) from the Edit menu, or press the Copy button in the command bar to place a copy of the selection on the Macintosh's built-in Clipboard. The copied selection replaces the previous Clipboard contents.

When you use the Copy command, the document doesn't change. When you use the Cut command, the selection is removed from the document.

Once on the Clipboard, you can paste the selection into another Mariner Write document or into another application's document.

Pasting

Choose Paste (Command-V) from the Edit menu, or press the Paste button in the command bar, to replace the current selection with a copy of the Clipboard contents, or to insert the contents of the Clipboard at the insertion point.

Pasting at the insertion point

The tragedy of life is what dies
inside a man while he|

After paste

The tragedy of life is what dies
inside a man while he lives|

Pasting into a selection

Wisdom is knowing when
we can't be wise.

After paste

Wisdom is knowing when
you can't be wise.

When you paste Mariner Write text into another Mariner Write document, the text maintains the same paragraph formatting and text style when it was cut or copied. Text formatting may be lost when Mariner Write is pasted into another application's document.

Pasting Plain Text

When you copy or cut text, both the characters and character styles are placed on the Clipboard.

To ignore all text styling and paste plain text only:

- 1 Choose Paste Special from the Edit menu.
- 2 Select the Plain Text radio button in the dialog that appears.

Styled text copied to the Clipboard
 How **bold** of you to **shadow**
 her and box him out!

Pasted with Plain Text option
 How **bold** of you to **shadow**
 her and box him out! How bold
 of you to shadow her and box
 him out!

Pasting Text Attributes

When you copy or cut text, both the text characters and styles are copied to the Clipboard.

To paste only the attributes of the Clipboard text:

- 1 Select the text having the attributes you want to apply to another text selection. If a range of text is selected, only the attributes of the first character in the selection is pasted.
- 2 Choose Cut or Copy from the File menu, whichever is appropriate.
- 3 Select the text to which you want to apply the attributes. If no text is selected, the attributes are applied to text entered at the insertion point.
- 4 Choose Paste Special from the Edit menu. Select the Attributes Only radio button.

Styled text selected
 and copied

Do ***it*** just.

New text selection

Do *it* **just**.

Paste Special,
 Apply Style option

Do *it* ***just***.

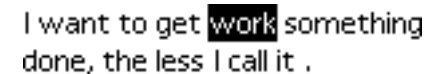
Drag and Drop

You can Drag and Drop text instead of cutting, copying, and pasting.

To activate Drag and Drop, select Drag and Drop in the Application Preferences dialog. To display the Application Preferences dialog, choose Options from the Preferences sub-menu. The Preferences sub-menu is located in the File menu.

To move text using Drag and Drop:

1 Select the text you want to move.



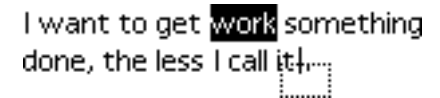
I want to get **work** something
done, the less I call it .

2 Position the cursor over the text selection.



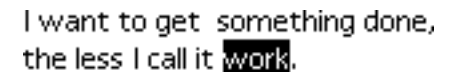
I want to get **work** something
done, the less I call it .

3 Drag the text to the new location. As you drag, the text insertion point marks where the text will be inserted when you release the mouse.



I want to get **work** something
done, the less I call it

4 Release the mouse button.



I want to get something done,
the less I call it **work**.

To copy text using Drag and Drop, follow the same steps as above while holding down the Option key.

You can also Drag and Drop text between Mariner Write windows – even from an inactive to an active window.

Desktop Drag & Drop

Want to easily insert a text file or graphic into a document? Just drag the icon into the document window from the Finder to insert the item at the insertion point.

To drag-insert a graphic as an object, hold the command key while you drag the graphic icon into the document window.

Undo

The Undo command reverses the last action that changed the document contents or formatting.

Some of the actions you can undo include:

Typing	Cutting and pasting
Changing text font, size, or style	Changing paragraph alignment
Changing margins or tabs	Changing columns
Find and replace	Spell check

Examples of actions you can't undo include:

Moving or arranging windows	Showing invisible characters
Zooming	Hiding the tool bar or ruler
Changing ruler units	Saving, opening, or printing

To undo an action, choose Undo (Command-Z) from the Edit menu or click the Undo button in the tool bar.

You can change the number of actions you can undo, up to ten, by choosing Options from the Preferences sub-menu. The Preferences sub-menu is located in the File menu.

If you find that you preferred how the document looked before you selected the Undo command, choose Redo (Command-Y) from the Edit menu or click the Redo button in the tool bar.

Make a word bold	Undo	Redo
Bold! => Bold!	Bold! => Bold!	Bold! => Bold!

Inserting Dates and Times

The Date/Time command lets you easily insert the current date or time, as editable text or as an updating field, in your document.

To insert the date or time:

- 1 Position the insertion point where you want to insert the date or time.
- 2 Select Date/Time from the Insert menu.
- 3 Select the Date or Time radio button and the format of the date or time from the pop-up menu.
- 4 Select either the Text or Updating Field radio button.

The Updating Field option inserts the date or time as a non-editable field. While the field appears as a string of text, it behaves as though it were a single character. Each time you open your document, the field updates to the current date or time.

The Text option inserts the current date or time as editable text using the current style. Dates and times inserted as text don't update when the document is re-opened.

Note: some date formats may be duplicated, the bottom 3 examples in the pop-up menu follow the Date & Time control panel settings. Mariner Write may offer a duplicate in an unchanging format above.

Inserting Page Numbers

For simple repeating page numbers, see Document Options (page 61).

The Page Number command in the Insert menu pastes the current page number, or number of document pages, as a non-editable field. The field automatically updates if moved to a different page or if the number of pages change. Enter the page number field in a header or footer to display it on all pages.

Most often, Page Numbers are inserted into a header or footer so that they may automatically repeat on each page.

To insert a page number or total pages field:

- 1 Create a header or Footer for your document, select Format>Header/Footer... from the menu.
- 2 Choose Page Number from the Insert menu.
- 3 Choose page number, or total pages, in Arabic or Roman styles from the Format pop-up menu.

Arabic (1, 2, 3,...9, 10,...)

Lowercase Roman (i, ii, iii,...x, xi,...)

UPPERCASE Roman (I, II, III,...X, XI,...)

If your document contains a cover page, table of contents, or other pages preceding the main text, you may want your page number fields to begin with a different value.

To assign a custom page number:

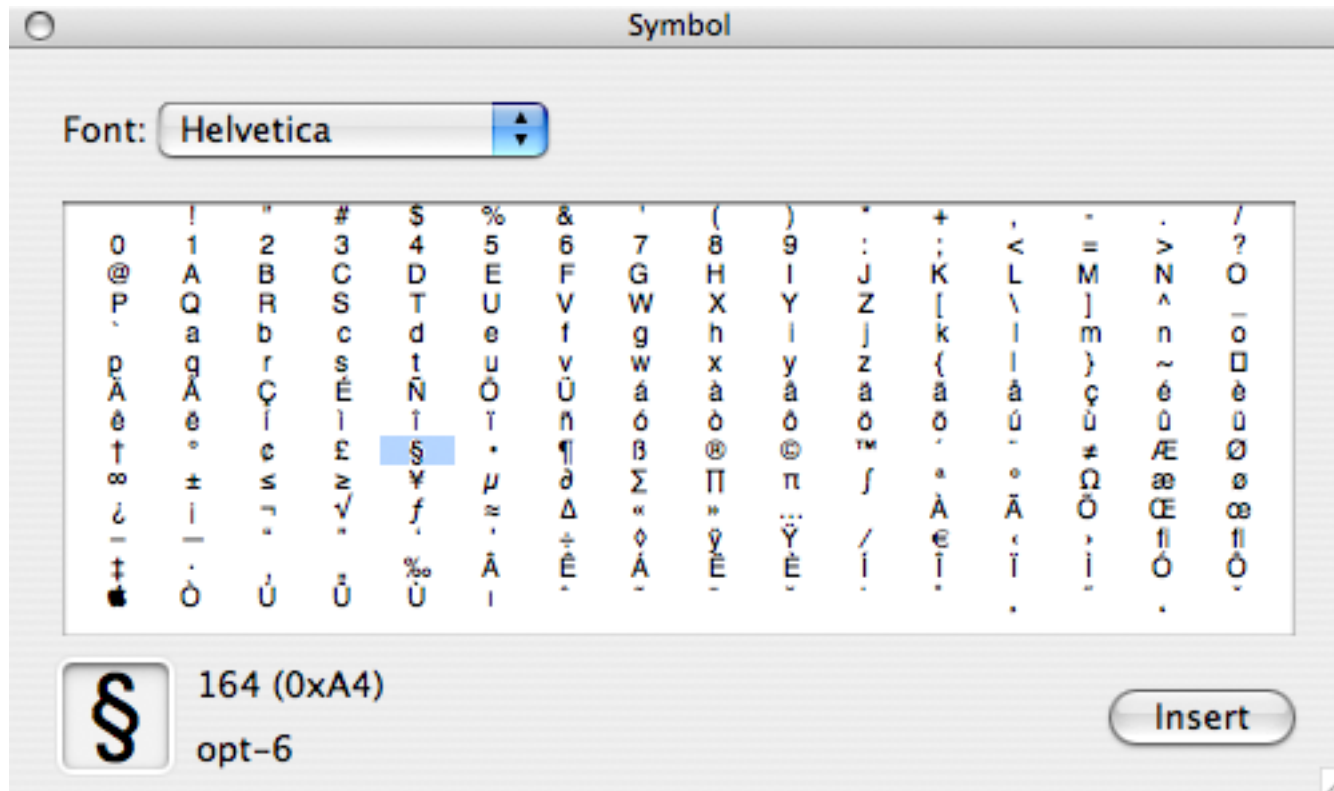
1. Choose Page Setup from the File menu.
2. Enter an integer in the Starting Page Number field.

The custom page number starts with the first occurrence of a page number field.

Inserting Symbols

Use the Symbol command to display all the keyboard characters of the current font. The Symbol command is located in the Insert menu.

- Select a character in the Insert Symbol dialog by clicking on it. The selection is displayed in large scale in the lower left corner of the dialog.



- Click the Insert button to input the selected character into the current document.
- Click on the Done button to exit the dialog.

Headers and Footers

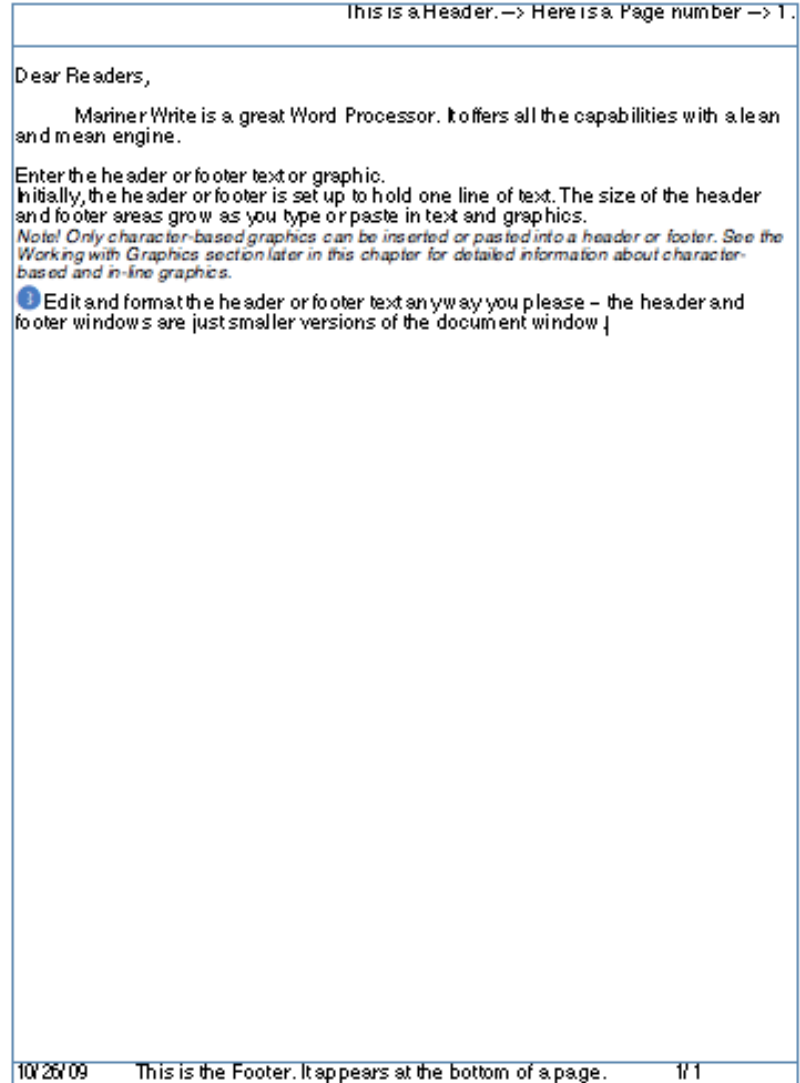
A header contains text or graphics you want to repeat at the top of each page, such as a document title. A footer contains text or graphics you want to position at the bottom of each page, such as the page number, Date or Time. Some fields added can be static text or can update each time you open the document.

There are several types/options for headers.

Main headers/footers will appear on all pages unless the Different First Page or Different Left/Right options are applied.

Left headers/footers appear on odd page numbers, right headers/footers appear on even page numbers.

Different First Page. Use this option to use a different header/footer on the first page or to leave the first page blank (no header/footer).



This is a Header. → Here is a Page number → 1.

Dear Readers,

Mariner Write is a great Word Processor. It offers all the capabilities with a lean and mean engine.

Enter the header or footer text or graphic.
Initially, the header or footer is set up to hold one line of text. The size of the header and footer areas grow as you type or paste in text and graphics.
Note! Only character-based graphics can be inserted or pasted into a header or footer. See the Working with Graphics section later in this chapter for detailed information about character-based and in-line graphics.

① Edit and format the header or footer text anyway you please – the header and footer windows are just smaller versions of the document window ↓

10/26/09 This is the Footer. It appears at the bottom of a page. 1/1

Creating a Header or Footer

To insert a header or footer:

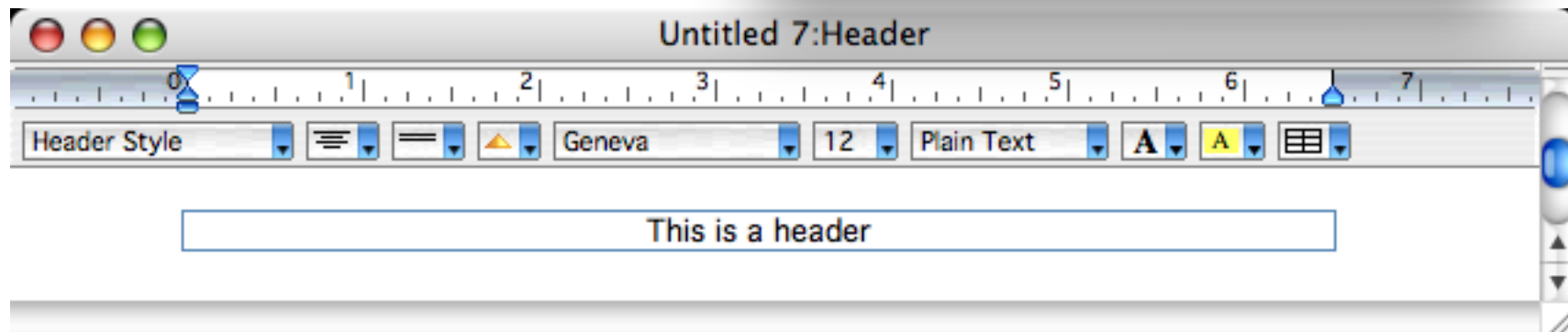
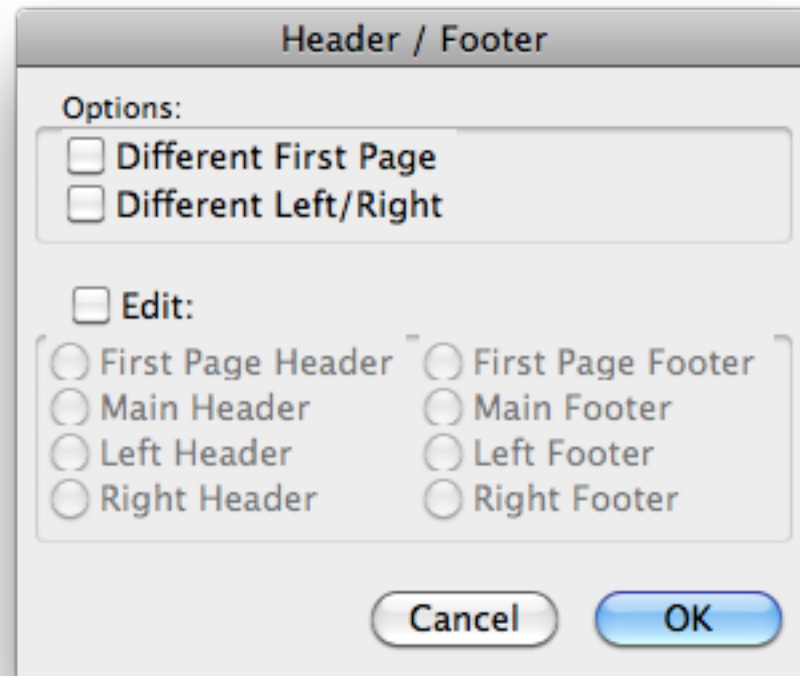
- 1 Select Headers/Footers from the Format menu.

A dialog appears.

- 2 Choose the Header/Footer you wish to create or edit from the Dialog.

- 3 Click OK

A separate window, titled <document name>:Header or <document name>:Footer is displayed.



- 4 Enter the header or footer text or graphic.

Initially, the header or footer is set up to hold one line of text. The size of the header and footer areas grow as you type or paste in text and graphics.

Note: Only inline graphics can be inserted or pasted into a header or footer. See the Working with Graphics section later in this chapter for detailed information about object-and inline graphics.

- 5 Edit and format the header or footer text any way you please – the header and footer windows are just smaller versions of the document window.

Note: You can insert the current date or time or page number by choosing Insert Date/Time or Insert Page Number from the Format menu.

- 6 Close the header or footer window.

The header and footer text appear at the top or bottom of each document page.

Editing a Header or Footer

To change a header or footer, double-click the respective header or footer area or select Headers/Footers from the Format menu.. Changes are not visible until the header or footer window is closed.

Deleting a Header or Footer

To remove a header or footer, choose Delete Headers/Footers from the Format menu.

Footnotes and Endnotes

Footnotes and endnotes are numbered references providing an easy way to cite information sources within your document.

Each footnote has two parts: the index and the content. The index, the actual footnote number, is inserted in the main body text. The text style of the index is the text style at the insertion point plus the Superior text style. The Superior text style raises the footnote index above the body text.

The tragedy of life is what dies inside man while he lives.¹

↑
Footnote index

The content of the footnote is positioned at the bottom of the page and separated from the body text by a short horizontal line. Mariner Write will always try to position the footnote content on the same page as the index. As a result, pages may repaginate as you add information to the footnote.

¹Famous quotation someone else said.

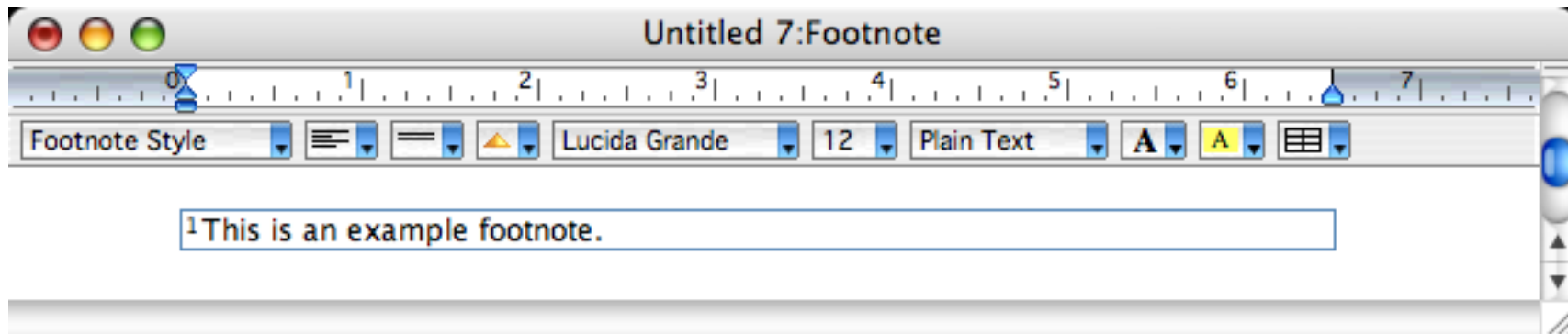
Here is a footer

Endnotes are positioned at the end of the document. Footnotes and endnotes are numbered separately, different number styles can be specified in the Document Options dialog.

To insert a footnote:

- 1 Position the cursor where you want to insert a footnote.
- 2 Select Insert Footnote from the Insert menu.

A separate window, titled <document name>:Footnote, is displayed.



- 3 Enter the footnote text or graphic.

The default text style for footnotes is single-spaced, plain, 9-point Geneva text.

Note: Only character-based graphics can be inserted or pasted into a footnote. See the Working with Graphics section earlier in this chapter for detailed information about character-based and object-based graphics.

- 4 Edit and format the footnote text any way you please—the footnote window is a smaller version of the main document window.

- 5 Close the footnote window.

Editing a Footnote or Endnote

To change a note, double-click the content or the reference number within the document text. The edit window appears. Changes are not visible until the edit window is closed.

Deleting a Footnote or Endnote

To remove the footnote content, but not the footnote index, open the footnote and delete the footnote text. To remove both the footnote content and the footnote index, delete the footnote index.

Working with Graphics

You can embellish documents with graphics by importing or pasting graphics into a document.

Mariner Write can import PNG, PICT, EPS, JPEG, TIF, and GIF files as well as several other graphic formats.

To import a graphic:

- Choose Insert File/Graphic from the Insert menu or, paste the graphic from the Clipboard.

Select a file in the open dialog, a second dialog prompts you to insert the graphic as inline or as a floating object.

Note: Only inline graphics can be pasted into header, footer, or footnote windows. As such, the Picture Paste dialog is ignored when importing graphics into those windows.

Inline Graphics

Inline graphics are inserted anchored within text.

The vertical distance between lines adjusts to accommodate an in-line graphic just as it would a large sized character.

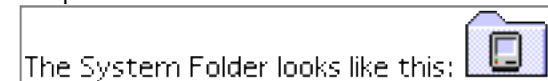
To select an object graphic:

- Drag over it as you would a text character.
- Click it.

You can raise or lower a PICT graphic by selecting superscript or subscript from the Style menu.

If the character is wider than a page or column margin, the portion wider than the margin is hidden.

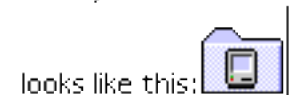
Graphic inserted as a character



The distance between text baselines changes to accommodate in-line graphics.

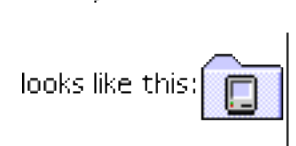
The System Folder icon looks like this:

The System Folder icon



Subscripted graphic

The System Folder icon



Object Graphics

A graphic inserted as an object “floats” above the document text and cannot cover existing document text. Instead, document text automatically “wraps” around the graphic.

You can drag an object outside the page margin, or across pages, to create interesting text wrap effects.

Click an object-based graphic to select it. Selecting a PICT object deselects document text.

As a result, selecting a PICT object disables all text editing commands.

Scaling Graphics

To scale a graphic, select it so the selection handles are visible and either:

Double-click the graphic to display the graphic scale dialog.

-or-

Interactively scale the object by dragging one of the eight selection handles.

Showing/Hiding Graphics

To hide graphics placed into the document as an object, choose Show Graphic from the Show/Hide menu. This may improve screen redraw speed if the graphic is large.

Graphics displayed



Hidden graphics



Text wraps around PICT objects

The System Folder looks like this: The System Folder looks like this: The System Folder looks like this:



This is the System Folder: This is the System Folder: This is the System Folder: This is the System Folder: This is the System Folder:

Modify

The Modify menu contains commands to quickly clean up text.

To modify text:

- 1 Highlight the text you want to change. If no text is highlighted, the commands are not available.

For detailed information on selecting text, see Chapter: Entering Text and Editing

- 2 Choose the desired modify command from the Modify menu.

Form Paragraphs - Removes single return characters. Return characters runs are ignored.
For example:

Remove Returns - Removes all return characters.

Remove Linefeeds - Removes all linefeed characters.

Add Linefeeds - Adds a linefeed character after each return character.

Straight to Curly Quotes - Changes straight quote characters to curly quotes.

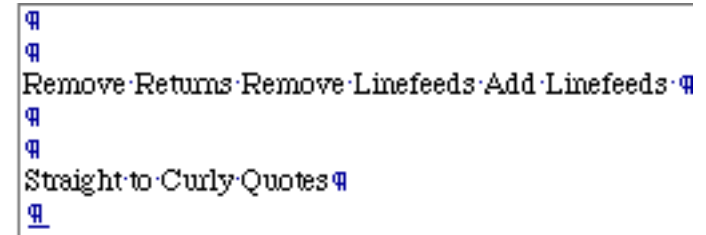
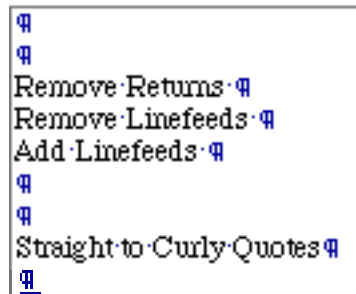
Curly to Straight Quotes - Changes curly quote characters to straight quotes.

Space Runs to Space - Changes multiple space characters to a single space character.

Space Runs to Tab - Changes multiple space characters to a single tab character.

Spaces to Tab - Changes each space character to a tab character.

Tabs to Spaces - Changes each tab character to a space character.



Change Case

The Change Case menu contains commands to change the case of document text. Unlike the uppercase, lowercase and small cap styles (see Chapter 4: Formatting), the actual document text is changed.

To modify text case:

- 1 Highlight the text you want to change. If no text is highlighted, the commands are not available.

For detailed information on selecting text, see Chapter 3, Selecting and Entering.

- 2 Choose the desired modify command from the Change Case menu.

Sentence Case - Capitalizes the first letter at the beginning of a sentence.

Force Sentence Case - performs the lowercase command, then the Sentence Case command.

UPPERCASE - forces text to CAPITAL letters.

lowercase - forces text to small or lowercase letters.

Title Case - Capitalizes the first letter of each word.

Force Title Case - performs the lowercase command, then the Title Case command.

Toggle Case - reverses each characters case, for example "Toggle Case" becomes "tOGGLE cASE".

Formatting Text

The Ruler

Use the ruler to:

- Position text
- Change paragraph margins
- Adjust tabs

To display the ruler, choose Show Ruler from the Show/Hide menu. To hide the ruler, choose Show Ruler a second time.

The ruler's default measurement unit is inches. To change the measurement unit, choose a new measurement unit from the Ruler Units sub-menu in the View menu.

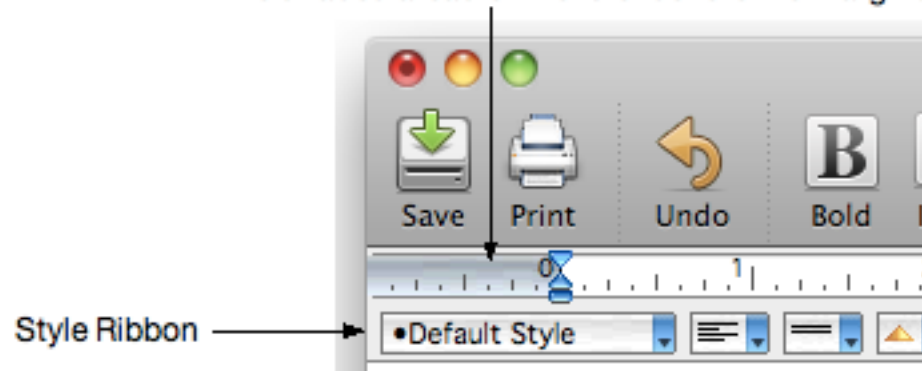
The gray ruler areas mark the document's left and right page margins.

Note: The area where you can type is controlled through the Margins command. For detailed information about changing margins, see the Page Margins section in Working with Documents.

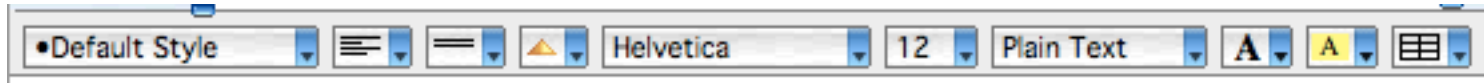
In this chapter:

- Use the ruler to set margins, indents, and tabs
- Use the style ribbon and menus to change text font, size, and style
- Adjust alignment, line spacing, and kerning
- Use style sheets
- Create multiple columns
- Adjust orphan and widow values
- Use other related formatting features

The shaded areas of the ruler denote the margins.



The Style Ribbon



Use the style ribbon to:

- Create tabs in conjunction with the ruler
- Set font, size, and style
- Set paragraph alignment
- Create and set style sheets.
- Create and modify Tables.

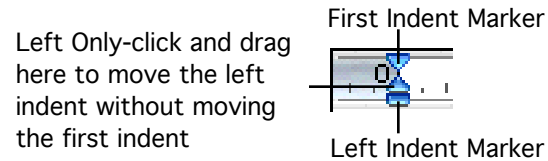
Each style ribbon feature is described in its respective section.

To display the style ribbon, choose Show Style Ribbon from the Show/Hide menu.

To hide the style ribbon, choose Show Style Ribbon a second time.

Working with Margins

Three ruler controls, the left and right margin markers and the first-line indent marker, let you adjust the horizontal position of each paragraph.



As you type, text flows to the right. When the text reaches the right margin, it moves to the next line. This is called word wrap.

To change a paragraph's left or right margin, click anywhere in the paragraph to display the margins for that paragraph. Then drag the left or right margin to a new position.

As you drag the left margin its distance from the ruler zero mark is displayed in the tool bar.

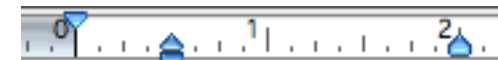
Indenting Paragraphs

Just above the left margin marker is the first-line indent marker. The first-line indent lets you create an indented or “hanging” paragraph by offsetting the paragraph’s first line to the right or left of the left margin.

Dragging the left margin marker moves the first-line marker by the same distance. As a result, the same indentation is maintained when you change the left margin. To move only the left margin marker, drag the Left Only marker. (See example in “Working with Margins”)

Each time you press the Return key, you create a new paragraph. The margins of the new paragraph are the same as the previous paragraph.

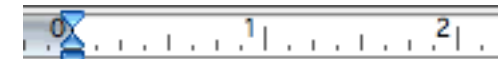
You can also change paragraph margins and first-line indent settings through the Paragraph dialog.



Don't be afraid your life
will end; be afraid
that it will never
begin.



Don't be
afraid your life will
end; be afraid that it
will never begin.



To be alone is to be
different, to be different
is to be alone.
We are not makers of
history. We are made
by history.

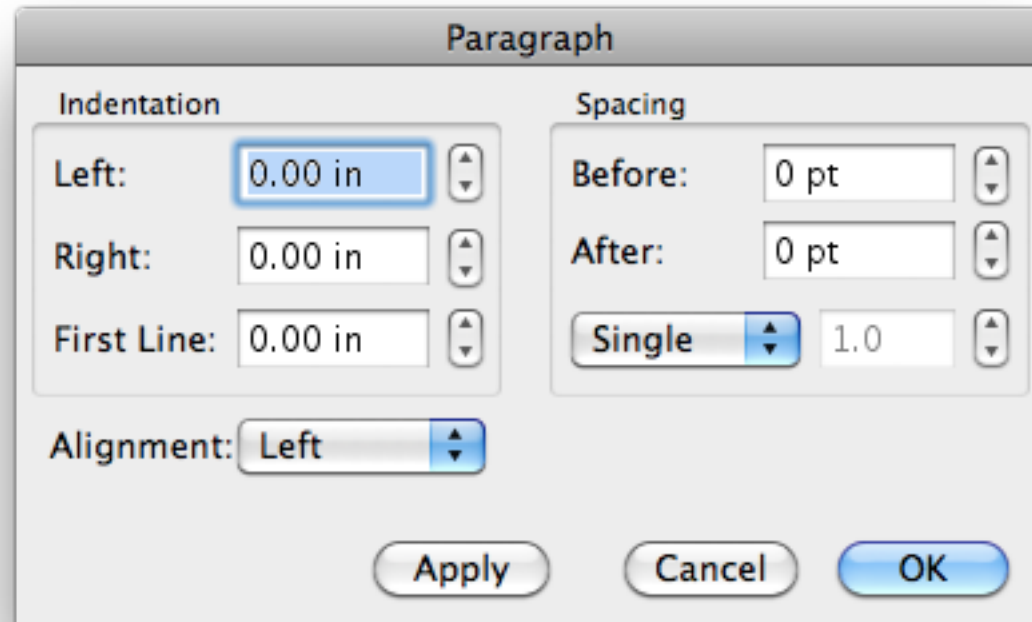
To change ruler margins through the Paragraph dialog:

1 Position the insertion point within the paragraph you want to change.

2 Choose Paragraph from the Format menu.

A dialog appears.

3 Enter values for Left, Right, and First-Line spacing in the Paragraph Spacing section of the Paragraph dialog.



Space Before and After a Paragraph

Instead of pressing the Return key repeatedly to increase the space between paragraphs, use the Paragraph command to digitally control the vertical spacing between paragraphs.

To change paragraph spacing:

- 1 Position the cursor within the paragraph you want to change.
- 2 Choose Paragraph from the Format menu.
- 3 Enter values for Before Paragraph and After Paragraph spacing in the Paragraph Spacing section of the Paragraph dialog.

Second paragraph's spacing

Life is like 400 horsepower in a 2-cylinder engine.



Before ¶: 0.15 in

It is a sad truth that everyone is a bore to someone.



After ¶: 0.25 in

If misery loves company, then triumph deserves an audience.

Changing Margins for Paragraphs

To see the margin settings for a single paragraph, simply click anywhere in the paragraph. You don't have to select the entire paragraph.

If your selection includes text from paragraphs having different margins, the ruler displays the margin markers and tabs for the top-most paragraph of the selection.

- Changing a margin marker aligns the left or right sides of all the paragraphs in the selection.

Tabs

A tab is a non-printing character that's typed each time you press the Tab key. Pressing tab moves the insertion point to the next tab stop.

Note: To see tabs and all other invisible characters, choose Show Invisible Characters from the Document window or press the Show Invisible Characters button in the tool bar.

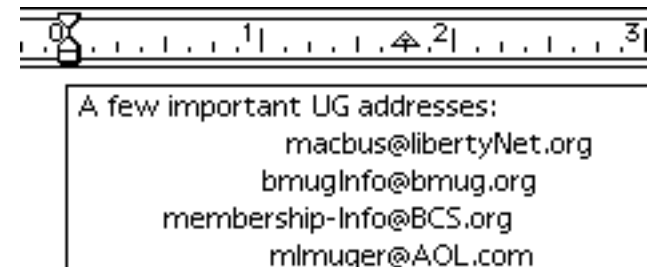
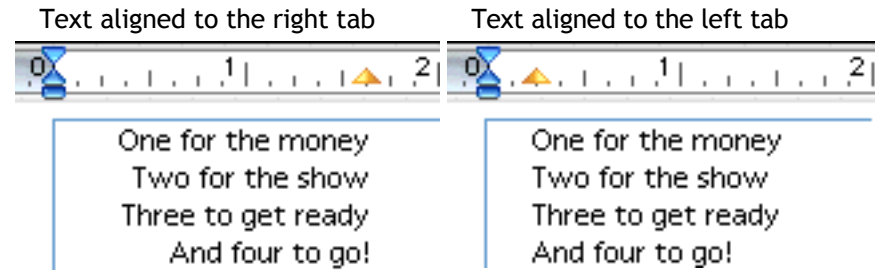
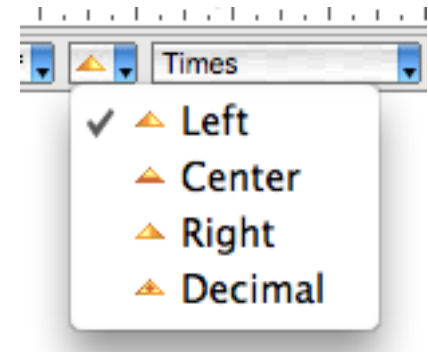
There are four kinds of tabs: left, center, right, and decimal.

When you move the insertion point to a left tab and type, text aligns on the left and flows to the right.

When you move the insertion point to a right tab and type, text aligns on the right and flows to the left.

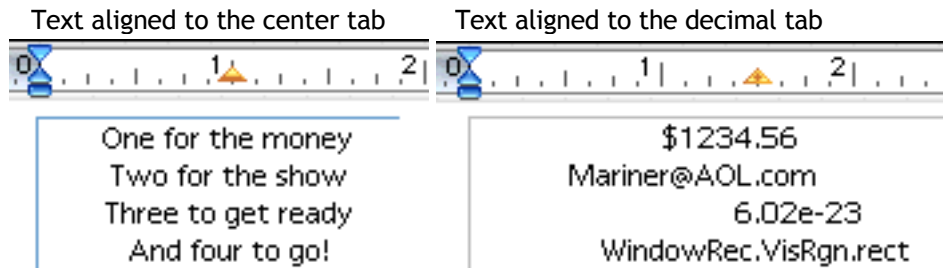
When you move the insertion point to a center tab and type, the center of the text aligns with the tab and text flows to the left and right.

When you move the insertion point to a decimal tab and type, text flows to the left until you type a decimal, period, or soft hyphen. Then text flows to the right. Decimal tabs are particularly useful for aligning currency or other decimal numbers.



Aligning Specific Characters

You can use the soft hyphen character or the decimal tab to align paragraphs on any character. Simply insert a soft hyphen after each character you want to align with the decimal tab.



Each time you press the Return key to create a new paragraph, the tabs of the new paragraph are the same as the previous paragraph.

Creating Tabs

By default, left tab stops are set about every half inch but aren't displayed in the ruler. You can override the default tab stops by setting your own tabs.

When you set your own tabs, default tabs to the left of the tab you set are ignored. As a result, pressing the Tab key once moves the insertion point to your first custom tab. Pressing the Tab key again either moves the cursor to the next default tab or custom tab.

You can create your own tabs interactively or via the Tab dialog box.

Creating Tabs by Dragging

To interactively create a custom tab, drag the tab from the style ribbon into the ruler area.

Note: To set tabs by dragging, both the ruler and style ribbon must be visible. To display the ruler and style ribbon, select Show Ruler and Show Style Ribbon from the Document window respectively.

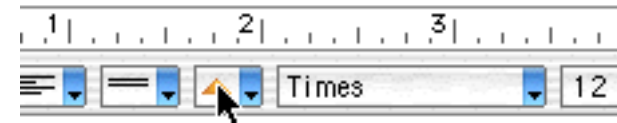
Moving Tabs

To move a tab, simply drag it to the new position.

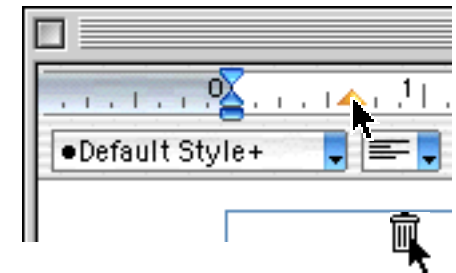
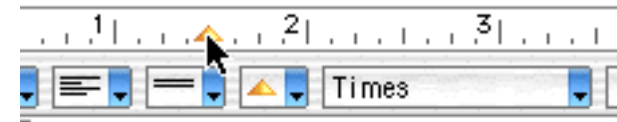
Deleting Tabs

To remove a tab, drag the tab toward the document area until the cursor changes to a little trash can. Then release the mouse and the tab is deleted.

To create a tab stop, drag a tab...



...into the ruler area



Tabs Dialog

Instead of dragging a tab from the style ribbon into the ruler area, you can create, change, and remove tabs using the Tabs dialog. The Tabs dialog is useful when creating or changing a tab via the mouse is cumbersome, such as, adjusting the position of a tab that's close to other tabs, removing a tab without having to scroll, or removing all tabs.

To create a new tab using the Tabs dialog:

1 Select the paragraph(s) for which you want to create a tab stop.

2 Select Format>Tabs...

The Tabs dialog appears.

3 Click the New Tab radio button.

4 In the Position field, enter the ruler location where you want to insert the new tab.

5 Optionally, enter a tab leader character in the Leader field.

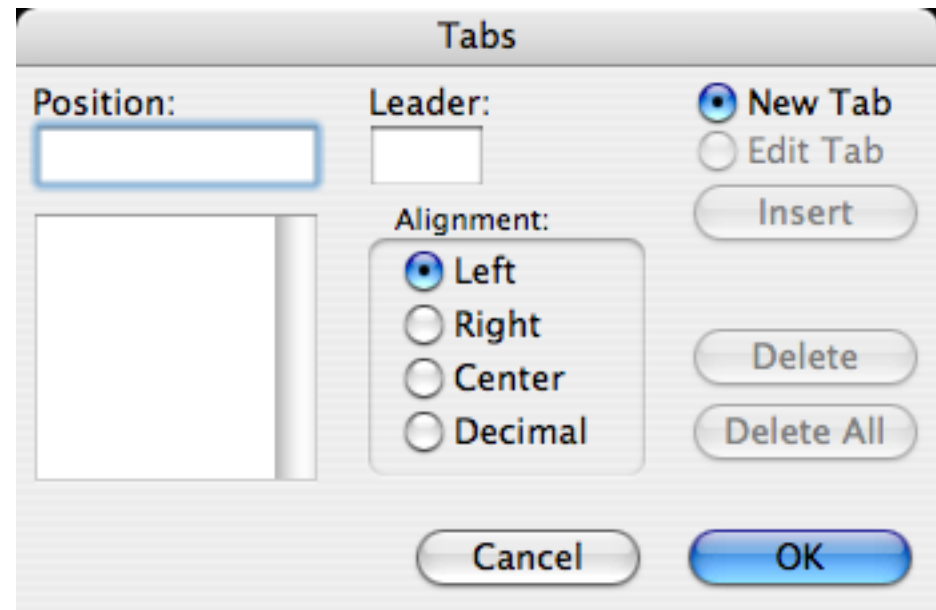
A tab leader is a single character that repeats itself between the location where you typed a Tab and the tab itself.

6 Choose a tab alignment: right, left, center, or decimal.

7 Click the Insert button. The new tab is added to the list of current tab stops.

Create additional tabs by repeating steps 4 through 7

9 Press OK to insert the new tabs in your document. Press Cancel to return to the document without inserting new tabs.



Changing Tabs

- 1 Place the insertion point within the paragraph(s) containing the tabs you want to edit.
- 2 Choose Tabs from the Format menu.
- 3 Click the Edit Tab radio button.
- 4 Select the tab you want to edit from the list of current tabs.
- 5 Enter a new position for the tab.
- 6 Change the tab alignment (right, left, center, or decimal) or enter a tab leader if desired.
- 7 Click the Change button. The tab is added to the list of current tabs.
- 8 Edit other tabs by repeating steps 4 through 7
- 9 Press OK to accept the any changes you've made. Press Cancel to return to the document without changing any tabs.

Removing Tabs with the Tabs Dialog

- 1 Place the insertion point within the paragraph(s) containing the tabs you want to remove.
- 2 Choose Tabs from the Format menu.
- 3 Select the tab you want to edit from the list of current tabs
- 4 Click the Delete button to remove the tab from the tab list.

Note: To remove all tabs, press the Delete All button and skip to step 5

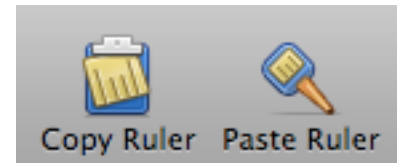
- 5 Repeat steps 3 and 4 to remove additional tabs from the list.
- 6 Press OK to remove the tabs from your document. Press Cancel to return to the document without removing any tabs.

Copying and Pasting Rulers

Use the Copy Ruler and Paste Ruler commands to apply one paragraph's ruler settings (first-line indent, margins, and tabs) to another paragraph.

To copy a ruler setting:

- 1 Position the insertion point within the paragraph containing the attributes you want to copy.
- 2 Select Copy Ruler from the Format menu.



To paste a ruler setting:

- 1 Position the insertion point within the paragraph for which you want to apply the copied ruler setting.
- 2 Select Paste Ruler from the Format menu.

Paragraph Alignment

The alignment controls let you align selected paragraphs with respect to the right and left margins.

Left alignment aligns the text with the left margin.

Right alignment aligns the text with the right margin.

Center alignment centers the text between the left and right margin.

Justified text is aligned to both the left and right margins. This is done by increasing the spacing between words. The last line of the paragraph is forced to the left.

Justified All text is aligned to both the left and right margins the same as Justified, including the last line.

Left align ("ragged right")

Ideas, like individuals, live and die. They flourish,
according to their nature.

Right align ("ragged left")

Ideas, like individuals, live and die. They flourish,
according to their nature.

Center aligned

Ideas, like individuals, live and die. They flourish,
according to their nature.

Justified

Ideas, like individuals, live and die. They
flourish according to their nature.

Justified All

Ideas, like individuals, live and die. They
flourish according to their nature.

Changing Paragraph Alignment

You can change alignment via the keyboard, Paragraph dialog box, or style ribbon. Each respective method follows.

By Keyboard

Select the paragraphs for which you want to change the alignment and and:

- Type **Command-Shift-L** for left alignment
- Type **Command-Shift-C** for center alignment
- Type **Command-Shift-R** for right alignment

Paragraph Dialog Box Method

1 Select the paragraphs for which you want to change the alignment.

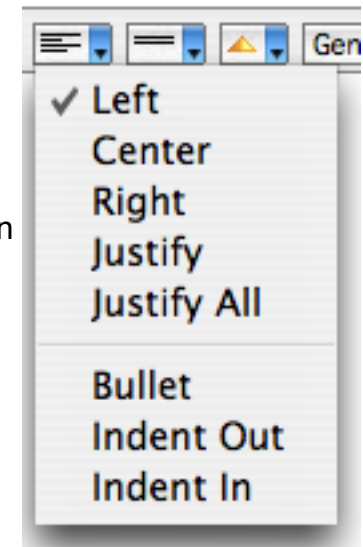
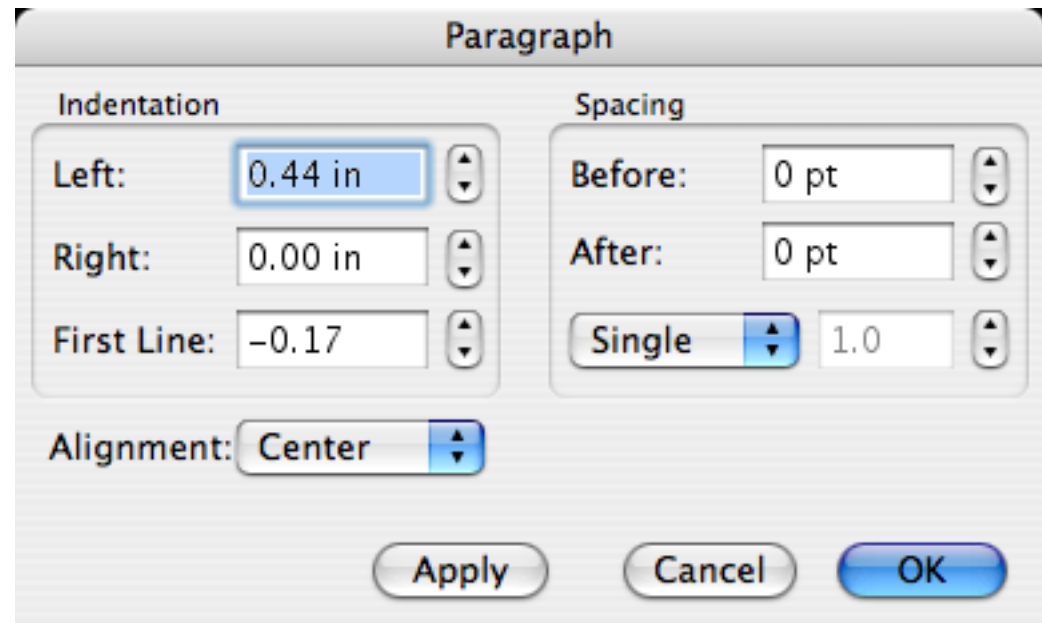
2 Choose Paragraph from the Format menu.

3 Choose Left, Right, Center, Justify or Justify All from the Alignment pop-up menu.

Style Ribbon Method

Select the paragraphs for which you want to change the alignment and select an alignment option from the Justification pop-up menu.

To display the style ribbon, select Show Style Ribbon from the Show/Hide menu.



Line Spacing

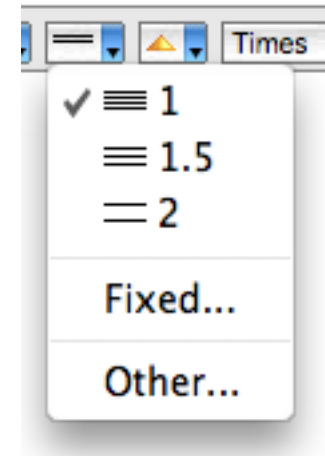
Use the line spacing pop-up menu in the style ribbon to control the vertical line spacing of the selected paragraphs.

Selecting “1” from the line spacing pop-up applies single line spacing to the selected paragraphs. Single line spacing is typically 120% of the font size.

Selecting “1.5” from the line spacing pop-up applies one and one-half times the spacing as single line spacing to the selected paragraphs.

Selecting “2” from the line spacing pop-up applies twice the spacing as single line spacing to the selected paragraphs.

To enter a custom line spacing, in points, choose Other from the pop-up menu.



Bullets

The Bullet paragraph style displays a decorative character on the first line of a paragraph. The style does not insert extra characters into the text of the document.

To apply the bullet style to the selected paragraphs, click the Bullet button in the tool bar or use the Bullets command in the Format menu.

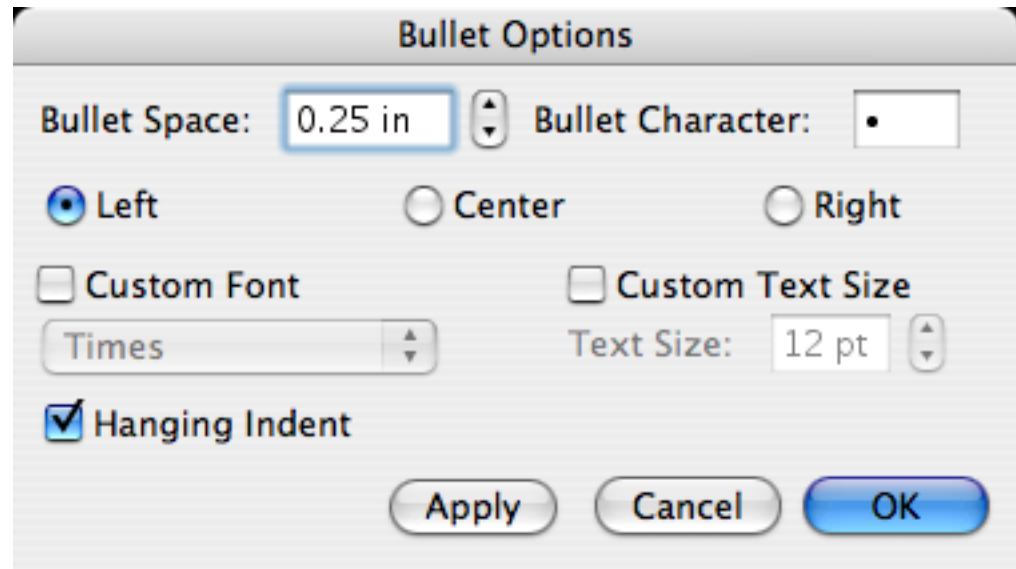
Bullet Dialog Details:

- **Hanging Indent.** Offsets the left paragraph indent the amount of the bullet space.
- **Bullet Space.** - The amount of space before paragraph text begins.

Bullet Space in a “Hanging” indent



- **Bullet Character.** The character used with the bullet style. The default character is • (option * on the keyboard).
- **Left, Center and Right** radio controls specify the justification of the bullet character within the bullet space.
- **Custom Font and Text Size.** Mariner Write uses the text size and font of the first character of the paragraph when drawing the bullet character. Use the Custom Font and Text Size controls to modify.



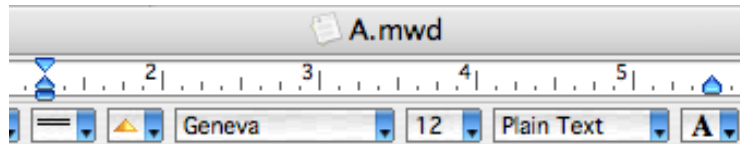
Borders and Fill

Use the Border and Fill dialog to apply background color and patterns to paragraphs, and decorative frames (outlines) to graphics and paragraphs.

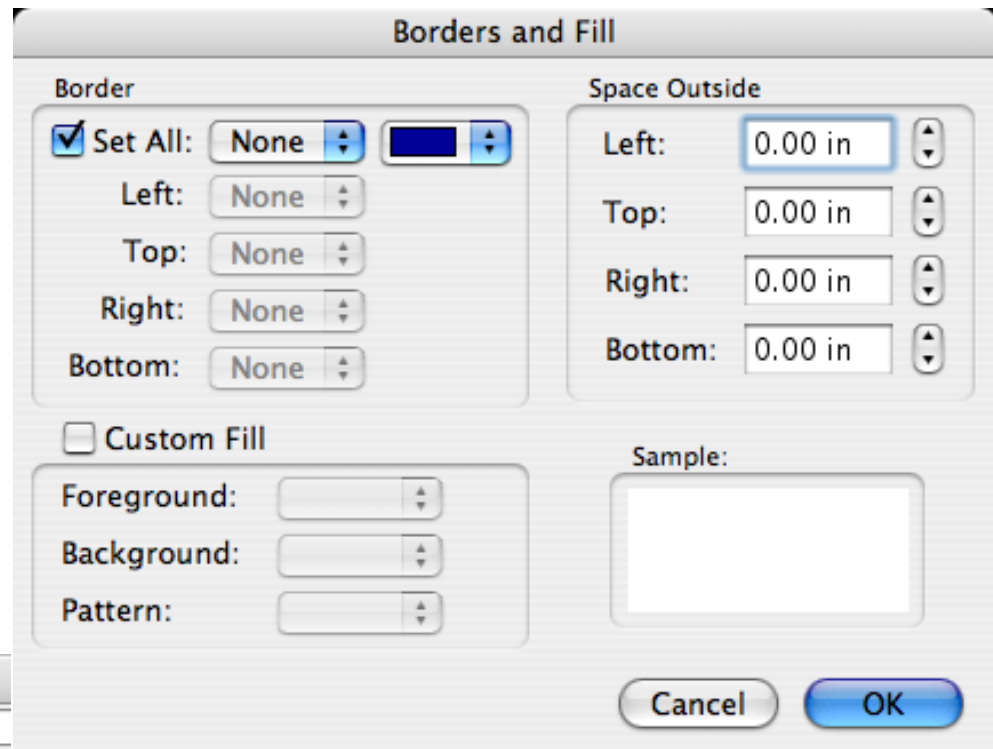
To apply the borders to selected paragraphs or graphics, use the Border and Fill command in the Format menu.

Border and Fill options:

- Paragraphs. Shading and borders are applied left and right to the paragraph indents. Space Outside settings inset the text horizontally and add extra space vertically.



Use the Border and Fill dialog to apply background color and patterns to paragraphs, and decorative frames (outlines) to graphics and paragraphs.



- Graphics. Shading controls are dimmed, borders are applied around the outside of a graphic element (both floating objects and character graphics). Space outside settings will increase the overall size of a graphic element, but the actual graphic remains the same size.

Fonts

The Font menu lists all typefaces currently installed in your Macintosh.

To change the font of selected text:

- 1 Highlight the text you want to change. If no text is highlighted, the new font is used for the next text you type from the insertion point.
- 2 Choose the desired font from the Font menu or from the font pop-up in the style ribbon.

To display the style ribbon, select Show Style Ribbon from the Show/Hide menu.



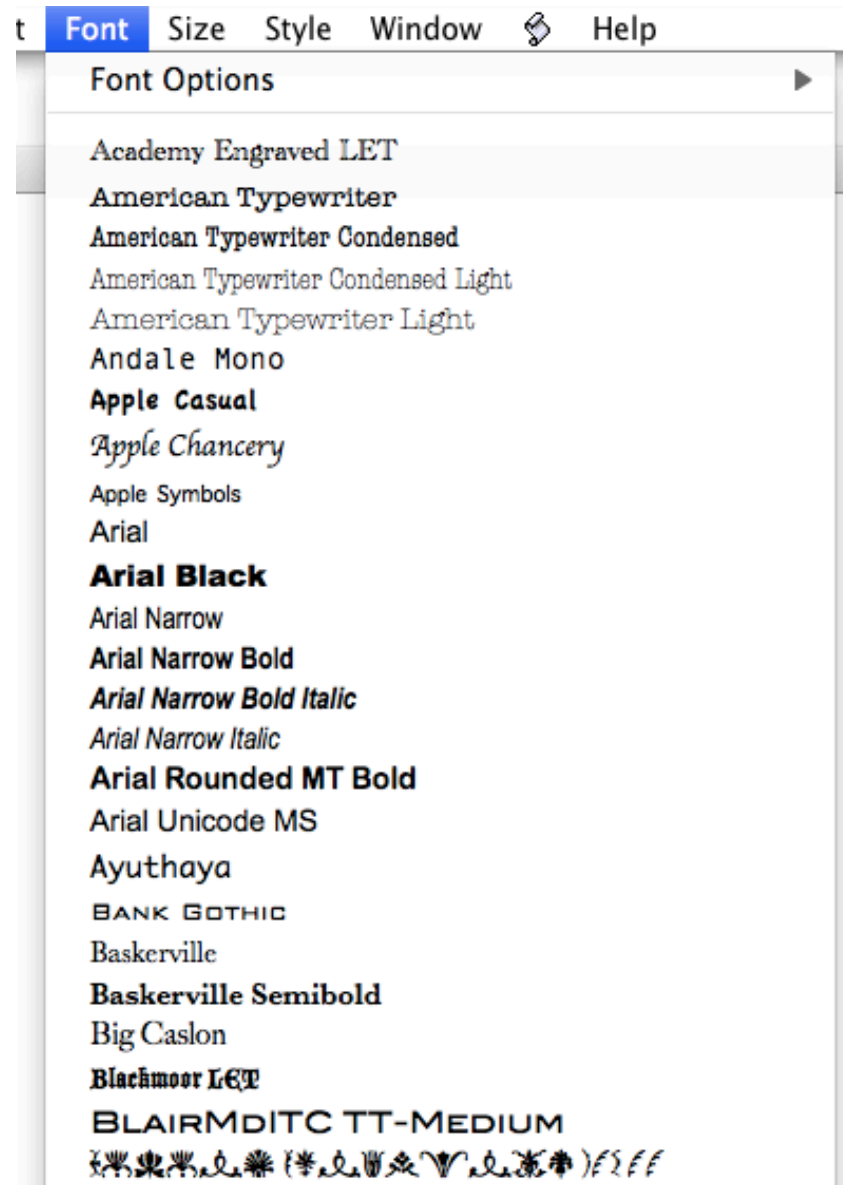
Font menu options:

Show Font Panel - displays the Mac OS X Font Panel.

WYSIWYG Display - Shows the font list in each font-face.

Hierarchical Display - groups fonts families together

Only Roman Fonts - hides non-roman (English) fonts.



Text Size

The Size menu lists commonly used text sizes. Sizes that are shown in outline such as are currently installed in the system and display more clearly than sizes not listed in outline form.

To change text size:

- 1 Highlight the text you want to change. If no text is highlighted, the new size is used for the next text you type from the insertion point.

For detailed information on selecting text, see Chapter 3, Selecting and Entering.

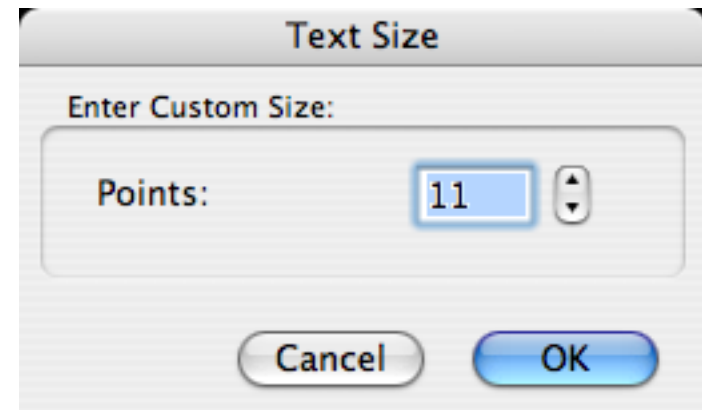
- 2 Choose the size from the Size menu or from the size pop-up in the style ribbon.

Tip: To increase or decrease the text size to the next listed size, choose Larger (Command-J) or Smaller (Command-I) from the Size menu. For example, selecting 14 point text and choosing the Larger menu command changes the text to 18 points. To enter a text size not listed in the Size menu:

- 1 Choose Other from the Size menu.

The custom text size dialog appears.

- 2 Enter the text size, in points.
- 3 Click the OK button.



Text Styles

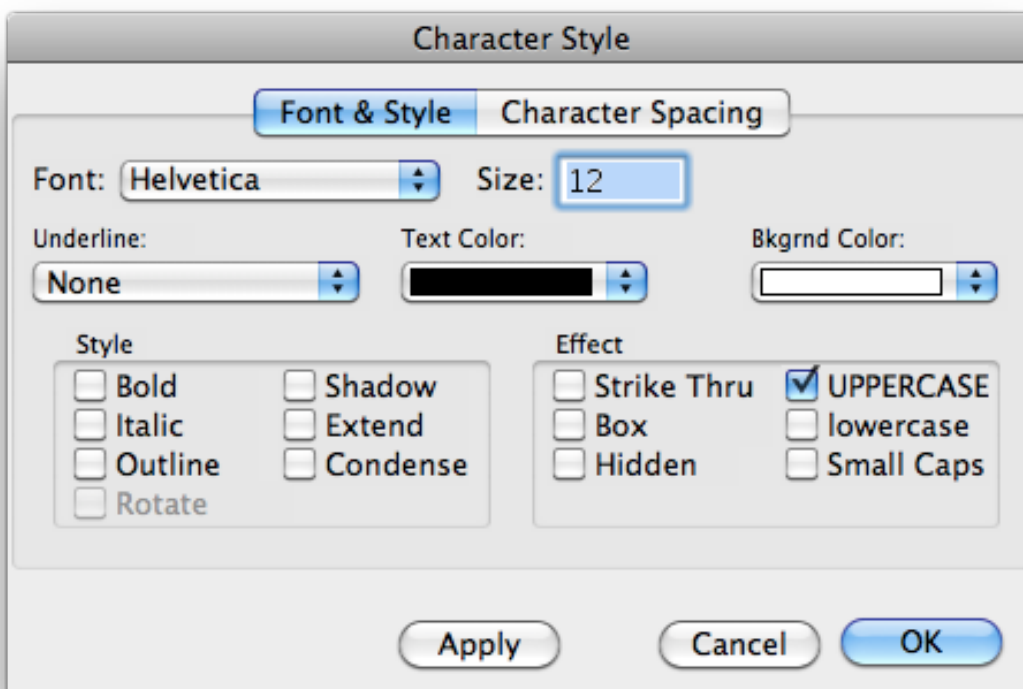
Mariner Write offers powerful character styling options through the Style menu commands, the Character Style dialog and the style pop-up menu in the style ribbon.

To style text:

1 Highlight the text you want to change. If no text is highlighted, the new size is used for the next text you type from the insertion point.

For detailed information on selecting text, see Chapter 3, Selecting and Entering.

2 Choose the desired style from the Style menu, the size pop-up in the style ribbon or Character command in the Format menu.



Text Style Shortcuts

The most common type styles have keyboard shortcuts:

- Type Command-B for Bold
- Type Command-I for Italic
- Type Command-U for Underline
- Type Command-T for Plain

Other Text Styles

In addition to the standard **Bold**, *Italic*, Underline, Outline, Shadow, and ~~Strike Thru~~ styles, Mariner Write offers a number of useful text styles not found in many word processors.

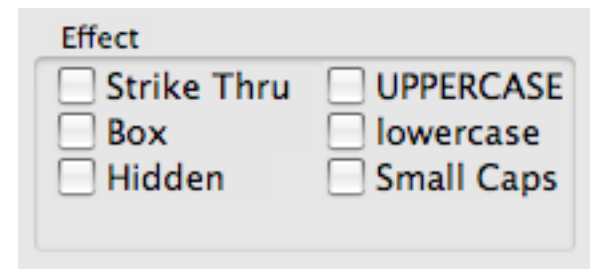
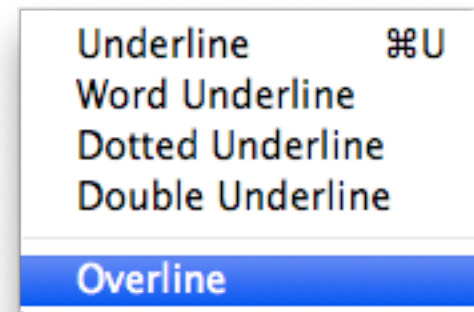
Use the Underline sub-menu to choose:

The Hidden Text style lets you easily add invisible notes or comments to a document. To hide/show text styled with the Hidden text style, choose Show Hidden Text in the Show/Hide menu.

The Box style places a box around the selected text. The height of the box is determined by the tallest character in the selection.

Box style

It's better to be a **lion** for a
day than a sheep all your life.



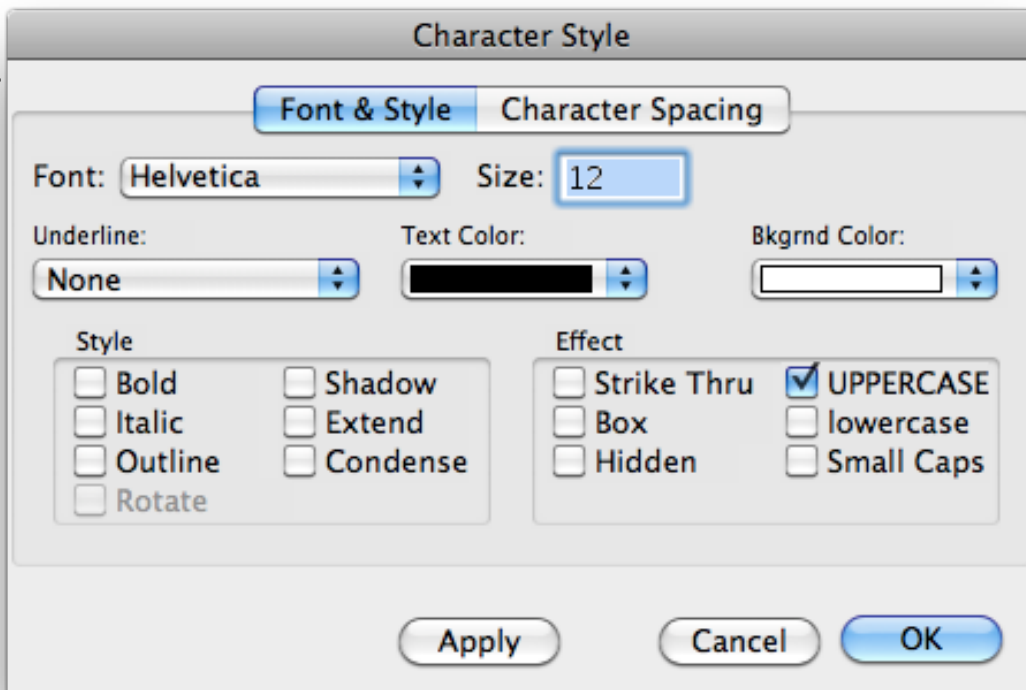
Changing Case

Use the UPPERCASE style in the Character Style dialog to change selected text to capital letters.

Note: Applying the UPPERCASE style is not the same as typing with the Shift key pressed. For example, applying the UPPERCASE style to "234" does not change it to "@#\$".

Use the lowercase style in the Character Style dialog to change selected text from capital letters to small letters.

Use the small caps style in the Character Style dialog to capitalize lowercase characters and reduce the appearance by approximately 30%, depending on the text size.



Sentence Case

"Wherever you go, there you are."
- Buckaroo Bonzai

Uppercase

"WHEREVER YOU GO, THERE YOU ARE."
- BUCKAROO BONZAI

Plain Style

"Hey Lady!"
- Jerry Lewis

Small Caps

"HEY LADY!"
- JERRY LEWIS

Kerning

The Kerning style lets you control the horizontal distance between characters.

To kern text:

- 1 Select, or place the insertion cursor between, the characters you want to kern.

For detailed information on selecting text, see Chapter 3, Entering and Editing Text.

- 2 Choose Character... from the Format menu.

- 3 Enter a value, in points, for the kerning.

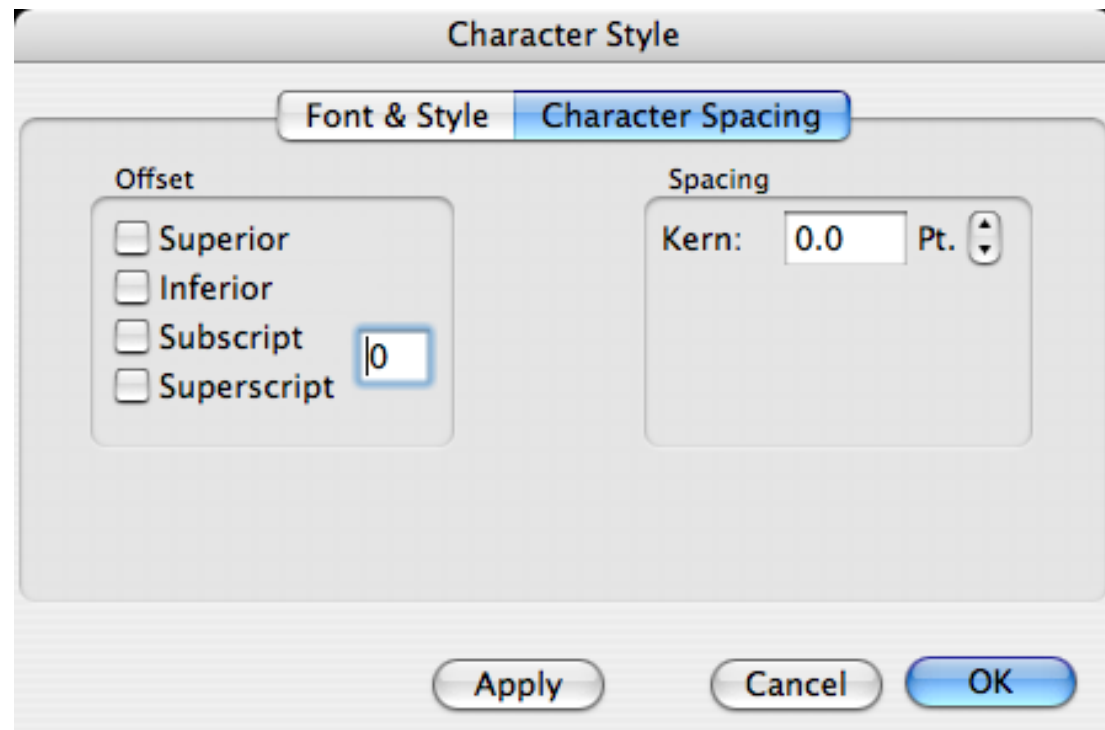
A positive value increases the spacing between characters. A negative value decreases the spacing.

- 4 Click the Apply button to see your changes without dismissing the Character Style dialog box.

- 5 Repeat steps 2 and 4 as needed.

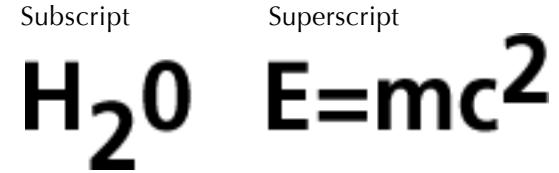
- 6 Click the OK button to accept your changes. Click the Cancel button to ignore your changes.

Normal
Awfully Good!
Kerning Added
Awfully Good!



Superscripts and Subscripts

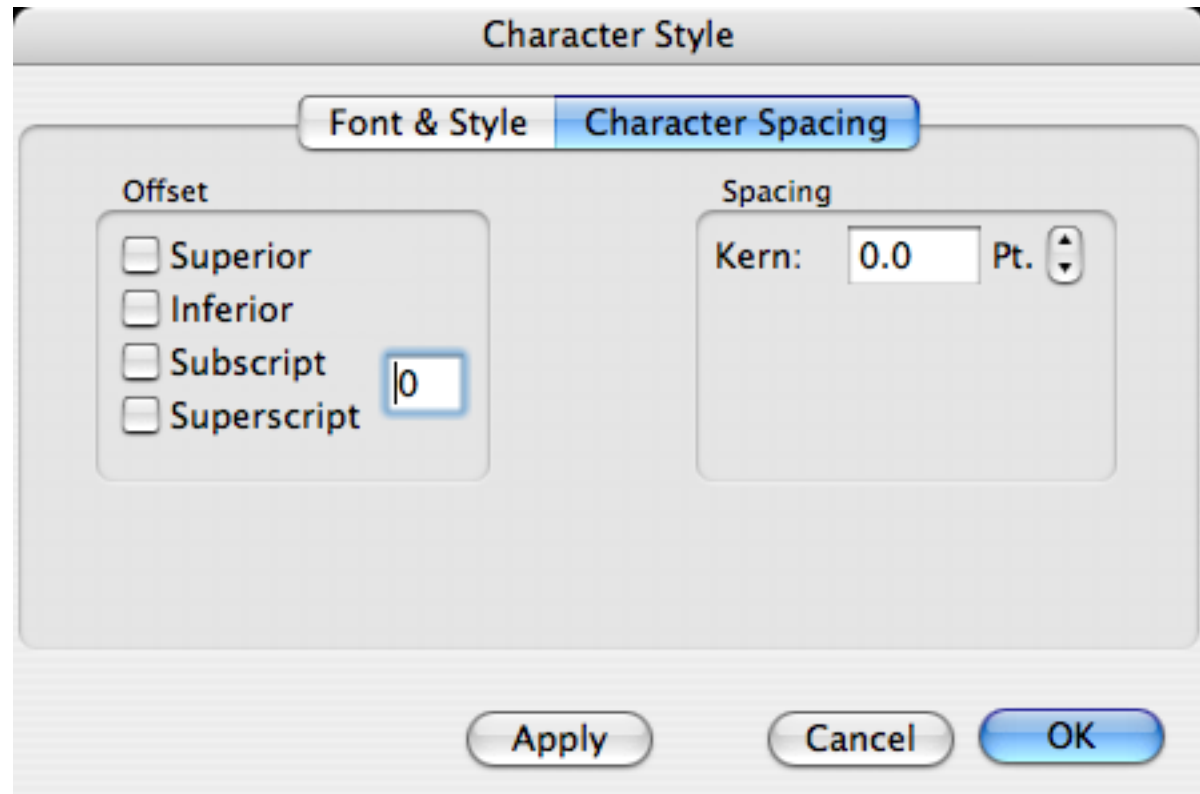
Text formatted as superscript is raised above the text baseline. Subscripted text is lowered below the text baseline.



Use the Superscript or Subscript menu commands to quickly apply the style. The amount of offset applied is set in the Application Preferences. Selecting the command again increases the offset.

To apply a custom superscript or subscript amount:

- 1 Select the characters you want to superscript or subscript.
- 2 Choose Character... from the Format menu.
- 3 Click the Superscript or Subscript check box.
- 4 Enter a value, in points.
- 5 Click the Apply button to see your changes without dismissing the Character Style dialog box.
- 6 Repeat steps 3 through 5 as needed.
- 7 Click the OK button to accept your changes. Click the Cancel button to ignore your changes.



Superior and Inferior Text

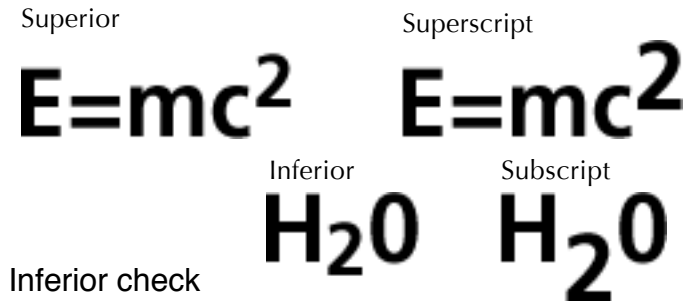
Use the Superior and Inferior styles as an alternative to Superscript and Subscript.

Whereas Superscript raises the selection above the baseline by an amount you enter, Superior raises the text to the top of the font ascender and also reduces the text size by about 25%.

The Inferior style lowers the text below the baseline while reducing the point size.

To make text superior or inferior:

- 1 Select the characters you want to stylize.
- 2 Choose Character... from the Format menu, and select the Superior or Inferior check box from the Character Style dialog.



Columns

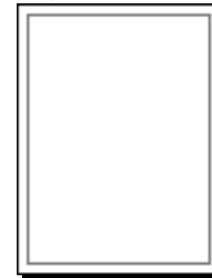
The columns feature lets you divide document pages into vertical sections. You can also add a vertical line between each column.

Text automatically flows from the bottom of one column to the next.

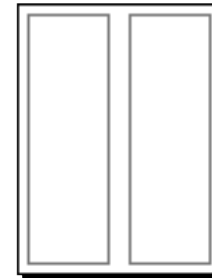
To add columns:

- 1 Choose Columns from the Format menu.
- 2 Enter the number of columns desired, up to ten.
- 3 To display a one-point, solid, vertical line between each column, select the Lines Between Columns check box.
- 4 To adjust the space between each column, enter a new value in the Space Between field.

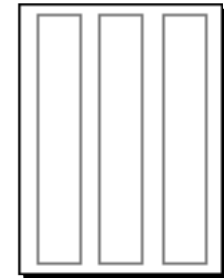
Pages with Columns



Single Column



Two Columns



Three Columns

Column text flow



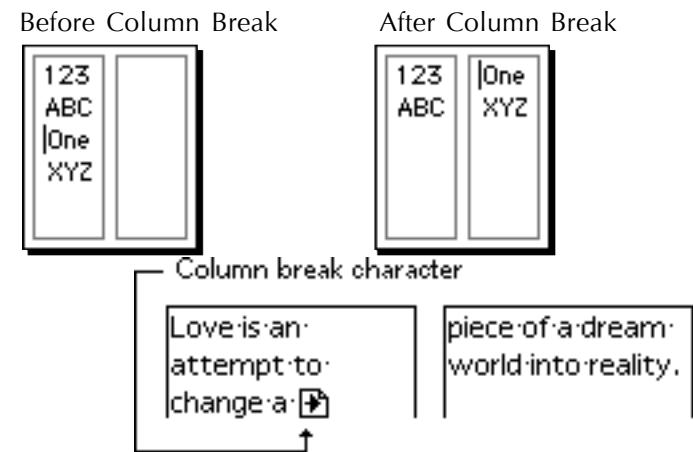
Column Breaks

The column break character is a non-printing character that moves the insertion point, and any text that follows it, to the top of the next column.

To insert a column break character at the insertion point, choose Column Break from the Insert menu.

To view the column break character, choose Show Invisible Characters from the Show/Hide menu.

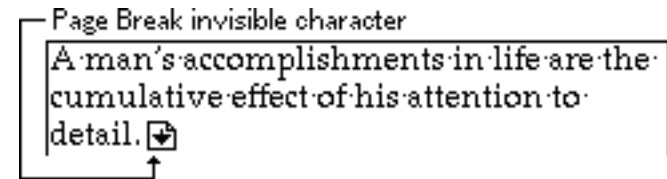
If the insertion point is already in the rightmost column, choosing Column Break moves the insertion point to the top of the leftmost column on the next page.



Page Breaks

The page break character is a non-printing character that moves the insertion point, and any text that follows it, to the top of the next page.

To insert a page break character at the insertion point, choose Page Break from the Insert menu.



To see the page break character, choose Show Invisible Characters from the Show/Hide menu.

Keep on Same Page

Choosing Keep on Same Page from the Format menu moves selected paragraphs to the next page if they don't fit completely on the current page.

If the selection is taller than a page, choosing Keep on Same Page has no effect.

To reverse the effect, choose the Keep on Same Page command a second time.

Style Sheets

A style sheet is a collection of text attributes you can apply to selected paragraphs by choosing a single menu command.

For example, to change the font, size, and style of several paragraphs, you would ordinarily select each paragraph and make the appropriate selections from the Font, Size, and Style menus.

Instead, you can create one style sheet containing the same formatting information and apply that style sheet to selected paragraphs.

Each style sheet can include the following information:

- Font
- Size
- Styles (bold, italic, underline, etc.)
- Line spacing
- Paragraph Alignment
- Text color
- Ruler margins (first-line indent, left margin, and right margin)
- Tabs

Once paragraphs are formatted with a style sheet, editing the style sheet automatically changes all text formatted with that style.

In this chapter:

- Display Preferences
- Edit Preferences
- Default Document preferences
- Ruler Preferences
- Language Preferences
- Files Preferences
- Spelling Preferences
- Keys Preferences
- Open Preferences

Creating a Style Sheet

To create a new style sheet:

- 1 Select some text that has the style you want to use for the style sheet.

Note: This step is optional. As detailed in step 3, you can also customize a style sheet using the Style Sheet dialog.

- 2 Choose New Paragraph Style... from the Style pop-up menu in the Ribbon.

A dialog appears.

- 3 Change any attribute by choosing new attributes from the menus, ruler, or style ribbon.

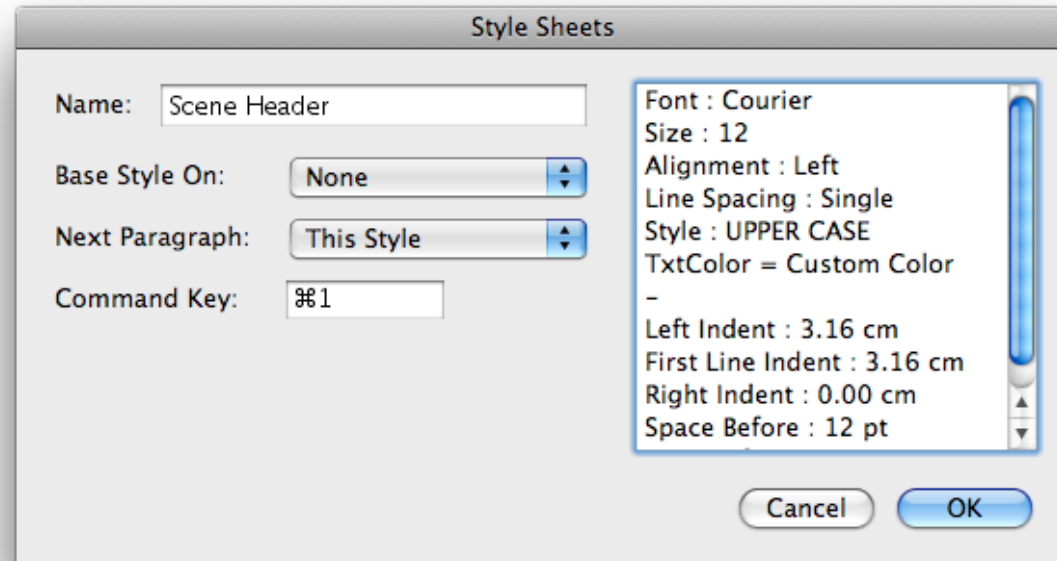
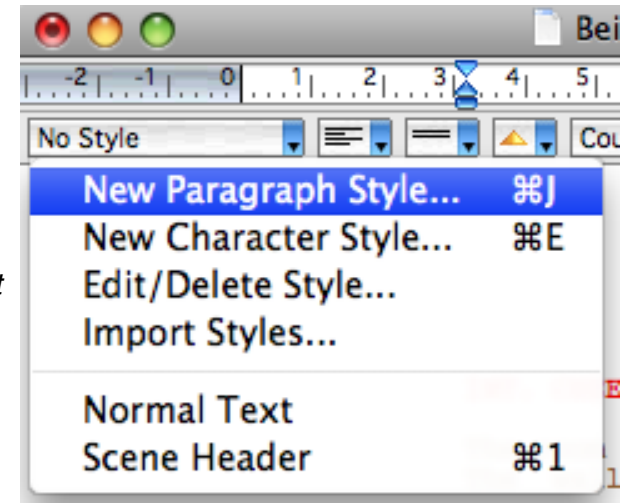
Or, select a style in the Base Style On: pop-up to see an existing style sheet's attributes. This makes it easy to create a new style sheet that's only slightly different than an existing style sheet.

- 4 Enter a name for the new style sheet.

Tip! Name the style sheet to indicate its usage; "Heading", "Body", or "Footer Style".

- 5 Optionally, specify a command key shortcut so you can apply the style using the keyboard.

- 6 Click the OK button to accept your changes. Click the Cancel button to ignore your changes.



Applying a Style Sheet

To apply a style sheet:

- 1 Select any text, or place the insertion point within, the paragraphs you want to style.
- 2 Choose the style sheet from the style sheet pop-up menu located at the bottom of the document window. The current style sheet is displayed in the style sheet pop-up menu.

Changing text formatting after you've applied a style sheet doesn't change the style sheet. To change the attributes represented by a style sheet, see the Editing a Style Sheet section that follows.

Editing a Style Sheet

To change the name or attributes assigned to a style sheet:

- 1 Choose Edit/Delete Style (**Command-E**) from the Style pop-up menu located at the bottom of the document window.
- 2 Choose the style you want to edit and press the Edit button.
- 3 Edit the style sheet by choosing new formatting attributes from the menus, ruler, or style ribbon.

Deleting a Style Sheet

To delete a style sheet:

- 1 Choose Edit/Delete Style (**Command-E**) from the Style pop-up menu located at the bottom of the document window.
- 2 Choose the style you want to delete and press the Delete button.

Deleting a style sheet doesn't change the attributes assigned to those paragraphs when the style sheet was applied. However, once the style sheet is deleted, the style sheet assigned to the paragraphs is "No Style".

Importing Style Sheets

To use style sheets from another Mariner Write document in your current document:

- 1 Choose Import Styles from the Style pop-up menu located at the bottom of the document window.
- 2 Select a Mariner Write document from the Open dialog.
- 3 The styles are added to the current document's style menu.

Note: After you've imported styles from the source document, changing the styles in the source document doesn't change the styles in the current document.

Adding Style Sheets to the Default Document

Each time you create a new document, you're actually opening an untitled copy of a special default Mariner Write document stored in the System Folder.

To add style sheets to the default document:

- 1 Create a new document by choosing New (**Command-N**) from the File menu.
- 2 Choose Import Styles from the Style pop-up menu located at the bottom of the document window.
- 3 Select the Mariner Write document from the Open dialog containing the styles you want to add to the default document.
- 4 Choose Save as Default Document from the Preferences sub-menu in the File menu.

Document Options

Document Options are preferences that only apply to the current document rather than the application as a whole. Any settings you make here are saved into the document and therefore are restored whenever the document is opened.

In this chapter:

- Display
- Lines (text lines)
- Line Numbers
- Page Frames
- Notes (Footnotes & Endnotes)

Display:

Show Hidden Text

Hidden Text is a character style found in the character styles dialog. This setting allows it to be displayed.

Vertical Text

Vertical text is used in Japanese, Chinese and Korean languages. Text runs top to bottom, right to left.

Background Color

The default is a white background. Choose a background color in the Color pop-up menu, or choose Other for a custom color.

Page Number

To add page numbers to the bottom of the page, select a page number format in the pop up menu.

Starting Page Number

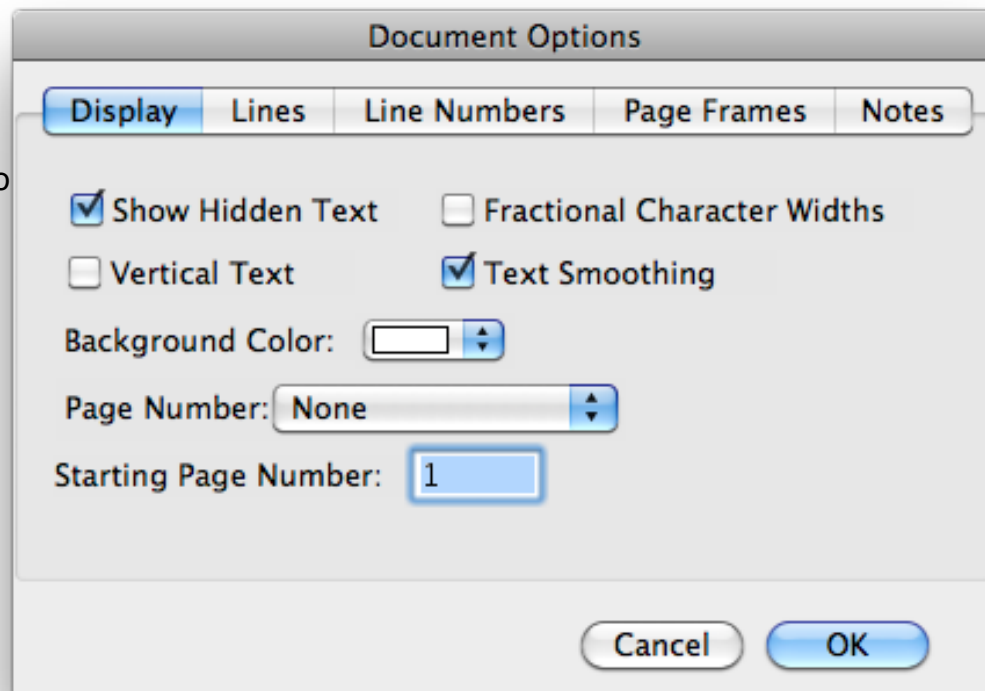
Determines the first page number displayed.

Fractional Character Widths

Some fonts contain information for the placement of characters next to each other. Usually this results in closer spacing between characters, allowing more characters on a line. Not applicable when Text Smoothing is used.

Text Smoothing

Uses the Quartz imaging model to display anti-aliased text.



Lines:

Widow / Orphan - Paragraphs often become straddled across pages. A Widow is the last line of a paragraph displayed by itself at the top of a page.

Setting the document's Widow / Orphan preference moves an additional line to the top of the next page. To set the Widow / Orphan preference for a document, choose Document Options from the Format menu, and click on the Widow / Orphan control to check it.

Note: A paragraph containing a single line will not be moved. An Orphan is the first line of a paragraph displayed by itself at the bottom of a page.

Setting the document's Widow / Orphan preference moves the paragraph to the top of the next page.

Note: A paragraph containing a single line will not be moved.

Widow

There is the fear that we won't prove worthy in the eyes of someone who knows us at least as well as we know ourselves. That is the fear of God. And there is the fear of man—fear that men won't understand us

and we shall be cut off from them.

There is the fear that we won't prove worthy in the eyes of someone who knows us at least as well as we know ourselves. That is the fear of God. And there is

the fear of man—fear that men won't understand us and we shall be cut off from them.

Orphan

There is the fear that we won't prove worthy in the

Bottom of previous page ←

eyes of someone who knows us at least as well as we know ourselves. That is the fear of God. And there is the fear of man—fear that men won't understand us and we shall be cut off from them.

← Top of following page

There is the fear that we won't prove worthy in the eyes of someone who knows us at least as well as we know ourselves. That is the fear of God. And there is the fear of man—fear that men won't understand us and we shall be cut off from them.

Characters Per Line

Allows you to specify how many characters are allowed on a line of text.

To set the maximum number of characters displayed on each line:

- 1 Choose Document Options from the Format menu.
- 2 Select the Characters per Line check box.
- 3 Enter the maximum number of characters per line.

Characters Per Line OFF

There is the fear that we won't prove worthy in the eyes of someone who knows us at least as well as we know ourselves. That is the fear of God.

Characters Per Line set to 25

Note: this feature is normally used with double byte languages, Roman words may be broken into 2 lines.

There is the fear that we
won't prove worthy in th
e eyes of someone who kno
ws us at least as well as
we know ourselves. That
is the fear of God.

Line Numbers

Line numbering options include:

Restart Count at Top of Page.	Restart the line number count on each new page.
Start Display at Line.	The first line to be numbered.
Display Increment.	The number of lines before the next line number display.
Starting Line Number.	The line number that begins the count.
Count Increment.	The increment of the count.

Example 1: Number every odd line of text.

Enter these values into the dialog, Start Display at Line: 1, Display Increment: 2, Starting Line Number: 1, Count Increment: 2.

Example 2: Number every even line of text.

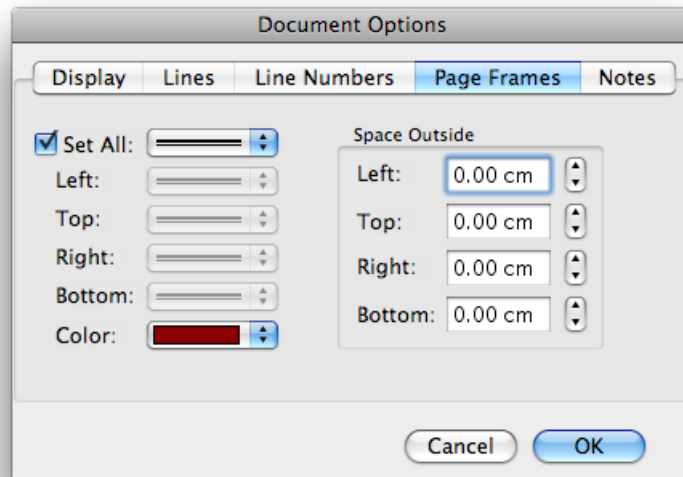
Enter these values into the dialog, Start Display at Line: 2, Display Increment: 2, Starting Line Number: 2, Count Increment: 2.

```

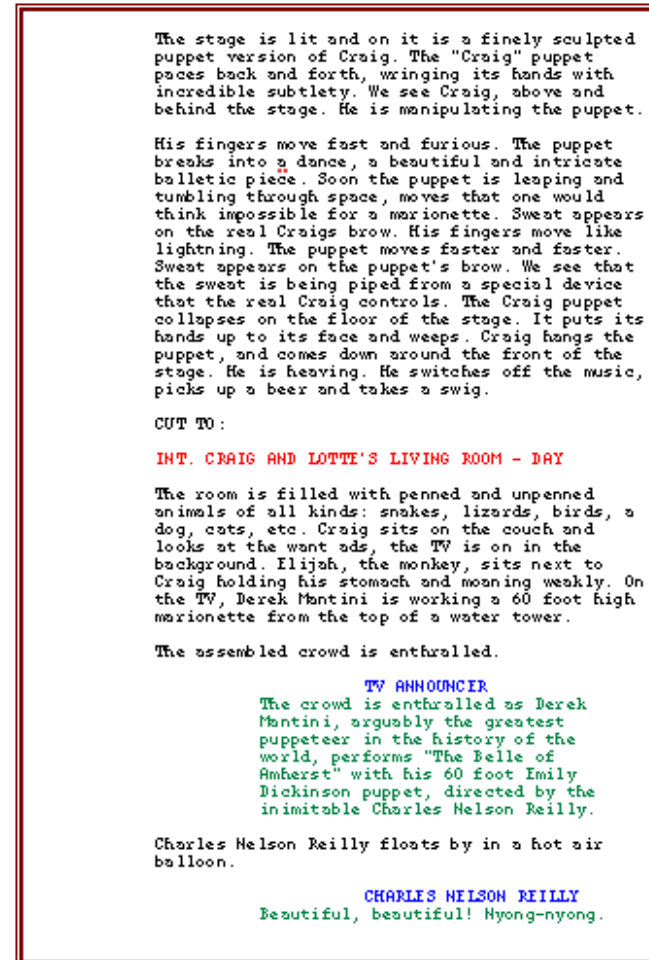
1 + Restart Count at Top of
  + each page.
3 + Start Display at Line. S
  + Display Increment. Spe
5 + Starting Line Number. S
  + Count Increment. Speci
7 |
  + Restart Count at Top
2 + each page.
  + Start Display at Line
4 + Display Increment. :
  + Starting Line Num be
6 + Count Increment. Sp
  
```

Page Frames

Use the Page Frame Options to apply a decorative border around a page. The frame will enclose the entire page, including headers and footers.



Note: Show Page Guides display option will be disabled if Page Frames are applied.



Notes

The settings in the Notes Tab determine the look and style of Footnotes and Endnotes.

Footnote Marker

Format

Choose from 5 different styles for your footnotes. Numerals, Roman uppercase numerals, Roman lowercase numerals, Alphabetical uppercase, or alphabetical lowercase.

Separator

Choose from None, 1" Line, or Line Across Page.

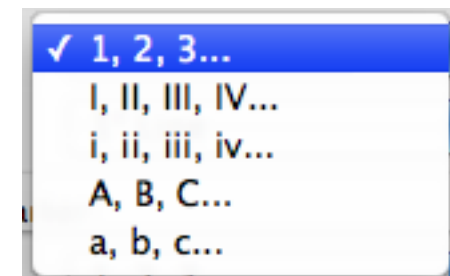
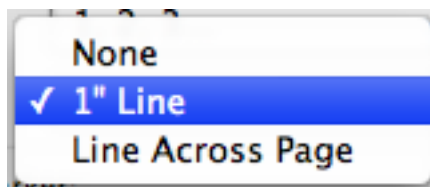
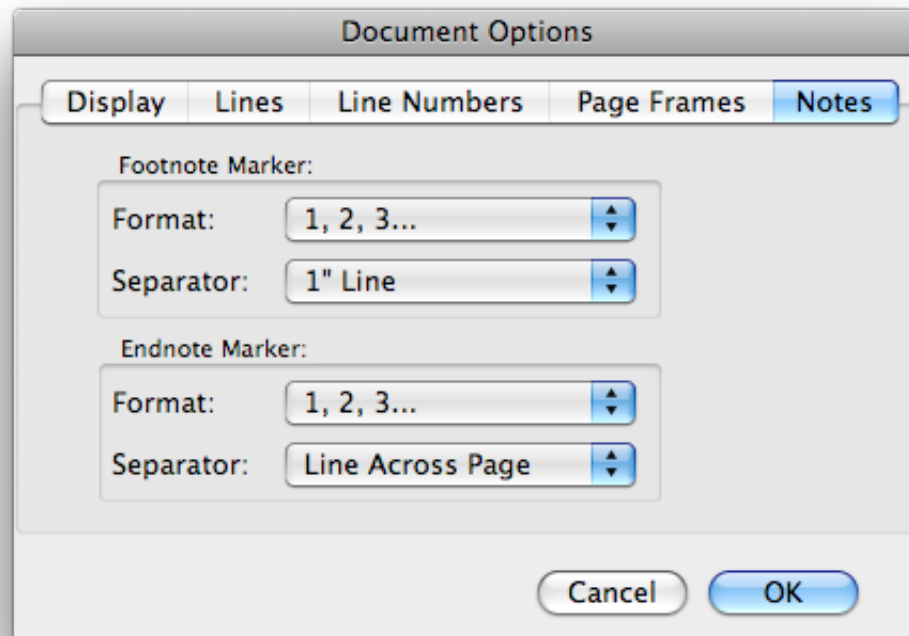
Endnote Marker

Format

Choose from 5 different styles for your endnotes. Numerals, Roman uppercase numerals, Roman lowercase numerals, Alphabetical uppercase, or alphabetical lowercase.

Separator

Choose from None, 1" Line, or Line Across Page.



Click OK when you are finished.

Tables

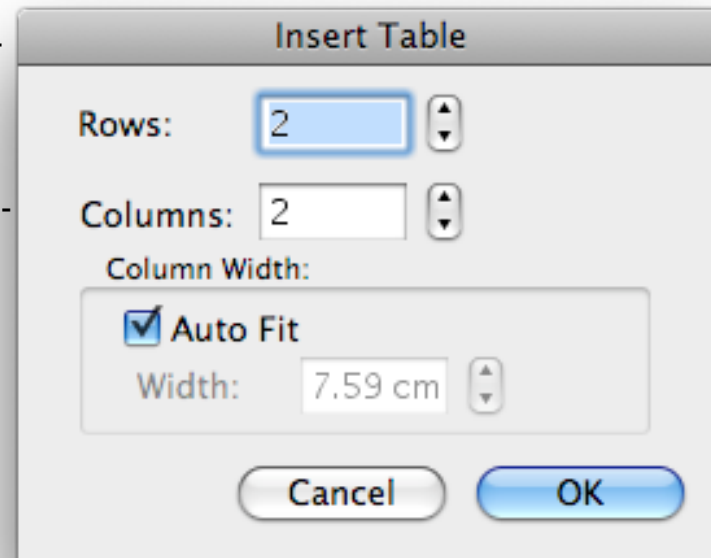
Tables allow you to organize text into neat columns and rows. Tables can be used for Page layout-like effects and can also be used to display tabular data.

Create a Table

- 1 Choose New Table from the Table sub-menu in the Format menu, or use the pop-up control in the style ribbon.
- 2 Enter the appropriate number of rows and columns in the Insert Table dialog.
- 3 Mariner Write calculates the width of the columns to fit evenly across the document, disable the Auto Fit control and enter a different column width if needed.
- 4 Click OK to insert the table.

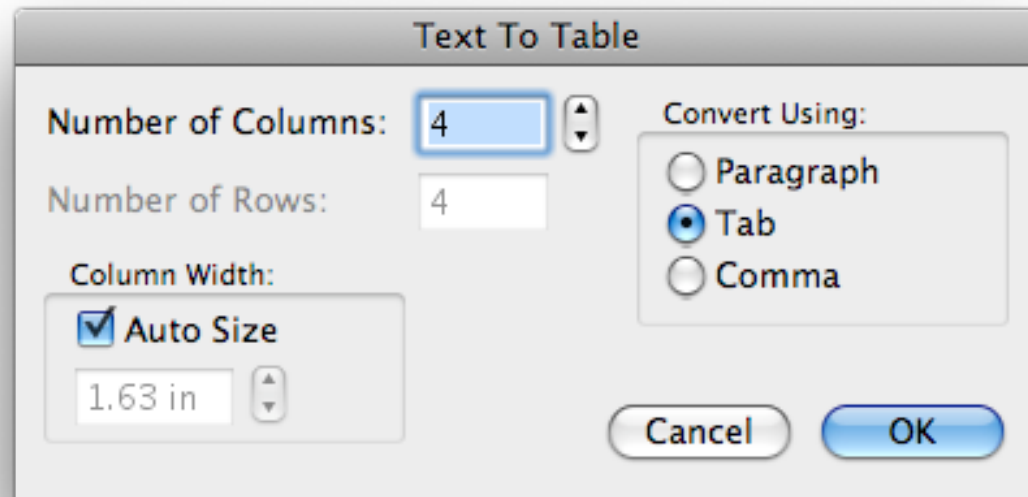
In this chapter:

- Create Tables
- Size, Delete and Clear Table Cells
- Add Borders
- Add Patterns
- Add Colors



Convert Text into a Table:

- 1 Select the document text to be placed into a table.
- 2 Choose Text To Table from the Table menu.
- 3 Select the conversion character from the Convert Using radio buttons, the conversion character is used to separate the text into different cells.



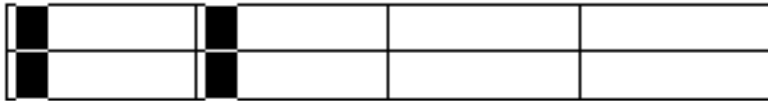
- 4 Enter the number of columns needed in the table. Mariner Write will calculate and display how many rows will be created in the Number of Rows field.

Note: this value will change when different conversion characters are specified.

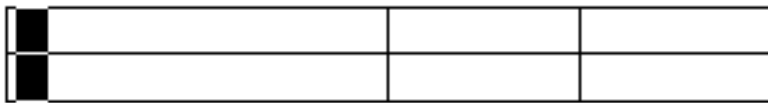
- 5 Mariner Write calculates the width of the columns to fit evenly across the document, disable the Auto Fit control and enter a different column width if needed.
- 6 Click OK to convert into a table.

Merging Cells of a Table

Use the Merge Cells menu command to combine several cells into a single cell.



before merging cells



after merging cells

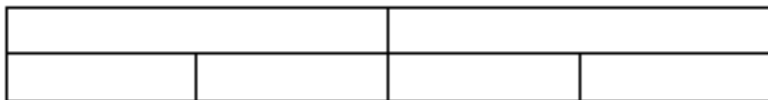
Cells may be merged with other cells to the left or right on the same horizontal row. Cells may not be merged vertically.

Splitting Cells of a Table

Use the Split Cells menu command to divide table cells into multiple cells.



before splitting cells



after splitting cells

Splitting a Table

Use the Split Table menu command to split a table into 2 smaller tables, or to add a paragraph before a table that begins a document.

- The table is divided at the row boundary above the selection.

before splitting the table

after splitting the table

Deleting a Table

Use the Delete menu command to remove columns or rows from a table.

- Delete Selected Columns.

A1	B1	C1	D1
A2	B2	C2	D2
A3	B3	C3	D3
A4	B4	C4	D4

to

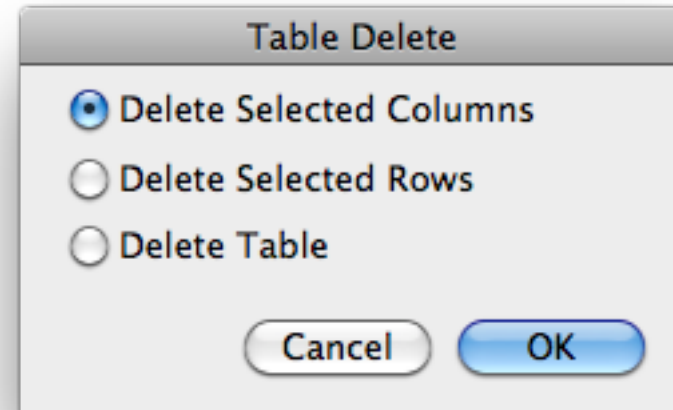
A1	D1
A2	D2
A3	D3
A4	D4

- Delete Selected Rows.

A1	B1	C1	D1
A2	B2	C2	D2
A3	B3	C3	D3
A4	B4	C4	D4

to

A1	B1	C1	D1
A4	B4	C4	D4



Clearing Data from a Table

To remove data from a table's cells while keeping the table structure intact.

1 From the menu select Format>Table>Clear...

A dialog appears.

2 Choose an option:

Clear - Selected Cells.

A1	B1	C1	D1
A2	B2	C2	D2
A3	B3	C3	D3
A4	B4	C4	D4

 →

		C1	D1
		C2	D2
A3	B3	C3	D3
A4	B4	C4	D4

• Clear - Shift Cells Left.

A1	B1	C1	D1
A2	B2	C2	D2
A3	B3	C3	D3
A4	B4	C4	D4

 →

C1	D1		
C2	D2		
A3	B3	C3	D3
A4	B4	C4	D4

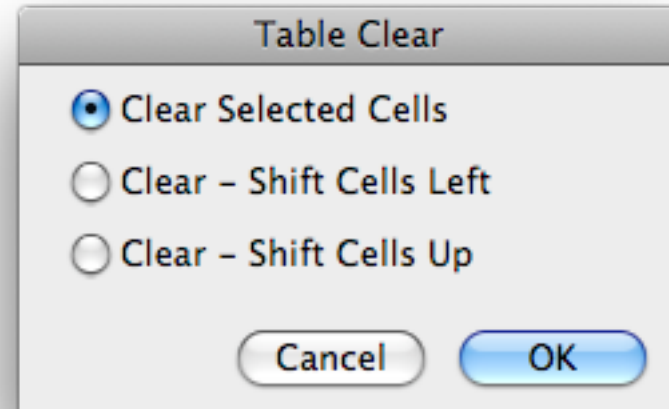
• Clear - Shift Cells Up.

A1	B1	C1	D1
A2	B2	C2	D2
A3	B3	C3	D3
A4	B4	C4	D4

 →

A3	B3	C1	D1
A4	B4	C2	D2
		C3	D3
		C4	D4

3 Click OK to clear the cells.



Inserting a Table

To insert rows or columns into your table:

- 1 From the menu, select Format>Table>Insert...

A dialog appears.

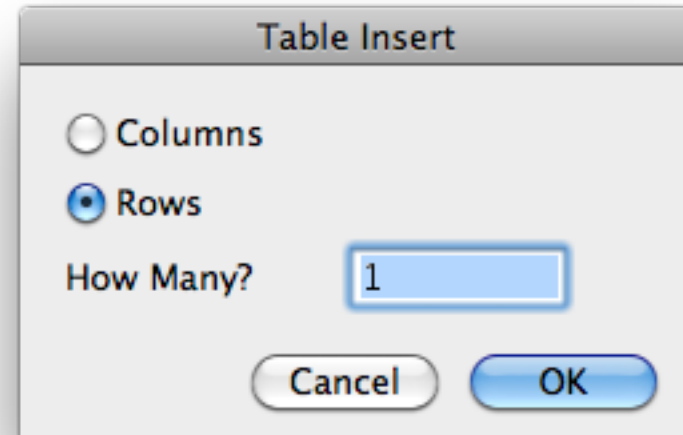
- 2 Choose columns or rows and specify the number to add.

When inserting a row, the new row is added above the selection.

A1	B1	C1	D1
A2	B2	C2	D2
A3	B3	C3	D3
A4	B4	C4	D4

 →

A1	B1	C1	D1
A2	B2	C2	D2
A3	B3	C3	D3
A4	B4	C4	D4



When inserting a column, the new column is added before (to the left) the selection.

A1	B1	C1	D1
A2	B2	C2	D2
A3	B3	C3	D3
A4	B4	C4	D4

 →

A1		B1	C1	D1
A2		B2	C2	D2
A3		B3	C3	D3
A4		B4	C4	D4

Note: to add a new row to the bottom of a table, select the last cell and use the tab key. See Table navigation for more information.

- 3 Click OK to add the rows or columns.

Table Format

Use the Format Cells menu command to modify borders, cell dimensions, color and shading.

The Cell Layout dialog uses a tabbed interface, select different format options by clicking on the tab titles listed across the top of the dialog.

Size

Column Width - width of the selected table cells.

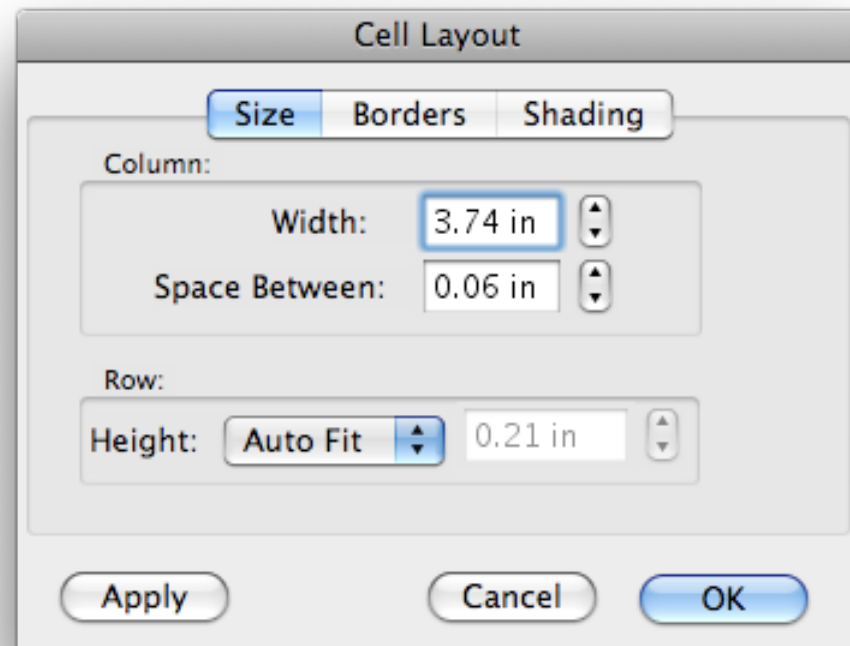
Space Between - horizontal margin of the selected cells.

Row Height Options:

Auto Fit - the text and graphics contents of the cell determine the height.

At Least - when the contents (text and graphics) exceed the specified height the cell will expand vertically.

Exactly - the cell height is exactly the specified amount, contents (text and graphics) will be clipped (not displayed) if they exceed the cell height.



Borders

Borders make your table stand out.

- 1 Select the border type
- 2 Select a border color to apply.
- 3 Uncheck "Set All" to apply different borders to each side.

Outline - applies a different grid around the selected table cells.

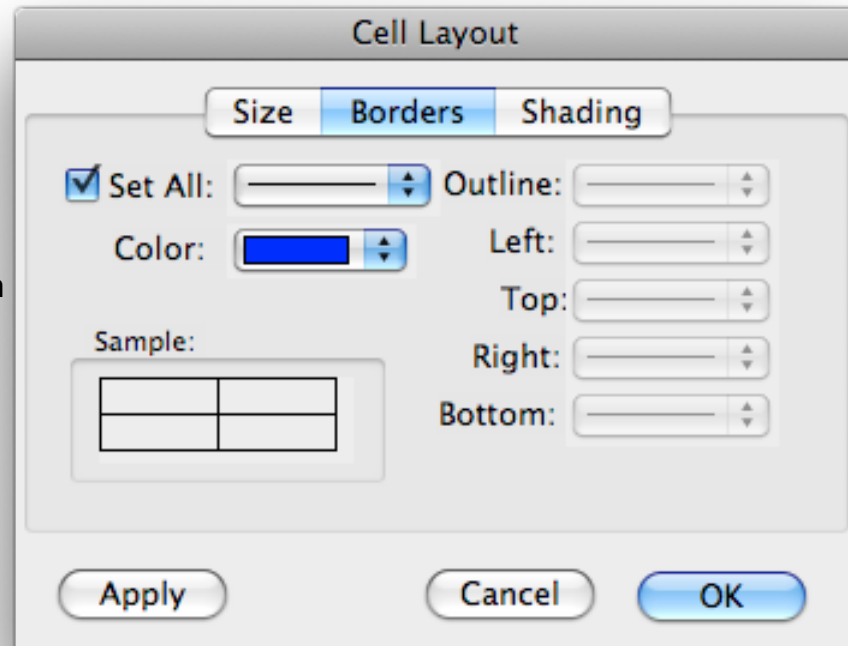
Left - Controls the lower line of the border.

Top - Controls the lower line of the border.

Right - Controls the lower line of the border.

Bottom - Controls the lower line of the border.

- 4 Click Apply to see the border in action.
- 5 Click OK when you are finished.



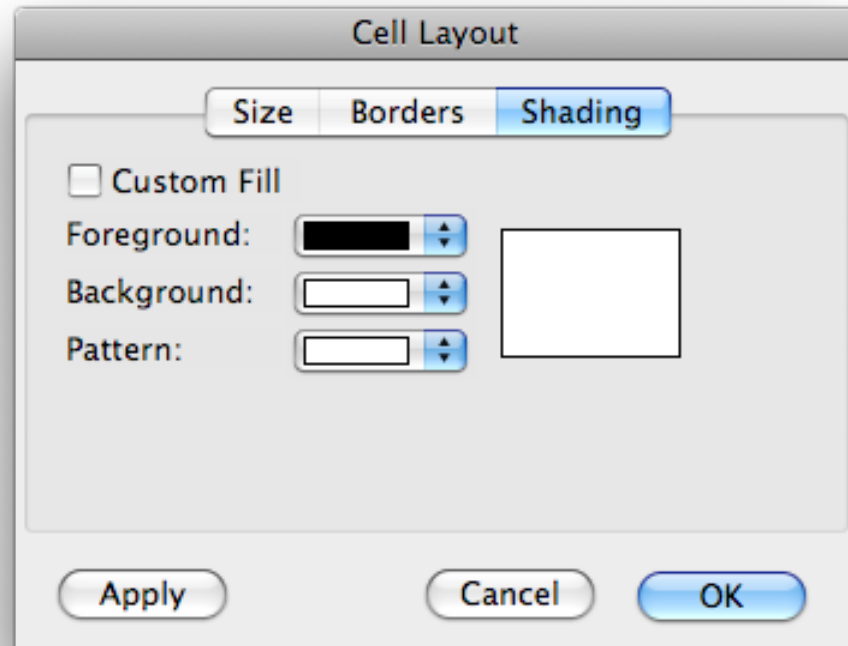
Shading Panel

Select the pattern, foreground and background colors to apply.

To add shading, click the Custom Fill control

Shading makes your table contents stand out.


- 1 Select the foreground color.
- 2 Select the background color.
- 3 Select a Pattern.
- 4 Click Apply to see the border in action.
- 5 Click OK when you are finished.

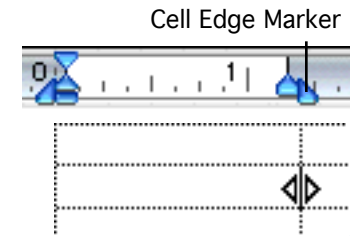


Resizing a Table

To resize a table column:

- 1 Move the cursor over the cell edge or the cell edge marker in the ruler.

The cursor changes to a double headed arrow 



- 2 Click, and drag.

- To resize a single cell width, select the cell and resize.

- To resize a table row, move the cursor over the cell bottom. The cursor changes to a double-headed arrow. Click, and drag.

Navigation Within a Table

- 1 Press the tab key to move forward cell to cell.

Note: to enter a tab character in a table cell press option + tab.

- 2 Press **shift + tab** key to move backward cell to cell.

When in the last cell of a table, press the tab key to create a new row and move the caret to the first cell of the new row.

A1	A2	A3	A4	A5
----	----	----	----	----

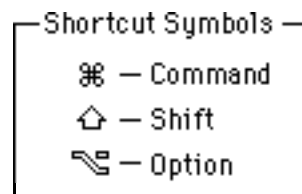
A1	A2	A3	A4	A5

Customizing Menus

Custom Key Commands

You can assign custom keyboard shortcuts to any menu item except items in the Font menu. Every key command MUST include the **Command** key as one of the keystrokes.

Option, **Control** and **Shift** key modifiers are supported.



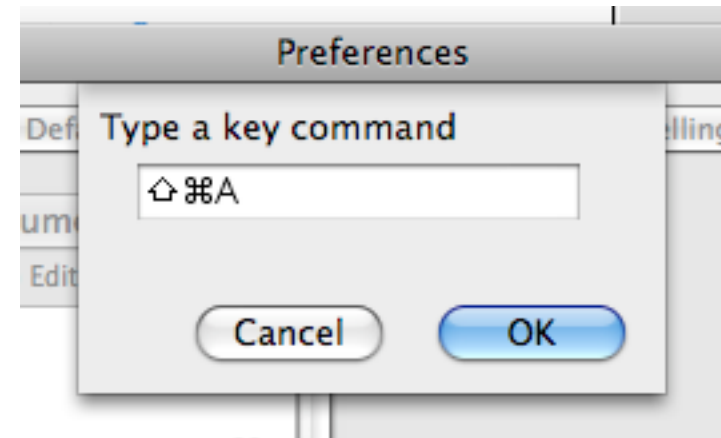
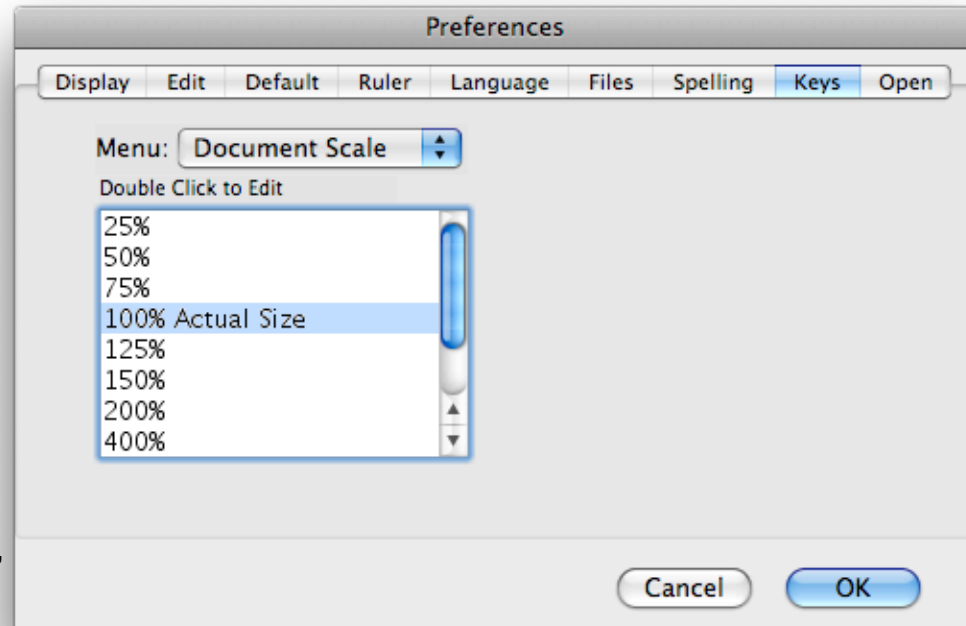
In this chapter:

- Assign a keyboard shortcut to a menu item.
- Use contextual menus

Adding a Keyboard Shortcut

- 1 Choose Preferences from the Write menu.
- 2 Click on the Keys tab to display the correct pane, and choose “Document Scale” from the menu pop-up.
- 3 Select “100% Actual Size” from the list of Document Scale commands.
- 4 Double click the selection to display a dialog where you can type a custom key.
- 5 For this example type **Command - Shift - A**, then click OK.
- 6 The new command is listed in the dialog.
- 7 Click OK to exit the dialog.

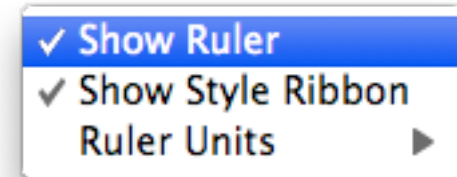
The new keyboard shortcut is now available in the Document Scale menu.



Contextual menus

In the ruler area, a hidden menu contains commands to change several preference items without using the application preferences.

Hint: Keyboard shortcuts can be assigned to these menu items, choose "Commands" in Custom Key dialog pop-up menu.



Contextual Menu Items

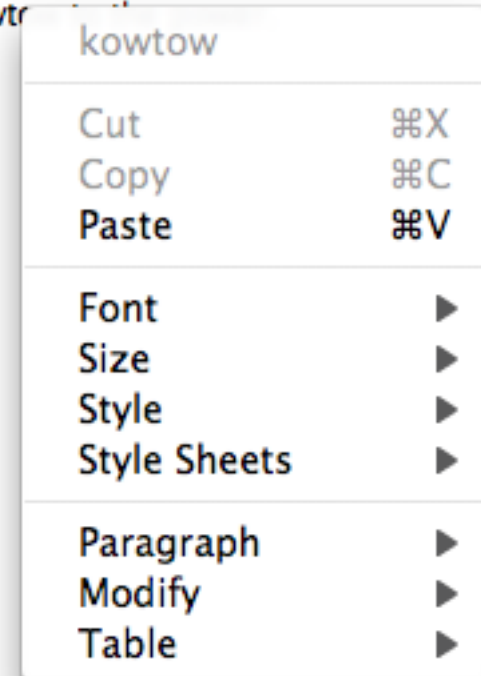
Mariner Write uses contextual menus in the document window. To activate them:

- 1 Right-click or click and hold the control key down.

The contextual menu appears.

- 2 Click, and choose the appropriate command.

bragging about Mariner Write's abilities
kowtr



Proofing Your Documents

In this chapter:

- Find and replace text, font, and size
- Check your spelling

Finding and Replacing Text

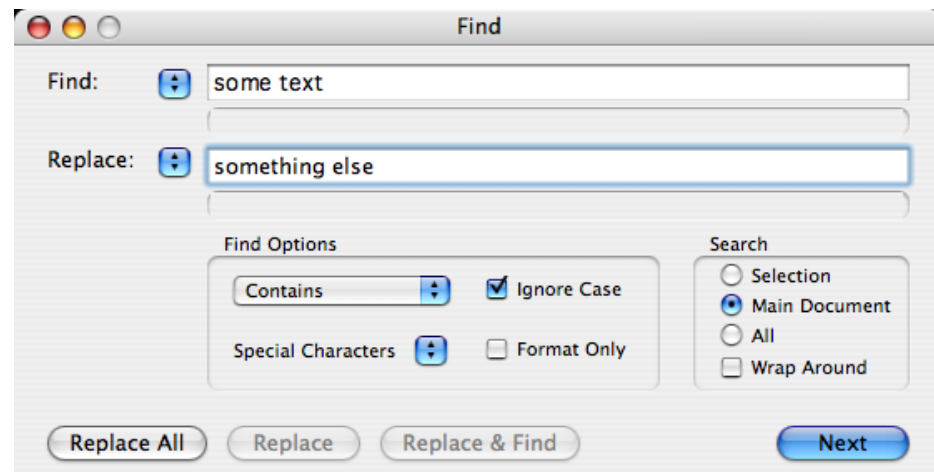
Use the Find command to search for, and optionally replace, text in your document. To use the Find window:

- 1 Activate the document where you want to find, and optionally replace, text.
- 2 Choose Find/Replace from the Edit menu (Command-F) or press the Find button in the tool bar.
- 3 Enter or paste the text you want to find into the Find field.

Because the Tab and Return keys are also used to operate the Find dialog, you can't type a Tab or Return character in the Find or Replace fields. Instead, choose the Tab, Return, or Page Break characters from the Special pop-up menu or:

To search for text with a specific font or style, choose Style... from the pop-up below the Find field., or click on the find format box. Select the formats you want from the Character Style dialog, and click OK. The active search formats appear below the Find text.

- 4 Select the appropriate search options.



- To search for an entire word only, select the Entire Word control. For example, searching for “and” with Entire Word selected would find the “and” in “Jobs and Wozniak” but not the “and” in “candy”.
- To find where the text occurs, regardless of case, select the Ignore Case checkbox control. The small caps text style does not affect the Ignore Case feature.
- To search all the text in the current document, (including headers/footers and footnotes) select “All” in the Search pop-up menu. To ignore headers/footers and footnote text, select “Main Text Only” in the Search pop-up menu.

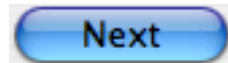
Type	To represent a
“^r”	Return
“^t”	Tab
“^p”	Page Break
“^e”	New Line (Soft Return)

5 If you want to replace found text with new text, enter or paste text into the Replace field.

To change the style or font of the found text, choose Style... from the pop-up below the Replace field., or click on the replace format box. Select the formats you want from the Character Style dialog, and click OK. The active replace formats appear below the Replace text.

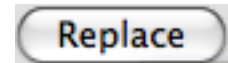
Tip! To delete found text, leave the Replace With field blank.

6 Click Next or the Return or Enter keys, to begin searching at the insertion point.

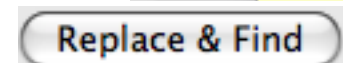


If the text is found, it's displayed and selected.

Click the Find button again to find the next occurrence.

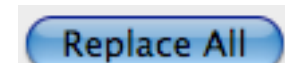


If the text is found, press Replace to replace the selection with the text in the Replace field.



Use Replace & Find as a shortcut to successively clicking the Replace, then the Find, buttons.

Click Replace All to replace every occurrence of the “find” text with the “Replace” text.



NOTE: Replace All works within the text selection, if no text is selected the entire document is searched.

Find Again

After you close the Find dialog, you can continue to search for the last text entered in the Find dialog by choosing Find Again from the Edit menu (Command-G) or pressing the Find Again button in the tool bar. The Find Again command uses the current Find dialog settings.

Find Selection

As an alternative to using the Find dialog, choose Find Selection (Command-H) from the Edit menu, or press the Find Selection button in the tool bar, to find the next occurrence of selected text.

Selected text

A **man** who treasures his family is usually solid gold himself.
A man who trusts no one is apt to be the kind of man no one trusts.

After Find Selection

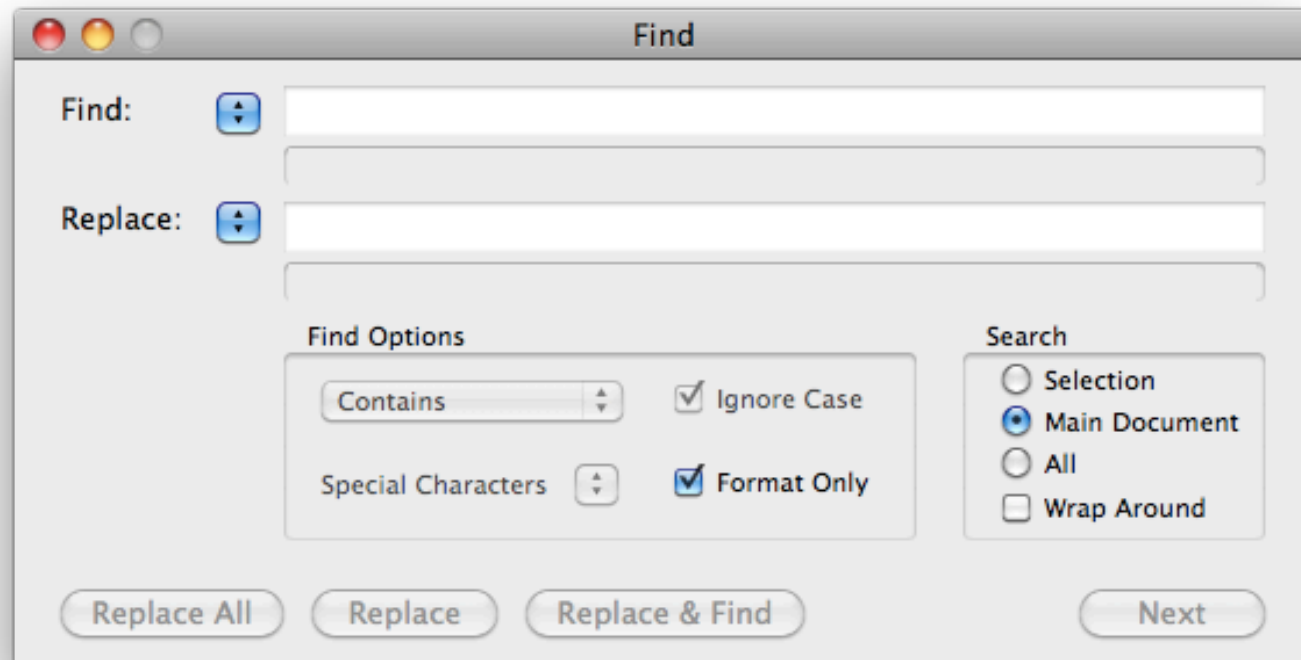
A man who treasures his family is usually solid gold himself.
A **man** who trusts no one is apt to be the kind of man no one trusts.

Find Selection works with text selections up to 255 characters long and uses the current Find dialog settings, but will only search the main document text.

Find and Replace Formatting

Instead of finding, and optionally replacing, text, use the Find Format feature to find and optionally a replace font and size format. You could, for example, change all 13-point Geneva text to 12-point Palatino text.

To find, and optionally replace formatting only:



1 Click the check box on. The Find/ Replace text fields will be hidden from view.

2 Choose Style... from the find pop-up, or click on the find format box. Select the formats you want from the Character Style dialog, and click OK.

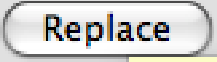
You may optionally specify a replace format, Choose Style... from the replace pop-up, or click on the replace format box. Select the formats you want from the Character Style dialog, and click OK.

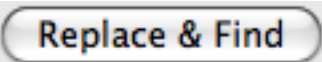
3 Select the appropriate search options. To search all the text in the current document, (including headers/footers and footnotes) select “All” in the Search pop-up menu. To ignore headers/footers and footnote text, select “Main Text Only” in the Search pop-up menu.

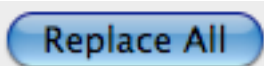
4 Press one of the following buttons:

- Press Next  or the Return or Enter keys, to begin searching at the insertion point.

If the format is found, it's displayed and selected. Clicking the Find button again finds the next occurrence.

- If the format is found, press  to replace it with the format specified in the Replace Format box.

- Use  as a shortcut to successively clicking the Replace, then the Find, buttons.

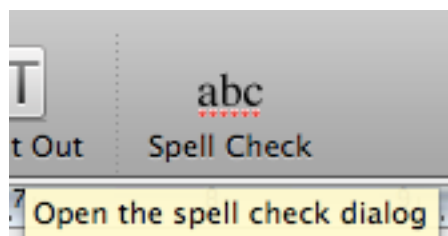
- Use  to replace all occurrences of the format specified in the Find Format box with the format specified in the Replace Format box..

NOTE: Replace All works within the text selection, if no text is selected the entire document is searched.

Spell Checking

To begin spell checking at the text insertion point:

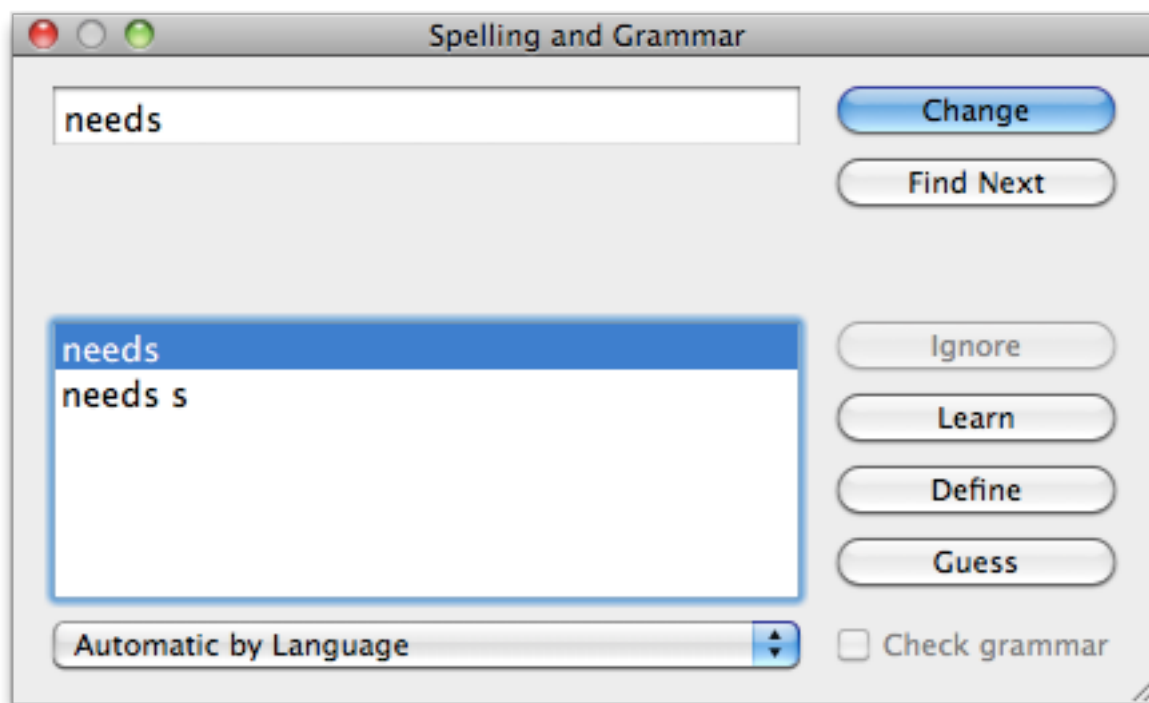
- 1 Choose Edit>Spelling>Check Spelling (Command-L) or press the Spell Check button in the toolbar.



A dialog appears.

- 2 Click the Change button to accept the suggested word.

Note: If a word is spelled correctly, but you don't want to add it to the user dictionary click Ignore The spell checker will ignore all other occurrences of that word in the current session.



Spell Checking a Single Word

The easiest way to spell check a single word, is to right-click the word and choose a suggested word from the pop-up menu.

Spell Checking Hidden Words

The spell check feature will check visible text only. To display hidden text, choose Show Hidden Text command from the Show/Hide menu.

Learning New Words

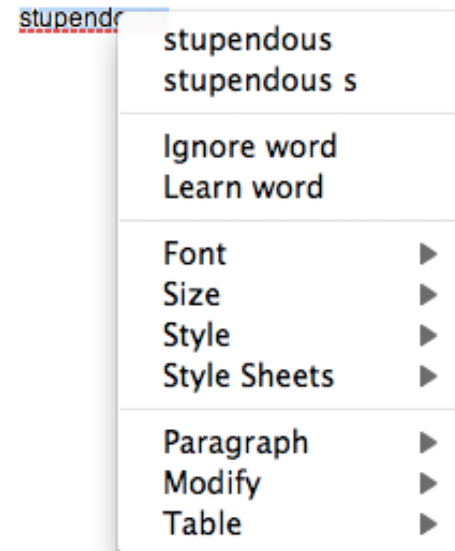
Not all correctly spelled words, such as some Proper nouns, are stored in the dictionary. The dictionary is used across all of Mac OS X , words you “learn” here retain that status across all applications.

Click the Learn button to add the word to the system dictionary.

Learned words are stored in the file here:

~/Library/Spelling/en

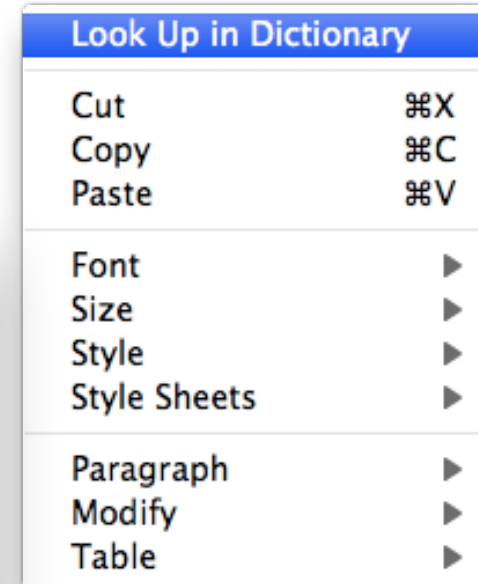
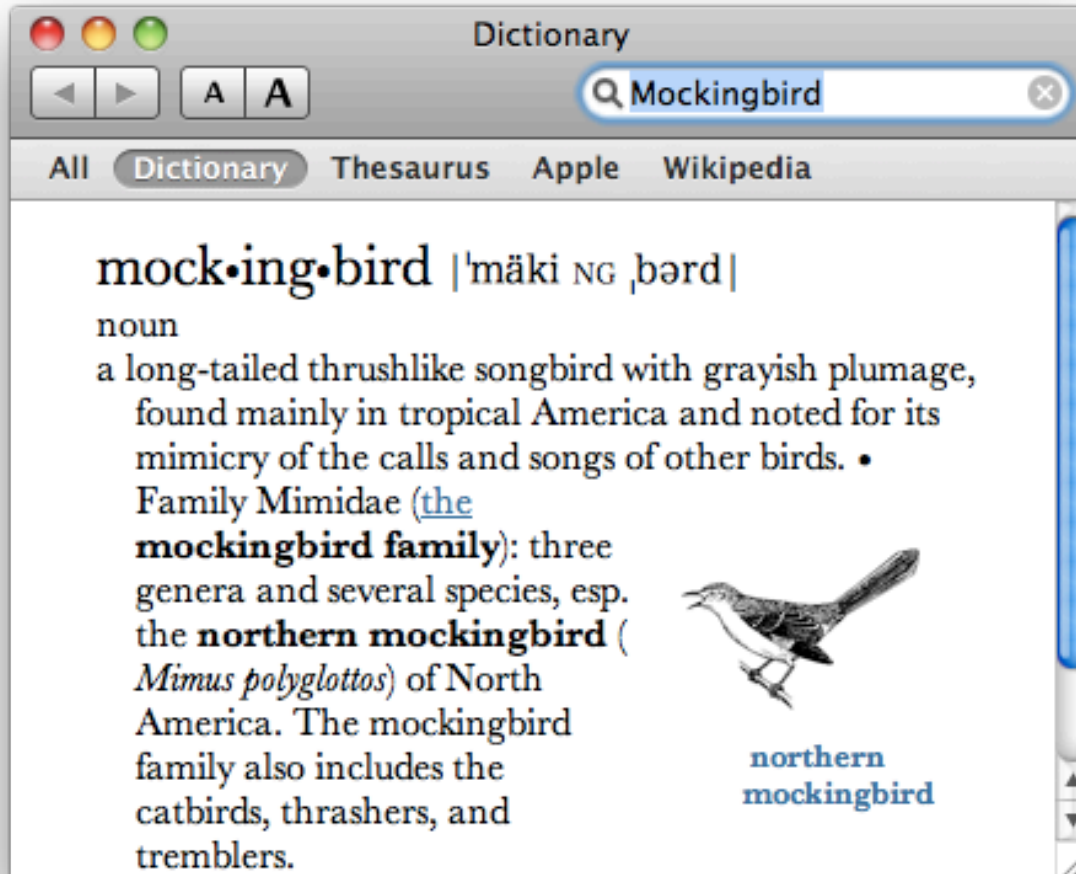
Note: example is for English dictionary., each language is named for it's ISO equivalent.



Looking up Words in the dictionary

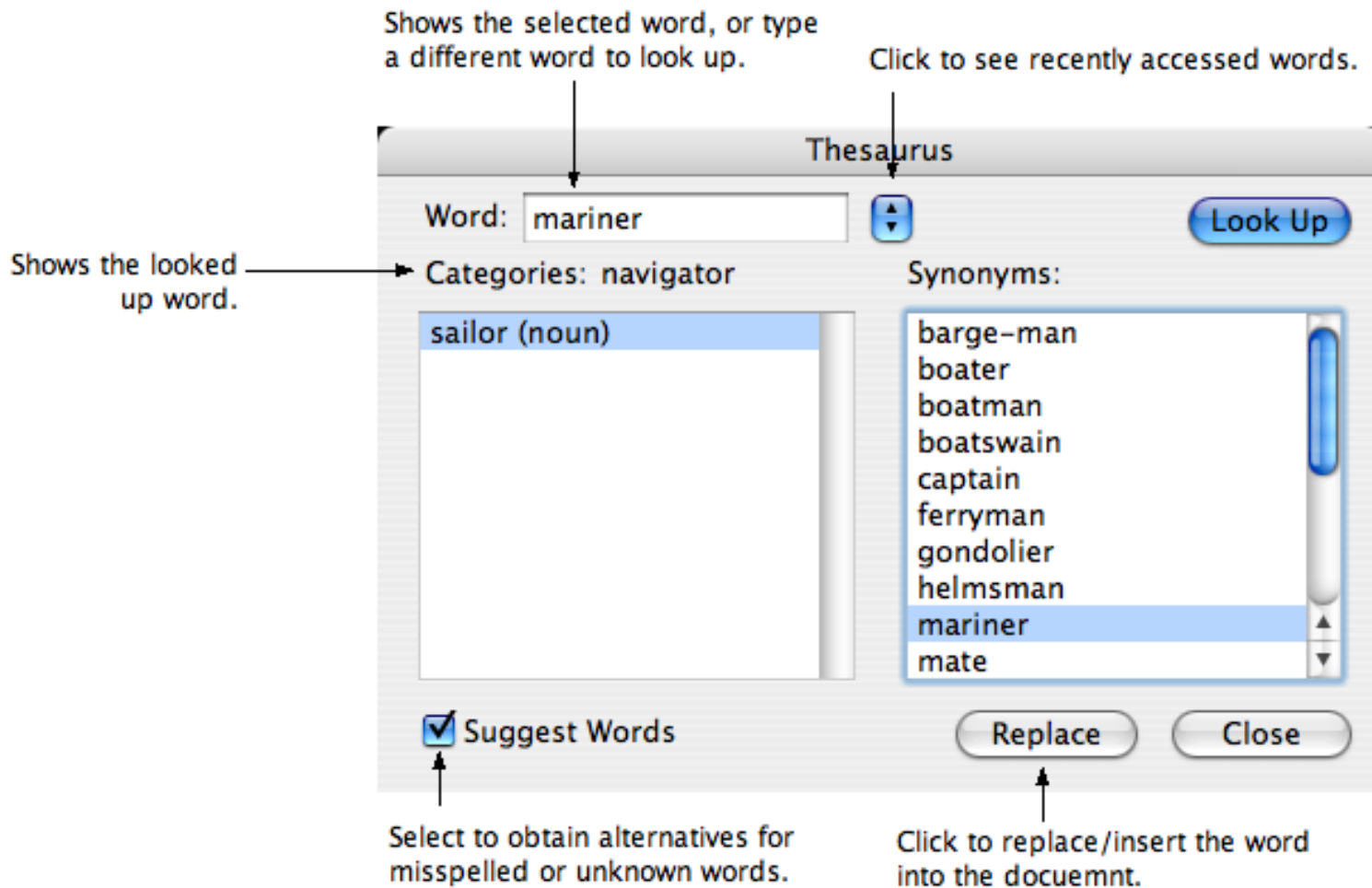
To lookup a word, right-click on the word and choose “Lookup in Dictionary” from the pop-up menu or from the spell checking dialog, click the Define button.

The system dictionary opens.



Thesaurus

Use the Thesaurus command to look up synonyms and antonyms in the onscreen thesaurus. If a word is selected in your document, it will be looked up when the Thesaurus dialog opens. Selecting a word in the Synonym list enters it into the “Word” edit field. Double clicking on a word in the Synonym list enters activates the Replace/Insert button.



Tool Bar

The tool bar is an easy way to access commonly used commands.

- The tool bar may be positioned anywhere on screen.
- The tool bar may be oriented horizontally or vertically, see Chapter 2: Preferences for details.
- Create sets of buttons for different editing tasks.

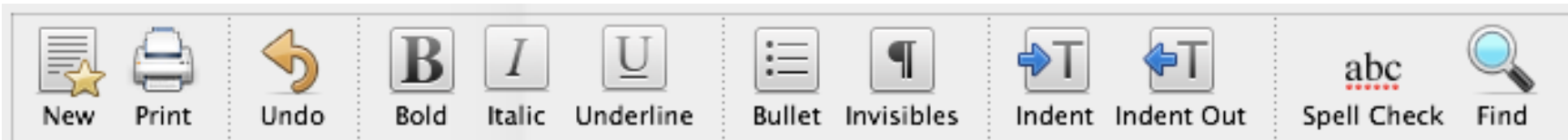
In this chapter:

- Toolbars
- Customizing the Toolbar

Toolbars

A Toolbar appears above each document window. The toolbar contains icons for commonly used actions.

Here is the default toolbar:



Customizing the Toolbar

To customize the toolbar:

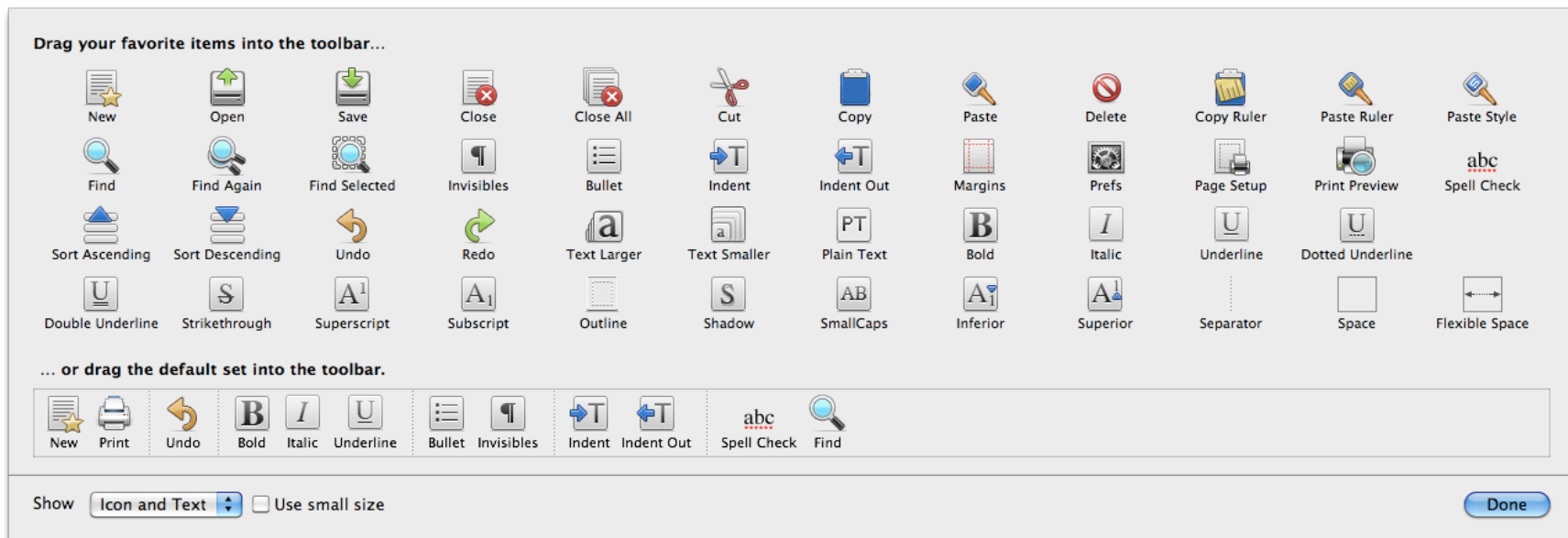
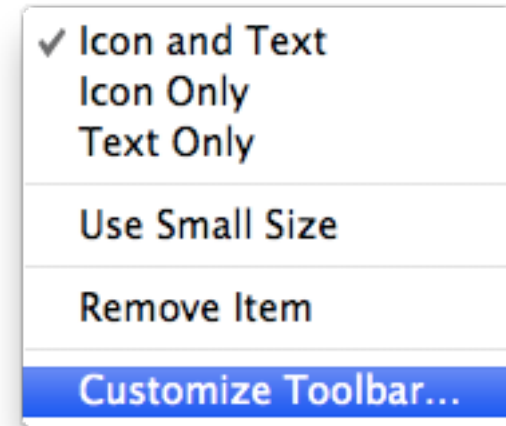
1 Choose Customize Toolbar from the View menu or right-click well over the toolbar.

The toolbar sheet is displayed.

2 Command-click and drag the button to the desired location.

or

From the Customize Toolbar sheet, click and drag the button to the new location, the tool bar display is updated immediately allowing you to see the change.



Mail Merge

Mariner Write's Merge feature lets you merge the data from one document (for example: a list of names, and addresses) with another (a form letter) and save or print the results.

You must create at least two documents to use the Merge feature.

- A data document (the list of names and addresses in a **tab delimited text file format**).
- A document template (usually a letter)

With these documents created, use the Merge command in the File menu to combine the information from the data document with the merge template. The result is a separate document addressed to each person in the data list.

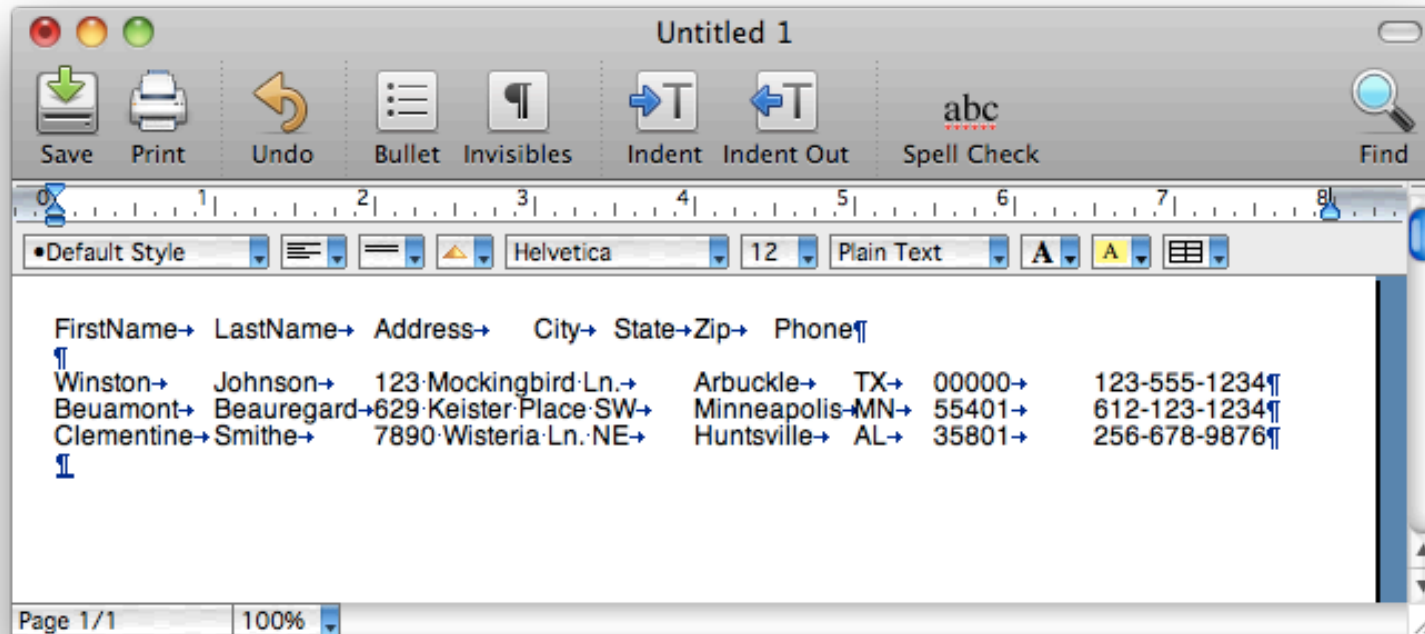
Note: You must use a tab delimited text file for the data document for the merge to work.

In this chapter:

- Create a data document
- Create template document
- Create a merge field
- Merge the documents

Data Documents

A data document is a text file containing information arranged in a special format. Mariner Write can then retrieve individual items to include in the template document.



The first line of the data document is the names record. It gives names to all the pieces in the document. These pieces of information are divided into categories (called fields) and the items in the names record are the names for each of these categories. "LastName" and "Address" are examples of field names. Field names are separated by tabs, and the name record ends with a return character.

The remainder of the data document contains lines of data called data records. The information in each data record is divided into the categories just as in the names record. The items are also separated by tabs, and each data record ends with a return character.

Note: The structure of the data document is very important. If you have a field named "City", for example, and it is the fourth item in the names record, the city must be the fourth item in every data record - because Mariner Write will always insert the fourth item when "City" is requested in the template document.

Hint: Since commas can be used to separate fields, if you have data in a field that requires a comma, surround the entire field in flat quotation marks. To enter flat quotations using Mariner Write you may need to disable the smart quote feature or enter them using the Symbol dialog.

Merge Document

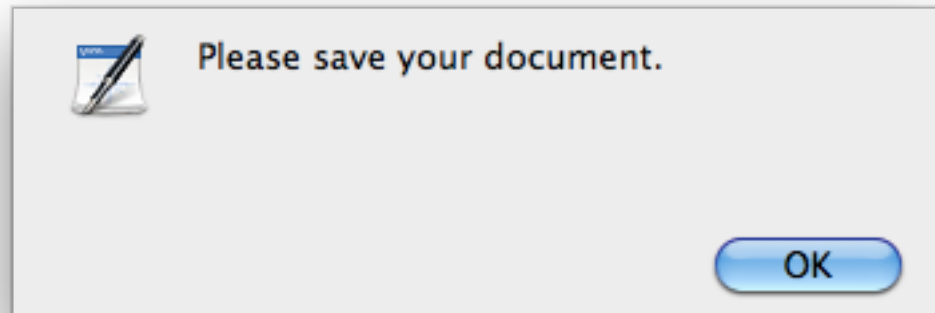
The merge document is a template, it is the document you want to print again and again-each time including different pieces of similar information from the data document.

To create a merge document:

- Specify the name and location of the data document.
- Include the data fields to be merged, using the Insert Merge Field command in the Insert menu.

Note: the Merge template must be saved to disk before you can insert Merge Fields or you'll get an error, prompting you to save the file.

- Type the rest of the form letter as you would any other form letter in Mariner Write.



See the next section on Merge Fields for details about entering data fields and specifying the location of the data document.

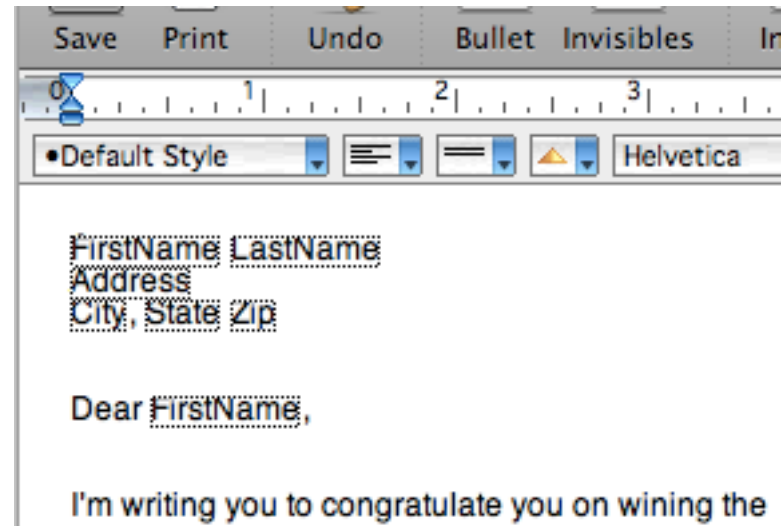
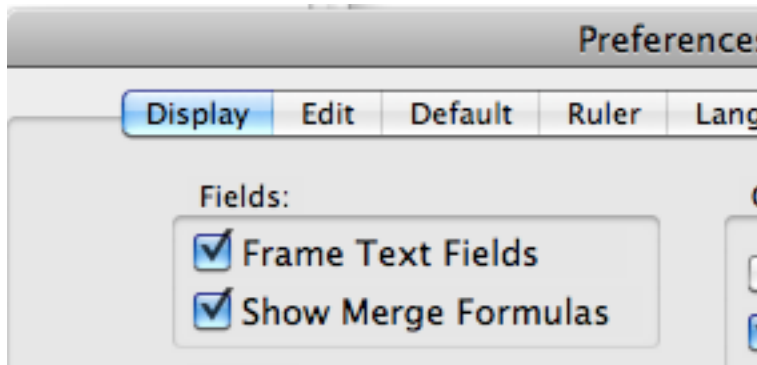
To toggle the display between Merge formulas or a plain label in the template document, use the Show Merge Formulas preference.

```
=IF(Address="25 Apple Dr", "Found "&First&" "&Last, OMIT()) ¶
```

-or-

Merge Field ¶

To visually distinguish between Merge Fields and document text, you can choose to frame them with a gray rectangle. Use the Frame Text Fields in the Display preference tab.



Merge Fields

The Insert Merge Field command allows you to enter merge data and commands into your document. Merge fields tell which information is to be merged with your document, and where it should be placed. See About Merge for more information on creating merge documents.

1 To create a merge field, choose Merge Field from the Insert menu.

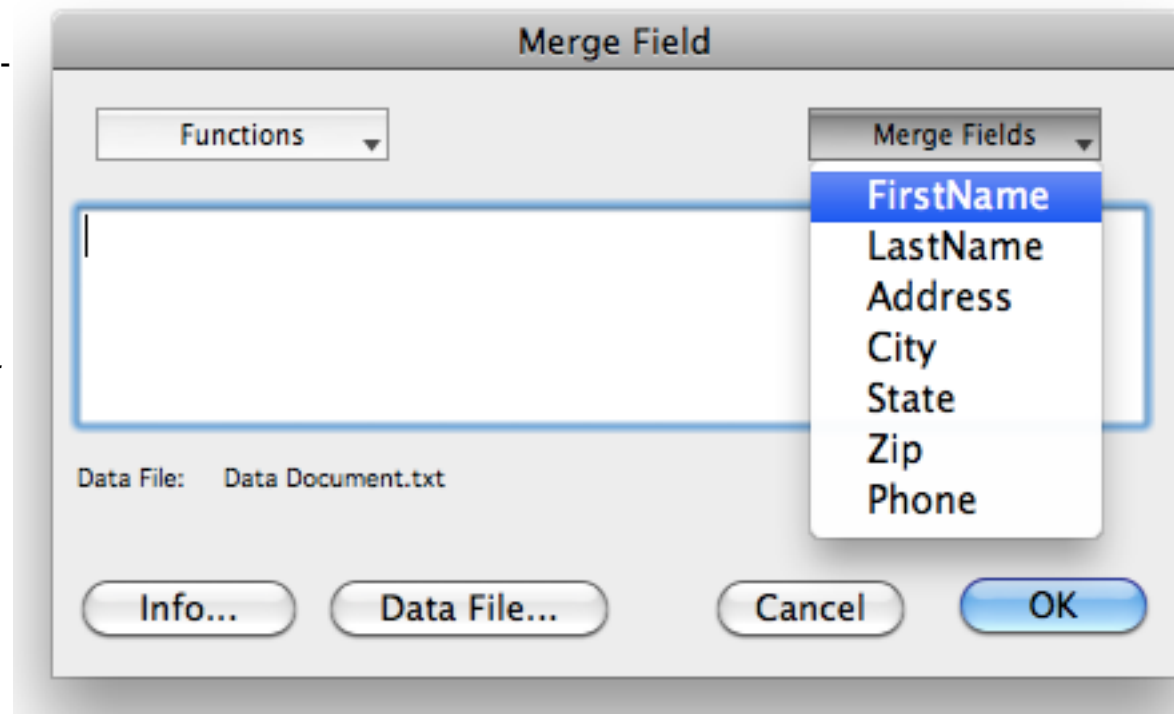
Note: The location of the Data document is stored relative to the Template, so the file must be saved to continue.

2 To specify a Data document, click on the Data File button and select a file. Once the Data document is known to Write, the elements in the Names Records appear in the Merge Fields pop up menu.

3 Enter a simple Data field entry into a Template document by selecting a Merge Field from the popup menu and click OK.

4 Enter a conditional merge or command by selecting a function from the Functions popup.

See Merge functions for more information.



Conditional Merge Fields

If you insert conditional statements in your template document, you will be able to selectively merge desired information.

To create a conditional merge, enter a formula in the Merge Field to evaluate data and make decisions using Boolean logic.

See the next 2 sections for details about entering a conditional formula.

Merge Formulas

Formulas perform calculations and comparisons on numbers, text and data, the result of the formula is then merged into the Template document.

Within a formula you can combine:

- **Numbers** - entered directly into formula such as 1 or 10.5
- **Text** - entered directly into formula such "Apple", text must be enclosed within double quotes.
- **Operators** - numerical operators such as plus (+) or multiply (*), text joining (&)
- **Functions** - such as IF or AND
- **Commands** - such as ADVANCE or OMIT

To enter a formula, open the Merge Field dialog, type an equals sign "=" and enter a formula.

Merge Functions And Commands

Write's functions evaluate data and issue instructions within Merge formulas. To enter a function or command, choose a command from the Functions popup menu or type it manually.

ADVANCE - a command to advance to the next Data Record, this would be used if you need want multiple Data records in a Template document (label templates for example).

Example: =ADVANCE()

AND - a function that returns 1 (true), if all of the logical conditions are true, if not it returns 0 (false). Normally used in conjunction with the IF Function to evaluate multiple conditions.

Format: =**AND**(condition 1, condition 2, ...)

First	Last	Address	City	State	Zip	Phone
James	Paar	1903 Space Trail Dr.	Some Where	TX	00000	555-1212

Example Data:

=**AND**(First="James", Last="Paar") equals 1

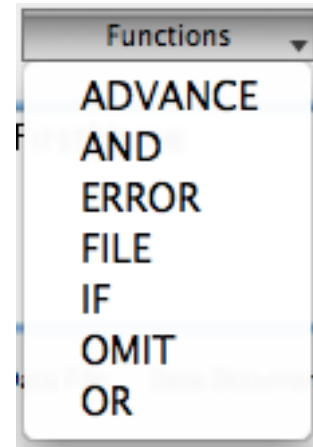
Explanation - field **First** equals James and field **Last** equals Paar, all conditions are true and the function returns 1 (true)

=**AND**(First="Bill", Last="Paar") equals 0

explanation - field **First** does not equal Bill and field **Last** equals Paar, all conditions are not true, the function returns 0

=**IF**(**AND**(First="Bill", Last="Paar"), "", **OMIT**())

explanation - the IF function uses the **AND** result to determine if this Data record will be included in the merge. The **AND** function (our second example) returns 0 (false), the IF function returns the false value which omits this record from the merge.



ERROR - a function command that stops the merge process immediately.

Format: =ERROR()

See the OR example below.

FILE - a function command that inserts an external file into the Template document.

Format: =FILE("relative path to the file to insert in quotes")

Example: =FILE("myFile")

IF - a function that returns one value if the condition is true, and another value if the condition is false.

Format: =IF(value, true_value, false_value) **First Last Address City State Zip Phone**

Example Data James Paar 1903 Space Trail Dr. Some Where TX 00000 555-1212

=IF(First="James", "Jim",First)

explanation - field **First** equals James, conditions is true and the function returns "Jim" (true condition)

=IF(First="William", "Bill",First)

Explanation - field **First** does not equals William, condition is false and the function returns the vales in **First**, "James" (false condition)

OMIT - a function command to omit or ignore the Data record from the merge output.

Format: =OMIT()

See the AND example above.

OR - a function that returns 1 (true), if any of the logical conditions are true, if not it returns 0 (false). Normally used in conjunction with the IF Function to test multiple conditions.

Format: =OR(condition 1, condition 2, ...)

First	Last	Address	City	State	Zip	Phone
--------------	-------------	----------------	-------------	--------------	------------	--------------

Example Data:

James	Paar	1903 Space Trail Dr.	Some Where	TX	00000	555-1212
-------	------	----------------------	------------	----	-------	----------

=OR(First="James", Last="Paar") equals 1

Explanation - field **First** equals James and field **Last** equals Paar, all conditions are true, the function returns 1 (true)

=OR(First="Bill", Last="Paar") equals 1

Explanation - field **First** does not equal Bill and field **Last** equals Paar, one condition is true and the function returns 1 (true)

=OR(First="Bill", Last="Jones") equals 0

Explanation - field **First** does not equal Bill and field **Last** does not equal Jones, all conditions are false and the function returns 0 (false)

=OR(First="", Last="")

Explanation - field **First** does not equal "" and field **Last** does not equal "", all conditions are false and the function returns 0 (false)

=IF(OR(First="", Last=""),ERROR(),"")

Explanation - the IF function uses the **OR** result to determine if this Data record has valid names.

The OR function returns 0 (false), the IF function evaluates and returns the false value which does nothing (" " is an empty placeholder).

If your data did not have a First or Last name, the IF function would return the ERROR function and stop the merge.

Merging Documents

To perform a merge:

- 1 From the menu, select File>Merge.

The Merge dialog appears.

- 2 Enter the range of data records to merge (if needed).

Hint: You can perform a merge test by specifying 1 record, from 1 to 1.

- 3 Select a data file to use for the merge by clicking on the “Data...” button, then navigate to the data file’s directory and select the data file.
- 4 Click on the New Doc button or Print button to begin the merge.

Send Merged Documents to options:

New Doc: Results are placed in a single document, a page break separates data records.

Printer: Results are sent to the printer for each data record.

Cancel: Discards any changes you’ve made in this dialog.

